

**Wake County SmartStart
Executive Committee Meeting
January 26, 2011**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, January 26, 2011 in the conference room of the Wake County SmartStart offices located at 1121 Situs Court, Suite 250 in Raleigh, North Carolina.

Executive Committee members in attendance were Mary Ellen Anderson, Arvelis Byrd, Dale Cousins, Shanté Martin, Camille Schaffer, Mike Smith and David Zonderman.

Staff members present were Louise Bannon, Gary Carr, Pat Clements, Pam Dowdy, WCSS Executive Director, Elizabeth Santana and Anna Troutman.

Welcome/Call to Order/Adoption of Agenda/Adoption of Consent Agenda:

Chair, Shanté Martin, recognized a quorum and called the meeting to order at 8:33 am.

Ms. Martin shared with the committee news of Mary Ellen Anderson's retirement from WCHS at the end of January and that this would be her last official meeting. Ms. Martin extended to Ms. Anderson an invitation to attend the February 23, 2011 Board of Directors meeting so that she could be properly recognized for her work over the last seven years as well as to give her board peers the opportunity to wish her well in person. Ms. Martin then presented Ms. Anderson with a small token of appreciation.

Dale Cousins moved to adopt the agenda, Arvelis Byrd seconded. Calling for a vote and hearing no objections, the motion carried. (01-11-24)

Mary Ellen Anderson moved to adopt the consent agenda which included minutes from the September 22, 2010 Executive Committee Meeting and a WCSS Budget Amendment, Dale Cousins seconded. Calling for a vote and hearing no objections, the motion carried. (01-11-25)

Committee Reports:

- **Program Planning Committee:**

Saturation Rate Update:

Program Planning Committee Chair, Mary Ellen Anderson began the meeting drawing the committees attention to attachment B.6 showing the goals developed by the LICC to address the issue of the EI 3-5 Saturation Rate. The primary goals were specific to services to families and children as well as improvements to the service delivery system. The Program Planning Committee will continue to monitor the progress and report updates to the Executive Committee and Board.

- **Finance Committee:**

December 2010 Finance Reports:

Finance Committee Chair, Camille Schaffer began her report with the December 2010 Finance Reports outlined in attachments B.1, 2, 3, 4, noting there was nothing significant to report. Ms. Schaffer reviewed the process for recalling funds from partners to cover cuts requested of partnerships by NCPC. A brief discussion followed regarding using agency spending data by the Allocations Committee. Discussion was followed by David Zonderman's motion to accept the December 2010 Financial Reports outlined in attachments B.1, 2, 3, 4. Mike Smith seconded. Calling for a vote and hearing no objections, the motion carried. (01-11-26)

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Recommendation to Add Check Signer:

Ms. Schaffer brought forward a recommendation, outlined in attachments, B.5, 5a, to add the Director of Program Coordination and Evaluation as an authorized check signer. It was noted that the addition of this position would more closely align with our formal succession plan. A lengthy discussion regarding defining what constitutes an absence with more detail on timeframe of absence took place. A decision was made to amend the recommendation to add more defined procedures to be brought back to the Finance Committee for review. Camille Schaffer moved to approve the amended recommendation to add the Director of Program Coordination and Evaluation as an authorized check signer with more defined procedures to be reviewed by the Finance Committee. Arvelis Byrd seconded. Calling for a vote and hearing no objections, the motion carried. (01-11-27)

Health Insurance and Audit Update:

The last items on Ms. Schaffer's report were updates on staff health insurance and the state audit:

- **Health Insurance:** Finance Committee approved the change in staff health insurance carriers from BCBSNC to United Health Care. The change resulted in an overall savings of \$30,000 for the year while still maintaining a high level of health coverage for staff.
- **State Audit:** The final audit report was received and no findings were reported. There were concerns raised, however, regarding WCSS's banking institution Paragon Commercial Bank. Due to a drop in their rating regarding liquidity and capitalization as well as losses last fiscal year and this first quarter, it's been recommended that the organization examine and monitor their continuing relationship with Paragon. With this in mind the Finance Committee will be reviewing this as well as looking at other banking options to be brought to the Board of Directors.

New Business:

- **Office Lease Update:**

Controller, Gary Carr updated the committee on WCSS's ongoing negotiations of their lease agreement up for renewal on May 31, 2011. Mr. Carr provided a review of the process to date noting that negotiations are still ongoing. Updates to the board will be ongoing.

- **Covenant and Coalition Dues:**

Executive Director, Pam Dowdy brought the committee's attention to attachments C.1, 1a, 1b outlining statements of support for the Covenant with North Carolina's Children and the Child Care Coalition. Ms. Dowdy provided the committee with an overview of each organization, their impact on the community and their strong alignment with Wake County SmartStart. Attachment C.1 highlighted the level of support given by WCSS over the last few years and presented the staff recommendation to continue to support each at the same level approved last fiscal year. After a brief discussion Camille Schaffer moved to approve continuing the support for both the Covenant with North Carolina's Children and the Child Care Coalition at the \$4,000.00 level. Mary Ellen Anderson seconded. Calling for a vote and hearing no objection the motion carried. (01-11-28)

- **Jordan Center Appeal:**

Ms. Dowdy refreshed the committee on the circumstances resulting in the Jordan Child and Family Enrichment Center operating under a special provisional license for the next six months and a temporary reduction in their star rating. As MAF guidelines stipulate that a center must retain a four or five star rating, the Jordan Child and Family Enrichment Center has submitted to WCSS a formal request for exception to allow the center to continue serving the children enrolled in their current MAF classrooms. Attachment C.2 outlines the More at Four Community Advisory Group recommendation for:

- WCSS to submit a request to the Office of Early Learning granting Jordan Child and Family Enrichment Center a temporary exception to the More at Four star licensing requirements.

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- Allow the Jordan Child and Family Enrichment Center to continue serving children and to be reimbursed for those services during the six month period the facility operates under a Special Provisional License.
- Send a letter to each of the Jordan Child and Family Enrichment Center More at Four families informing them of their right to request a transfer to another site.

After a discussion of the circumstances, the efforts by the Jordan Child and Family Enrichment Center to make corrections to their program and improve their safety procedures David Zonderman moved to accept the recommendation from the More at Four Community Advisory Committee outlined in attachment C.2. Camille Schaffer seconded. Calling for a vote, noting the abstention of Arvelis Byrd and Shante' Martin, and hearing no objection, the motion carried. (01-11-29)

- **Budget Cuts Update:**

Ms. Dowdy shared an email receive from NCPC outlining FY2010-11 budget cuts for our partnership noting that we should be able to meet the reversion required and continue providing assistance to subsidy. Partners as well as in-house programs are being asked to look at budgets for voluntary reversions of any funds which may not be required. WCSS will keep the board informed of all updates as they are received.

- **Committee Structure & NCPC LP Guidelines:**

Chair, Shanté Martin opened a discussion on the topic of committee structure and drew attention to attachment C.3, Guidelines for Local Partnership Representation on NCPC Board Committees adopted on December 20, 2010 as a reference. The conversation centered on the balance of community members in relation to the number of board members on committees and the voting rights of each on recommendations to go before the full board. Currently, committee recommendations coming before the board do not require a second as the understanding is that there was a board majority representation at the time of the committee vote which might not always be the case. The topic was vigorously debated with the outcome being a motion by Camille Schaffer to adopt the process of requiring a motion and a second of all committee recommendations going before the full board. Arvelis Byrd seconded. Calling for a vote and hearing no objection the motion carried. (01-11-30)

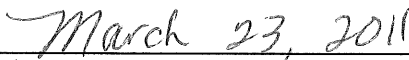
- **Dashboard:**

The last item on the list was the January Dashboard on which Ms. Dowdy pointed out that partner visits are being coordinated and encouraged everyone to sign up to participate. Also noted was the Board Giving statistic of 72% reflecting donations received in honor of Past Chair, David Zonderman. Ms. Dowdy then brought the committees attention to the Annual Inspection Report poster which was recently updated with the most current statistics for Wake County.

With no other business noted, David Zonderman moved to adjourn at 10:15 am. Camille Schaffer seconded. Calling for a vote and hearing no objections, the motion carried. (01-11-31)



 Secretary Signature



 Date