

**Wake County SmartStart  
Board of Directors Meeting  
February 23, 2011**

A regular meeting of the Wake County SmartStart Board of Directors occurred on Wednesday, February 23, 2011 in the conference room of the Wake County SmartStart offices located at 1121 Situs Court, Suite 250 in Raleigh, North Carolina.

Board members in attendance were Lorie Barnes, Arvelis Byrd, Sandy Dietrich, Shirley Herndon, Fiorella Horna-Guerra, Mark Langford, Giang Le, Marcia Mandel, Shanté Martin, Susan McCullen, Carol Mitchell, Peter Morris, Camille Schaffer, Joe Stewart, Tyrone Williamson and David Zonderman.

Board members absent and excused were Dale Cousins, Donna Hargens, Michele Miller-Cox and Michael Weisel.

Board members absent and unexcused were Mike Smith and Betty Lou Ward.

Staff members present were Debi Bartholomew, Gary Carr, Pat Clements, Nichelle Cole, Pamela Dowdy, Executive Director, John Guenther, Elizabeth Santana, Melinda Schlesinger and Anna Troutman.

Guest in attendance was former board member Mary Ellen Anderson.

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

At 8:39 a.m. Board Chair, Shanté Martin, recognized a quorum, calling the meeting to order and welcoming new board member Susan McCullen to her first official board meeting as the Wake County Manager designee.

Also acknowledged was recently retired board member Mary Ellen Anderson who was presented with a token of appreciation for her dedication and service to the WCSS board.

Ms. Martin next recognized Carol Mitchell as accepting the Program Planning Committee Chair position vacated by Mary Ellen Anderson and acknowledged her participation on the Executive Committee.

Joe Stewart moved to adopt the agenda, David Zonderman seconded. Calling for a vote and hearing no objections, the motion carried. (2-11-32)

Mark Langford moved to approve the consent agenda which included the minutes from the December 8, 2010 Board of Directors Meeting and the January 2011 Financial Reports. Joe Stewart seconded. Calling for a vote and hearing no objections the motion carried. (2-11-33)

**Committee Reports:**

**•Finance Committee:**

- **Audit Update:** Committee Chair, Camille Schaffer reported on concerns raised from the audit regarding WCSS's banking institution Paragon Commercial Bank. The Finance Committee reviewed the management letter and had a presentation from the bank during their February 10, 2011 meeting with the outcome being to continue with Paragon Commercial Bank while looking into other deposit options at Paragon and other institutions. The Finance Committee will continue to update the board.

**Chairman's Report:**

**•Budget Update/Subsidy Allocation:**

Executive Director, Pam Dowdy reported that NCPC had made a mandatory call for reversions. WCSS is required to revert \$358,709. WCSS staff worked to move funds out of existing contracts in both the Administration and Program Services budgets to make the required reversion to NCPC leaving an unallocated balance of \$358,115. Attachment C.1 outlined detail of the staff recommendation to put the full-unallocated balance as well as any other reverted funds received through April 15, 2011 into WCHS Child Care Subsidy Program. After some discussion, Camille Schaffer moved to approve the staff recommendation outlined in attachment C.1 with the stipulation that funds allocated would be subject to revocation should additional reversions be called by the State. Carol Mitchell seconded. Calling for a vote, noting abstentions from Giang Le, Susan McCullen and Peter Morris, and hearing on objections, the motion carried. (2-11-34)

AB Initial

4/27/11 Date

•**Board Committee Assignment Update:**

Ms. Martin directed the board's attention to attachment C.2 reflecting current board structure, terms and committee participation. Upon review of this information, vacancies are noted in the Mental Health and Parent positions. We are waiting on the WCHS Director to assign a new Mental Health designee. Per NCPC policy the Parent position should be a parent receiving services, Ms. Martin urged board members to think about someone that they might know who would be a strong candidate for this position. Ms. Martin also made personal requests to members regarding participation on committees and thanked Lorie Barnes, Sandy Dietrich and Heather Wong for agreeing to participate on the newly formed Communications Committee and Donna Hargens on the Board Development Committee.

•**Legislative Update:**

Past Chair, David Zonderman shared with the board the outcomes of several legislative visits he participated in along with Executive Director, Pam Dowdy. Together they met with newly elected Rep. Tom Murry and Rep. Nelson Dollar. Ms. Dowdy also met with Rep. Rosa Gill, Rep. Jennifer Weiss, accompanied by Lorie Barnes, Rep. Deborah Ross and Rep. Grier Martin. Board members were encouraged to contact their legislators in support of early childhood.


•**Strategy Discussion/Implementation of Budget Reductions:**

Ms. Martin reminded the board that activity bids for the next three-year funding cycle would soon be due and that Allocations Committee would then work to make recommendations to go before the board on April 27, 2011. With this in mind, she enlisted the board's recommendations on guidance to provide the Allocations Committee when reviewing activity bids. After thorough discussion, there was a consensus in providing guidance to the Allocations Committee to focus on fully funding, or to the maximum extent possible, those programs that advance our mission.

**Executive Directors Report:**

Executive Director, Pam Dowdy ended the meeting with a Power Point presentation on the FY2009-10 PBIS results. WCSS met or exceeded all eight of the PBIS standards and the presentation touched on key elements of those results.

With no other business to address, Board Chair Shanté Martin entertained a motion made by Joe Stewart to adjourn the meeting at 10:11 am. Carol Mitchell seconded. Calling for a vote and hearing no objections the motion carried. (2-11-35)

  
Secretary Signature

4/27/11  
Date