

**Wake County SmartStart  
Executive Committee Meeting  
September 22, 2010**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, September 22, 2010 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, Dale Cousins, Shanté Martin, Donna Rutowski and David Zonderman.

An executive Committee member absent and excused was Michael Weisel.

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

As two committee members were detained and those in attendance had time constraints, the agenda was altered to reflect a general review of material that did not require committee action.

**Committee Reports:**

- **Program Planning Committee:**

**EI 3-5 Saturation Rate Investigation and Action Steps:**

Program Planning Committee Chair, Mary Ellen Anderson began with her report outlined in attachment B.1. reminding the committee of the board's request in June 2009 for the Program Planning Committee to "examine systemic issues contributing to the trend in the saturation rate of children receiving Early Intervention (3-5 year old) services; and determine what, if any, factors would affect future funding decisions or have service implications." Ms. Anderson reminded the committee of the PPC's work in response to this task request and of the presentation of that work at the December 2009 Board of Directors meeting. Since that meeting, the LICC Task Force met twice in March of 2010 and identified action steps to address the issues and questions raised. The LICC considered the recommendations and directed its committees to prioritize the action steps for incorporation into the LICC's goals for implementation during its next 3 year planning cycle. Prioritization took place September 14, 2010 and implementation is expected to be ongoing.

Ms. Anderson noted that additional areas of collaboration need attention in the areas of Communication and Community Education. When asked if WCSS funding would be anticipated for this, she responded that there did not appear to be a need for funding but rather for WCSS staff involvement.

**Welcome/Call to Order/Adoption of Agenda/Approval of Minutes:**

Chair, David Zonderman, recognized a quorum and called the meeting to order at 8:48 am.

Dale Cousins moved to adopt the agenda, Shanté Martin seconded. Calling for a vote and hearing no objections, the motion carried. (09-10-05)

Mary Ellen Anderson moved to adopt the consent agenda which included the minutes from the May 26, 2010 Executive Committee Meeting, the August 2010 Financial Reports, and a WCSS Admin Budget Amendment Recommendation, Dale Cousins seconded. Calling for a vote and hearing no objections, the motion carried. (09-10-06)

CB Initial

1/24/11 Date

**New Business:**

• **Strategic Planning Follow-up:**

Executive Director, Pam Dowdy led discussion as the committee reviewed attachment C.1 the Summary of Priorities that were developed during the August 25, 2010 Strategic Planning Retreat. Ms. Dowdy noted affirmation of the WCSS Mission and Goals and proceeded to review the six framework questions and the recommendations from staff based on board discussion during the retreat. After some committee discussion it was agreed that staff would continue working on some areas where information is pending and finalize for full board review at the December 8, 2010 Board of Directors meeting.

• **Policy Recommendations:**

Ms. Dowdy introduced attachment C.2 outlining the staff recommendation to approve the revised WCSS Funding Appeal Policy and Procedures and the adoption of the More at Four Annual Plan Policy and Procedures as well as the Finance Committee Recommendation to approve the revision of the WCSS Records Retention and Disposition Policy.

After thorough review of the Funding Appeal Policy and Procedures several changes in language were suggested. The revisions to the policy will be made and brought to the October Board of Directors meeting.

Donna Rutowski moved to approve the staff recommendation of the implementation of the More at Four Annual Plan Policy and Procedure outlined in attachment C.1. Dale Cousins seconded. Noting the abstention of Shanté Martin, calling for a vote and hearing no objections, the motion carried. (09-10-07)

Shanté Martin moved to approve the Finance Committee recommendation of the revision of the Records Retention and Disposition Policy. Mary Ellen Anderson seconded. Calling for a vote and hearing no objection, the motion carried. (09-10-08)

• **Unallocated Funding Recommendation:**

Ms. Dowdy introduced the staff's intent to bring forward to the committee the recommendations on spending up to \$1,085,000 of unallocated funds. After learning late last Friday that the State budget shortfall is more than anticipated, additional cuts may occur. With this in mind Ms. Dowdy requested a revision to the staff recommendation to approve funding of up to \$60,000 for Staff Development for funded partners (conferences/trainings); up to \$450,000 for the Education Award and to place the remainder with Child Care Subsidy, requesting written assurance that we would be held harmless the following year. After a lengthy discussion Shanté Martin moved to approve the staff recommendation to approve funding of up to \$60,000 for Staff Development for funded partners (conferences/trainings); up to \$450,000 for the Education Award and to place the remainder with Child Care Subsidy requesting written assurance that we would be held harmless the following year. Dale Cousins seconded. Calling for a vote and hearing no objection, the motion carried. (09-10-09)

With no other business noted, Shanté Martin moved to adjourn at 9:57 am. David Zonderman seconded. Calling for a vote and hearing no objections, the motion carried. (09-10-10)

  
Secretary Signature

Date Jan. 26, 2011