

**Wake County SmartStart  
Executive Committee Meeting  
May 28, 2008**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, May 28, 2008 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 Dale Cousins, Hannah Poteat, Donna Rutowski, Mary Urzi and Michael Weisel.

Executive Committee members absent and excused were Michele Miller-Cox and David Zonderman.

Guests in attendance were Lynette Aytch, NCPC Leadership SmartStart Director.

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

Chair, Michael Weisel was detained so past Board Chair Hannah Poteat called the meeting to order at 8:30 am and a quorum was recognized.

A motion to adopt the agenda was made by Dale Cousins, Mary Urzi seconded the motion. All voted and approved unanimously. (05-08-52)

A motion to approve the consent agenda which included minutes of the March 26, 2008 Executive Committee meeting, the April 2008 Financials and the Finance Committee Recommendation to Decommission Assets was made by Mary Urzi, Dale Cousins seconded the motion. All voted and approved unanimously. (05-08-53)

Finance Committee Chair, Donna Rutowski began the meeting presenting the committee's recommendation to approve the FY2008-09 Budget as outlined in attachments B.1, B.1a, b, c, d, B.2a, b. Attachment B.1 outlined the budget as follows: Administration: SmartStart Funds - \$589,001; MAF Admin Funds - \$84,246 and MAC Funds - \$75,149 totaling \$748,396; MAF Operating Expenditures - \$3,945,518 and Program Income Allocation - \$3,732 for NAP SACC Grant match. Executive Director Pam Dowdy explained to the committee how Controller Gary Carr has reformatted the view of the reports as outlined in B.1a. An informative discussion proceeded and concluded with Dale Cousins moving to accept the Finance Committees recommendation to approve the FY2008-09 Budget, being a committee recommendation no second was needed, all voted and approved unanimously. (05-08-54)

The meeting moved on to General Discussion. The first topic for discussion: End of Year Re-Allocations. Executive Director Pam Dowdy asked the committee to consider a formal motion to approve reallocations which were sent to the Committee via email of activity reversions from Unallocated Service Funds, Program Evaluation, YEAC, More @ Four and Program Income totaling \$84,331. Ms. Dowdy asked the Committee to approve by voice vote that which they have already approved electronically. All voted and approved unanimously. (05-08-55)

 Initial

10/22/08  
Date

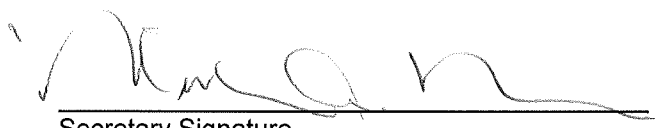
Ms. Dowdy brought the Committees attention to attachment C.1 which outlined how the funds just approved for re-allocation to Program Coordination were to be spent. WCSS Staff Recommend allocating funds from Program Coordination to upgrade two existing teleconferencing units for TelAbility to Tandberg Single Monitor Mobile Systems to provide increased capacity for training opportunities for the WATCH network at a cost not to exceed \$40,000. Ms. Dowdy provided an overview of how UNC TelAbility links parents and their children with disabilities for consultations with physicians/specialists via teleconference. Mary Urzi motioned to approve the recommendation to purchase two teleconference units not to exceed \$40,000 as well as the stipulation that any available funds at year end can be used to purchase an additional unit. Donna Rutowski seconded, all voted and approved unanimously. (05-08-56)

Ms. Dowdy moved the meeting forward with the next topic up for General Discussion outlined in attachment C.2 the Evaluation Advisory Committees "Long Term Study Purpose Options" that outline the long term impact of some of our programs. WCPSS has agreed to work with WCSS to track individual children who have gone through our programs. The Evaluation Advisory Committee would like to recommend using children having participated in More @ Four as the target population to find out if we have an impact (Accountability) and what kind of impact resulted. The committee discussed the options, variables studied and implications at length determining that this would be a very worthwhile study. A motion was made by Mary Urzi to approve the Evaluation Advisory Committee recommendation for the proposed Long Term Study. Dale Cousins seconded, all voted and approved unanimously. (05-08-57)

Other topics discussed not requiring committee action was an update on Project Enlightenment, stating a letter will be forth coming informing WCSS that they will pursue contracting for the programs they currently have in place but they would not be pursuing the Leadership Academy. A meeting will be held between Elizabeth Santana, Pam Dowdy and Dawn Dawson to discuss creative ways PE can use funding.

Lynette Aytch, NCPC Leadership Smart Start Director, took the floor outlining the Governance Self Study that the WCSS Board of Directors has been invited to participate in. She informed the committee what they can expect; a survey will be distributed electronically to the Board in August. The results will be tabulated and then a consultant from Board Source will work with the Board to discuss the results, enlighten them on their strong points and weak points and assist them to use the information to strengthen the organization as a whole. Ms. Aytch received and answered questions from the committee regarding the self study and it was decided to introduce to the full board at the June Board meeting.

With no other business new or otherwise noted Hannah Poteat motioned to adjourn, Dale Cousins seconded all voted and was approved unanimously. (05-08-58)

  
Secretary Signature

10/22/08  
Date