

**Wake County SmartStart  
Board of Directors Meeting  
June 25, 2008**

A regular meeting of the Wake County SmartStart Board of Directors was held on Wednesday, June 25, 2008 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 Nell Barnes, Dale Cousins, Sandy Dietrich, Michele Miller-Cox, Louise Orr, Hannah Poteat, Gemimah Rodriquez, Donna Rutowski, Mary Urzi, Michael Weisel and David Zonderman.

Board members absent and excused were Mary Ellen Anderson, Kevin Cain, Donna Hargens, Kym Martin, Shante Martin, Carol Mitchell, Camille Schaffer and Norris Thurston.

Board members absent and unexcused were Rev. Paul Anderson, Peter Morris and Harold Webb.

Staff members present were Debi Bartholomew, Gary Carr, Nichelle Cole, Laura Coward, Pamela Dowdy (Executive Director), John Guenther, Amy Hall, Elizabeth Santana, Melinda Schlesinger, Anna Troutman and Pat Whelan.

Board Chair, Michael Weisel recognized a quorum and called the meeting to order at 8:34 a.m. Mr. Weisel thanked the board members in attendance for their dedication to consistently taking the time to attend meetings regularly and introduced a guest in attendance. Amanda Piltzer, a guest with Nell Barnes, is a rising senior at Ravenscroft HS and working a 6 week internship at Learning Together. Mr. Weisel then congratulated Nell on Learning Together's recent NAEYC accreditation which was recently highlighted in the N&O.

Mary Urzi motioned the board to accept adoption of the agenda, Dale Cousins seconded, All voted and was approved unanimously. (06-08-59)

Mary Urzi motioned to accept adoption of the consent agenda which included minutes of the April 23, 2008 Board of Directors Meeting the May 2008 Financial Reports, and a list of WCSS/DSP Decommissioned Assets. Michele Miller-Cox seconded, all voted and was approved unanimously. (06-08-60)

The meeting began with Dale Cousins representing the Allocations Committee bringing to the board the committee recommendation, outlined in attachment B.1, to remove the contract contingency requiring SAFEchild to "revise outcomes to be consistent with model, core program elements and staffing level" and fund the activity as it was originally submitted as well as to provide significant TA to decrease the intensity of the services which are outside the scope of the program with the intention of increasing the number of groups in FY2009-10. After extensive staff discussions with SAFEchild, a better understanding of concerns about the implementation from the partner perspective was achieved leading to the recommendation. Dale Cousins motioned to approve the Allocations Committee recommendation to remove the contingency from the SAFEchild Crianza Con Carino activity contract. Being a committee recommendation no second was required, all voted with Gemimah Rodriquez abstaining and was approved. (06-08-61)

Board Chair, Michael Weisel, before turning the floor to Mary Urzi for her Program Planning report, took a moment to inform the board that after six years of dedication to chairing the Program Planning Committee Mary Urzi would be stepping down from her post and thanked her for all of her hard work and efforts as chair. He also mentioned that Mary Ellen Anderson would be Mary's likely successor.

Mary Urzi thanked the board for the opportunity to serve the last six years as the Program Planning Chair and continued with her final report to the board. Ms. Urzi drew the board's attention to attachment B.2. NCPC has agreed to allow WCSS to de-select the accreditation criteria and select new criteria in its place. It is the Program Planning Committees recommendation to select PLA20 - % of Children receiving subsidy in regulated child care programs. Mary Urzi motioned to approve the Program Planning Committee recommendation to select the new PBIS Criteria PLA20 - % of Children receiving subsidy in regulated child care programs. Being a committee recommendation no second was required, all voted and was approved unanimously. (06-08-62)

 Initial

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Executive Director, Pam Dowdy, next took the floor referencing attachment C.1 as her Executive Director's Report. The report included the following highlights: All WCSS activities have been approved through NCPC which clears the way to go into contract with NCPC for FY2008-09; Friday, June 13<sup>th</sup> was "Clean up Day" for WCSS staff organized by Helen Horne; announcement of the Nurse Family Partnership Grant has been delayed until the state budget is finalized; WCSS had a successful Tuesday's for Tot's on June 17<sup>th</sup> when seven volunteers including board member David Zonderman visited with members of the Wake County Delegation; Program Coordinator Lindsay Renouf as submitted her resignation, having been on maternity leave after having her first child, she has decided to stay home with new son Carter. The search to hire someone for the PC position is ongoing; Evaluation Coordinator Laura Coward is also leaving WCSS to pursue professional and personal goals in the DC area; Amy Hall, current MAF Program Assistant, will be transitioning into the EC position vacated by Laura. The search to hire someone for the MAF position is ongoing; NCPC is being monitored by the Division of Child Development and as a part of that monitoring our partnership was selected as one of their DSP's to review. Materials related to program, evaluation and fiscal monitoring are required and are being sent to NCPC.

Ms. Dowdy next brought the board's attention to attachments C.2 and C.3. Attachment C.2 is the staff recommendation to divide the Quality Enhancement/Quality Maintenance Activity into two separate activities to better meet NCPC Purpose Service Code definitions and reporting requirements. Attachment C.3 is the projected budgetary breakout for both activities Donna Rutowski motioned to accept the staff recommendation to divide the Quality Enhancement/Quality Maintenance Activity into two separate activities to better meet NCPC Purpose Service Code definitions and reporting requirements and to allow staff to amend the two budgets as may be needed throughout the year as long as they stay within the total approved budget of \$849,781. Hannah Poteat seconded, all voted with Nell Barnes and Michele Miller-Cox abstaining and was approved. (06-08-63)

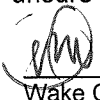
Attachment C.4 was next on Ms. Dowdy's report. The attachment was a staff recommendation, supported by the More at Four Advisory Committee, to approve the MAF Plan for submission to the Office of School Readiness; to approve a program expansion of 280 slots for FY2008-09 and to approve two 2007-08 Contract Exceptions Requests noting exception to the MAF Program Guidelines. Accompanying attachments C.5 outlined slot placement, attachment C.6 Assurances and Requirements, attachment C.7 outlined Exception Requests and attachment C.8 the MAF Expansion Request. Mary Urzi motioned to accept the staff recommendation, supported by the More at Four Advisory Committee, to approve the MAF Plan for submission to the Office of School Readiness; to approve a program expansion of 280 slots for FY2008-09 and to approve two 2007-08 Contract Exceptions Requests noting exception to the MAF Program Guidelines. Michele Miller-Cox seconded, all voted and approved unanimously. (06-08-64)

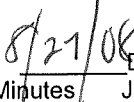
The last item for approval under Ms. Dowdy's report was outlined on attachment C.9 a staff recommendation to allocate additional funds, up to \$5,000 to fully fund the eligible More @ Four private pre-school teachers and teacher assistants who have remained in the same classroom for the full school year. Initiated during FY2006-07, the RETAIN bonus program, was designed to keep teachers and teacher assistants in the same classroom for the full school year. The Board allocated \$60,000 for that fiscal year and the current FY2007-08. It was noted that an additional \$5,000 would be needed in the upcoming fiscal year to fully cover all eligible participants. Dale Cousins motioned to approve the staff recommendation to allocate additional funds, up to \$5,000, from More @ Four to fully fund the eligible More @ Four private pre-school teachers and teacher assistants who have remained in the same classroom for the full school year. David Zonderman seconded, all voted and approved unanimously. (06-08-65)

Ms. Dowdy ended her report updating the board that Project Enlightenment has agreed to continue with the four activities they've been receiving funding for but that they were declining the Director's Leadership Academy activity. This activity will be rebid.

Board Chair, Michael Weisel moved the meeting forward with his Chairman's Report. Mr. Weisel informed the board that they had been chosen to participate in the NCPC Board Governance Self Study project. This project will begin in August 2008 with a survey to be completed by each member of the Board of Directors. More information will be shared as it is made available.

Mr. Weisel noted that both the House and Senate have passed each of their respective budget versions and it is unsure of when SmartStart final allocations will be known.

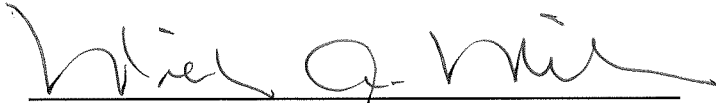
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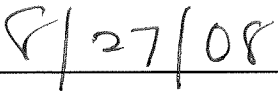
Mr. Weisel informed the board that Executive Director, Pam Dowdy's performance review was complete and thanked Donna Rutowski for her work and Human Resources expertise in implementing a process for which to conduct this review. He also thanked the Board for their work and input during this process.

The last update provided to the Board was that the NAP SACC Grant award letter from NCPC was received.

With no other new business noted Mr. Weisel entertained a motion made by Nell Barnes to adjourn at 9:20am. Dale Cousins seconded, all voted and approved unanimously. (06-08-66)

  
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Board Secretary Signature

  
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Date