

**Wake County SmartStart  
Executive Committee Meeting  
September 26, 2007**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, September 26, 2007 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, Michael Weisel and David Zonderman.

Executive Committee member absent and unexcused was Michele Miller.

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

Chair, Michael Weisel called the meeting to order at 8:30 am and a quorum was recognized.

A motion to adopt the agenda was made by Donna Rutowski, Dale Cousins seconded the motion. All voted approved unanimously. (09-07-08)

A motion to approve the consent agenda which included minutes of the July 25, 2007 Executive Committee meeting, the August 2007 Financials and the statement of Decommissioned Assets was made by Dale Cousins, Donna Rutowski seconded the motion. All voted and approved unanimously. (09-07-09)

The meeting began with Executive Director Pam Dowdy bringing forth the staff recommendation to allocate up to an additional \$8,190 to WCHS for the Community Action Plan for Hispanic and Latino Families to support expenses related to the transition of services for families currently served through the program to other services within WCHS. By extending the funding for this program, which equals one month, WCHS will be able to effectively transition services from one fund source to another so that families would not feel the impact of the change. A motion to approve the staff recommendation to extend funding to the WCHS CAP for Hispanic and Latino Families up to one additional month of \$8,190 was made by Donna Rutowski, Dale Cousins seconded the motion. All voted approved unanimously. (09-07-10)

Committee and Board Chair Michael Weisel brought attention to attachment B.5 which is a proposed revision to the current WCSS Board of Directors By-laws under Article V. He proposed that a recommendation be brought to the full Board from the Executive Committee to change the language limiting the term of office from three years to: "The terms of the Board shall be staggered so as to have three classes of Board Members thereby creating a balanced rotation of term expirations. Ex-Officio Board Members serve by virtue of their position and are exempt from the term limit". A motion to approve Mr. Weisel's proposal to bring forth a recommendation from the Executive Committee to the full Board to change the BOD By-laws language under Article V was made by Dale Cousins, Donna Rutowski seconded the motion. All voted and approved unanimously. (09-07-11)

Ms. Dowdy presented an update on the MAF Expansion reminding the committee of the request for an additional 200 slots to the MAF office. A draft recommendation on what it will take to get a higher reimbursement rate is in process and will go through the WCPSS Board for approval at the next meeting the beginning of October. WCSS is prepared, if approved for expansion, to request up to 90% of the current slot reimbursement rate. Additional information will be shared as it becomes available.

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Another update given by Ms. Dowdy was to inform the committee that WCSS has been asked to apply for a grant through the Duke Endowment and KB Reynolds which is being coordinated by NCPC and Prevent Child Abuse NC for a program called Nurse Family Partnership (NFP). If WCSS is successful competing against fourteen other counties within NC, we could receive up to \$500,000 over 5-7 years for an Intensive Home Visiting program based on the David Olds Model. A committee has been formed and will be pursuing this innovative opportunity.

Donna Rutowski, representing the Finance Committee, brought the committee's attention to attachment B.1 the Fund Balances Spreadsheet. She explained that WCSS has a responsibility to spend funds appropriately and this spreadsheet details such spending. She clarified for the committee what each column represented and answered any questions brought from committee members.

Committee/Board Chair Michael Weisel began with an overview of the BOD Strategic Planning Retreat drawing the committee's attention to attachments B. 2, 3, 4 which outline Key Concepts from the Board Retreat, WCSS Greatest Needs Definitions and the Draft Goal Area for School Readiness. An in depth conversation centered around using the "key concepts" as the frame work for the board's goals over the next three year cycle. Other areas include determining which funded programs are actually specific to "our business", so that our dollars are spent on programs best suited to our mission. It was agreed that these issues will continue to be discussed amongst Program Planning, the Executive Committee as well as the full Board because it is important to have evidence based models with strong direction from Program Planning when it becomes time to present activities to the Allocations Committee.

Executive Director Pam Dowdy moved the conversation on to the next topic of discussion being the development of a Community Outreach Activity. She explained to the committee that since WCSS no longer had an in house Communications Director, who had in the past been responsible for coordinating public relations and outreach activities, she would like their thoughts on possibly hiring someone to coordinate in house community outreach. i.e. doing fairs, connecting families to services, etc., and whether they could see WCSS being a service provider in this area, being a conduit for referrals for services in this area. She stated that a draft activity description could be developed and it would be funded with services dollars. If the committee saw WCSS in this role as service provider an activity could be developed, brought to NCPC for approval and use program income as a catalyst to get going for FY2007-08. Other options would be to bid out this activity or think about this in more detail for consideration for FY2008-09 and the committee was asked for their thoughts. A significant discussion ensued centering on whether this could be considered "mission critical" and whether it was something WCSS could or should be involved in. There were many opinions shared ranging from that WCSS would not be best suited for such a program; perhaps trying it as a pilot program to redesigning the WCSS website to better inform and share information with the public. What was determined was that this really would not be "mission critical" and that the main focus should be "school readiness" and not defer from that goal.

Chair-Elect David Zonderman, concluding the meeting for Chair Michael Weisel who had to leave early, called for any new business to which Board Development Chair Hannah Poteat mentioned that the three board members up for re-election, Nell Barnes, Donna Rutowski and David Zonderman, had all agreed to remain on the board. She also mentioned that BOD member Jane Stikeleather would be rotating off the BOD and that she would retain her seat on the Allocations committee. These re-elections will be brought to the full board on October 24, 2007 for a formal vote. Another side note Wendell Town Councilman Ronald Thompson has expressed an interest in possibly serving on the WCSS Board of Directors.

Being no other new business Chair-Elect David Zonderman adjourned the meeting at 10:34am

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Secretary Signature

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Date