

**Wake County SmartStart
Executive Committee Meeting
March 25, 2009**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, March 25, 2009 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.

Guest board member in attendance was Sandy Dietrich.

Executive Committee members absent and unexcused was Michael Weisel.

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

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

Chair, David Zonderman, recognized a quorum and called the meeting to order at 8:40 am.

Dale Cousins moved to adopt the agenda, Mary Ellen Anderson seconded. Hearing no objections, the motion carried. (03-09-35)

Donna Rutowski moved to approve the consent agenda, which included minutes of the September 24, 2008 Executive Committee Meeting, Shanté Martin seconded. Hearing no objections, the motion carried. (03-09-36)

Committee Reports:

Finance Committee Chair, Donna Rutowski, began the meeting bringing forth the February 2009 Financial Reports. Donna Rutowski moved to accept the February 2009 Financial Reports, Dale Cousins seconded. Hearing no objections, the motion carried. (03-09-37)

The meeting moved on to **General Discussion:**

- **Final 2% Cut:**

Executive Director, Pam Dowdy, brought the committees attention to attachment C.1 outlining a staff recommendation to approve additional FY08/09 SmartStart Budget Reductions of \$365,803. The reduction comes in light of a request, earlier in the month, from NCPD to revert another 2%. The attachment outlines the various Partners and Programs, from which, funds have been reduced noting that this round of reductions has been taken from Partners who had not yet reverted funds, voluntarily or otherwise, in previous requests. Also noted was that \$50,000 was taken from WAGES and \$100,000 from Childcare Subsidy. Donna Rutowski moved to approve the staff recommendation to revert \$365,803 to NCPD as outlined in attachment C.1, Shanté Martin seconded. Dale Cousins and Mary Ellen Anderson abstained from the vote. Hearing no objections, the motion carried. (03-09-38)


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- **Childcare Subsidy:**

Staff recommended to the Executive Committee, a modification of the current Memorandum of Understanding (MOU) with Wake County Human Services Childcare Subsidy. In addition to the \$100,000 reduction previously approved, bonuses to 3 star programs will be eliminated and 4 and 5 star bonuses reduced. Shanté Martin moved to accept the staff recommendation to modify the current MOU with Childcare Subsidy. Donna Rutowski seconded. Dale Cousins and Mary Ellen Anderson abstained from the vote. Hearing no objections, the motion carried. (03-09-39)

- **Annual Plan Approval:**

Staff brought forth the recommendation to approve submission of the FY2009-10 Annual Plan to NCPC. Attachment C.2 outlines the recommendation as well as the current activities. Attachment C.3 contains the contract activity description (CAD). The recommendation is for plan submission only and does not imply that the listed activities will be recommended for funding. The Allocations Committee is currently in the process of reviewing all activities and their funding recommendations will be brought to the full Board of Directors at the April 22, 2009 meeting. Dale Cousins moved to approve the submission of the FY2009-10 Annual Plan to NCPC, Mary Ellen Anderson seconded. Hearing no objections the motion carried. (03-09-40)

- **Allocations Committee Update:**

Executive Director, Pam Dowdy, brought the committees attention to attachment C.4 outlining the work the Allocations Committee has completed thus far in the funding review process. They last met on March 23, 2009 and were able to get through a good portion of the review but were unable to complete the process in the time allotted. Due to the uncertainty of budgets for next fiscal year, the process has been a difficult task to accomplish. Members of the Allocations Committee are being very diligent in their decision making to ensure that programs recommended for funding are those that speak most closely to the mission and vision as outlined by the Board of Directors.

- **More at Four Community Advisory Committee:**

The More at Four Community Advisory Committee met to discuss strategy and provide guidance on prioritization of slot reductions should the need arise.

- **More at Four Funding Reduction Strategy:**

Gary Carr, WCSS Controller, has put together funding reduction scenarios as outlined in attachment C.6.

- **Budget/MAF Merge Update:**

Executive Director, Pam Dowdy, informed the committee that Past Chair, Michael Weisel, had contacted several members of the legislature regarding the impact State budget cuts will have on programs for young children in Wake County. He is not recommending a group meeting at this time.

A House Bill has been introduced to merge More at Four and Smart Start. The State Head Start Association has come out in opposition to the merger.

- **NCPC Board Re-Structure/BOD Development Update:**

Chair, David Zonderman, briefed the committee on the status of the Board Development Process. It was determined that a formal succession plan was not in place for the Executive Director. Ms. Dowdy has found several excellent models. Donna Rutowski has offered to work on a plan.


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NCPC is looking at Board Governance Models and considering a change in their policy. Pam and David will keep the committee informed of progress.

Board Source Consultant, Bruce Leslie, will be visiting once again in April in continuation of our participation in the Board Governance Process. Also joining us in April will be Erin Smith, the new Community College representative on the NCPC Board of Directors. This will be part of her Board Orientation to learn of the work of local partnerships.

With no other business new or otherwise noted Donna Rutowski motioned to adjourn at 10:26 am, Shanté Martin seconded. Hearing no objections the motion carried. (03-09-41)



Secretary Signature

5-27-09

Date