

**Wake County SmartStart
Executive Committee Meeting
May 27, 2009**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, May 27, 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 Dale Cousins, Shanté Martin, Donna Rutowski (in attendance via conference call), and David Zonderman.

Executive Committee members absent and excused were Mary Ellen Anderson and Michael Weisel.

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

Welcome/Call to Order/Adoption of Agenda/Approval of March 25, 2009 Minutes:

Chair, David Zonderman, recognized a quorum and called the meeting to order at 8:45 am when Donna Rutowski joined the meeting via conference call.

Dale Cousins moved to adopt the agenda, Shanté Martin seconded. Hearing no objections, the motion carried. (05-09-75)

Dale Cousins moved to approve minutes of the March 25, 2009 Executive Committee Meeting, Shanté Martin seconded. Hearing no objections, the motion carried. (05-09-76)

New Business:

• **April 2009 Financial Reports:**

Chair, David began the meeting bringing forth the April 2009 Financial Reports noting that his only observation was that partners seem to be slow to spend. Staff noted that several had reverted funds after the deadline, one had a possible vacancy, one had a late FSR which was incorrect and had to be sent back which caused a delay. Finance Committee Chair, Donna Rutowski noted that to her knowledge there was nothing else note worthy. Donna Rutowski moved to accept the April 2009 Financial Reports, Shanté Martin seconded. Hearing no objections, the motion carried. (05-09-77)

• **2009-10 Budget Reduction Recommendation:**

Furlough:

Executive Director, Pam Dowdy, referred to attachment B.5 and noted that all budgets, in-house, program and admin budgets included a 2% reduction in the personnel line item. In order to accommodate this reduction, staff is proposing a 2% pay cut for all staff beginning with the first pay period in July. To offset the reduction in pay, 5 furlough days, where the office would be closed, will be scheduled throughout 2009-10. The proposed dates are July 6th, September 4th, November 25th, December 24th and May 28th. The recommendation further states that should funds be available at the end of the fiscal year, staff would be given the option of being compensated for up to 5 accrued vacation days. The "cashed in" vacation days would be paid out through payroll before the end of the fiscal year based on funds available and offered to all employees. Shanté Martin moved to approve the recommendation to reduce staff wages by 2% across the board, instituting 5 furlough days to accommodate the reduction and to offer staff, at the end of the FY should funds be available, to buy back the 5 furlough days by cashing in vacation hours, Dale Cousins seconded. Hearing no objections, the motion carried. (05-09-78)


Initial

7-22-09
Date

401K:

The next recommendation from staff was the discontinuation of payment of 401K retirement account fees by Wake County SmartStart and shift the fees to each individual employee account. The fees are charged at a rate of 1.2% of current market value annually. This would save WCSS approximately \$7,000 annually and would assist in meeting the anticipated 15% reduction in Smart Start funding. The payment of these fees by employees is common practice for the majority of 401K retirement plans. After some discussion it was noted that in the event, should times get better in the future, this could be revisited and fees picked up again by WCSS. Shanté Martin moved to accept the staff recommendation to discontinue the payment of 401K retirement account fees by Wake County SmartStart, Dale Cousin seconded. Hearing no objection, the motion carried. (05-09-79)

• **Project Enlightenment Funding Appeal:**

Ms. Dowdy moved to the next recommendation outlined in attachments B.6, 7 and 8 stating that the Project Enlightenment appeal does not meet the criteria for appeal since there are no funds available for distribution as the Board voted to fully allocate the anticipated 2009-10 funding at their meeting on April 22, 2009. There was considerable conversation surrounding using "no funds available" as criteria for not hearing this appeal and the committee suggested that David and Pam review the request again and take any necessary action per the policy.

General Discussion:

• **Board Giving:**

Chair, David Zonderman, reminded the committee on discussions during the Board Retreat in January centering on Board Giving and whether they felt it might be a good discussion to have with the full Board of Directors. The committee was in agreement to put this topic of discussion on the August Board of Director's agenda.

• **WCSS Grant Application Process:**

Executive Director, Pam Dowdy, sought advice from the members on WCSS competing for grant funds. There is the potential for WCSS to raise additional funds but could be in competition with other local non-profits trying to raise funds for young children. This was similar to the earlier topic on Board Giving and the group agreed to add it to the overall fund development conversation but in general there was support for securing funds to build capacity.

• **Legislative Update and Tuesday's for Tot's:**

Tuesday, June 2nd will be our partnership's day to visit the Legislature for Tuesday's for Tots. Ms. Dowdy noted that there was a group of providers, MAF Directors and volunteers. She encouraged Board member support noting that David would be out of town. There was discussion regarding some members having a conflict in the area of advocacy due to their jobs and their inability to do this type of work for WCSS. It was thought that this would be another good topic of discussion at a full Board meeting.

With no other business noted Shanté Martin motioned to adjourn at 9:54 am, Dale Cousins seconded. Hearing no objections the motion carried. (05-09-80)


Secretary Signature

7-22-09
Date