

**Wake County SmartStart
Board of Directors Meeting
October 28, 2009**

A regular meeting of the Wake County SmartStart Board of Directors occurred on Wednesday, October 28, 2009 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 Mary Ellen Anderson, Nell Barnes, Arvelis Byrd, Dale Cousins, Sandy Dietrich, Donna Hargens, Shirley Herndon, Randy Innes, Giang Le, Shanté Martin, Michele Miller-Cox, Carol Mitchell, Hannah Poteat, Donna Rutowski, Mike Smith, Norris L. Thurston, and David Zonderman.

Board members absent and excused were Kevin Cain, Peter Morris, Louise Orr, Gemimah Rodriguez, Camille Schaffer, Betty Lou Ward, Jerraé Williams and Michael Weisel.

Guests in attendance were Board Source Consultant Bruce Lesley, Sarah Smith from NCPC and Dawn Dawson from the Wake County Public School System.

Staff members present were Debi Bartholomew, Gary Carr, Pat Clements, Pamela Dowdy, Executive Director, John Guenther, Amy Hall, Richelle Johnson, Marie Maguire, Elizabeth Santana, Melinda Schlesinger and Anna Troutman.

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

At 8:32am Board Chair, David Zonderman, acknowledged guests in attendance and recognized a quorum calling the meeting to order.

Nell Barnes moved to adopt the agenda, Hannah Poteat seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-18)

Donna Rutowski moved to adopt the consent agenda which included minutes from the August 26, 2009 Board of Directors Meeting, and the September 2009 Financial Reports. Hannah Poteat seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-19)

Committee Reports:

- **Board Development Committee:**

In the absence of Board Development Committee Chair, Michael Weisel, Board Chair, David Zonderman presented the committee's recommendation, outlined in attachment B.1, to re-elect Shanté Martin and Michele Miller-Cox to an additional three-year term expiring fall of 2012. The attachment also recommended the election of two new board members, Marcia Mandel, Director of the Raleigh CDSA and Joe Stewart, VP of Government Affairs with the NC Chamber of Commerce to a three-year term also expiring fall of 2012. Carol Mitchell moved to approve the Board Development Committee's recommendation to re-elect the current board members and elect the new board members outlined in attachment B.1 to three-year terms expiring fall of 2012. Calling for a vote and hearing no objections, the motion carried. (10-09-20)

- **Finance Committee:**

Committee Chair, Donna Rutowski brought the board's attention to attachments B.2, B.2a, B.2b, and B.2c. outlining the Compliance Report and provided detailed explanation of the process. Ms. Rutowski noted that the attachments highlighted specific areas addressed this year. She commended the WCSS staff on their organizational skills to which Dr. Zonderman noted his observance of high levels of attention to detail given by staff. Dale Cousins moved to approve the Finance Committee's Compliance Report. Mary Ellen Anderson seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-21)


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Ms. Rutowski moved on to attachments C.1, C.1a outlining the Boards Conflict of Interest Disclosures and a summary of all current conflicted members. Dale Cousins noted that she no longer had supervisory responsibility of the Stories Together activity and Shanté Martin pointed out a spelling error. Noted changes will be made to the final documents. Hannah Poteat moved to accept the Disclosures and Summary of Conflicted Board Members outlined in attachments C.1, C.1a with changes noted. Mike Smith seconded. Calling for a vote and noting abstentions by the following board members in attendance: Mary Ellen Anderson, Arvelis Byrd, Dale Cousins, Donna Hargens, Shirley Herndon, Randy Innes, Giang Le, Shanté Martin and Michele Miller-Cox, hearing no objections, the motion carried. (10-09-22)

The final item under the Finance Committee Report pertained to the FY2009-10 NCPC Allocation outlined on attachment B.4. NCPC cautioned at the end of last fiscal year to anticipate cuts double that of the FY2008-09 and the Board's decision to plan cautiously, approving a budget that included a 15% reduction. Actual cuts were not as large as anticipated, resulting in significant unallocated funds.

Chairman's Report:

- **Allocation Recommendation Update:**

Executive Director, Pam Dowdy presented a flow chart outlining the complex flow of More at Four funding and how funds are distributed. Dr. Zonderman followed with the review of the Executive Committees recommendation, outlined on attachment C.1, to approve reserving, up to \$400,000 of the \$860,275 in unallocated funds in anticipation of additional reversions by NCPC later in the year. Also recommended, the approval of allocating up to \$460,500 of the remaining unallocated funds for activities and projects outlined in attachment C.1a. After a substantial discussion, Dale Cousins moved to approve the recommendations to reserve up to \$400,000 of the \$860,275 in unallocated funds as well as allocating up to \$460,500 of the remaining unallocated funds for activities and projects outlined in attachment C.1a. Calling for a vote and noting abstentions by the following board members in attendance: Arvelis Byrd, Donna Hargens, Shirley Herndon, Randy Innes and Shanté Martin, hearing no objections, the motion carried. (10-09-23)

- **Succession Plan Document Approval:**

Dr. Zonderman reminded the board of the work done to create a Succession Plan document for Wake County SmartStart outlined in attachment C.2. Discussion ensued and the outcome was the following changes to the document:

- ✓ Item 3 c. add "subject to Executive Committee approval" to the end of the sentence.
- ✓ Item 3 d. add "subject to Executive Committee approval" to the beginning of the sentence.
- ✓ Item 4 a. rewrite as "A long term absence is one that the Executive Committee determines and is expected to last more than 3 months."

Donna Rutowski moved to accept the amendments to attachment C.2. Michele Miller-Cox seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-24) Donna Rutowski then moved to accept the amended version of C.2 and formalize the Succession Plan document, Sandy Dietrich seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-25)

- **Board Development Initiative:**

Board Source Consultant, Bruce Lesley reminded the board that it had been exactly one year ago that he first visited and began his work to identify areas of improvement. Attachment C.3 covered all that the board had accomplished since the retreat held in January 2009. Mr. Lesley noted that the board, already being a very good board when the project started, was now even closer to being exceptional. Dr. Zonderman thanked Mr. Lesley, on behalf of the board, for his work and continued support over the year.

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Executive Director's Report:

• **Dashboard:**

Executive Director, Pam Dowdy moved the board's attention to attachment D.1, a work in progress, in the area of board development stemming from retreat last January. Ms. Dowdy noted the various data points outlined and that the information, as it changes, will be presented at each board meeting to share statistical data over the course of the year.

• **More at Four Update:**

Attachment D.2 outlined the More at Four Community Advisory Group to approve the transfer of 52 of the 80 "restored" slots from WCPSS to sites listed and outlined on the accompanying chart and approval of the reimbursement/transportation rates also outlined in the accompanying chart. After a brief discussion Mary Ellen Anderson moved to accept the More at Four Community Advisory Groups recommendation to transfer 52 of the 80 "restored" slots from WCPSS to sites listed and outlined on the accompanying chart and approval of the reimbursement/transportation rates also outlined in the accompanying chart, Carol Mitchell seconded. Calling for a vote and noting abstentions by the following board members in attendance: Arvelis Byrd, Donna Hargens, Shirley Herndon and Randy Innes. Hearing no objections, the motion carried. (10-09-26)

• **Additional Updates:**

Ms. Dowdy wrapped up her report by touching on her highlights listed on attachment D.3 and sharing the following updates not noted:

- ✓ **Consolidation Task Force:** A legislative committee appointed by the Governor to review the consolidation of early childhood programs next fiscal year will meet in December 2009. Executive Director, Pam Dowdy and Board Chair, David Zonderman, plan to visit Senator Dan Blue who is the appointed Co-Chair. All board members, who may have a relationship with Senator Blue, were encouraged to speak with him on the issues facing early childhood in our community. Representative, Rosa Gill would be another member of the legislature to reach out to as well. Dr. Donna Hargens noted she would be happy to make a visit on behalf of WCSS.
- ✓ **Head Start Update:** Arvelis Byrd shared good news with the board regarding a grant, written over the summer, to expand Head Start services in Wake County requesting 300 slots, receiving approval for 118. Head Start will collaborate with Kids First, on Poole Road, to begin serving children as of December 1, 2009. There is no word on the 382 Early Head Start slots requested. Ms. Byrd thanked the WCSS staff for their assistance in preparing the grant and providing support without which the grant would not have happened.
- ✓ **990 Tax Filing:** The board was informed that it was time for the filing our IRS Return due on November 15, 2009. Although the Finance Committee will be doing a thorough review of the filing, board members should expect to receive a copy for their review within the coming weeks.

With no other business to address Chair, David Zonderman entertained a motion to adjourn at 10:04 am from Norris Thurston, Michele Miller-Cox seconded. Calling for a vote and hearing no objections, the motion carried. (10-09-27)



Board Secretary Signature

12-9-09

Date

