

**Wake County SmartStart
Executive Committee Meeting
July 22, 2009**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, July 22, 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, Michael Weisel and David Zonderman.

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

Guests in attendance were Bruce Lesley, Board Source Consultant, Sarah Smith, and Corre Robinson with the NCP Board Leadership Project.

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

Chair, David Zonderman, recognized a quorum and called the meeting to order at 8:35 am. Dr. Zonderman welcomed guests Bruce Lesley, Sarah Smith and Corre Robinson, inviting them to feel to participate by asking questions throughout the meeting.

Donna Rutowski moved to adopt the agenda, Dale Cousins seconded. Hearing no objections, the motion carried. (07-09-01)

Chair, David Zonderman, pointed out to the committee two small grammatical revisions to the May 27, 2009 Executive Committee Meeting Minutes. The revisions were noted and Michael Weisel moved to adopt the consent agenda which included revised minutes from the May 27, 2009 Executive Committee Meeting, the June 2009 Financial Reports and a Personnel Policy Revision, Mary Ellen Anderson seconded. Hearing no objections, the motion carried. (07-09-02)

New Business:

• **Finance Committee Recommendation:**

Finance Committee Chair, Donna Rutowski, opened the meeting with a recommendation from the Finance Committee outlined in attachments B.1a and B.1b to change banking services from Wachovia/Wells Fargo to Paragon Commercial Bank. After looking at several institutions, Paragon was the only bank to offer an interest bearing account with collateralization of funds. Paragon, also offers a higher interest rate and have very competitive fees. Paragon has had positive earnings and has excellent references. After a brief discussion of services Donna Rutowski moved to accept the Finance Committee recommendation to change banking services from Wachovia/Wells Fargo to Paragon Commercial Bank. Hearing no objections, the motion carried. (07-09-03)

• **Board Development:**

Chair, David Zonderman brought the committees attention to attachment B.2, a copy of Mr. Lesley's memo outlining the board's Action Plan based on discussions at the retreat held in January 2009. The memo outlined tasks completed to date and items which were still in progress.

1. **Succession Planning:**

This was a high priority from the retreat discussions. Several models have been looked at and staff has begun putting together a document which lists key information and document location. A sample succession planning document was passed out to the committee to review for drafting a formal document for WCSS. Chair, David Zonderman along with Executive Director, Pam Dowdy, will be amending the document to make it relevant for WCSS. Dr. Zonderman encouraged the committee to thoroughly review the model document, sending any thoughts or ideas they may have via email to Ms. Dowdy. The committee will review a final draft at the September meeting.


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2. Dashboards:

As was discussed at the January Retreat, dashboards are becoming an increasingly popular tool used by boards to get a "snapshot" picture of their organizations strengths and weaknesses. WCSS Leadership Team has been brainstorming and put together several data indicator options in two areas: Community Data and Organizational/Program Data as outlined in attachments B.3a, b. The areas in green were the staff recommendations for key indicators.

The committee is being asked to provide their input as to which data indicators they feel would be most relevant and informative for them. The committee asked that Program Planning Committee review the aspects that applied to their work and staff would continue to work on a final product. It was further noted that the items on a dashboard should be reviewed periodically for relevancy.

3. Resource Development:

Chair, David Zonderman continued the discussion with the Executive Committee on the topic of resource development and the need for the organization to develop a strategy on how best to advocate for both community and legislative issues and to look deeply into what do board members do, outside of the board room, to build support for the organization.

• **MAF Community Advisory Group Recommendation:**

Ms. Dowdy moved on to attachment B.4 outlining the MAF Community Advisory Group recommendation on the placement of slots for the 2009-10 school year. Supporting information for the recommendation noted:

- 7.25% reduction in slot allocations from 2008-09 going from 1269 to 1177 slots
- Placement aligned with geographic location of families who have applied
- Expansion of an additional 26 Title 1 classrooms, impacting placement of MAF slots
- WCPSS Title 1 and Telamon Head Start enhancement slots will produce revenue to offset cost of private child care center slots if there is a reduction in SmartStart funding
- WCSS staff met individually with directors of sites that will be affected by the reduction.

An accompanying chart outlined sites, star rating, 2008-09 placement, 2009-10 placement and the difference between the two years. Donna Rutowski moved to accept the MAF Community Advisory Group recommendation on the placement of slots for the 2009-10 school year, Michael Weisel seconded and Shanté Martin noted that she abstained Hearing no objections, the motion carried. (07-09-04)

• **NCPC Funding Cut Strategies:**

Ms. Dowdy next provided an overview of NCPC's recently approved funding cut strategies (attachment B.5a). NCPC is proposing that when they administer the 13.5% cut that a 7% cut will be applied to all local partnerships across the board. The balance of the 6.5% would be a tiered cut depending on the percentage of funding received. Higher funded partnerships will receive a higher percentage cut and lower funded partnerships will receive less. There are 24 counties receiving less than \$400,000 in base services and be held harmless to the tiered cut. NCPC is asking partnerships to share ideas, should they have any, on how to administer the cuts differently. The committee noted that given the situation, this strategy seems to make the most sense and they would be agreeable to sharing that with NCPC.

With no other business noted Michael Weisel motioned to adjourn at 10:04 am, Shanté Martin seconded. Hearing no objections the motion carried. (07-09-05)


Secretary Signature

9-23-09
Date