

**Wake County SmartStart
Board of Directors Meeting
August 26, 2009**

A regular meeting of the Wake County SmartStart Board of Directors occurred on Wednesday, August 26, 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, Kevin Cain, Sandy Dietrich, Randy Innes, Giang Le, Shanté Martin, Carol Mitchell, Hannah Poteat, Gemimah Rodriguez, Donna Rutowski, Camille Schaffer, Mike Smith, Norris L. Thurston, Jerraé Williams and David Zonderman.

Board members absent and excused were Dale Cousins, Donna Hargens, Shirley Herndon, Michele Miller-Cox, Peter Morris, Louise Orr, and Michael Weisel.

Board member absent and unexcused was Harold Webb.

Guests in attendance were Sarah Smith from NCPC and Dawn Dawson from the Wake County Public School System.

Staff members present were Gary Carr, Pat Clements, Nichelle Cole, 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 8:33am Board Chair, David Zonderman, recognized a quorum and called the meeting to order.

Randy Innes moved to adopt the agenda, Nell Barnes seconded. Calling for a vote and hearing no objections, the motion carried. (08-09-06)

Kevin Cain moved to adopt the consent agenda which included minutes from the June 24, 2009 Board of Directors Meeting, the July 2009 Financial Reports, the FY2008-09 Monitoring Summary and a list of WCSS decommissioned fixed assets. Jerraé Williams seconded. Calling for a vote and hearing no objections, the motion carried. (08-09-07)

Committee Reports:

- **Finance Committee:**

Committee Chair, Donna Rutowski introduced the recommendation from the Finance Committee to approve the revision to the WCSS Conflict of Interest (COI) Policy as outlined in attachment B.1. Ms. Rutowski outlined the process of the COI policy review and noted that disclosure statements will be distributed during the meeting and are to be returned to WCSS Office Manager, Pat Clements no later than September 16, 2009. After some discussion of the revision, Dr. Zonderman entertained the motion from the Finance Committee to approve the revision to the WCSS Conflict of Interest (COI) Policy as outlined in attachment B.1. Sandy Dietrich seconded. Calling for a vote and hearing no objections, the motion carried. (08-09-08)


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- **Board Development:**

In the absence of Committee Chair, Michael Weisel, Board Chair, David Zonderman updated the board on the yearly board election process. Dr. Zonderman explained that terms would be expiring for board members Louise Orr, Hannah Poteat, Gemimah Rodriguez, and Norris Thurston in December. He asked all members to begin thinking of people that might be well suited to join the board noting that those with experience in Finance/Administration or who would represent the Hispanic Community would be of significant value to the board. All recommendations should be sent to Executive Director, Pam Dowdy or the Michael Weisel. Candidates will be selected and placed on the ballot for election at the October 28, 2009 meeting. Newly elected board members will be welcomed during the December 9, 2009 board meeting.

Chairman's Report:

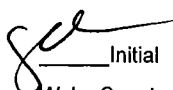
- **Succession Planning:** Dr. Zonderman reported to the board that a succession plan model is in the process of being developed. This document will go to the Executive Committee in September and then on to the Board for a full vote in October. He added that an "Inventory Control" document was already drafted which will outline where important foundational documents are located and the names, phone numbers, addresses, etc. of key contacts for the organization. This policy is a result of the work of the Board from the Governance Retreat in January.
- **Legislative/Allocations Update:** Executive Director, Pam Dowdy informed the board that WCSS has not yet received its 2009-10 allocation and does not expect to have a budget until after Labor Day. She reminded the board that NCPC was looking at a 7.26% budget cut using a process to include budget cuts, both across the board and tiered cuts to local partnerships based on their level of need. Ms. Dowdy then directed the board's attention to a spreadsheet explaining in detail the, WCSS strategy for implementing these cuts focusing on services. After a lengthy discussion Hannah Poteat moved to authorize WCSS to place all unallocated funds in the More @ Four Program Purchase of Services line item and asked staff to provide a range of options on how this money might best be used for discussion at the October 28, 2009 meeting. Camille Schaffer seconded. Calling for a vote and hearing no objections, the motion carried. (08-09-09)

Executive Director's Report:

MAF Slot Assignments/Transportation Rate Approval: Ms. Dowdy directed the board to attachment C.1 outlining the recommended FY2009-10 More at Four slot assignments and transportation rates for Private Child Care Sites, noting that slot assignments and transportation rates for WCPSS and Head Start are in negotiation. After a brief discussion Jerraé Williams moved to approved the FY2009-10 MAF Slot Assignments/Transportation Rates for Private Child Care Sites. Hannah Poteat seconded. Calling for a vote, with Arvelis Byrd and Shanté Martin abstaining. Hearing no objections, the motion carried. (08-09-10)

Quality Enhancement/MAF Director, Elizabeth Santana reviewed a county wide map marked with More at Four, Head Start and Title 1 Pre-K classrooms. Board members were very impressed and appreciative with the visual. Demand for services remains high in the southeast Raleigh and Route 1 corridor towards Wake Forest.

Ms. Dowdy directed the board's attention to a poster on community information relating to our work for young children. This information will be updated annually and placed in the Board and Conference rooms for easy reference.


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Other items on Ms. Dowdy's report included:

- Final changes being made to the WCSS audit packet should be submitted by week's end.
- Successful transition from Wachovia to Paragon Commercial Bank.
- Second Annual sponsored Flu Shot Clinic to be held on Monday, September 14, 2009 from 10am-1pm.
- Revised WAKEKids online database to be presented in October.

With no other business to address Chair, David Zonderman entertained a motion to adjourn at 9:55 am from Camille Schaffer, Carol Mitchell seconded. Calling for a vote and hearing no objections, the motion carried. (08-09-11)


Board Secretary Signature

10-28-09
Date