

**Wake County SmartStart
Executive Committee Meeting
September 23, 2009**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, September 23, 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, Donna Rutowski, Michael Weisel and David Zonderman.

Executive Committee member absent and excused was Shanté Martin.

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/Adoption of Consent Agenda:

Chair, David Zonderman, recognized a quorum and called the meeting to order at 8:32 am.

Dale Cousins moved to adopt the agenda, Mary Ellen Anderson seconded. Hearing no objections, the motion carried. (09-09-12)

Donna Rutowski moved to adopt the consent agenda which included minutes from the July 22, 2009 Executive Committee Meeting, Mary Ellen Anderson seconded. Hearing no objections, the motion carried. (09-09-13)

Committee Reports:

Donna Rutowski, Chair of the Finance Committee, informed the committee that the Finance Committee did not meet in September so she was bringing forth the August 2009 Financial Reports. After a quick review and brief discussion of the reports Donna Rutowski moved to approve the August 2009 Financial Reports. Dale Cousins seconded. Hearing no objections, the motion carried. (09-09-14)

New Business:

• **Succession Plan:**

Chair, David Zonderman directed the committee's attention to attachment C.1 the revised succession plan document for Wake County SmartStart. Dr. Zonderman noted that unless anyone had any thoughts regarding the wording of the document this plan would be presented to the full board of directors during the October 28, 2009 meeting. A discussion ensued regarding the immediate backup positions and the potential for a staff member to refuse the appointment for whatever reason. Current staff has agreed to the added responsibility as outlined in the plan. To make sure there was no inconsistent language, Executive Director, Pam Dowdy stated that she would look into the job descriptions of those positions and get back to the committee as to whether language would need to be changed. Dale Cousins moved to approve submission of the Succession Plan outlined in attachment C.1 to the full board of directors on October 28, 2009. Donna Rutowski seconded. Hearing no objections, the motion carried. (09-09-15)

• **Allocation and Spending Recommendations:**

Chair, David Zonderman asked Executive Director, Pam Dowdy to update the committee on WCSS Allocation for FY2009-10. Ms. Dowdy shared with the committee that to date WCSS has not yet received its official allocation and that staff has been working with a projection as outlined in attachment C.2. There is as much as \$860,275 unallocated in services.


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Staff were tasked at the August 26, 2009 Board of Directors meeting to provide to the Executive Committee recommendations on how to allocate remaining service funds, attachment C.3 outlines the recommendations. The committee discussed at length the various options and funding recommendations. The Committee agreed that a more conservative approach should be taken and staff was requested to rework the recommendations using the following guidelines:

1. Reserve 50% of the services funds for future reversions.
2. Have a contingency plan for spending should allocation be less than projected.
3. Delete programs that would be new or encumber future funds.

Ms. Dowdy stated that staff would begin working on this right away and share the revisions with the Executive Committee prior to bringing to the full Board of Directors in October.

- **MAF Slot Assignment Approval:**

Ms. Dowdy directed the Committee's attention to attachment C.4 outlining the updated MAF Site/Slot assignments noting WCPSS has 258 additional enhancement slots to be distributed between 24 possible Title I classrooms at the rate of \$125 per child/month. Michael Weisel moved to approve the slot assignments listed in attachment C.4 allocating 258 total slots to be distributed between 24 possible Title I classrooms at the rate of \$125 per child/month. Donna Rutowski seconded. Hearing no objections the motion carried. (09-09-16)

- **Raleigh Housing Authority:**

Attachment C.5 outlined the staff recommendation to endorse a collaborative agreement with the Raleigh Housing Authority (RHA) to increase the utilization of services for young children by residents of Walnut Terrace should RHA secure a Hope VI Grant. After discussion by the committee Dale Cousins moved to approve the staff recommendation to endorse a collaborative agreement with the Raleigh Housing Authority (RHA) to increase the utilization of services for young children by residents of Walnut Terrace should RHA secure a Hope VI Grant. Michael Weisel seconded. Hearing no objections the motion carried. (09-09-17)


- **Stories Together Activity Update:**

Pam Dowdy reported that the Wake County Public Libraries Stories Together Activity, which provides literacy kits to 2 star centers via the Book Mobile, will be revised. Kits will now be delivered directly by librarians throughout the county to these centers. Dale Cousins noted that this revision will increase the number of centers reached by this program from six to ten and several libraries are "adopting" classrooms in an effort to bring more awareness about the public libraries to children and families.

- **Dashboard:**

Attachment C.6 is a first attempt at producing an effective dashboard using data points previously targeted by the Board of Directors. This will be updated to provide additional data points for the October 28, 2009 Board Meeting.

With no other business noted, Michael Weisel motioned to adjourn at 9:55am, Mary Ellen Anderson seconded. Hearing no objections the motion carried. (09-09-18)


Secretary Signature

1-27-10
Date