

**Wake County SmartStart
Executive Committee Meeting
September 24, 2008**

A regular meeting of the Wake County SmartStart Executive Committee was held on Wednesday, September 24, 2008 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, Michele Miller-Cox, Donna Rutowski, and David Zonderman. Board Member Shanté Martin was a guest.

Executive Committee members absent and excused were Hannah Poteat and Michael Weisel.

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

Vice Chair, David Zonderman, sitting in for Chair, Michael Weisel called the meeting to order at 8:30 am and a quorum was recognized.

Dale Cousins motioned to adopt the agenda, Michele Miller-Cox seconded the motion. All voted and approved unanimously. (09-08-07)


Michele Miller-Cox motioned to approve the consent agenda, which included minutes of the May 28, 2008 Executive Committee. Dale Cousins seconded the motion. All voted and approved unanimously. (09-08-08)

Finance Committee Chair, Donna Rutowski began the meeting noting that an error was made in the agenda attachments and the July Financial Reports were mistakenly included instead of the August 2008 Financial reports. Ms. Rutowski gave a brief summary of the August 2008 Financial reports. As Finance Committee Chair, Donna Rutowski moved to accept the August 2008 Financial Reports, being a committee recommendation no second was needed. All voted and approved unanimously. (09-08-09)

The meeting moved on to General Discussion:

1. Conflict of Interest: Given the experience, Board member Shanté Martin brings dealing with this issue as legal counsel for the NC Community College System, she was asked to look over the Q&A's provided by NCPD concerning Conflict of Interest and compare to WCSS current COI policy. Of particular interest is the issue of mandating that conflicted persons leave the room during deliberations of topics in which they have a conflict and the "Open Meetings" policy. A discussion ensued with many views exchanged. By mandating such a policy, conflicted individuals might seek discussion outside of the Board Meeting not allowing all members of the board and WCSS staff an opportunity to hear views and opinions, which they would be privy to inside the realm of the meeting. For the purposes of the WCSS COI policies, mandating such action is not needed. A revision of the language, which would more clearly define discussion vs. deliberation as well as bullet points to the effect that conflicted persons to be allowed to remain in the meeting while deliberations of conflicted topics occur but will not be allowed to enter into the deliberation or try to influence other members of the board in any way. In addition, conflicted persons cannot make motions on topics of conflict. The committee agreed that language in the current WCSS Conflict of Interest Policy needed to be sharpened; this task will be taken on by Executive Director, Pam Dowdy and Board member Shanté Martin. Revisions are to be brought to the full Board of Directors at the October 22, 2008 meeting.

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 Date

2. **Revision of the WCSS Board of Director By-Laws:** Executive Director, Pam Dowdy explained that at a recent meeting including Board Chair, Michael Weisel, Vice Chair, David Zonderman and Board Development Committee Chair, Hannah Poteat, a review of the by-laws was completed. They took notice of some context errors and decided that a "clean up" of the document was needed. The revisions are outlined in attachment C.3. Ms. Dowdy was directed to make additional changes and bring the amended document to the full Board of Directors at the October 22, 2008 meeting. Michele Miller-Cox moved to allow the revision of the WCSS Board of Directors By-Laws to be brought to the full Board of Directors at the October 22, 2008 meeting, Donna Rutowski seconded, all voted and approved unanimously. (09-08-10)

3. **MAF Slot Revision:** Outlined in attachment C.4 were revisions to the distribution of slots within current MAF classrooms. As the program expands and new slot placements are assigned, it is necessary to seek Board or Executive Committee approval of the revisions. It was noted that there were 18 slots still unallocated, the equivalent of one classroom and that a center in Wake Forest has expressed an interest in possibly hosting a MAF classroom. Dale Cousins moved to accept the revisions of MAF slot distribution, Michele Miller-Cox seconded, all voted and passed unanimously. (09-08-11)

4. **Red Broom Consulting Contract:** As outlined in attachment C.5, the staff recommends the authorization of a contract with Red Broom Consulting, in the amount of \$91,296, for mentoring and coaching. It was noted the MAF has sufficient funds in the contract line item for the proposed contract. Donna Rutowski moved to accept the staff recommendation to authorize a contract with Red Broom Consulting in the amount of \$91,296 for mentoring and coaching, Michele Miller-Cox seconded all voted and passed unanimously. (09-08-12)

5. **Available Funding Options:** Due to receiving additional allocations from NCPC, WCSS has unallocated funds of approximately \$350,000. Attachment C.6 outlined these options and staff is asking the Executive Committee for guidance on which they would suggest staff pursue. The options were as follows:
 - ✓ Begin a new bid process for an unexplored idea
 - ✓ All DSP's to submit requests for additional funding based upon the needs of individual programs
 - ✓ Based upon small-group conversations with representatives from Partner agencies, fund initiatives which would address needs across programs (e.g., universal trainings, increased reimbursement for mileage)
 - ✓ Based upon the demonstration of successful community capacity building, provide additional funding to Early Childhood Education Faculty. This project will be finished in December 2008. Through Wake Technical Community College, WCSS could support the addition of full-time equivalent staff positions.

A lively discussion ensued pointing out the pros, cons of each option, and concluded with the Executive Committee suggesting that the last two options listed would be the best use of funds as they are more closely "mission critical".

6. **Board Elections:** Hannah Poteat, had been scheduled to present to the committee an update on Board Elections, was not available to attend the meeting at the last minute. Executive Director Pam Dowdy stepped in to give a brief overview. She began by informing the Committee that Ms. Poteat was working on filling several Board vacancies and that she had several interested candidates. Board Chair, Michael Weisel will be contacting candidates for officers. Election of new members will take place during the October 22, 2008 meeting and election of officers at the December 10, 2008 meeting.

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7. **Leadership SmartStart Survey Update:** Executive Director, Pam Dowdy updated the Executive Committee on the Leadership SmartStart survey recently conducted. She noted that the participation rate was known to be at least 80% and informed the committee that a BoardSource consultant will be at the October Board of Directors to review the results and discuss with the board in more detail what they mean and what steps might next be taken.

8. **Director Leadership Academy:** Ms. Dowdy reminded the committee that the bid for this activity had been approved for implementation by one of our partners. A funding realignment resulted in their dropping this activity leaving WCSS to put it back out to the community for re-bidding. Since only one bid had been received in the original bid process, staff was concerned about whether they would receive any bids at all. Believing in the importance of this activity, WCSS Program Coordination decided they would submit a bid so that if no others were received the activity would have a chance of being implemented. Two other bids were received as well as the bid submitted by WCSS. The budgets submitted for each was stated to be \$60,000, \$187,000 and \$648,000. In light of recent discussions on Conflict of Interest, Ms. Dowdy asked the committee for guidance as to whether they felt WCSS should withdraw its bid and if not how best should the review process be handled. They suggested that staff recues themselves from the review process allowing the Allocations Committee to review the submissions and make their recommendation. It was noted that Anna Troutman, Director of Program Coordination would work with Allocations Committee Chair, Dale Cousins to inform the Allocations Committee of this decision. Copies of the three proposals would be provided to the Allocations Committee and they would be instructed that electronic discussion would be permissible.

With no other business new or otherwise noted Michele Miller-Cox motioned to adjourn at 10:00.
Donna Rutowski seconded all voted and approved unanimously. (09-08-13)


Secretary Signature

3-26-09
Date