

**Wake County SmartStart  
Board of Directors Meeting  
December 10, 2008**

The bimonthly regular meeting of the Wake County SmartStart Board of Directors occurred on Wednesday, December 10, 2008 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, Arvelis Byrd, Kevin Cain, Dale Cousins, Sandy Dietrich, Shirley Herndon, Shanté Martin, Carol Mitchell, Peter Morris, Hannah Poteat, Gemimah Rodriguez, Donna Rutowski, Camille Schaffer, Mike Smith, Norris Thurston, Michael Weisel, Jerraé Williams and David Zonderman.

Board members absent and excused were Nell Barnes, Donna Hargens, Michele Miller-Cox and Louise Orr.

Board members absent and unexcused were Giang Le, Kym Martin and Harold Webb.

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

Board Chair, Michael Weisel recognized a quorum, calling the meeting to order at 8:36 a.m. He welcomed new members, Arvelis Byrd, Shirley Herndon, Mike Smith and Jerraé Williams to their first formal meeting since their election in October.

Mr. Weisel next entertained a motion from Dale Cousins to adopt the agenda, Shirley Herndon seconded, and the motion carried (12-08-20).

Mr. Weisel asked each member to introduce themselves, state their affiliation and the length of service as members of the Board. Mr. Weisel expressed his thoughts regarding his tenure on the Board of Directors, speaking to the outstanding work of the WCSS staff and also that of the Board of Directors. He thanked the board for their dedication and service which has made his time as Chair so enjoyable.

Moving on to the Chairman's Report, Mr. Weisel addressed the state of budget cuts which could be as much as a 10% reduction in the upcoming fiscal year. He told the Board that the upcoming year would require all board members to be in frequent contact with the legislature as advocates for continued support.

Mr. Weisel interrupted his report to entertain a motion to adopt the consent agenda which included the minutes of the October 22, 2008 Board of Directors meeting, the October 2008 Financials and a list of WCSS and DSP Decommissioned Assets. Donna Rutowski made mention of a few grammatical corrections she had found and brought to the attention of Pat Clements the day before. Ms. Clements noted that due to receiving the corrections late, they were not included in the attachment A.1 but had been made to the formal minutes. Ms. Clements distributed the formal minutes to the board so that they would be aware of what corrections were made. Peter Morris moved for adoption of the consent agenda which included minutes of the October 22, 2008 Board of Directors Meeting, the October 2008 Financial Reports and a list of WCSS and DSP Decommissioned Assets. Donna Rutowski seconded; the motion carried. (12-08-21)

  
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12-10-08  
Date

Wake County SmartStart Board of Director Meeting Minutes December 10, 2008

8

Page 1 of 3

Mr. Weisel resumed his report by introducing attachment B.1. Mr. Weisel reminded the Board of NCPC's request for voluntary reversions and the Board approval to allow staff to look both at in house reductions and partner reversions that would not affect services. Mr. Weisel commended the WCSS staff on the tactful and effective way in which they communicated the need for reversions to Partners. Attachment B.1 outlines a staff recommendation to approve FY08/09 SmartStart budget Reductions of \$863,609 with adjustments as shown on attachment B.2. The recommended reductions are as follows:

Unallocated Service Funds	\$ 248,549
Allocation for Director's Leadership Academy	228,439
Unallocated Administration Funds	55,857
Use of Program Income	17,000
Direct Service Providers Voluntary Reversions	157,494
Administration Voluntary Reversion	17,859
In House Services Voluntary Reversions	115,060
Reduction in R.E.T.A.I.N. +/-	<u>23,351</u>
Total	<u>\$ 863,609</u>

It was noted that any further changes to DSP contracts will be used to offset the Project RETAIN reductions up to \$23,251. Peter Morris moved to approve the staff recommendation for FY08/09 SmartStart budget Reductions of \$863,609 with adjustments as shown on attachment B.2. Hannah Poteat seconded, and the motion carried. (12-08-22)

Committee Reports were next on the agenda beginning with the Board Development Committee. Committee Chair, Hannah Poteat took the floor and asked the Board to look over attachment C.1 outlining the committee's recommendation for the new slate of Board Officers to include:

Chairperson:	David Zonderman
Vice Chairperson:	Shanté Martin
Past Chair:	Michael Weisel
Treasurer:	Donna Rutowski
Secretary:	Dale Cousins

Ms. Poteat called for additional nominations. With no further nominations forthcoming, Peter Morris moved to accept the slate as proposed and close the nomination for officers, Norris Thurston seconded all voted and the motion carried. (12-08-23)

Ms. Poteat then drew the Boards attention to attachment C.2 recommending the election of the Rev. Randy Innes, Senior Pastor of Millbrook UMC in Raleigh to fill the vacancy left by the resignation of the Rev. Paul Anderson. Rev. Innes will continue as the Faith Based Community Representative and his term will expire in 2009. Michael Weisel moved to approve the new slate of officers as well as the election of Rev. Randy Innes. As the recommendation was made by the Board Development Committee, no second was needed. All voted and the motion carried. (12-08-24)

Newly-appointed Past Chair, Michael Weisel presented newly appointed Chair, David Zonderman with his own gavel and words of support for a successful term as WCSS Board Chair. In return, Mr. Zonderman presented Mr. Weisel with a gift of appreciation from his peers on the Board for the work during his term as Chair. The gift was a digital picture frame with engraved plaque.

Program Planning Committee Chair, Mary Ellen Anderson reported on the work of her committee. She updated the Board on the process the Program Planning Committee would be undertaking to prioritize strategies which meet with Board identified goals and indicators as related to PBIS and School Readiness. There will be two workgroups comprised of regular committee members and selected individuals from the community with area expertise. Family Support w/Special Needs will be co-chaired by Jean Smith and Janet Godbold and Early Child Care in Education will be chaired by Nadine Tucker. Ms. Anderson noted that the Program Planning Committee, which meets on Dec. 11<sup>th</sup>, would be giving this work a very thorough and intense review, anticipating at least 4-6 sessions. The information derived as well as information on Partner Performance and Greatest Needs will be shared with Allocations for funding determinations for FY09-10.

Pam Dowdy presented the Executive Director's Report. She referred the Board to attachment D.1 which outlines a MAF Advisory Committee Recommendation. The MAF program was expanded this year to 299 slots resulting in \$149,500 in start-up funds, noting that these are restricted and absolutely must be used for the start-up and purchasing of materials for the MAF program. Because many classrooms did not need a full complement of funds, she asked the Board to support the MAF Advisory Committee's Recommendation that any funds not being used to start up new classrooms can be used to purchase supplies needed for existing MAF classrooms. Kevin Cain moved to approve the MAF Advisory Committee's Recommendation to use any funds not being used to start up new classrooms to be used to purchase supplies needed for existing MAF classrooms. Dale Cousins seconded, all voted and the motion carried. (12-08-25)

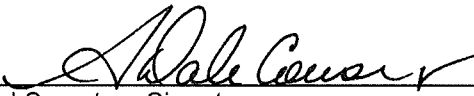
The Executive Director's Report continued with a referral to attachment D.2, an updated MAF Site and Slot Status chart. Ms. Dowdy explained to the Board this chart represented where all but one of the 1,269 slots in the MAF Program have been assigned, noting that Shaw University is working very hard at this moment to accommodate that one extra slot but it has not yet been finalized. The Board was asked to approve the changes which included 5 additions to the Jordan Family Enrichment Center, the addition of 9 slots at La Petite at Leesville Road and the addition of 3 slots at Shaw University with a side note that a recommendation for the addition of 1 more slot at Shaw University to be approved at the next Board meeting. Camille Schaffer moved to approve the addition of 5 slots at Jordan Child & Family Enrichment Center, the addition of 9 slots at La Petite at Leesville Road and the addition of 3 slots at Shaw University. Donna Rutowski seconded, all voted and the motion carried. (12-08-26)

Ms. Dowdy expressed concern about the MAF program, as well as other activities, regarding "ICE" (Immigration and Customs Enforcement). "ICE" is beginning to have a significant impact on services as parents are becoming fearful about signing documents due to the crackdown on immigration. WCSS is beginning to see a trend of parents going after other parents by submitting letters, not only to our office but the OSR as well, stating that children/families accepted into programs are not here legally. They express resentment that their children did not receive services being offered to perceived "illegal" families. WCSS has been working to ensure that families are provided with Emergency Preparedness information and noted that this is a growing concern which may merit further Board discussion in the near future.

Attachment D.3 is the latest PBIS and Ms. Dowdy wanted to share it with the Board. She noted that the report was recently released and there had been not enough time to scrutinize for a full report by staff. She wanted to share the information but noted that a more detailed report will be forthcoming at the next Board meeting.

Ms. Dowdy introduced the new Program Coordinator, Richelle Johnson who joined the staff on December 1<sup>st</sup> from Johnston County Public Schools. Pat Clements has worked to establish an email address for Ms. Dowdy to use for advocacy email using our WakeCares4Kids domain, pdowdy@wakecares4kids.org. Lastly Ms. Dowdy provided an update of her trip last week to Arizona on behalf of NCPC's National Technical Assistance Center noting that it was great to meet with a state in the beginning stages of a SmartStart-type program called "First Things First." This program receives funding by the state's Tobacco Tax, 100% of which goes to early childhood education.

Newly elected Chair, David Zonderman asked if there were any other new business. Being none, he took the opportunity to welcome the new Board members, noting that it was now a full Board full of terrific people who are engaged in the work of SmartStart and he stated that each Board member would be called upon to serve in many productive ways. Mr. Zonderman asked the Board to make note of the Full Board Retreat on January 28, 2009 to focus on Board Development. Full Board participation would be the goal. Mr. Zonderman entertained a motion to adjourn at 9:55 a.m. by Michael Weisel, Norris Thurston seconded, all voted and the motion carried. (12-08-27)

  
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Board Secretary Signature

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