

**Wake County SmartStart Board of Directors Meeting
December 2, 2015**

A regular meeting of the Wake County SmartStart Board of Directors took place on Wednesday, December 2, 2015, in Room 204, 4901 Waters Edge Drive, Raleigh, North Carolina.

Board members in attendance: Lorie Barnes, Kelly Caldwell, Dale Cousins, Sandra Dietrich, Jim S. Greene, Liz Hamner, Jessica Holmes, Mark Langford, Susan McCullen, Carol Mitchell, Cathy Moore, Barbara Morales Burke, Regina Petteway, Camille Schaffer, Kim Shaw, Mike Smith, Kristi Tally, Mike Wasilick, Angie Welsh and Tyrone Williamson.

Board members absent as excused: Christine Alvarado, Ana Maria Bonell, Arvelis Byrd and Charlotte Turpin.

Staff members present: Debi Bartholomew, Gary Carr, Pamela Dowdy, Sasha Gomez, Nancy Peck, Melinda Schlesinger and Gina Soceanu.

Visitor present: Benita Jones.

Welcome/Call to Order/Adoption of Agenda:

At 8:45 AM, Board Chair, Mike Smith recognized a quorum and called the meeting to order. Dr. Smith welcomed Board candidate and visitor, Benita Jones and invited Ms. Jones to introduce herself before calling for a round of introductions from the Board. Lorie Barnes introduced and acknowledged WCSS staff member, Gina Soceanu who is serving on the NC Association of Education for Young Children. Following introductions Mark Langford moved to adopt the agenda. Dale Cousins seconded the motion. Calling for a vote and hearing no objections, the motion carried. (12-15-17)

Camille Schaffer moved to approve the consent agenda including minutes from the previous meeting on October 28, 2015, the November 2015 Financial report and recommendation for decommissioning selected assets. Mark Langford seconded the motion. Calling for a vote and hearing no objections, the motion carried. (12-15-18)

Committee Reports

• **Finance Committee**

PayPal Account: Kelly Caldwell introduced a recommendation from the Finance Committee to establish a PayPal account to provide potential donors with a convenient and secure option of making contributions through the WCSS website. Board members shared their expertise regarding best practices for online donations via PayPal. Liz Hamner suggested creating a link for donor advised accounts on the WCSS web site. Following questions and discussion, Mark Langford moved to approve establishment of a PayPal account for electronic donation payments. Tyrone Williamson seconded the motion. Calling for a vote, and hearing no objections, the motion carried. (12-15-19)

Staff Leadership Reorganization: Kelly Caldwell presented a recommendation for restructuring WCSS staff leadership to increase organizational efficiency. Executive Director, Pam Dowdy, summarized the changes in leadership roles. Jim Greene made a motion to approve reorganization of the WCSS Leadership Team through the creation of the following positions: Director of Program, Director of Finance, and Manager of Early Childhood Initiatives. Dale Cousins seconded the motion. Calling for a vote, and hearing no objections, the motion carried. (12-15-20)

• **Program Planning Committee**

On behalf of the Program Planning Committee, Carol Mitchell introduced Sasha Gomez, WCSS Project Coordinator, who gave a comprehensive presentation on Wake Connections to familiarize the Board with the background and progress of the home based services referral program. Following the presentation and questions, Carol Mitchell presented a committee recommendation to submit a proposal to John Rex Endowment for an expansion grant for the purpose of improving the program's technology infrastructure, broadening the scope of services and providing training, resources and data sharing to partners. Camille Schaffer moved to approve WCSS's submission to John Rex Endowment for a 3 year Wake Connections expansion grant to address systems integration of home based services in Wake County. Dale Cousins seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (12-15-21)

JCB Initial 12/2/15 Date

Chair's Report: Mike Smith

- Chair, Mike Smith called on Kristi Tally who provided an update on developing a relationship between WCSS with AT&T NC. Pam Dowdy commented on a key point of the conversation - how to connect child care centers with technology to improve engagement with families. Dr. Smith also called on Liz Hamner who reported on highlights and her impressions from the November Business Board Circle meeting. Ms. Hamner encouraged Board members to continue to identify business leaders who might be good candidates for Business Board Circle.
- Mike Smith drew attention to current fiscal year WCSS Partner and Fact sheets at each member's seat. He announced that going forward, a portion of each Board meeting will be devoted to an informative overview of program activities and how they fit under goal areas.
- Dr. Smith opened a discussion on a recommendation for designated gifts categories under the fund development guidelines previously approved by Finance Committee. After discussion and questions, Camille Schaffer moved to approve the following categories for designated gifts under \$1000: Supporting Excellence in Early Care and Learning, Empowering Healthy Families, Nurturing Early Language and Literacy, and Fostering Innovation and Improved Systems. Barbara Morales Burke seconded the motion. Calling for a vote, and hearing no objections, the motion carried. (12-15-22)
- Mike Smith alerted Board members to Wake County SmartStart's upcoming 20th Anniversary. He asked Board members to contact Nancy Peck to indicate interest in participation to organize and promote a recognition event, tentatively planned for Spring of 2017.

Executive Director's Report: Pam Dowdy

- Pam Dowdy provided background information about unallocated funds and program income. She presented a staff recommendation to permit staff to direct unallocated money to activities currently supported by WCSS. Dale Cousins moved to grant staff the authority to expend all unallocated funding and program income up to \$229,000 by the end of the current fiscal year on existing activities funded by WCSS. Angie Welsh seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (12-15-23)
- Pam Dowdy reminded the Board that WCSS is in the final year of the three year funding cycle and announced the start of the process to develop the new strategic plan. She presented a month by month timeline for the strategic planning process to work on planning elements at each Board and Executive Committee meeting through December 2016 when the finalized plan will be submitted to the full Board for approval.

Mike Smith reminded the Board of opportunity through the remainder of December to have new Board Giving contributions matched by an anonymous donor. He also invited members to take home a poinsettia plant as a token of appreciation for their service. With no further business to address, Camille Schaffer made a motion to adjourn the meeting at 9:50 AM. Carol Mitchell seconded the motion. Calling for a vote and hearing no objections, the motion was unanimous. (12-15-24)

Lerie C Barnes
Secretary

2/24/16
Date