

**Wake County SmartStart Board of Directors Meeting
October 28, 2015**

A regular meeting of the Wake County SmartStart Board of Directors took place on Wednesday, October 28, 2015, in Room 204, 4901 Waters Edge Drive, Raleigh, North Carolina.

Board members in attendance: Christine Alvarado, Lorie Barnes, Ana Maria Bonell, Arvelis Byrd, Kelly Caldwell, Dale Cousins, Liz Hamner, Jessica Holmes, Mark Langford, Cathy Moore, Regina Petteway, Camille Schaffer, Mike Smith, Kristi Tally, Charlotte Turpin and Tyrone Williamson.

Board members absent as excused: Sandra Dietrich, Jim S. Greene, Susan McCullen, Carol Mitchell, Barbara Morales Burke, Regina Petteway, Kim Shaw, Mike Wasilick and Angie Welsh.

Staff members present: Phyllis Barbour, Debi Bartholomew, Gary Carr, Brittany Clark, Pamela Dowdy, Nancy Peck, Melinda Schlesinger and Anna Troutman.

Welcome/Call to Order/Adoption of Agenda:

At 8:40 AM, Board Chair, Mike Smith recognized a quorum and called the meeting to order. Mark Langford moved to adopt the agenda. Dale Cousins seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-15-10)

Camille Schaffer moved to approve the consent agenda including minutes from the previous meeting on August 26, 2015 and the September 2015 Financial report. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-15-11)

Committee Reports

- **Board Development:**

Board Development Committee Chair, Dale Cousins provided an update on recent meetings with three potential Board candidates. She also informed the Board that Jim Green has submitted his resignation from the Board due to increased job obligations preventing him from active engagement as a WCSS Board member. On behalf of the Board Development Committee, Dale Cousins moved to accept Jim Green's resignation from the WCSS Board of Directors effective immediately. Camille Schaffer seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-15-12)

- **Finance:**

Review of 2014-15 990: Committee Chair, Camille Schaffer summarized Finance Committee's process for review of the FY 2014-15 IRS 990 form and called for questions before presenting it to the Board for approval. Mark Langford made a motion to accept the FY2014-15 990 and to approve its submission to the IRS as required. Charlotte Turpin seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (10-15-13)

Merit Wage Increase: Camille Schaffer introduced a recommendation from the Finance Committee to establish a merit increase pool of 3% of current wages. She confirmed the increase is included in the FY 2016 budget, and is in line with current state and municipal merit increases. After discussion by Board members, Cathy Moore moved to approve a 3% increase in the merit wage pool for FY 2016 to be distributed based on employee performance evaluations. Kelly Caldwell seconded the motion. Calling for a vote, and hearing no objections, the motion carried. (10-15-14)

Conflict of Interest: Camille Schaffer asked Board members to review Attachment C.3, a summary of Conflicted WCSS Board members and Attachment C.4, Conflict of Interest Disclosure Master List. She reminded members of the Board to update WCSS with any changes in circumstance in order to keep these records accurate.

Executive Committee: Mike Smith

Chair, Mike Smith summarized points on Board Giving that resulted from discussion at the September Executive Committee meeting. In addition to a goal of 100% participation, Dr. Smith said Executive Committee members agreed to set a financial goal of 120% of last year's total amount given during the July to June fiscal year. He invited Board members to comment or offer further ideas about Board Giving. He also asked them to keep in mind any opportunities for matching contributions from their

workplace.

JS Initial 12/2/15 Date

Chair's Report: Mike Smith

- Mike Smith gave a report on the Smart Start Leadership Symposium which he attended on Oct. 6 with Pam Dowdy. He highlighted one of the topics, "How to Create a Culture of Inquiry and Future Thinking". He presented a summary of ideas from symposium participants for the Board's consideration and led members in a discussion of ideas that would be helpful to them to stimulate future thinking, build capacity and increased Board involvement.
- Dr. Smith asked for updates of recent community engagements by board members. Kristi Tally provided detail on her efforts in making connections for WCSS with AT&T NC President, Venessa Harrison. Dr. Smith also recognized Sandra Dietrich, who was not present, for her recent participation on a child care center site tour with County Commissioner, Matt Calabria. Pam Dowdy encouraged Board members to think about inviting WCSS as a guest to networking events they may have access to.
- Mike Smith reported on a recent Chairs Advisory Council meeting with WCSS Past Chairs. He said topics included discussion on potential change in branding for WCSS, collaboration with other agencies and making strategic connections to help fill community gaps. Pam Dowdy said that as a result of the conversation, former WCSS Chair, Jack Nichols has offered to facilitate a meeting with State Representative Gary Pendleton.

Executive Director's Report: Pam Dowdy

Pam Dowdy provided an update on the funding allocation WCSS has received from Division of Childhood Development and Early Education (DCDEE) for Pre-K expansion. She presented a staff recommendation to give staff the authority to place expansion slots for FY 2015-16 in existing NC Pre-K sites based on the geographic location of wait-listed children prioritized for receiving service. Dale Cousins made a motion to approve staff placement of up to 54 additional NC Pre-K slots in existing NC Pre-K private child care sites from November to May to fully expend NC Pre-K funding from all resources. Regina Petteway seconded the motion. Calling for a vote, noting abstentions by Arvelis Byrd and Cathy Moore and hearing no objections, the motion was unanimous. (10-15-15)

- Pam Dowdy provided an update on Early Head Start – Child Care Partnership. She said WCSS and Wake County Human Services have submitted a letter of support to provide assurance that layered funding will be provided to the program, and the two agencies are now in the process of working through the details. Telamon NC Head Start Director, Arvelis Byrd said 80 children in Wake County will receive Early Head Start services in seven private child care centers.
- Pam Dowdy said WCSS has settled on a temporary solution for the vacancy created by Director of Early Childhood Initiatives, Elizabeth Santana's departure. Anna Troutman will assume supervision of Early Childhood Initiative staff in addition to Program Coordination and Evaluation staff, until a permanent staffing recommendation is developed and brought to the Board for approval.
- Ms. Dowdy gave an update on WCSS's final Smart Start funding allocation.
- Pam Dowdy informed the Board of an opportunity for advocacy training and visits to national legislators through the National Association for the Education of Young Children (NAEYC) Public Policy Forum Feb. 28 – March 1 in Washington, D.C. She asked Board members to indicate if they are interested in being a part of a delegation from Wake County.
- Ms. Dowdy provided an update on the Healthiest Capital County Initiative. She informed that Board that she and Angie Welsh are acting as co-chairs for the Children in Poverty Steering Committee, one of the three areas of focus, and will continue to bring information to the Board.
- Pam Dowdy reported on attending a Living Wage meeting at the NC Justice Center. She explained the relevance of a living wage standard to WCSS's work with child care providers to help minimize teacher turnover. Ms. Dowdy said County Commissioners are exploring establishment of living wage standards for Wake County and that she will keep the Board updated on any developments.
- In response to a question about setting an advocacy agenda, Ms. Dowdy explained WCSS adopts the priorities of NCPD, The North Carolina Child Care Coalition and Business and Education Leaders for Smart Start.

With no further business to address, Mark Langford made a motion to adjourn the meeting at 9:40 AM. Kristi Tally seconded the motion. Calling for a vote and hearing no objections, the motion was unanimous. (10-15-16)



Secretary Signature

12/2/15

Date