

**Wake County SmartStart
Executive Committee Meeting
May 25, 2016**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was held on Wednesday, May 25, 2016 with WCSS Board Chair, Mike Smith presiding. The meeting took place in the conference room of the Wake County SmartStart office located at 4901 Waters Edge Drive, Suite 101 in Raleigh, North Carolina.

Executive Committee members in attendance: Kelly Caldwell, Mark Langford, Camille Schaffer, Mike Smith and Angie Welsh.

Executive Committee members absent and excused: Lorie Barnes, Arvelis Byrd and Dale Cousins.

Staff members present: Anna Troutman, Gary Carr and Nancy Peck.

Visitors present: Kristin Bradley-Bull

Welcome/Call to Order/Adoption of Agenda

At 8:30 AM, Board Chair, Mike Smith recognized a quorum and called the meeting to order.

Angie Welsh moved to adopt the agenda. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-16-45)

Mark Langford moved to approve the minutes from the previous meeting on January 27, 2016. Angie Welsh seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-16-46)

Finance Committee

Camille Schaffer said the Finance Committee did not meet in May, but have reviewed the financial reports for April 2016 and found no major issues. Angie Welsh moved to approve the May 2016 financial statements. Mark Langford seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (05-16-47)

Camille Schaffer reported renovations to WCSS office space have been completed by the landlord. She presented a recommendation from Finance Committee to sign the lease renewal agreement as presented on Attachment B.10. Gary Carr provided details on the negotiated terms of the agreement. Following questions and discussion, Kelly Caldwell made a motion to approve execution of the lease renewal agreement with Waters Edge Investments, LLC effective Jan. 1, 2017. Mike Smith seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (05-16-48)

Ms. Schaffer introduced a staff recommendation to authorize budget amendments to fully expend remaining Smart Start Admin funds. Gary Carr provided background information about the projected remaining available funds and Anna Troutman gave examples of service activities or projects where the money could be spent. Mark Langford moved to authorize staff to expend all remaining Smart Start Administration funds on existing WCSS funded service activities. Angie Welsh seconded the motion. Calling for a vote and hearing no objections, the motion was approved. (05-16-49)

Chair's Report

Chair, Mike Smith invited feedback for the Executive Director's performance review. The Executive Committee supported him in initiating an evaluation process relevant to a merit increase.

Mike Smith provided an update on the Wake County budget process. He informed the Executive Committee members that he will present before the County Commissioners along with a June 6 public hearing to support the County Manager's budget proposal for a 50% increase in Pre-K funding.

Dr. Smith reviewed a comparative summary of the 2016 Legislative Budget as it affects Smart Start, Pre-K, childcare subsidy and other early childhood programs. Executive Committee members discussed the efficacy of added DCDEE staff for criminal background checks. Anna Troutman drew attention to an increase in reimbursement for subsidy market rate in Tier 1 & 2 counties, with no increase for Tier 3 counties (includes Wake). She remarked on this concerning disparity between rural, smaller and larger, urban counties. She also pointed out HB1013 Study Alignment of Child Care Services Application, commenting that development of a universal tool to manage child care services placement and wait lists throughout the state would be similar to the NC Pre-K App and will benefit children.

JCB Initial 7-27-16 Date

Executive Director's Report

In Executive Director, Pam Dowdy's absence, Anna Troutman provided background on a significant fiscal monitoring concern for the Telamon Family Literacy Program. She advised that WCSS is expecting to receive a report from Telamon Corporation outlining their findings and for correction. Committee members expressed favor in having Finance Committee review the report and make recommendations for action, before bringing the matter before the Board at the June meeting.

Staff member, Nancy Peck facilitated a discussion about the desired format for a Board social event on the evening prior to the August Board retreat. The Executive Committee agreed on a preference for a seated dinner service at small tables, preceded by a period to walk around and mingle over passed hors d'oeuvres, and followed by a briefing by the facilitator during the last fifteen minutes to prepare for the strategic planning retreat the next morning.

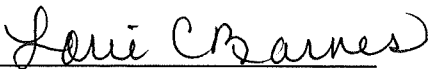
Anna Troutman provided background on the proposed strategic planning consultant, Kristin Bradley-Bull, of Roots to Canopy Consulting, while waiting for her arrival.

Mike Smith advised that Lorie Barnes, Board Secretary, has submitted her intention to resign from the Board and invited suggestions of members to fill the office of Board Secretary.

Executive Committee members recessed briefly for a tour of the office renovations.

Kristin Bradley-Bull arrived at 9:45 AM. She gave detailed information about her work experience and expertise in strategic planning implementation and evaluations and laid out her proposed process before responding to questions from committee members. After Ms. Bradley-Bull's departure, Executive Committee exchanged their favorable impressions of her as a good match for the organization, and were in agreeance to support her as the consultant for the strategic planning process.

With no further business to address, Kelly Caldwell made a motion to adjourn the meeting at 10:30 AM. Camille Schaffer seconded the motion. Calling for a vote, the motion was unanimous. (05-16-50)


Secretary Signature

7.27.16
Date