

**Wake County Smart Start
Board of Directors Meeting
June 28, 2023**

A meeting of the Wake County Smart Start (WCSS) Board of Directors was held on Wednesday, June 28, 2023, with WCSS Board Chair, Sherry Heuser presiding. The meeting was held via Zoom conference call.

Board members present: Nikia Coates, Veronica Creech, Heather Drennan, Matt Ellinwood, Susan Evans, Sherry Heuser, Mickey Holt, Leslie Ann Jackson, Tonya Kangkolo, Catherine Lassiter, Catty Moore, Barbara Morales Burke, Antonia Pedroza, Colleen Roache, Kimberly Shaw, Mike Wasilick, Joe White and Katherine Williams

Board members absent: Christine Alvarado, Matt Glova, Liz Hamner, Sharon Loza, and Tonya Venable

Staff members present: Gary Carr, Joan Crutchfield, Carol Orji, Diana Fenves, Gayle E. Headen, Alex Livas-Dlott, Sasha Gomez, Nikki McDougald, Jennifer MacPherson and Nancy Peck

Guests present: Katie Lewis

Call to Order/Announcements

At 9:03 AM, Chair, Sherry Heuser recognized a quorum and called the meeting to order. She announced the meeting is being recorded and noted the presence of staff member, Nancy Peck as a non-board member in attendance. Susan Evans moved to adopt the agenda. Nikia Coates seconded the motion. Calling for a vote and with none opposed, the motion carried. (06-23-76)

Barbara Morales Burke moved to enter an executive session. Kim Shaw seconded the motion. Calling for a vote and hearing none opposed, the motion carried. (06-23-77) Nancy Peck left the meeting and recording was stopped.

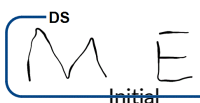
The Board discussed a recommendation for salary structure position and salary market adjustment for the Executive Director position based on a Executive Director compensation study conducted by Catapult Consulting separate from the compensation study conducted from all other staff members. Barbara Morales Burke moved that the board accept the staff recommendation as information provided to the board for consideration. Katherine Williams seconded the motion. Calling for a vote and hearing all in favor, the motion passed. (06-23-78)

Veronica Creech moved to approve assignment of the Executive Director's position to pay grade 16 in the WCSS Salary Structure adopted by the Board effective 7/1/2022 and adjust the current salary to the midpoint effective retroactively to 7/1/2022. Nikia Coates seconded the motion. Calling for a vote and hearing none opposed, the motion carried. (06-23-79)

Susan Evans moved to exit the executive session. Catherine Lassiter seconded the motion. Calling for a vote and with all in favor, the motion passed. (06-23-80) After exiting the closed session, Chair, Sherry Heuser admitted staff and other non-Board members to the meeting.

WCSS Outreach Specialist, Nikki McDougald presented the "Mission Moment", focusing on Outreach and creating community connections. Ms. McDougald shared examples of outreach activities, how work is done through the use of data, community engagement and relationship building, and finished with an example of how the Outreach team used data to come up with a texting platform solution to stay connected with families while isolated during the Covid-19 pandemic.

The Board reviewed items on the consent agenda. Susan Evans moved to approve items on the consent agenda including minutes from the April 24, 2023 Board meeting, May 2023, April 2023 financial reports and decommissioned assets. Katherine Williams seconded the motion. Calling for a vote and hearing no objection, the motion carried. (06-23-81)

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8/25/2023 | 4:02 PM EDT
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Committee Reports

Advancement Committee

Advancement Committee Chair, Nikia Coates thanked everyone for their efforts in making the Building Bright Futures event a success. She reported that the event raised \$80,000, 157 people attended and 71 new donors were brought in. The committee met in June to debrief and begin discussion on strategies to keep donors and sponsors engaged. Ms. Coates said the committee also discussed a Back-to-School giving campaign for early fall and a reboot/restructuring of the 1996 Society.

Board Governance Committee

Board Governance Committee Chair, Barbara Morales Burke, provided a summary of nominees' backgrounds as she presented a recommendation for their election. A Board Governance Committee motion was made to elect Ronetta Pearsall, Amelia Muse and Stacey Wilson-Norman to the WCSS Board to serve a 3-year term expiring in 2026. A vote was called for, and with none opposed, the motion passed. (06-23-82)

Ms. Morales Burke presented a committee recommendation for the re-election of eligible members. A Board Governance Committee motion was made to re-elect Matt Glova and Tonya Kangkolo to a second 3-year term to expire in 2026, and Leslie Ann Jackson to serve a third term of 1 year to expire in 2024. A vote was called for, and with none opposed, the motion passed. (06-23-83)

Ms. Morales Burke presented a committee recommendation for the slate of officers. Sherry Heuser asked that those listed on the recommended slate, recuse themselves from voting for themselves while voting for the other officers. A motion coming from Board Governance Committee was made to elect Katherine Williams as Board Chair; Nikia Coates as Vice-Chair; Matt Ellinwood as Secretary; Matt Glova as Treasurer; and Sherry Heuser as Past Chair. A vote was called for, and with none opposed, the vote to approve was unanimous. (06-23-84).

Barbara Morales Burke acknowledged the members rolling off the board: Veronica Creech, Liz Hamner, Sharon Loza, Catty Moore, herself, Barbara Morales Burke, Kim Shaw and Mike Wasilick. Sherry Heuser turned the remainder of the meeting over to the leadership of newly elected Chair, Katherine Williams. Ms. Williams thanked the members rolling off for their service and expressed her enthusiasm for the newly elected members.

Finance Committee

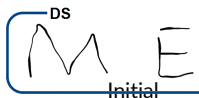
Finance Committee Chair, Joe White drew attention to Attachments C.1 and C.2 for the final monitoring report issued by North Carolina Partnership for Children (NCPC) He said the few minor findings around coding and conversion to DocuSign for signatures have been resolved.

Mr. White provided an overview of the draft Administration and Fund Development budgets for FY2023-24. Mr. White drew attention to Attachment D.2, and D.3, pointing out some of the highlights in the budget narratives. There being no questions, a motion coming from Finance Committee was made to adopt the FY 2024 Administration budget inclusive of Smart Start, NC PreK Administration, MAC Grant, MAC Services, Grants and Unrestricted Funds and the FY 2024 Fundraising Budget; and approval of the allocation of \$28,004 from Smart Administration funds to support the Fundraising Budget and reservation of \$188,766 in Smart Start Administration funds for future use in Smart Start Administration or In-House Activities. A vote was called for, and hearing no opposition, the motion carried. (06-23-85)

Joe White presented a recommendation from Finance Committee for the addition of three full time staff positions with a brief description of each of the proposed positions' functions and source of funding. He said the goal is to hire for each of the positions early in FY23-24. A motion coming from Finance Committee was made to approve the addition of 3 full time staff positions to increase capacity and community support: Program Coordination and Evaluation Specialist; Pre-K Support; and Pre-K Team Lead. A vote was called for, and hearing no opposition, the motion carried. (06-23-86).

Chair's Report

Chair, Katherine Williams said that she is working with Sherry Heuser to make some procedural changes in the process related to merit increases and review for the Executive Director. She also advised that she will be reaching out to board members with invitations to join board committees.


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Executive Director's Report

In the interest of time, Executive Director, Gayle E. Headen, referred to a Power Point presentation reviewing progress made toward 2020-2023 Strategic Priorities that is included in the agenda materials. She expressed her appreciation to the departing board members and asked them to continue to act as supporters and ambassadors for the agency even though their board service has concluded. She announced WCSS will host a farewell coffee on July 14 to thank each of the departing members in person. Ms. Headen also thanked those remaining on the board but transitioning into new roles.

With no further business to discuss, Barbara Morales Burke moved to adjourn the meeting. Veronica Creech seconded the motion. Calling for a vote and hearing no objections, the meeting was adjourned at 10:08 AM. (06-23-87)

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Secretary

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