# Wake County Smart Start Executive Committee Meeting Minutes July 26, 2023

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Zoom on Wednesday, July 26, 2023, with WCSS Board Chair, Katherine Williams presiding.

Executive Committee members present: Nikia Coates, Matt Ellinwood, Matt Glova, Sherry Heuser, and Katherine Williams

Staff members present: Gary Carr, Diana Fenves, Gayle E. Headen, Alex Livas-Dlott, Carol Orji and Nancy Peck

# Call to Order

At 8:36 AM, Board Chair, Katherine Williams called the meeting to order. She informed committee members of staff members in attendance as non-committee members and reported the meeting was being recorded.

Sherry Heuser moved to adopt the agenda. Matt Glova seconded the motion. Calling for a vote and hearing no objections, the vote passed. (07-23-01)

Nikia Coates moved to approve the minutes from the Executive Committee meeting on May 24, 2023. Sherry Heuser seconded the motion. Calling for a vote and hearing no objection, the motion carried. (07-23-02)

# Finance Committee

Finance Committee Chair, Matt Glova reported Finance Committee did not meet in July but have received and reviewed June financial statements. He provided highlights of each of the preliminary June financial reports, noting higher than normal budget variance. WCSS Finance Director, Gary Carr commented on several factors that have been responsible for this trend since the Covid pandemic. Mr. Glova drew attention to the Reversion schedule. Gary Carr reported reversion payment was sent to North Carolina Partnership for Children (NCPC) on July 25. He said in anticipation of a large amount of carry-forward funding, WCSS did not fully fund in-house programs during the FY23-24 allocation process, intending to use the carry-forward funds to backfill funding of these programs. Executive Director, Gayle Headen, said WCSS Directors are working to identify plans for the additional carry-forward and will bring a recommendation for full spend-down to Finance Committee and the full Board in October. In response to a request for clarification, Gary Carr summarized how each of the various funding streams treat unexpended funds. Following further questions and discussion, <u>Nikia Coates moved to approve preliminary June 2023 financial statements. Sherry Heuser seconded the motion. Calling for a vote and hearing no opposition, the motion carried. (07-23-03)</u>

### **Executive Director's Report**

Executive Director, Gayle E. Headen reported with updates on the following topics:

- Federal updates:
  - Ms. Headen reported on participation by herself and Community Relations and Development Director, Diana Fenves along with Ariel Ford, Division of Child Development and Early Education (DCDEE) and the president of the Johnston County Chamber in a June 30 roundtable convened by Representative Wiley Nickel to discuss ways to expand access to affordable child care.
  - The Biden Administration is proposing administrative rule changes focused on the Child Care & Block Development Grant (CCBDG) to improve child care affordability and accessibility. Proposed rule changes address how states must use grant funding, how it may be used and recommendations for use. The public is invited to submit public comments on the proposed rules. Ms. Headen offered to share the link with anyone interested in doing so.
- State updates:
  - Ms. Headen reported that a state budget has not been reached yet. She said that she will continue to provide updates as they occur.

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- Ms. Headen shared that NCPC is working through an organizational culture shift prompted by philosophical changes by their leadership related to sharing decision making and control with local partnerships. She commented that the pace at which NCPC moves toward this culture shift affects the speed and manner in which WCSS is able to proceed with the strategic Framework and may necessitate modulation of the Strategic Framework to adapt to NCPC.
- Local partnership updates:
  - Ms. Headen reported on the success of the recent Pre-K community application and resource fair held in the WCSS parking lot on July 15. She acknowledged Joan Crutchfield and the entire Pre-K staff, particularly, Ana Gallo, who led the organization of the event and secured sponsors. In addition to staff, Pre-K providers were on hand, conducting interactive activities, as well as vendors and community partners to share resources. Ms. Headen reported 143 families attended the event, 44 new Pre-K applications were submitted, 60 families provided missing documents to update applications and about 20% came for community resources. All comments from parents and resource providers were highly complementary. Families were asked to complete an exit survey to provide data about how they learned about the event, their preferences for event timing and general impressions that will be used to inform planning of subsequent events.
  - Racial Equity Current Phase work: The work around incorporating racial equity into funding processes is already well underway. All staff will be attending a 2 day Racial Equity Institute training in September as an opportunity to establish a baseline since a number of new staff members have been hired since the initial staff training. A consultant has been contracted to debrief with staff following the training.
  - WCSS Leadership Team members will convene for a two-day team building retreat at the end of October. A Request for Proposals for a team building facilitator has been issued with the expectation that the consultant will be identified by the middle of August.
  - Truist Bank has awarded \$25,000 grant to expand Wake ThreeSchool (WTS) capacity. Ms. Headen acknowledged Carol Orji, WTS Manager, Taylor Young, Gary Carr and Diana Fenves for their work in submitting the grant application. She remarked that in addition to supporting the program, the grant demonstrates WCSS's efforts to secure private investment as other funding sources for WTS in addition to Wake County.
  - Back-to-School giving campaign: Diana Fenves provided details about the new online, in-kind giving campaign, "Fall for Smalls" that will launch on August 8.

### Chair's Report

Chair, Katherine Williams asked for a motion to enter a closed session to discuss Human Resources processes. <u>Matt</u> <u>Glova moved to enter a closed session</u>. <u>Matt Ellinwood seconded the motion</u>. <u>Calling for a vote and hearing none</u> <u>opposed</u>, the motion carried. (07-23-04) Staff members exited the meeting and recording was stopped at 9:33 AM.

Following discussion, <u>Nikia Coates moved to adopt the recommended evaluation process for the Wake County</u> <u>Smart Start Executive Director. Matt Glova seconded the motion.</u> Calling for a vote and with none opposed, the <u>motion to adopt the process was unanimously approved.</u> (07-23-05) Katherine Williams has distributed an anonymous survey for additional comments to the four directors reporting to the Executive Director. Results will be discussed at the September Executive Committee meeting. With no further business to discuss, <u>Sherry Heuser</u> <u>moved to exit the closed session and adjourn the meeting at 10:00 AM. Matt Glova seconded the motion.</u> Calling for a vote and hearing no objections, the motion carried. (07-23-06)

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Date