

**Wake County SmartStart  
Board of Directors Meeting  
October 26, 2016**

A regular meeting of the Wake County SmartStart (WCSS) Board of Directors was held on Wednesday, October 26, 2016 with WCSS Board Chair, Mike Smith presiding. The meeting took place in Room 204, 4901 Waters Edge Drive, Raleigh, North Carolina.

Board members present: Christine Alvarado, Gail Austin, Lorie Barnes, Arvelis Byrd, Dale Cousins, Liz Hamner, Benita Jones, Mark Langford, Cathy Moore, Barbara Morales Burke, Mike Smith, Kristi Tally, Charlotte Turpin, Mike Wasilick, Angie Welsh and Tyrone Williamson.

Board members absent and excused: Kelly Caldwell, Jim Greene, Susan McCullen, Carol Mitchell, Regina Petteway, Camille Schaffer and Kim Shaw

Board members absent and unexcused: Ana Maria Bonell and Jessica Holmes

Staff members present: Phyllis Barbour, Debi Bartholomew, Gary Carr, Pam Dowdy, Jessie Drescher, Carol Orji, Nancy Peck, Melinda Schlesinger and Anna Troutman.

Visitor: Kristin Bradley-Bull, Roots to Canopy

**Welcome/Call to Order/Adoption of Agenda**

At 8:30 AM, Board Chair, Mike Smith recognized a quorum and called the meeting to order. He introduced Gail Austin, who is joining the WCSS Board as a designee for the President of Wake Tech Community College and asked for a round of introductions from the other Board members present.

Christine Alvarado moved to adopt the agenda. Mark Langford seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-16-13)

**Strategic Planning**

Kristin Bradley-Bull, of Roots to Canopy Consulting, summarized the latest updates in the strategic planning process leading to a focus on the system level goals the Board wishes to aim for during 2017-2020.

Executive Director, Pam Dowdy summarized three systems level options (outlined on Attachment A.1). She provided examples of current systems for the program and agency level options and ideas of opportunities at the county level to be determined by the community. Ms. Dowdy commented on opportunities and challenges at each level. She drew attention to resources currently invested in system spending, broken down into spending percentages by level and talked about potential for influence and roles at each level both at the current level of spending as well as with increased resources. Ms. Dowdy offered possible solutions for funding if these percentages are to be changed.

Following the presentation, Board members offered comments and observations in general support of the county level system goal. Kristin Bradley-Bull asked for guidance in on incorporating staff and board development as an additional strategic planning goal to support stepping into new roles associated with systems level goals.

As a next step, staff will work to further flesh out the three system goal areas, add more detail to a plan for the county level including an action plan for the first year, identify needed resources and develop language for a board and staff development goal, before bringing the finalized iteration of the strategic plan to the Board at the December 7 meeting.

Following the discussion on Strategic Planning, Dale Cousins moved to approve the consent agenda which included: minutes from the previous meeting on August 24, 2016, September 2016 Financial reports and a recommendation to update the Expense Reimbursement policy on page 15 of the WCSS Policy and Procedure manual. Mark Langford seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-16-14)

**Finance Committee**

Mark Langford summarized the information included in the FY 2015-16 IRS 990 form which has been thoroughly reviewed by the Finance Committee prior to making it available for Board approval. Barbara Morales Burke made a motion to accept the FY2015-16 990 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. (10-16-15)

Mr. Langford also reminded members to complete their annual Conflict of Interest Disclosure statement for FY2016-17 and submit these to WCSS staff.

**20<sup>th</sup> Anniversary Committee**

EKA Initial      12/7/16 Date

Committee Co-Chair, Kristi Tally announced the 20<sup>th</sup> Anniversary theme, "Coming of Age for a Brighter Future" and acknowledged the Planning Committee including Liz Hamner, Dale Cousins, Kelly Caldwell, Flo Thompson as well as staff for their planning efforts. Co-Chair, Liz Hamner, presented a slideshow summarizing the slate of four celebration events scheduled during the month of April, 2017. She invited board members to join in planning and to mark their calendars for April 1<sup>st</sup> and 27<sup>th</sup>. Ms. Hamner requested the Board's assistance in building the invitation list and by sharing their contacts and/or introductions to potential sponsors. She also said Board members may further expect to consider being a table captain for the Gala event.

### **Executive Committee**

Chair, Mike Smith reported on business conducted during the September Executive Committee meeting which included the following:

- Initial discussion on the systems levels options for the WCSS Strategic Plan
- Approval of a 2016-17 merit wage increase pool for WCSS staff
- Approval to close out the 2015-16 Family Literacy program contract with Telamon Corp.

Dr. Smith announced the Executive Committee welcomed back Arvelis Byrd, who will continue to serve as Program Planning Chair.

### **Board Development**

Board Development Committee Chair, Dale Cousins presented a recommendation for election of two candidates to the Board for an initial term, the election of a slate of officers, re-election of six current Board members for an additional term, and for composition of the Executive Committee. Charlotte Turpin made a motion to elect Sherry Heuser and Patricia Ruppert as a Board members for an initial 3 year term to expire in 2019; re-elect Mark Langford, Barbara Morales Burke, Camille Schaffer, Charlotte Turpin, Angie Welsh and Tyrone Williamson as Board members for a 3 year term to expire in 2019; to elect the following officers: Angie Welsh as Chair, Barbara Morales Burke as Vice-Chair, Mike Smith as Past Chair, Liz Hamner as Secretary, and Kelly Caldwell as Treasurer; and to compose the Executive Committee with the Board officers, Executive Director, and the following three individuals: Arvelis Byrd, Jim Greene and Mark Langford. Kristi Tally seconded the motion. Calling for a vote, and hearing no objections, the motion carried. (10-16-16)

Newly elected Past Chair, Mike Smith presented the gavel to new Board Chair, Angie Welsh, to run the remainder of the meeting. In turn, Angie Welsh presented Mike Smith with a certificate and announced a grant donated by the WCSS Board of Directors to establish a Reach Out and Read program at his medical practice, Western Wake Pediatrics, in recognition of his outstanding leadership.

### **Chair's Report**

Angie Welsh reported on highlights from the Smart Start Leadership Symposium that she, Mike Smith and Pam Dowdy attended on Oct. 6<sup>th</sup>. She made particular note of a discussion about unconscious micro behaviors and internal biases held by everyone that create a need for deep self-examination before launching conversations.

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

Executive Director Pam Dowdy drew attention to information included in the Executive Highlights (Attachment D.2). She noted two items of particular significance:

- Two independent auditors were able to complete fieldwork for WCSS's 2015-16 financial audit in a single day.
- A positive response to the invitations to all local incumbents and candidates running for public office to take a guided tour of a child care center. Ms. Dowdy reported ten visits resulted from the invitations

Ms. Dowdy concluded her report by announcing the NC Pre-K application for 2017-18 is almost ready to be launched.

With no further business to be addressed, the meeting was adjourned by Angie Welsh at 10:00 am.

  
Secretary

12/7/14  
Date