

**Wake County SmartStart
Executive Committee Meeting Minutes
May 24, 2017**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was convened on Wednesday, May 24, 2017 with WCSS Board Chair, Angie Welsh 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 present: Kelly Caldwell, Jim Greene, Liz Hamner, Mark Langford, and Angie Welsh

Executive Committee member absent and excused: Barbara Morales Burke and Mike Smith

Staff members present: Pam Dowdy and Nancy Peck

Welcome/Call to Order/Adoption of Agenda

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

Mark Langford moved to adopt the agenda. Jim Greene seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-17-50)

Kelly Caldwell moved to approve the consent agenda including: minutes from the previous meeting on March 22, 2017, April 2017 financial reports. Liz Hamner seconded the motion. Calling for a vote and hearing no objection, the motion carried. (05-17-51)

Finance Committee

Finance Committee Chair, Kelly Caldwell presented a recommendation to allow staff to move around unallocated and unexpended Smart Start administration funds that would otherwise must be reverted if not expended by the end of the fiscal year. Pam Dowdy explained the expenditure rationale of reserving other funding resources that may be carried over at the end of the year to be used as a final resource. Following questions, Jim Greene made a motion to give staff the authority within the current fiscal year to re-allocate \$44,267 in unallocated and/or projected unexpended Smart Start administration funding to WCSS funded in-house activities and Smart Start administration. Liz Hamner seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (05-17-52)

Chair's Report

Chair, Angie Welsh remarked on the success of WCSS's month of 20th Anniversary celebration events.

Liz Hamner summarized potential future actions generated by the 20th Anniversary Committee at a wrap up meeting. She said the committee suggested continuation of an annual event to engage families and the community as well as a celebratory event for 1996 Society members.

Executive Director's Report

Executive Director, Pam Dowdy announced that following the Executive Committee meeting she will be joining several WCSS leadership staff for a full day of on-boarding training for the federal Shape NC grant.

Ms. Dowdy reported on the following:

- WCSS is contracting with Rob Thompson to provide policy level communications, and will start looking to fill the open staff position of Communications Coordinator.
- Anna Carter will become the new Director of Division of Child Development and Early Education.
- WCSS has sent Allocations letters to partner agencies with funded activities.

New Business

Committee considered, discussed and approved a bonus for the Executive Director. In addition, they outlined a process for ongoing Executive Director annual performance evaluation with measurable goals as an important aspect of professional development. Mark Langford made a motion to give the Executive Director a bonus from this year's private funds. Kelly Caldwell seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (05-17-53)

With no further business to be addressed, Jim Greene moved to adjourn at 10 am. Mark Langford seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-17-54)

 Initial Date

Elizabeth Hamner
Secretary Signature

9/27/17
Date