

**Wake County SmartStart  
Executive Committee Meeting Minutes  
July 26, 2017**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was convened on Wednesday, July 26, 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, Barbara Morales Burke, Mike Smith and Angie Welsh  
Executive Committee member absent and excused: Jim Greene, Liz Hamner and Mark Langford  
Staff members present: Gary Carr, Pam Dowdy and Nancy Peck

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

At 8:40 AM, Board Chair, Angie Welsh recognized a quorum and called the meeting to order.

Mike Smith moved to adopt the agenda. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (07-17-01)

Barbara Morales Burke moved to adopt the minutes from the previous meeting on May 24, 2017. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objection, the motion carried. (07-17-02)

**Finance Committee**

Finance Committee Chair, Kelly Caldwell reported Finance Committee did not meet in June, but has reviewed financial reports for the end of fiscal year 2016-17. Following questions, Mike Smith made a motion to approve preliminary 2017 End of Year financial statements. Barbara Morales Burke seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (07-17-03)

Ms. Caldwell drew attention to the chart on Attachment C.1 to review the source of unallocated and projected unallocated Smart Start funds and where they were reallocated in advance of the year end close.

**Executive Director's Report**

Executive Director, Pam Dowdy updated the Committee on contract wrap up for FY2016-17. She announced that WCSS is in contract with Division of Child Development and Early Education (DCDEE) and with NC Partnership for Children (NCPD). She said the contract with NCPD includes funds for the Dolly Parton Imagination Library (DPIL) literacy program and NCPD will provide a planning grant to help determine strategy for its implementation. The Committee discussed potential for linking DPIL with the ABCD and Reach Out and Read programs.

Ms. Dowdy announced Farm to Child Care is working with several interns to provide support for the program. These include a six month full time internship position funded by Jamie Kirk Hahn Foundation to coordinate purchasing and delivery of local foods. She reported student interns from Meredith College and Wake Cooperative Extension are working on a seasonal recipe database and assisting child care center cooks with menu planning.

Ms. Dowdy gave an update on the status of the Shape NC initiative.

Pam Dowdy announced the NC Pre-K randomized control study is underway with an initial group of 1108 eligible children sent to Frank Porter Graham for random selection. She noted children selected for the control group will have the opportunity to be referred to other child care or home visiting programs.

Ms. Dowdy advised that work is continuing on the Strategic Plan. She said a more detailed conversation about Strategic Plan expectations and engagement will be planned for the August Board meeting.


Pam Dowdy provided a summary of received funds available to matching the grant from Wake County and identified several strategies for fundraising the balance for the match.

Ms. Dowdy advised results from a compensation study conducted by CAI will be presented for discussion at the next Finance Committee meeting.

**Chair's Report**

Angie Welsh reviewed the process for the Executive Director annual performance evaluation that will be conducted over the next few months.

With no further business to be addressed, Angie Welsh moved to adjourn at 10:00 am. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (07-17-04)

  
Secretary

9/27/17  
Date