

**Wake County SmartStart
Board of Directors Meeting
October 25, 2017**

A regular meeting of the Wake County SmartStart (WCSS) Board of Directors was held on Wednesday, October 25, 2017 with WCSS Board Chair, Angie Welsh presiding. The meeting took place in Room 204, 4901 Waters Edge Drive, Raleigh, North Carolina.

Board members present: Christine Alvarado, Gail Austin, Kelly Caldwell, Dale Cousins, L'Teisha Curtis, Jim Greene, Liz Hamner, Sherry Heuser, Leslie Ann Jackson, Mark Langford, Camille Schaffer, Kim Shaw, Mike Smith, Kristi Tally, Charlotte Turpin, Angie Welsh and Tyrone Williamson

Board members absent and excused: Jessica Holmes, Benita Jones, Susan McCullen, Carol Mitchell, Cathy Moore, Barbara Morales Burke, Regina Petteway, Patricia Ruppert and Michael Wasilick

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

Welcome/Call to Order/Adoption of Agenda

At 8:35 AM, Board Chair, Angie Welsh recognized a quorum and called the meeting to order. She introduced new board member, Leslie Ann Jackson and asked for a round of introductions from others present. Following the introductions, Sherry Heuser moved to adopt the agenda. Charlotte Turpin seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-17-19)

The Board reviewed consent agenda items. Jim Greene moved to approve the consent agenda including: minutes from the previous meeting on August 23, 2017 and September 2017 financial reports. Camille Schaffer seconded the motion. Calling for a vote and hearing no objections, the motion carried. (10-17-20)

Board Development

Board Development Committee Chair, Mike Smith presented a Board Development Committee recommendation to re-elect eligible Board members. Charlotte Turpin made a motion to re-elect Kelly Caldwell, Liz Hamner and Kim Shaw to the Wake County SmartStart Board of Directors for a three year term expiring in 2020 and Mike Smith for a two year term expiring in 2019. Kristi Tally seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-17-21)

Dr. Smith also announced Camille Schaffer has submitted her resignation from the Board at the end of the calendar year due to her frequent absences and ability to participate as a WCSS Board member. Sherry Heuser moved to accept Camille Schaffer's resignation from the WCSS Board of Directors effective January, 2018. Dale Cousins seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-17-22)

Finance Committee

Finance Committee Chair, Kelly Caldwell summarized the information included in the FY 2016-17 IRS 990 form which has been thoroughly reviewed by the Finance Committee prior to making it available for Board approval. Mark Langford made a motion to accept the FY2016-17 990 and to approve its submission to the IRS as required. Sherry Heuser seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-17-23)

Ms. Caldwell also reminded members of the Board to complete and submit their Annual Conflict of Interest Disclosure Statement for FY 2017-18 to Nancy Peck by Nov. 15.

Executive Director's Report

Executive Director, Pam Dowdy gave an update on WCSS's work with Wake County Public School System to prepare classrooms for compliance with contract requirements for the NC Pre-K expansion. She commented on this work as a great opportunity to strengthen the partnership between WCSS and WCPSS. L'Teisha Curtis reported on Head Start's challenges and efforts to prepare for the expansion. Ms. Dowdy also commented on the continued NC Pre-K recruitment and placement process.

Pam Dowdy announced WCSS will receive funding from NCPD to enroll up to 40,000 Wake County children aged birth to five years old to receive mailed books from the Dolly Parton Imagination Library (DPIL). Ms. Dowdy said the program went out for bid to be operated by other community organizations, but no bids were received.

ELH Initial 12/6/17 Date

She asked for the Board to support WCSS as the contractor. Ms. Dowdy said WCSS will be adding an Early Literacy Coordinator staff position to manage the DPIL program in addition to and in connection with other early literacy initiatives the partnership is involved in. Board members discussed strategies for finding families to sign up to receive books from DPIL including: home visiting programs, hospital birthing units, working with Wake Up and Read, medical practices with Reach Out and Read, an information kiosk at Marbles and inclusion in church bulletins.

Following discussion and questions, Mark Langford made a motion to approve permitting WCSS to go into contract as the DPIL operator in Wake County. Sherry Heuser seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-17-24)

Pam Dowdy reported WCSS will apply for a Reach Out and Read expansion grant from NCPC to continue the program in local practices. She announced WCSS will also apply for an NCPC allocation of \$126,968 from reverted funds collected in FY 16-17, as well as up to \$20,000 in funding for child care subsidy. Recommendations for spending the allocations will be brought to the Board at the December meeting.

Chair's Report

Board Chair, Angie Welsh shared the evaluation process of the Executive Director developed by the Executive Committee to be completed on an annual basis in conjunction with staff annual reviews. Angie led a discussion about the annual performance evaluation tool, as well as the completed review for current Executive Director Pam Dowdy for the 2017 year. Following discussion, and praise from Board Members for the effort and rigor this tool puts in place, Camille Schaffer made a motion to approve the annual performance review process for the WCSS Executive Director. Sherry Heuser seconded the motion. Calling for a vote, and hearing no objections, the vote was unanimous. (10-17-25)

With no further business to address, Jim Greene made a motion to adjourn the meeting at 10:05 AM. Kristi Talley seconded the motion. Calling for a vote and hearing no objections, the motion was unanimous. (10-17-26)


Secretary

12/16/17
Date