

**Wake County SmartStart
Executive Committee Meeting Minutes
September 27, 2017**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was convened on Wednesday, September 27, 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, Liz Hamner, Barbara Morales Burke, Mike Smith and Angie Welsh

Executive Committee member absent and excused: Jim Greene and Mark Langford

Staff members present: Phyllis Barbour, 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.

Liz Hamner moved to adopt the agenda. Mike Smith seconded the motion. Calling for a vote and hearing no objections, the motion carried. (09-17-12)

Mike Smith moved to adopt the consent agenda including minutes from the previous meeting on July 26, 2017 and August 2017 financial statements. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objection, the motion carried. (09-17-13)

Finance Committee

Finance Committee Chair, Kelly Caldwell presented a committee budgeting recommendation for the Wake County Pre-K match. Following questions, Liz Hamner made a motion to approve the use of up to \$100,000 from unrestricted contributions and unrestricted funds in addition to donations restricted to NC Pre-K funding to meet the Wake County Pre-K grant match requirement for FY17-18. Barbara Morales Burke seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (09-17-14)

Gary Carr and Pam Dowdy outlined the recommendations from the Compensation Study completed by CAI for WCSS. The recommendations included:


- Adoption of the attached proposed salary structure effective 7/1/17 and maintaining the current employee benefit structure.
- Adjusting the salary structure at the beginning of each fiscal year by the average merit increases for the industry/geographic area or at a minimum by the cost of living increases.
- Performance of a comprehensive salary review every 7 years.
- Compensation will not exceed the maximum of an employee's salary range.
- Range adjustments for positions below 96% of their range midpoint in the proposed salary structure as outlined in Option 2 of the attached Range Adjustment Schedule. Range Adjustments will be made at same time of merit increases.
- After salary adjustments are made, use the remaining budgeted salary increase pool to provide merit increases to all staff based on job performance.

These recommendations were moved and seconded by Barbara Morales Burke and Mike Smith, respectively. Calling for a vote and hearing no objections, the motion passed. (09-17-15)

Pam Dowdy continued her update on the requirement that WCSS meet a 19% match. Information previously submitted to NCPD had included match with the Wake County School System using federal funds. When included, WCSS had exceeded the match requirement. NCPD advised that documentation of other sources of match are recommended. WCSS will make that adjustment going forward.

Executive Director's Report

Pam Dowdy announced WCSS has secured funding for the Dolly Parton Imagination Library (DPIL). Along with other early literacy initiatives, staff recommended adding a position to the organization for a literacy program coordinator to support pre-literacy programs funded and sustained by WCSS.

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A motion to approve adding a staff position for a literacy program coordinator was made by Kelly Caldwell and seconded by Mike Smith. Calling for a vote and hearing no objections, the motion passed. (09-17-16)

Pam continued her report with a staff recommendation for the placement of NC Pre-K expansion slots for the current school year. This expansion is part of the additional allocations made in the state budget for NC Pre-K. A motion to approve the placement of 527 NC Pre-K expansion slots for the 2017-18 school year as outlined in the chart on Attachment C. 3 was made by Barbara Morales Burke and seconded by Kelly Caldwell. Hearing no objections, the motion carried. (09-17-17)

Chair's Report

Board Chair, Angie Welsh reviewed the Executive Director Annual Review and recognized and thanked fellow Executive Board Members for their contributions to the review. Based on the salary structure report findings and merit based on the completed review and achievements for the year, the Executive Committee agreed to increase Executive Director Pam Dowdy's salary accordingly.

With no further business to be addressed, Liz Hamner moved to adjourn at 10:38 am. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (09-17-18)


Secretary Signature

1/24/18
Date