

**Wake County SmartStart
Executive Committee Meeting Minutes
January 24, 2018**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was convened on Wednesday, January 24, 2018 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, Mark Langford, Mike Smith and Angie Welsh
Executive Committee member absent and excused: Jim Greene and Barbara Morales Burke
Staff members present: Anna Troutman and Nancy Peck

Welcome/Call to Order/Adoption of Agenda

At 8:35 AM, Board Chair, Angie Welsh recognized a quorum and called the meeting to order.

Mark Langford moved to adopt the agenda. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-18-32)

Executive Committee members reviewed items on the consent agenda. Mark Langford commented on Finance Committee's decision to pass on the current proposal for a cyber security policy which was considered too expensive. WCSS will explore further options for a more competitively priced policy. Mike Smith moved to adopt the consent agenda including minutes from the previous meeting on September 27, 2017, December 2017 financial statements, and recommendations for insurance renewal and renewal of Paragon CDARS CDs. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objection, the motion carried. (01-18-33)

Finance Committee

Finance Committee Chair, Kelly Caldwell presented a recommendation for personnel cost increases in the planning budget for FY18-19. Following questions and clarification about the supporting regional Pay Trends survey on Attachment B.2, Mark Langford made a motion to approve inclusion of a 3% wage increase for staff merit increases and 5% increase for health insurance costs in the planning budget for FY 2018-19. Mike Smith seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (01-18-34)

Chair's Report

Board Chair, Angie Welsh informed Executive Committee members that WCSS Executive Director, Pam Dowdy was unable to be present due to her participation in an Adverse Child Experiences (ACES) Work Group meeting. Ms. Welsh also reminded Executive Committee members of the official launch of the Dolly Parton Imagination Library program (DPIL) in the community at a press conference on January 25, 2018. Anna Troutman addressed questions about the type of books provided by the Imagination Library.

Program Updates

Anna Troutman provided the following program updates:

Imagination Library

- During the Imagination Library "soft launch" period over 4,000 children have been enrolled with a goal of 20,000 by the end of the fiscal year.

NC Pre-K

- Ms. Troutman announced the position of NC Pre-K Manager has been filled by Joan Crutchfield, who has been with WCSS for 19 years, most recently as Pre-K Specialist.
- WCSS is submitting a request to Division of Child Development and Early Education for an approximate 50% increase in Pre-K slots for the next school year. The request is due Jan. 24.
- The NC Pre-K site selection process for 2018 - 2020 is underway. Ms. Troutman informed Executive Committee that recommendations made by the Site Selection Committee which used to go through the Program Planning Committee, will now go to Allocations Committee before coming to the WCSS Board for approval.

EKH Initial 5/22 Date

Ms. Welsh moved on to a summary of the NC Early Education Coalition's priorities for the 2017 Legislative Session. She made note of the priority of bringing Tier 3 counties, including Wake County, into alignment with the smaller Tier 1 and Tier 2 counties for improved child care subsidy reimbursement rates. Pam Dowdy suggested connecting the lobbyist working for these two advocacy groups to the lobbyist representing the interests of the North Carolina Big 10 group. Angie Welsh reviewed Smart Start's 2017 Legislative agenda. Pam Dowdy provided background to make the Executive Committee aware of a legislative provision that holds counties with populations less than 35,000 harmless for any cuts to Smart Start funding or penalties for not making the required match, which in turn spreads the cuts or penalties among the larger counties. She said she is working on messaging language for Senator Barringer and Representative Malone who support push back on this provision.

Executive Director's Report

Pam Dowdy presented a staff recommendation to clarify WCSS's long standing practice of not providing funding to individual child care facilities. Jim Greene moved to approve a written policy that WCSS will not allocate funding to individual child care facilities to support services or improve quality. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (01-16-27)

Ms. Dowdy proposed a recommendation from staff to use additional funding received from NCPC for existing slots in the NC Pre-K program. She said this would allow WCSS flexibility in spending resources allocated by Wake County which may be carried over to the next year. Kelly Caldwell made a motion to approve allocation of \$135,346 in additional funding from North Carolina Partnership for Children (NCPC) for the NC Pre-K program to support existing funded slots. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-16-28)

Pam Dowdy introduced a staff recommendation to open an account to manage online ticket and table sales as well as registration fees through the WCSS website. She provided information about the service features and transaction fees and drew attention to Attachment E.4, a comparison of event ticketing management services, supporting Eventbrite as the preferred option. Ms. Dowdy said staff recommend WCSS absorb the fees charged on purchases. Following questions, Mike Smith moved to approve establishment of an Eventbrite account for managing online ticket sales and registration fees associated with WCSS activities. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (01-16-29)

Pam Dowdy provided several updates including:

- continued work with Wake County on a proposal for Pre-K services expansion funding
- status of the application process for a Shape NC grant

Ms. Dowdy announced WCSS staff member, Joan Harris has received recognition from her local chapter of Alpha Kappa Alpha Sorority for her leadership in a community playground refurbishment project.

With no further business to be addressed, Liz Hamner moved to adjourn at 10:00 am. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-17-30)


Secretary Signature

3/22/17
Date