

**Wake County SmartStart
Executive Committee Meeting Minutes
May 23, 2018**

A regular meeting of the Wake County SmartStart (WCSS) Executive Committee was convened on Wednesday, May 23, 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: Liz Hamner, Mark Langford, Barbara Morales Burke, Mike Smith and Angie Welsh

Executive Committee members absent and excused: Kelly Caldwell and Jim Greene

Staff members present: Phyllis Barbour, Gary Carr, Pam Dowdy, Nancy Peck 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.

Barbara Morales Burke moved to adopt the agenda. Mark Langford seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-18-48)

Executive Committee members reviewed items on the consent agenda. Following a question about expenditures, Mark Langford moved to adopt the consent agenda including minutes from the previous meeting on January 24, 2018 and April 2018 financial statements. Mike Smith seconded the motion. Calling for a vote and hearing no objection, the motion carried. (05-18-49)

Finance Committee

On behalf of the Finance Committee, Pam Dowdy presented a draft of the Administration budget for FY2018-19 which was reviewed in detail by the Finance Committee. Ms. Dowdy drew attention to Attachment B.2, a spreadsheet breakdown by budget category and Attachment B.3, the budget narrative. She commented on significant change in the budget due to the mandated merge of two former in-house program areas into a single department, Strategic Engagement Initiatives as well as a shift of some Community Engagement and Education staff into the Admin budget. Following questions, Liz Hamner moved to approve the FY 2018-19 Administration budget inclusive of Smart Start, NC Pre-K Administration, MAC grant and services, grants and unrestricted funds. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (05-18-50)

Pam Dowdy presented a recommendation from Finance Committee for an increase in the merit wage pool and salary range adjustment. Following questions and comments, Mark Langford made a motion to approve a 3% merit wage increase pool for permanent position staff merit increases excluding the Executive Director and MAC Accountant; and a 3% salary range adjustment effective July 1, 2018. Liz Hamner seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (05-18-51)

Pam Dowdy presented a Finance Committee recommendation for a contribution to staff 401k accounts as recognition for employee performance in implementing program expansion. Barbara Morales Burke moved to support a one-time 1% of current compensation contribution to employees' 401k accounts in accordance with the WCSS 401k Plan and Profit Sharing Provision. Mike Smith seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-18-52)

ELH Initial 7/25/18 Date

Chair's Report

Board Chair, Angie Welsh shared a handout and summary of the "Pair of ACES" model from the recent Leadership Symposium focusing on building community resilience. She reported that WCSS has shared this model as a new approach to address chronic stress and toxicity in children and families with the Wake County Manager, Wake County Human Services, Human Services Board and John Rex Endowment. Pam Dowdy made note of plans to engage Wendy Ellis, Director of the Building Community Resilience collaborative as a speaker for the State of the Young Child breakfast in September to offer an opportunity for community stakeholders to learn about the Pair of ACES model.

Ms. Welsh provided the following updates:

- WCSS presence at Wake County Board of Commissioners public hearings to support County Manager's budget allocation of almost \$1.2M for Pre-K.
- Ms. Welsh informed WCSS received a letter of appeal from King's Kids Early Education & Learning Center to be reconsidered as a Pre-K site in 2018-20. She reviewed the appeal process and announced that upon further review of need, noting the proximity of the center to a high priority area, (zip code 27603) staff recommends re-consideration by Allocations Committee.

Executive Director's Report

Pam Dowdy reviewed changes in WCSS staffing and presented a draft of the staff organization chart on Attachment E.2 for consideration. Following questions, Mark Langford moved to approve the organization chart outlining new positions in FY18-19, a position approved in FY17-18 and a position moving from temporary to permanent. Liz Hamner seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (05-18-53)

Pam Dowdy presented a recommendation from Program Planning Committee for ranking priority of requests for proposals for funding from unallocated funding. Mike Smith made a motion to approve programmatic prioritization of strategies to address community need with unallocated WCSS funding according to the chart on Attachment F.2. Mark Langford seconded the motion. Calling for a vote and hearing no objection, the vote passed. (05-18-54)

Ms. Dowdy provided the following updates:

- WCSS is following up on Pre-K 2017-18 monitoring concerns identified on the chart Attachment G.1
- WCSS received monitoring by Shape NC and is following up with steps to address the items identified on the monitoring findings.
- Federal funding allocated to Pre-K will now require local partnerships to undergo annual Federal audit
- NC Legislature is in session. Efforts to advocate for Pre-K expansion is on the legislative agenda. Updates will be provided when available.
- Pam Dowdy will speak on connection with early childhood at Legislative breakfast hosted by NCPC on June 19.

With no further business to be addressed, Angie Welsh moved to adjourn at 9:48 am. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-18-55)

Secretary Elizabeth K Hamner

Date July 25, 2018