

**Wake County Smart Start
Board of Directors Meeting
June 27, 2018**

A regular meeting of the Wake County Smart Start (WCSS) Board of Directors was held on Wednesday, June 27, 2018 with WCSS Board Chair, Angie Welsh presiding. The meeting took place in Room 204, 4901 Waters Edge Drive, Raleigh, North Carolina.

Board members present: Kelly Caldwell, Dale Cousins, Heather Drennan, Liz Hamner, Sherry Heuser, Leslie Ann Jackson, Mark Langford, Barbara Morales Burke, Regina Petteway, Patricia Ruppert, Mike Smith, Kristi Tally, Angie Welsh and Joe White

Board members absent and excused: Christine Alvarado, L'Teisha Curtis, Jim Greene, Carol Mitchell, Cathy Moore, Kim Shaw and Michael Wasilick

Board members absent and unexcused: Jessica Holmes, Charlotte Turpin and Tyrone Williamson

Staff members present: Phyllis Barbour, Gary Carr, Joan Crutchfield, Pam Dowdy, Bryce McClamroch, Carol Orji, Nancy Peck and Anna Troutman

Call to Order/Adoption of Agenda

At 8:35 AM, Board Chair, Angie Welsh recognized a quorum and called the meeting to order. Ms. Welsh welcomed new Board members, Heather Drennan and Joe White and asked for a round of introductions from Board members and staff present. Following introductions, Angie Welsh asked to introduce an additional agenda item to consider a time sensitive request regarding pending legislation. Mark Langford moved to adopt the agenda including the newly added agenda item. Joe White seconded the motion. Calling for a vote and hearing no objections, the vote was unanimous. (6-18-56)

Pam Dowdy presented a request from our advocacy colleagues to send Rep. Nelson Dollar a statement of support before 10:00 AM opposing Senate Bill 75. She provided a brief overview of SB 75 that proposes a constitutional amendment to cap the state income tax rate to 5 ½%. Following discussion about possible ramifications if the bill passes, the Board supported a statement to Rep. Dollar as follows: *Without taking a specific position on SB 75, the WCSS Board opposes any actions that could have the effect of limiting future legislation to address the needs of children and families.*

The Board reviewed items on the consent agenda. Sherry Heuser moved to approve the consent agenda including: minutes from the previous meeting on April 25, 2018 and May 2018 financial reports. Dale Cousins seconded the motion. Calling for a vote and hearing no objections, the motion carried. (6-18-57)

Committee Reports

Allocations Committee

Allocations Committee Chair, Mark Langford provided an update regarding a Pre-K site decision appeal by a site that was not selected. He presented the committee's rationale to grant the appeal and amend the selected sites originally approved by the Board in April, 2018. Following questions, Mark Langford moved to approve King's Kids Early Education and Learning Center as an NC Pre-K site for FY2018-20. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the vote passed. (6-18-58)

Finance Committee

Finance Committee Chair, Kelly Caldwell summarized the development of a comprehensive update of personnel policies and presented a recommendation to approve the revised draft. Pam Dowdy drew attention to highlighted areas reflecting updates to meet federal grant requirements for Shape NC as well as policy additions and updated language. Following questions, Barbara Morales Burke made a motion to approve the updated version of the Wake County Smart Start Employee Handbook as referenced in Attachment C.2 with a correction to language in the grievance procedure section as follows: *Step 1. An employee who believes he or she has a legitimate grievance, should submit their grievance in writing to the Executive Director or, if in the case of the Executive Director to the Board Chairperson, formally indicating their concern as a "grievance." The Executive Director/Board Chairperson shall confer with appropriate management staff, as applicable.*

EWJ Initial

8/22/18 Date

The employee shall receive a written response from the Executive Director/Board Chairperson within five working days of receipt of the grievance. Step 2. The Executive Director/Board Chairperson's decision will be communicated to the employee in writing and the decision is final with no other recourse for the employee. Mark Langford seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (06-18-59)

Kelly Caldwell presented a Finance Committee recommendation to approve updates to the retention policy and contract policy section of WCSS fiscal policies and procedures. Sherry Heuser moved to approve changes to the Retention Policy, page 4.1 and Contract Policy pages 25.1 and 29.1 of the Wake County Smart Start Policy and Procedure Manual referenced on Attachment D.2. Patricia Ruppert seconded the motion. Calling for a vote and hearing no objection, the vote was unanimous. (06-18-60)

Chair's Report

Chair, Angie Welsh reviewed the annual NC Pre-K Plan Requirements and Assurances required by the Division of Child Development and Early Education (DCDEE). Sherry Heuser moved to acknowledge and approve by signature NC Pre-K Plan Requirements and Assurances for FY2018-19 and confirmation of WCSS as the contracting agency. Dale Cousins seconded the motion. Calling for a vote, and hearing none opposed, the motion passed. (6-17-61) Section I. of the plan document was circulated among the Board members present for signature. Staff will contact absent Board members to coordinate gathering their signatures before the due date of July 2.

Angie Welsh presented a staff recommendation and supporting information for annual NC Pre-K plans as described on Attachment E.2. Patricia Ruppert made a motion to adopt the annual NC Pre-K plans for: Children with Unique Needs, Transportation, Transition, Family Engagement and Communication with Children and Families who are Dual Language Learners. Leslie Ann Jackson seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (6-17-62)

Ms. Welsh provided an overview of the "Pair of ACES" model from the recent Leadership Symposium focusing on building community resilience. She reported WCSS has been sharing this model with community organizations and have received support from Wake County, Wake County Human Services Board, Wake Cooperative Extension and John Rex Endowment as a new approach for collaborative development of policy goals to address adversity embedded in the community. Pam Dowdy remarked on efforts by a statewide network of organizations including North Carolina Partnership for Children (NCPC) and NC Child to support work locally. Ms. Welsh announced Wendy Ellis, Director of the Building Community Resilience collaborative, will speak on Pair of ACES at the State of the Young Child breakfast on Sep. 25 and asked the Board to save that date.

Executive Director's Report

Executive Director, Pam Dowdy provided updates on partnership rebranding and distributed new collateral materials for Board use, including an agency brochure, note cards, post cards, note marker and fact sheets.

Pam Dowdy shared the following updates:

- Fiscal year close out with partners and providers.
- Meetings with Tech Impact, the technology consultant contracted to provide monitoring and help desk support as well as development of a 3 year plan to address strategic needs related to technology.
- Potential changes to the Quality Supplement Program in the new fiscal year as an effect of increased reimbursement rates. Staff will consider changes and issue a 6 week transition notice to providers.
- WCSS staff presentations and discussion with a visiting legislator from Liberia, interested in replicating some models of WCSS programs.

With no further business to address, Liz Hamner made a motion to adjourn the meeting at 10:00 AM. Kristi Tally seconded the motion. Calling for a vote and hearing no objections, the motion was unanimous. (06-18-63)


Secretary Signature

8/22/18
Date