

**Wake County Smart Start
Executive Committee Meeting Minutes
September 26, 2018**

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened on Wednesday, September 26, 2018 with WCSS Board Chair, Angie Welsh presiding. The meeting took place in the conference room of the Wake County Smart Start office located at 4901 Waters Edge Drive, Suite 101 in Raleigh, North Carolina.

Executive Committee members present: Kelly Caldwell, Jim Greene, Mark Langford, Barbara Morales Burke, Mike Smith and Angie Welsh

Executive Committee member absent and excused: Liz Hamner

Staff members present: Phyllis Barbour, 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.

Mark Langford moved to adopt the agenda. Jim Greene seconded the motion. Calling for a vote and hearing no objections, the vote passed. (09-18-14)

Executive Committee members reviewed a draft of minutes from the previous meeting. Mike Smith moved to adopt the minutes from the Executive Committee meeting on July 25, 2018. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objection, the motion carried. (09-18-15)

Executive Search Committee

Executive Search Committee Co-Chair, Mike Smith provided a summary of the RFP and bid review process to find a consulting firm for guiding the Executive Search and shared the committee's recommendation for a consultant. Following questions and discussion, Jim Greene made a motion to approve awarding a contract to Capability Company Consulting to assist with the Executive Search process. Kelly Caldwell seconded the motion. Calling for a vote and noting an abstention by Mark Langford, the motion passed. (09-18-16) Board Chair, Angie Welsh said she would provide an email update with the decision to the full Board.

Finance Committee

Finance Committee Chair, Kelly Caldwell reported Finance Committee did not meet in September, but have reviewed the August financial statements electronically prior to recommending approval. Executive Director, Pam Dowdy pointed out fewer separate financial reports which have been streamlined to provide the most relevant information. Mark Langford moved to approve July - August, 2018 financial reports. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objection, the motion carried. (09-18-17)

Kelly Caldwell presented a committee recommendation for adding Dec. 24 to the staff Winter Break holidays in 2018 on a onetime basis. Following questions and discussion about the paid holidays, Barbara Morales Burke made a motion to approve the onetime addition of Monday, December, 24, 2018 as a paid holiday for WCSS staff. Mark Langford seconded the motion. Calling for a vote and hearing no objection, the vote was unanimous. (09-18-18)

Kelly Caldwell reviewed the FY 17-18 direct service provider and in-house program fiscal monitoring summary on Attachment C.9. Pam Dowdy provided insight about challenges for the direct service providers to submit cash and in-kind reports on time.

ELM Initial 1/23/19 Date

Executive Director's Report

Pam Dowdy reported on a call from Wake County Human Services regarding their desire to calculate unmet need for childcare subsidy by using the same type of formula that WCSS has used to calculate unmet need for Pre-K services. She reported that Wake County Public School System has also agreed to be involved in conversation about using this format to create a stronger advocacy position with the state and county.

Ms. Dowdy announced WCSS has been identified as a key partner joining SAFEchild in creating a Child Abuse Prevention Plan in Wake County, funded by John Rex Endowment, NC Child and Blue Cross Blue Shield of NC.

Chair's Report

Angie Welsh reported with a summary of the three State of the Child: Building Community Resilience sessions on September 25. Ms. Welsh shared her viewpoint that the BCR model and infrastructure can help other coalitions do their work in an aligned fashion.

Pam Dowdy informed committee members that WCSS participated in a webinar to learn how to use BCR tools to compare data against communities Wake competes with for economic development. She also commented that staff is organizing the feedback collected from the breakfast session. Angie Welsh said a debriefing meeting of the host organizations will be planned in the near future to determine next steps.

Angie Welsh asked the committee to consider their support of pushing off Board officer elections from October to the June meeting to provide continuity during the Executive search and transition and as an opportunity to shift governance terms to align with the fiscal year. Committee members indicated their willingness to extend their term as officers. The shift in Board officer elections will be presented to the Board at the next meeting in October.

With no further business to be addressed, Mike Smith moved to adjourn at 9:45 am. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (09-18-19)

Elizabeth K Hamner
Secretary

1/23/19
Date