

**Wake County Smart Start
Executive Committee Meeting Minutes
July 22, 2020**

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Microsoft Teams on Wednesday, July 22, 2020 with WCSS Board Chair, Barbara Morales Burke presiding.

Executive Committee members present: Sherry Heuser, Leslie Ann Jackson, Barbara Morales Burke and Angie Welsh

Visitor present: Liz Hamner

Staff members present: Phyllis Barbour, Gary Carr, Gayle E. Headen and Nancy Peck

Welcome/Call to Order/Adoption of Agenda

At 8:05 AM, Board Chair, Barbara Morale Burke recognized a quorum and called the meeting to order. Ms. Morales Burke announced that she would leave the meeting at 9:00 AM at which point, meeting leadership would transition to Vice Chair, Sherry Heuser. Ms. Morales Burke informed the committee of an agenda addition to the Chair's Report on the topic of governance.

Sherry Heuser moved to adopt the agenda. Angie Welsh seconded the motion. Calling for a vote and hearing no objections, the vote passed. (07-20-01)

Leslie Ann Jackson made a motion to move into an executive session to discuss the Executive Director's performance review. Sherry Heuser seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (07-20-2)

During the closed session, Barbara Morales Burke presented the feedback from the Executive Director's performance review; the Executive Committee reviewed and discussed it. Sherry Heuser moved to exit the executive session at 8:30 AM. Angie Welsh seconded the motion. A vote was called for and with none opposing, the vote passed. (07-20-03) Following the close of the executive session, staff was summoned to rejoin the meeting.

Executive Committee members reviewed minutes from the previous meeting. Angie Welsh moved to adopt the minutes from the Executive Committee meeting on March 25, 2020. Leslie Ann Jackson seconded the motion. Calling for a vote and hearing no objection, the motion carried. (07-20-04)

Chair's Report

Chair, Barbara Morales Burke announced new appointments to board committees including: Veronica Creech – Advancement; Antonia Pedroza and Michael Wasilick – Board Development; Matthew Glova – Finance (continued participation); Sharon Loza and Tonya Kangkolo – Program Planning.

Ms. Morales Burke reported on initiating efforts to strengthen some areas of board governance including:

- Streamlining meetings
- Adjustment to meeting schedule to allow full board review and approval of the full budget inclusive of Administration, Fundraising and Program allocations.
- Establishment of guidelines defining the role/responsibilities of Executive Director vs. the role/responsibilities for board members
- Development of job description for Board Development Committee
- Clarification of how Advancement Plan works
- Revision of the board dashboard

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Leslie Ann Jackson suggested giving some attention to the structure of Allocations Committee to ensure optimal participation in making funding decisions. Barbara Morales Burke agreed with the suggestion and will add this to the list of board governance work which will be led by Sherry Heuser.

Finance Committee

In the absence of Finance Committee Chair, Joe White, Executive Director, Gayle E. Headen reported that the Finance Committee did not meet in July but have reviewed the financial reports and reversion schedule electronically prior to recommending their approval by Executive Committee. Director of Finance, Gary Carr noted the greater than usual amount of reversions for Smart Start activities and Administration due to the impact on spending from COVID-19 pandemic. He said FY19-20 reversions will be returned to the North Carolina Partnership for Children (NCPC) by the last week of July with an expectation that WCSS will get back the reverted funding during FY20-21. Mr. Carr presented preliminary financial reports and a detailed overview of the Direct Service Provider reversion schedule. Mr. Carr informed Executive Committee that preliminary information has been submitted to auditors who will conduct the FY19-20 audit remotely. WCSS anticipates receiving the final audit report in December 2020. Following questions, Leslie Ann Jackson moved to approve preliminary Fiscal Year End financial statements for FY19-20 and the DSP reversion schedule for Fiscal Year ending June 30, 2020. Angie Welsh seconded the motion. Calling for a vote, the vote to approve was unanimous. (07-20-05)

Executive Director's Report

Executive Director, Gayle E. Headen reminded Executive Committee members of conversation at the June WCSS Board meeting around adding a temporary COVID-19 related leave policy to reduce pressure on staff concerned about using available vacation and sick leave in case needed if they are affected by COVID-19. She presented a staff recommendation for a temporary sick leave policy modeled after the Federal CARES Relief Act that would not affect vacation or sick leave already accrued. Leslie Ann Jackson made a motion to approve a temporary sick leave policy effective July 1, 2020 – June 30, 2021 allowing up to 80 hrs maximum leave paid at the full rate for all WCSS employees impacted by COVID-19 if the employee is unable to work/telework due to any of the following criteria: (1) employee is subject to Federal, State or local quarantine or isolation order related to COVID-19; (2) has been advised by health care provider to self-quarantine related to COVID-19; (3) is experiencing COVID-19 symptoms and seeking a medical diagnosis; (4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); (5) is caring for his/her child whose school or child care is closed/unavailable due to COVID-19 related reasons. Angie Welsh seconded the motion. A vote was called for and hearing no opposed, the vote was unanimous. (07-20-06)

Gayle Headen presented an additional staff recommendation to place a limited number of children from families whose income exceeds the eligibility threshold in NC Pre-K slots as a means of committing support to Wake County Public School System (WCPSS) staff and making a connection between WCPSS and child care providers. Ms. Headen noted that all other eligibility factors would need to be met. Leslie Ann Jackson moved to approve placement of up to 100 children in the NC Pre-K program whose families do not meet the prioritized eligibility for income established by WCSS Board of Directors (75% of State Medium Income) and to give highest priority of these placements to 4-year-old children of Wake County Public School System staff members. Angie Welsh seconded the motion. A vote was called for and with none opposed, the vote passed. (07-20-07)

Gayle Headen provided the following updates:

- Sabrina McKennies has joined the NC Pre-K department team to fill the vacant position of NC Pre-K Specialist. Marta Maldonado will join SIPE on Aug. 3 to fill the position of Community Outreach Coordinator
- The application rate for NC Pre-K continues to be slow due to it not being of highest priority to families during the COVID-19 pandemic. WCSS is enhancing recruitment strategies that include boosting social media, curbside application events and an online application that will launch in early August.
- Return to office plan and procedures have been shared with staff. In office operations are currently on a limited basis and no public events are being held without prior authorization. The WCSS office will

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remain closed until clearance and safety guidance is issued from local and state officials and condoned by the WCSS Board.

- WCSS has released a Request for Proposals for a Racial and Ethnic Equity consultant. A team of WCSS staff will review proposals in early September.

With no further business to be addressed, Angie Welsh moved to adjourn at 9:37 am. Sherry Heuser seconded the motion. Calling for a vote and hearing no objections, the motion carried. (07-20-08)

Kimberly Shaw

10/06/2020

Secretary

Date