

**Wake County Smart Start
Executive Committee Meeting Minutes
September 23, 2020**

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Microsoft Teams on Wednesday, September 23, 2020 with WCSS Board Chair, Barbara Morales Burke presiding.

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

Executive Committee members absent: Kimberly Shaw

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

Welcome/Call to Order/Adoption of Agenda

At 8:35 AM, Board Chair, Barbara Morale Burke recognized a quorum and called the meeting to order.

Joe White moved to adopt the agenda. Angie Welsh seconded the motion. Calling for a vote and hearing no objections, the vote passed. (09-20-16)

Executive Committee members reviewed minutes from the previous meeting. Leslie Ann Jackson moved to accept the minutes from the Executive Committee meeting on July 22, 2020 with a correction to reflect Liz Hamner's attendance at the meeting. Angie Welsh seconded the motion. Calling for a vote and hearing no objection, the motion carried. (09-20-17)

Finance Committee

Finance Committee Chair, Joe White announced the Finance Committee did not meet in September but have reviewed the financial reports prior to recommending their approval by Executive Committee. Mr. White summarized the following highlights: initial FY20-21 payments to direct service providers, reimbursements to Pre-K providers will begin with September and will be reflected in October statements, approximately \$173,000 in carry forward funds from Smart Start included in the FY20-21 budget. Executive Director, Gayle E. Headen remarked that the agency began the fiscal year contracted at 85% of Smart Start allocation but will be soon receive an amended contract with 100% allocation. Angie Welsh moved to approve August 2020 financial statements. Sherry Heuser seconded the motion. Calling for a vote, the vote to approve was unanimous. (09-20-18)

Chair's Report

Chair, Barbara Morales Burke gave a brief overview of board seminar topic on racial equity planned for Dec. 2, 2020. She commented on the expectation that the board will have opportunities for discussion over a few months following the training and plan to establish defined expectations and goals by the beginning of the next fiscal year that will inform oversight and governance of WCSS as well as the allocations process for funded programs.

Executive Director's Report

Executive Director, Gayle E. Headen provided an update on the following topics:

- Racial Equity Proposals: Seven proposals were received by the RFP deadline, reviewed and scored by a team of ten staff members resulting in the selection of CounterPart Consulting to provide racial equity training and consultation from October 2020 to September 2021. The initial three months will involve introductory conversations, formation of a staff Equity Leadership Team, baseline trainings and surveys for staff and Board.

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- Provider Surveys: WCSS conducted a survey in late August of the 510 Wake County child care providers to learn about the impact COVID-19 on their business operations, use of resources provided by WCSS, perception of support by WCSS and the value of the support. The survey received 175 responses. Highlights of preliminary data: 63% of survey participants never closed, 82% felt supported, 57% responded that WCSS support has been very important or essential. When asked what additional resources WCSS could provide, survey participants requested additional technical support, financial assistance and continued supplies.
- COVID-19 Relief Initiatives: NCPC and the Smart Start network have identified three initiatives to leverage \$5 million in federal COVID relief funds allocated to Smart Start by the state. Ms. Headen said that WCSS has chosen to participate in each of the initiatives and is moving quickly to fully expend the budgeted amount by the end of the year. Ms. Headen outlined the three initiatives as follows:
 - Resources for Resilience: 14 hrs of training and one hour Listening Circles for parents, teachers, local partnership staff and other service providers to provide them with tools and strategies to promote resilience and mitigate effects of ongoing stress experienced by young children and their families.
 - WonderSchool, an online business operations support tool targeted to family home child care providers to help them maximize revenues
 - Distribution of a limited number of hot spot enabled tablets to families to provide technology access and support participation in Parent Education and Home Visiting services
- Prioritization of up to 100 Pre-K slots for children of Wake County Public School System staff as previously approved by Executive Committee appears to be sufficient
- The AmeriCorps VISTA member joined the Community Relations and Development team as Engagement Coordinator at the end of August.

Gayle E. Headen informed Executive Committee members of an amount error for Smart Start allocation to the Child Care Subsidy activity for FY20-21. She confirmed the error did not affect the total Smart Start services allocation previously approved by the WCSS Board at the April meeting Angie Welsh moved to approve correction to the amount of FY20-21 Smart Start allocation to Child Care Subsidy from \$4,883,458 to \$4,983,458. Joe White seconded the motion. A vote was called for and hearing none opposed the vote to approve was unanimous. (09-20-19)

Leslie Ann Jackson made a motion to move into an executive session to discuss goals and a merit salary increase for the WCSS Executive Director. Sherry Heuser seconded the motion. Calling for a vote and hearing none opposed, the motion passed. (09-20-20)

During the closed session, Executive Committee members discussed the Executive Director's goals for 2020-2021 and a recommended merit increase based on her previous year's accomplishments. (2019-2020). The goals were approved by consensus. After discussion, Joe White moved to approve the recommendation for Gayle E. Headen's merit increase. Liz Hamner seconded the motion. A vote was called for and all being in favor, the motion carried. (09-20-21)

Liz Hamner moved to exit the executive session. Sherry Heuser seconded the motion. A vote was called for and with approval from all, the motion passed. (09-20-22)

With no further business, Barbara Morales Burke moved to adjourn the meeting. Liz Hamner seconded the motion. Calling for a vote and hearing no objections, the motion carried. (09-20-23)

Kimberly Shaw

Secretary

01/29/2021

Date