

**Wake County Smart Start
Executive Committee Meeting Minutes
January 27, 2021**

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Zoom on Wednesday, January 27, 2021 with WCSS Board Chair, Barbara Morales Burke presiding.

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

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

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.

Sherry Heuser moved to adopt the agenda. Joe White seconded the motion. Calling for a vote and hearing no objections, the vote passed. (01-21-44)

Executive Committee members reviewed items on the consent agenda. Angie Welsh moved to accept the consent agenda including: minutes from the Executive Committee meeting on September 23, 2020, minutes from the Ad-Hoc Executive Committee meeting on November 17, 2020, December 2020 financial reports and Commercial insurance renewal. Kim Shaw seconded the motion. Calling for a vote and hearing no objection, the motion carried. (01-21-45)

Finance Committee

Finance Committee Chair, Joe White presented the committee's recommendation for personnel expense increases in the planning budget for FY21-22 based on CAI's NC wage survey, the Consumer Price Index and historical information included on Attachment B.1. Following questions, Angie Welsh made a motion to approve inclusion in the planning budget for a 2% wage increase for staff merit increases in FY2021-2022 and a 9% increase in health insurance cost for calendar year 2022. Sherry Heuser seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (01-21-46)

Board Development

Board Development Chair, Angie Welsh reported Kristi Tally has submitted her intention to withdraw from the board due to increasing business and personal commitments. Ms. Welsh asked committee members to give thought to prospective candidates from the business community to fill this board representation vacancy. Liz Hamner made a motion to accept Kristi Tally's resignation from the WCSS Board of Director effective January 31, 2021. Joe White seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-21-47). Angie Welsh announced the Wake County Board of Commissioners has appointed Commissioner Maria Cervania to serve as liaison to the WCSS Board of Directors and Commissioner and Susan Evans to serve as an alternate. Joe White notified the committee that Kelly Caldwell has rolled off the WCSS Finance Committee and requested committee members to consider potential candidates with financial expertise and interest in serving on Finance Committee.

Chair's Report

Chair, Barbara Morales Burke commented on the Racial Equity Board Seminar held earlier in December and reported on a follow up conversation with Executive Director, Gayle E. Headen and CounterPart Consulting related to potential next steps for the WCSS Board. Ms. Morale Burke reported on the ongoing work by the AdHoc Governance Committee including a plan to transform the current Board Development Committee to a newly formed Governance Committee to focus on oversight and accountability. She remarked that CounterPart is aware of this plan and have recommended the Board support internal equity work in progress by staff over the next several months, holding off on Board specific equity work until late summer or fall.

KS _____ Initial 03/24/2021 Date

Ms. Morales Burke said the full Board will receive an update on the racial equity workplan at the February meeting and continue to receive updates on assessment progress and internal racial equity work at April, June and August meetings to inform its direction and oversight of the agency before planning a special session later in the fall to examine how the WCSS Board conducts itself through a racial equity lens.

Executive Director's Report

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

- Racial Equity Work: Ms. Headen drew attention to Attachment D.1, the Racial Equity (RE) workplan as she provided more detail on the work underway and what is planned through September 2021. Ms. Headen commented on a theme emerging from a staff survey conducted post RE baseline training revealing the need for relationship building among staff. She said staff "buddy groups" have been established in response to strengthen relationships, continue thought sharing and practice the tools introduced by the training in small, safe spaces. Ms. Headen informed committee members that RE assessment planning is underway by CounterPart Consulting and Equity Leadership Team. Over the next few months, assessment will include stakeholder and partner interviews, data gathering and review of internal documents. Ms. Headen said assessment findings will be used to develop recommendations for action by WCSS and the Board should expect receive a report on the completed assessment in late summer to early fall.
- Director of Programs Search: Ms. Headen reported that WCSS released a targeted Request for Proposals (RFP) for an executive search consultant to assist in finding a successor for the open Director of Programs position upon Anna Troutman's retirement on March 1. She announced that five proposals were received and reviewed by a team of three senior staff leaders resulting in an unanimous decision to select Capability Company based on two major strengths of focus and expertise on executive search and the most favorable cost. Chair, Barbara Morales Burke acknowledged Anna Troutman with accolades for her work during her time with WCSS.
- Family Engagement & Leadership Grant: Ms. Headen provided detailed background information on the grant, with a reminder that WCSS had previously been awarded a \$26,000 planning grant to develop a Family Engagement & Leadership plan. Ms. Headen summarized the four following themes of the developed plan
 - Contacting families for input, guidance and direction to ensure family engagement
 - Improving affordable access to services
 - Supporting families with understanding and navigating a complex system of resources through navigators
 - Workforce development to improve child care professionals' knowledge and empathy for family engagement in their work

Ms. Headen reported an implementation grant for early adopters of family engagement and leadership work was awarded to NCPC before COVID struck. She remarked that work is now resuming and a contract is expected in April. Ms. Headen stated that NCPC is negotiating with Division of Child Development and Early Education (DCDEE) to extend the term of the implementation grant to the original 12-month timeline, but meanwhile early adopters are working with NCPC to adapt the plan to what might be reasonably achieved in a six month period.

With no further business, Liz Hamner moved to adjourn the meeting at 9:27 AM. Sherry Heuser seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-21-48)

Kimberly Shaw

03/24/2021

Secretary

Date