

**Wake County Smart Start
Executive Committee Meeting Minutes
March 24, 2021**

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Zoom on Wednesday, March 24, 2021 with WCSS Board Chair, Barbara Morales Burke presiding.

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

Executive Committee member absent: Leslie Ann Jackson

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

Welcome/Call to Order/Adoption of Agenda

At 8:30 AM, Board Chair, Barbara Morale Burke recognized a quorum and called the meeting to order.

Angie Welsh moved to adopt the agenda. Sherry Heuser seconded the motion. Calling for a vote and hearing no objections, the vote passed. (03-21-56)

Executive Committee members reviewed minutes from the last meeting in January. Sherry Heuser moved to adopt the minutes from the Executive Committee meeting on January 27, 2021. Joe White seconded the motion. Calling for a vote and hearing no objection, the motion carried. (03-21-57)

Advancement Committee

Advancement Committee Chair, Liz Hamner reported the committee met recently to initiate WCSS 25th Anniversary planning. Members agreed targeted audiences should be like those from the 20th Anniversary, that events be simplified and condensed to fewer events structured to reach various audiences and that these events should be spread out over several months. The committee discussed business outreach for event sponsorships, including potential opportunities to focus on different segments. Examples were: "Bankers for Babies" and "Tech for Tots". Ms. Hamner announced an internal survey will be circulated to staff to collect feedback including goals for the anniversary celebration and how they see their departments involved in events. Sub committee for event planning. Discussed strategic characteristics of honorary co-chairs on a "host committee" separate from working committee. Ms. Hamner said next steps for Advancement are to start identification of 25th Anniversary sub-committee planning chairs and co-chairs of an honorary committee. She stated that the Board will be asked to participate in Anniversary events and opportunities will be offered to engage in leadership roles.

AdHoc Governance Committee

Committee Chair, Sherry Heuser confirmed for purposes of documentation that the committee, which includes all members of the Executive Committee, recently met to adapt committee job description documents to include nonboard committee member language as well as working on a revision of the WCSS by-laws. She reported the by-laws will next be sent for review by an attorney before presenting them for consideration by the board. Ms. Heuser commented on revisions to the Board dashboard which will be developed by staff based on the WCSS strategic annual and annual plans with a goal of having this in place early in the next fiscal year. Ms. Heuser invited Executive Committee members to provide any additional feedback or suggestions before the draft governance documents (other than the dashboard) are brought to the April board meeting for consideration before being voted upon at the June meeting.

Finance Committee

Finance Committee Chair, Joe White reported the committee did not meet in March but have had the opportunity to review the financial reports via email prior to presentation to the Executive Committee. He provided a brief overview of the reports, noting WCSS recently received carry over funding from North

Carolina Partnership for Children (NCPC) and that expenditures are a bit lower than usual due to impact from Covid-19 pandemic. Mr. White also remarked WCSS is continuing to pay reimbursement costs on Pre-K slots rather than on actual enrollment, which continues to be lower than usual. Angie Welsh moved to approve February 2021 financial statements . Kim Shaw seconded the motion. Calling for a vote, and hearing no objections, the vote passed. (03-21-58)

Chair's Report

Chair, Barbara Morales Burke announced Allocations Committee is scheduled to meet on March 30 to finalize their recommendations for programs funding.

Executive Director's Report

Executive Director, Gayle E. Headen announced the current lease for WCSS office space expires on Dec. 31, 2021. She presented a staff recommendation to extend the lease for an additional calendar year to allow time for determining future staff and meeting space needs as well as traffic flow patterns before committing to a new lease of a lengthier period. In response to questions, Ms. Headen said WCSS will hire a consultant to assist in space planning of the current space and engage a broker in January 2022 to survey the market and identify spaces that meet the needs of WCSS. Following questions and discussion, Sherry Heuser made a motion to approve extension of the current office space lease agreement with Waters Edge Investments, LLC for a period of 1 year with a 3% annual increase in lease payments. Liz Hamner seconded the motion. Calling for a vote and hearing none opposed, the vote was unanimous. (03-21-59)

Ms. Headen provided an update on the following topics:

- Director of Programs Search: Ms. Headen briefly summarized the search process to date, stating there was a significant response to the position posting from about fifty applicants. Four finalist candidates, selected from a group of top ten, will be interviewed. Ms. Headen remarked the timeline is currently on track to have the new Directors of Programs in place by May 1.
- Racial Equity (RE) Assessment: Ms. Headen informed committee members the RE assessment is focusing on funding strategies with a goal to inform the following: funding principles and process; how grantmaking supports or limits racial equity; what is the perception of WCSS as a racial equity centered organization. The assessment protocol includes interviewing stakeholder, partner, allocations committee members and staff, review of data and internal documents relevant to racial equity, and interactional observations by CounterPart Consulting. Ms. Headen outlined the timeline for the assessment: interview completion by mid-April, preliminary assessment results by mid-May, Equity Leadership Team updated with results in May, WCSS Board will receive a report with findings at the June meeting which will be used to develop recommendations for action by WCSS.
- Vaccination Clinic Collaborative: Ms. Headen reported on collaboration with WakeMed and Child Care Services Association (CCSA) to promote and provide child care professionals with access to COVID-19 vaccine. Two vaccination clinics were held March 7 and March 20 with reserved slots for child care providers. 337 child care providers received their initial vaccination through these clinics, representing participation in the collaborative events by about 1/3 of the 1000 child care workers who expressed interest in receiving the vaccine according to a CCSA survey conducted in February 2021.

With no further business to discuss, Sherry Heuser moved to adjourn the meeting at 9:13 AM. Kim Shaw seconded the motion. Calling for a vote and hearing no objections, the motion carried. (03-21-60)

Kimberly Shaw

05/26/2021

Secretary

Date