

**Wake County Smart Start  
Board of Directors Meeting Minutes  
April 28, 2021**

A regular meeting of the Wake County Smart Start (WCSS) Board of Directors was held on Wednesday, April 28, 2021 with WCSS Board Vice Chair, Sherry Heuser presiding. The meeting was held via Zoom conference call.

Board members present: Maria Cervania, Dale Cousins, Veronica Creech, L'Teisha Curtis, Heather Drennan, Matthew Glova, Liz Hamner, Sherry Heuser, Leslie Ann Jackson, Tonya Kangkolo, Katie King, Catherine Lassiter, Sharon Loza, Barbara Morales Burke, Antonia Pedroza, Kimberly Shaw, Angie Welsh, Joe White and Katherine Williams

Board members absent: Christine Alvarado, Cathy Moore, Charlotte Turpin and Michael Wasilick

Staff members present: Gayle E. Headen, Gary Carr, Joan Crutchfield, Bryce McClamroch, Carol Orji, and Nancy Peck

Guests: Dawn Dawson, Susan Evans

**Call to Order/Announcements/Adoption of Agenda**

At 8:54 AM, Board Chair, Barbara Morale Burke noted a community citizen might be observing the meeting. She recognized a quorum and called the meeting to order. L'Teisha Curtis moved to adopt the agenda. Liz Hamner seconded the motion. Calling for a vote and hearing none opposed, the vote was unanimous. (04-21-64)

The Board considered items on the consent agenda. Dale Cousins moved to approve items on the consent agenda including the minutes from the February 24, 2021 WCSS Board of Directors meeting and financial reports for March 2021. Joe White seconded the motion. Calling for a vote and hearing no objections, the motion carried. (04-21-65)

**Committee Reports**

**Allocations Committee**

Committee Chair, Leslie Ann Jackson gave a brief summary of the multi-level allocations review process and criteria as a prelude to presenting the Allocations Committee funding recommendation for the second year of the three-year 2020-23 funding cycle. Ms. Jackson referred Board members to the chart on Attachment B.2, detailing recommended funding by board identified goal areas. She noted that most activities are recommended for funding at the level requested, however for a few exceptions, rationale is given for recommending a reduced amount as well as for recommending discontinuation of funding for one activity. Ms. Jackson thanked committee members and staff for their efforts and entertained questions. Barbara Morales Burke thanked Leslie Ann Jackson for her leadership of the committee. Sherry Heuser moved to accept as a package the allocation of \$12,032,055 in funding for eleven providers to implement 20 program activities in FY 2021-22 as follows:

<u>AGENCY</u>	<u>PROGRAM ACTIVITY</u>	<u>ALLOCATION</u>
Fiesta Cristiana UMC	Building Family Support	\$38,750
SAFEchild	The Nurturing Program for Spanish Speaking Families	\$82,470
Wake County Smart Start	Early Literacy Initiatives	\$103,596
Catholic Charities	Language is the Key	\$84,925
Office of Early Learning/WCPSS	Parents as Teachers	\$675,024
Triangle Area Parenting Support	Program for Early Parent Support	\$76,676
Wake County Human Services	Child Care Health Consultant Program	\$477,989
Wake County Human Services	Child Care Subsidy	\$4,983,458
Child Care Services Association	Quality Connections for Early Learning and Engagement	\$40,715
Wake County Smart Start	Quality Enhancement	\$482,570
Family Resource Center of Raleigh	Home Instruction for Parents of Preschool Youngsters (HIPPPY)	\$384,788
Wake County Smart Start	NC Pre-Kindergarten	\$2,889,916

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Wake County Smart Start

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Wake County Human Services	Nurse Family Partnership	\$142,500
Passage Home	REACH	\$62,232
Catholic Charities	School Readiness for Hispanic Children	\$74,412
Lucy Daniels Center	Social/Emotional Interventions For Young Children	\$529,068
Child Care Services Association	Improving Access to the EEC System For Latinx Families	\$86,017
Wake County Smart Start	Fundraising	\$120,320
Wake County Smart Start	Program Coordination and Evaluation	\$263,543
Wake County Smart Start	Systems Improvement and Public Engagement (SIPE)	\$433,086

Katherine Williams seconded the motion. Calling for a vote, noting abstentions by Maria Cervania, L'Teisha Curtis, Heather Drennan, Antonia Pedroza and Kim Shaw and hearing no objections, the motion carried. (4-21-66)

**Ad Hoc Governance Committee**

Committee Chair, Sherry Heuser gave an update on committee work and a slight adjustment to some components of the timeline originally given to the board at the February meeting. She reported the committee has determined the need for an annual plan to support the three-year strategic plan by outlining specific steps and initiatives each year to work toward achieving the goals of the strategic plan. The committee also discussed development of a dashboard representing metrics tied to each of the goals for the purpose of assisting the Board in monitoring and oversight of the organization, identifying any potential adjustments that might need to be made to the strategic plan, and used as tool for evaluating the effectiveness of the Executive Director. Ms. Heuser remarked that the annual plan and dashboard will be developed and presented to the Board for approval early in the next fiscal year. She advised that a recommendation including updated WCSS by-laws, board job descriptions and committee level descriptions will be brought to the board at the June meeting.

**Advancement Committee**

Committee Chair, Liz Hamner reported with an update for the WCSS 25<sup>th</sup> Anniversary planning. She reported a survey of staff to gain their input on target audiences, timing for celebration, goals, and personal willingness to engage in some in-person events next year. Based on the feedback, the committee will move forward in planning some in-person celebrations in Spring 2022, spreading out activities over several months to reduce some of the burden on staff and provide a number of celebratory opportunities to include different target audiences. The committee also discussed co-chairs for a planning subcommittee and an “honorary host committee”, separate from the working subcommittee committee. Ms. Hamner announced a survey will be sent to board members and encouraged all to respond with their input.


**Finance Committee**

Committee Chair, Joe White presented a committee recommendation to allow reallocation of funds for spending down Smart Start funds to minimize reversions after the end of the fiscal year. He reported projected unspent funding in the amount of \$213,634. Mr. White noted Administration funds are transferrable to Services. Leslie Ann Jackson made a motion to approve staff authorization to fully allocate unexpended Smart Start funding to WCSS in-house or approved activities in the current fiscal year. Matt Glova seconded the motion. Calling for a vote, the vote to approve was unanimous. (4-21-67)

**Chair's Report**

Chair, Barbara Morales Burke provided a recap of the following highlights from the March 24, 2021 Executive Committee meeting.

- Heard report from Advancement Committee about initial visioning for 25<sup>th</sup> Anniversary
- Heard update from Ad Hoc Governance Committee


 Approved February financial statements  
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- Approved a one-year office lease extension to allow time for evaluation and planning office space needs.

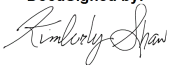
Ms. Morales Burke reported 45% participation rate in board giving by eligible members thus far in FY21-22. She provided a reminder that the fiscal year ends in June and requested Nancy Peck to email each member with the date of their last gift.

### **Executive Director's Report**

Executive Director Gayle E. Headen provided updates on the following topics:

- Director of Programs Search: Ms. Headen gave a brief recap of the search process and expressed appreciation to Sherry Heuser and the Capability Company for leading the search as well as Gary Carr and Phyllis Barbour for their participation in the process. Ms. Headen stated Alejandra Livas-Dlott will join WCSS as Director of Programs on May 17, 2021
- Vaccination Clinic Outcome: Ms. Headen reminded the Board of introduction to WakeMed by NC Representative Julie von Haefen which resulted in a successful collaborative effort with WakeMed and Child Care Services Association (CCSA) to ensure nearly 350 childcare staff received COVID-19 vaccine.
- Legislative: NC House and Senate proposed budget versions each include \$30 million in appropriation to Smart Start. The sources of funding are unknown but may come from state lottery, general state fund or American Rescue Plan or a combination of these sources.
- Wake 3-K News Conference: Ms. Headen summarized interest by Wake County Board of Commissioners to serve income eligible three year olds living in Wake County by funding an expansion of the Pre-K program to include them. Along with NC Pre-K collaborative partners, Wake County Public School System (WCPSS), Telamon Head Start and Wake County Human Services, WCSS will make preparation over the next year, to launch a pilot program of 4-5 classrooms. Ms. Headen invited board members to listen in to a news conference scheduled at 1:00 PM, April 28 that will include Wake County Board of Commissioners Chair, Matt Calabria, Commissioner Susan Evans, WCPSS Board Chair, Keith Sutton and Ms. Headen on behalf of WCSS. A link to the news conference will be provided to the board by Nancy Peck.

With no additional business to address, L'Teisha Curtis moved to adjourn the meeting at 9:38 AM. Joe White seconded the motion. Calling for a vote and hearing no objections, the vote passed. (04-21-68)

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Secretary

6/23/2021 | 9:08 AM PDT

Date