

**Wake County Smart Start
Board of Directors Meeting Minutes
June 23, 2021**

A regular meeting of the Wake County Smart Start (WCSS) Board of Directors was held on Wednesday, June 23, 2021 with WCSS Board Chair, Barbara Morales Burke presiding. The meeting was held via Zoom conference call.

Board members present: Maria Cervania, Dale Cousins, Veronica Creech, L'Teisha Curtis, Matthew Glova, Liz Hamner, Sherry Heuser, Tonya Kangkolo, Sharon Loza, Cathy Moore, Barbara Morales Burke, Kimberly Shaw, Charlotte Turpin, Michael Wasilick, Angie Welsh and Joe White

Board members absent: Christine Alvarado, Heather Drennan, Leslie Ann Jackson, Katie King, Catherine Lassiter, Antonia Pedroza and Katherine Williams

Staff members present: Phyllis Barbour, Gary Carr, Joan Crutchfield, Sasha Gomez, Gayle E. Headen, Alex Livas-Dlott, Bryce McClamroch, Carol Orji and Nancy Peck

Call to Order/Announcements/Adoption of Agenda

At 9:03 AM, Board Chair, Barbara Morale Burke recognized a quorum and called the meeting to order. L'Teisha Curtis moved to adopt the agenda. Joe White seconded the motion. Calling for a vote and hearing none opposed, the vote was unanimous. (06-21-80)

The Board considered items on the consent agenda. Liz Hamner moved to approve items on the consent agenda including the minutes from the April 28, 2021 WCSS Board of Directors meeting, financial reports for May 2021 and a schedule of decommissioned assets. Veronica Creech seconded the motion. Calling for a vote and hearing no objections, the motion carried. (06-21-81)

Committee Reports

Ad Hoc Governance Committee

Committee Chair, Sherry Heuser provided a summary of the changes to governance documents and functions recommended by the Ad Hoc Committee resulting from their efforts over the past year. Chair, Barbara Morales Burke thanked Ms. Heuser for her leadership of the committee. Veronica Creech moved to approve changes to governance documents and functions, including: updated and revised Board job descriptions; revisions to committee charters including renaming of the Board Development Committee to reflect its revised purpose and a newly drafted charter for Allocations Committee; dissolution of Program Planning Committee, WCSS Bylaws revision, establishment of a requirement for an Annual Plan beginning FY 21-22 that is aligned with and supports the WCSS 3-year Strategic Plan; development of a new data dashboard to measure progress on Annual Plan and Strategic Plan goals. L'Teisha Curtis seconded the motion. Calling for a vote and hearing no opposition, the vote to approve was unanimous. (6-21-82)

Finance Committee

Committee Chair, Joe White presented a recommendation for an employee salary range adjustment based on a 2020 a regional wage and salary trends survey conducted by Capital Associated Industries (CAI) and the Consumer Price Index. Mr. White said a separate recommendation for merit increases will be brought to the Board in August if funds are available. Charlotte Turpin made a motion to approve adjustment of 2.0% to WCSS salary ranges effective July 1, 2021. L'Teisha Curtis seconded the motion. Calling for a vote, the vote to approve was unanimous. (6-21-83)

Joe White provided an overview of the draft Administration and Fund Development budgets for FY2021-2022. Mr. White drew attention to Attachment D.2, and D.3, the Administrative budget narrative detailing the breakdown by budget category; as well as Attachments D.4 and D.5, the budget schedule and detailed narrative for Fund Development. Chair, Barbara Morales Burke noted this is the first time that the full Board would have the opportunity to vote on the approval of the Administration and Fund Development budgets, which have previously been approved by the Executive Committee members only. Following questions and comments,

^{DS} Veronica Creech moved to approve the FY21-22 Administration budget inclusive of Smart Start, NC Pre-K



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Administration, MAC grant and services, grants and unrestricted funds and the FY21-22 Fund Development budget; and the use of \$43,802 from Smart Administration funds to support the Fundraising budget. Matt Glova seconded the motion. Calling for a vote and hearing none opposed, the vote was unanimous. (6-21-84)

Mr. White presented a Finance Committee recommendation for additional staff positions to support the development of the new Wake ThreeSchool program. Mr. White informed the board that the annual salary and benefit costs of about \$276,500 for four staff positions would be fully covered by the \$350,000 funding allocation from Wake County for ThreeSchool, allowing the remaining funds to be used for other costs for the program. Following questions and comments, Dale Cousins made a motion to approve the addition of four new full time staff positions for the Wake ThreeSchool program: Program Manager, Implementation Specialist, Enrollment Coordinator and Program Assistant. Charlotte Turpin seconded the motion. Calling for a vote and hearing all in favor, the vote to approve passed. (6-21-85)

Board Development Committee

Board Development Committee Chair, Angie Welsh presented a recommendation to consider re-election of two current board members and the election of a slate of Board officers. Chair, Barbara Morales Burke noted the composition of Executive Committee to include officers, chairs of board committees and the Executive Director is in alignment with the updated organizational by-laws approved earlier. Sherry Heuser made a motion to re-elect Christine Alvarado and Joe White for an additional 3-year term to expire in 2024. Charlotte Turpin seconded the motion. Calling for a vote and hearing all in favor, the recommendation was approved. (6-21-86) Charlotte Turpin moved to elect the following officers: Sherry Heuser as Chair, Katherine Williams as Vice-Chair, Barbara Morales Burke as Past Chair, Leslie Ann Jackson as Secretary, and Joe White as Treasurer. L'Teisha Curtis seconded the motion. Calling for a vote and hearing no opposition, the vote was unanimous. (6-21-87) At this point, Barbara Morales Burke turned over leadership of the remaining meeting to new Board Chair, Sherry Heuser. Ms. Heuser lauded outgoing Board Chair, Barbara Morales Burke for her exceptional leadership and guidance during her tenure as Chair.

Angie Welsh presented an additional Board Development Committee recommendation for the election of a new board candidate to fill a vacancy in business leadership representation. Liz Hamner made a motion to elect Nikia Coates as a Board member for an initial 3 year term to expire in 2024. L'Teisha Curtis seconded the motion. Calling for a vote, and hearing no objections, the recommendation was approved. (6-21-88)

Chair's Report

Chair, Sherry Heuser provided a recap of the following highlights from the May, 2021 Executive Committee meeting.

- Heard updates from Advancement Committee, including an announcement of the 25th Anniversary Planning Subcommittee co-chairs: Veronica Creech and Jen McPherson, continued discussion regarding an honorary host committee and plans for a mailing to 1996 Society members.
- Heard an update from Ad Hoc Committee on the development of revised governance documents and functions which have now been approved by the full Board
- Listened to a report from the Board Development Committee on election planning
- Approved a one-time 3% profit sharing contribution to the 401k accounts of eligible staff

Ms. Heuser reported 77% participation rate in board giving by eligible members to date in FY20-21 and reminded all board members who have not given so far, to consider contributing a gift of any amount before the fiscal year ends June 30.

Executive Director's Report

Executive Director Gayle E. began her report by recognizing Pre-K Manager, Joan Crutchfield and Director of Community Relations and Development, Phyllis Barbour for their expertise and efforts in planning for a successful site visit by U.S. Secretary of Education, Miguel Cardona. She also expressed appreciation to Barbara Morales Burke for her leadership and thought partnering over the last two years.

Ms. Headen provided updates on the following topics:

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- Technology Bundle: Ms. Headen shared details about expansion of the digital connectivity project begun last year, initially funded by an allocation from the American CARES Act. WCSS is partnering with Verizon, direct service providers and other community partners to reduce the digital divide in the community by providing 225 families in Wake County identified as “greatest need” with customized tablets, 2 years of free data service, technology support from Verizon and system navigation support to help them access family services. The digital connectivity initiative will be supported through public and private funding.
- Blue Cross Blue Shield Foundation Grant: Ms. Headen announced WCSS has received a \$155,000 grant from Blue Cross Blue Shield Foundation to lead a five-county pilot study for understanding the experience of black families with preschool suspension and expulsion. The study will use parent surveys to learn how and why suspensions occur, the impact on children and parents in black families and the role of implicit racism. Ms. Headen remarked how the study aligns with the organization’s Strategic Plan priorities of advancing racial equity and parent leadership. She said the next step is convening a research advisory group comprised of parents, child care providers, Smart Start local partnerships, social/emotional experts and others.
- Racial Equity: Ms. Headen reported that the consultants from CounterPart have completed the Racial Equity Assessment and plan to meet with the WCSS Equity Leadership Team (ELT) to review the identified themes and offer recommendations. She remarked that the assessment findings will help inform development of data dashboard metrics.
- Office Reopening: Ms. Headen reported on plans under discussion by WCSS Leadership Team for reopening the office to the public in early September. Reopening plans will be communicated to staff in July to allow for a period of re-adjustment. External event participation will be phased in with initial focus on Pre-K recruitment and application events.

With no additional business to address, Tonya Kangkolo moved to adjourn the meeting at 10:03 AM. L’Teisha Curtis seconded the motion. Calling for a vote and hearing no objections, the vote passed. (06-21-89)

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Secretary

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