

## Wake County Smart Start Executive Committee Meeting Minutes January 26, 2022

A regular meeting of the Wake County Smart Start (WCSS) Executive Committee was convened via Zoom on Wednesday, January 26, 2022 with WCSS Board Chair, Sherry Heuser presiding.

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

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

### Welcome/Call to Order/Adoption of Agenda


At 8:33 AM, Board Chair, Sherry Heuser recognized a quorum and called the meeting to order. Ms. Heuser informed committee members of staff members in attendance as non-committee members and that the meeting is being recorded for the purpose of ensuring accurate meeting minutes. Katherine Williams moved to adopt the agenda. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the vote passed. (01-22-40)

Executive Committee members considered items on the consent agenda. Following a question about an update for the cybersecurity insurance quote, Joe White moved to accept the consent agenda including: minutes from the Executive Committee meeting on September 22, 2021, December 2021 financial reports and the finalized Commercial insurance renewal proposal. Liz Hamner seconded the motion. Calling for a vote and hearing no objection, the motion carried. (01-22-41)

### Finance Committee

Committee Chair, Joe White presented the committee's recommendation for personnel expense increases in the planning budget for FY22-23 based on Catapult's 2021 NC wage survey, the Consumer Price Index and historical information included on Attachment B.1. Mr. White explained that the proposed budget for compensation encompasses both a merit increase pool as well as market rate salary range adjustments as determined by a compensation rate study. Following questions and discussion, a motion from Finance Committee was made to approve inclusion of a 6% increase in salaries for merit increases and salary range adjustments in FY22-23 and inclusion of a 7% increase in employee health insurance cost for calendar year 2023 in the FY22-23 planning budget. Calling for a vote and hearing none opposed, the motion passed. (01-22-42)

Joe White presented a committee recommendation for a temporary COVID-19 sick leave policy similar to the previous temporary COVID leave policy adopted in July of 2020 to support staff if they are affected by COVID-19 without impacting their existing sick and vacation leave. Following questions and comments, Liz Hamner made a motion to approve a temporary sick leave policy with a modification to the format of the document (changing numbering to bullets) effective January 1, 2022 - December, 2022 allowing up to 80 hrs maximum leave paid at the full rate for all WCSS employees impacted by COVID-19 if the employee is unable to work/telework due to any of the following criteria: employee is subject to Federal, State or local quarantine or isolation order related to COVID-19; has been advised by health care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and seeking a medical diagnosis; is caring for an individual subject to an order (described in the first bulleted criteria) or self-quarantine (as described in the second bulleted criteria); is caring for his/her child whose school or child care is closed/unavailable due to COVID-19 related reasons; is receiving an approved COVID-19 vaccine. Barbara Morales Burke seconded the motion. A vote was called for and hearing no opposition, the vote to approve was unanimous. (01-22-43)

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Joe White presented a recommendation from Finance Committee for an amendment to the office lease agreement to support expansion of office space critical to implementing a return to the workplace. Mr. White noted the increase in annual lease amount would be included in budgets for FY 22-23 and allocated from Smart Start, DCDEE and Wake County funding sources. Executive Director, Gayle E. Headen remarked that renovation and expansion of the current space will serve to address several long-term needs which include enhanced security, space to accommodate additional staff and create a hoteling space for hybrid worker, creating a welcoming environment for families with dedicated intake spaces and addressing ADA accommodations and accessibility for parents with strollers with all office and conference space on the ground level. Following questions and comments, a motion from Finance Committee was made to approve amendment of the office lease agreement with Waters Edge Investment, LLC to lease 9,863 square feet for a term of 5 years at a rate of \$22.68 per square foot with a 3% annual rate increase. (01-22-44)

### **Advancement Committee**

Committee Chair, Liz Hamner provided the following updates from Advancement Committee.

- 25th Anniversary Host Committee: Donald Thompson has been finalized as Honorary Chair. A launch meeting for Host Committee members is scheduled for Jan. 11.
- Introduction/discussion of 25th Anniversary landing page on website. Plan to begin selling tickets for Building Better Futures event on Mar. 1. with awareness of Covid concern for in-person event. Will add language on website "event will go virtual if necessary"
- Annual appeal update – less giving this year due to economy.
- Video production -Covid has delayed production schedule in some areas but all videos on track to be delivered within next few months with the final 25th video finished by May 1

### **Allocations Committee**


Committee Chair, Leslie Ann Jackson reported on two areas of Allocations Committee where changes are beginning to be made to advance racial equity.

- Committee composition - refreshing the non-board committee member spaces to broaden the pool of representation with three new community members.
- Funding applications – full changes will take some time as the application document itself and the process are carefully reviewed for equitable measures, but a few streamlining changes made by staff are underway now with the goal of reducing administrative burden on partners in final year of the current funding cycle. More robust changes are expected to be made in time for the start of the next funding cycle.

### **Board Governance Committee**

Committee Chair, Barbara Morales Burke reported with highlights from the January 12 committee meeting.

- The committee reviewed and adopted a draft interview outline for board candidates as a part of the recruitment process. Committee agreed on a smaller team of three members to conduct interviews
- The committee discussed two candidates from Board Lead program, one with professional Human Resources background and one with professional Finance background, two areas identified as prioritized expertise for the Board. The candidates will be individually interviewed by a smaller subgroup of Board Governance members before the next committee meeting on Feb.11 when the committee will consider bringing a recommendation for their nomination to the Board at the February meeting. Sherry Heuser clarified that if elected, the term for the BoardLead nominees would begin on July 1, 2022 at the same time as other elected board members.
- The committee is looking to identify other board candidates with expertise in Legal, Racial Equity and community connections areas to recommend for nomination during the regular election period at the June Board meeting. Barbara Morales Burke invited Executive Committee members to share suggestions for potential candidates.

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**Chair's Report**

Chair, Sherry Heuser commented on work underway to develop a new Executive Director evaluation assessment with a better fit to the work of the organization and to the role of Executive Director.

**Executive Director's Report**

Gayle E. Headen introduced the plan for preparing three data dashboards during a twelve-month period, each representing different data. The proposed dashboard report periods are February, June and October when the dashboard will represent final reporting from the prior fiscal year. The goal of the dashboard is to present information on WCSS's reach and efficacy in serving greatest needs populations to provide a big picture for informing generative thinking by the Board. Ms. Headen drew attention to the revised draft data dashboard on Attachment E.1 as she gave a detailed explanation of the different data areas represented on the dashboard. Ms. Headen paused for comments on format and if the information presented meet the Board's needs. Ms. Headen thanked Executive Committee for their feedback that will be used to formulate a revision to the dashboard.

Ms. Headen and Sherry Heuser noted a draft of the Annual Plan for FY22-23 was included in the agenda packet for discussion, however as the meeting was running over the scheduled time, asked if Executive Committee would be comfortable receiving the information and offering feedback by email to keep the process on track before the next meeting.

With no further business to discuss, Katherine Williams moved to adjourn the meeting at 10:05 am. Barbara Morales Burke seconded the motion. Calling for a vote and hearing no objections, the motion carried. (01-22-45)

DocuSigned by:  
*Leslie Ann Jackson*  
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Secretary

3/23/2022 | 7:59 PM EDT

Date