

Executive Committee Meeting April 10, 2008

Meeting Called to Order at 11:16 with a quorum

Members Present: Bill Bryant, Joe Haenn (via telephone) Ilene Britt, Deborah Horvitz, Michael Palmer, Barbara VanDewoestine, Ellen Reckhow, Angie Welsh (Absent: Debbie Pitman, Dave Clark)

Staff Present: Marsha Basloe, Vicki Rawlings, Kate Irish

Agenda Item	Summary of Discussion	Motion	Action
<p>Consent Agenda: Approval of Minutes Spending Analysis COLA bonus criteria, Disposal of assets</p>	<p><u>Joe asked to pull COLA; therefore each agenda item will be voted on separately.</u></p> <p>Minutes approval</p> <p>Spending Analysis: Same as March BOD meeting, updated numbers due in today</p> <p>Disposal of Assets (handout) The laptop will come off of the asset list and when the Health Department replaces it with a desktop or laptop it will be part of our asset list</p> <p>COLA: COLA bonus for covering health insurance increase approved by the board earlier. This is the criteria to be used. (handout) It was suggested that most COLAs adjust for lower paid employees who are usually impacted by cost of living increases more (no factor that took that into account). <u>Recommendation</u> that there be a 4th criteria added – divide the salaries into 3 ranges. Below median =2 points, median =1 point and above median = 0 points. Discussion followed: Good idea, comfortable with concept. Motion made to accept COLA recommendation from Finance committee with additional criterion added.</p>	<p>Motion to approve by Bill; seconded by Joe</p> <p>Motion to approve by Bill; seconded by Joe</p> <p>Motion to approve by Joe; seconded by Deborah</p> <p>Motion to approve Amendment by Angie; seconded by Joe</p>	<p>Motion carried</p> <p>Motion carried</p> <p>Motion carried Board action item</p> <p>Motion carried Board action item</p>
<p>Programs, Fiscals & Committee Updates</p> <p>Finance Committee Update – Recommendations and Endowment Discussion</p>	<p>Finance Committee meeting in March (handout of memo from that meeting)</p> <p><u>Code of Conduct for Independent Contractors</u> (handout) This is the 1st time we have had this. This will be for independent contractors making \$5,000 or more because they are typically long-term. Significant discussion around #10 of the code of conduct for independent contractors: Do not want contractors to make program judgments. Don't want contractors to feel they can't say anything. This is preemptive; do not want DPDC held liable. There needs to be discussion before you give out to contractors. Don't want contractors to be put in a situation where they aren't willing to provide general</p>		

	<p>advice. Recommendations – Take #10 from a negative statement to a positive statement and add an acknowledgement at the end that they reviewed the document with DPFC staff member.</p> <p><u>Background Check for Independent Contractors:</u> Never done before, good idea.</p> <p><u>Conflict of Interest:</u> (Handout) Recommendation to approve COI from Finance Committee. Based on new information yesterday from NCPC and attorneys, this could need to change within the next year. Due to the ethics rule, a board member who has a conflict of interest has to leave the room during discussion/vote. Suggested that an analysis be done to see what percentage of the board has a conflict and with what percentage will we still have a quorum. Discussion – To our benefit we have an Allocations Committee (which a lot of partnerships do not have) that does not have any conflicts of interest. If everyone arrived and established a quorum and if not asked to leave but they just get up and walk out, we could still be considered part of the meeting. What could happen is only a few people end up discussing and voting on an issue. We may need the Board members with a conflict involved in a discussion because they may have more knowledge on the subject and it enriches the discussion. What is the criteria for leaving the room? More information on this topic in the weeks to come, and this will go to the Finance Committee to review. Motion made to approve Finance Committee Recommendation of updated Conflict of Interest Policy.</p> <p><u>Endowment:</u> (Handouts) Discussion started at the last Executive meeting. Goal for rollout out is the Week of the Young Child April 09. Investment Committee will need to develop a spending policy. What is our main goal? What are we trying to achieve besides community alignment around early childhood and establishing long term funding? Discussion – Good idea to link any efforts to create an endowment to the extent of need, which will capture people’s attention and have a compelling message. Put out a profile of what we are trying to do and link it with disconnected youth. We need more information/data from the Kindergarten assessments done to identify issues. Discussion on the need for good K data over multiple years, analysis of all areas. Marsha said we are working on this. It was mentioned that we have been trying to get this kind of data and analysis for ten years. DPS has</p>	<p>Motion to approve Finance Committee’s Recommendation with amended language by Finance Committee (Bill). Seconded by Ellen</p> <p>Motion to approve from Finance Committee; seconded by Deborah</p> <p>Motion to approve from Finance Committee. Seconded by Ellen.</p>	<p>Motion carried Board action item</p> <p>Motion carried Board action item</p> <p>Motion carried. Board Action Item.</p>
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<p>Allocations</p>	<p>Letter ID and Concepts about Print but we do not collect all domains. Marsha said she is working on this. We need additional information and for DPS to assist in data and analysis. Marsha and Kate will look at the internal data as well and the SS need formula.</p> <p>If you ask for money and do not tell how you will use the money people will be less likely to donate. We need goals for the endowment. We need to focus the message. Subcommittee may need to be formed to work on message. Look at hiring a company to put the message together professionally (with unrestricted funds). Check with organizations in the community that would be willing to provide seed money. Without good data, hard to get the resources. There are some studies out there that validate our point. Look at the State of Durham's Children event in September to unveil a message that shows need. <u>Marsha asked to assist Bill on recruiting an Endowment Planning committee to convene in July.</u></p> <p><u>Additional Reverted Funds</u> (Handout) Barbara advised that the Allocations Committee recommended that reverted funds be allocated to: Echo (\$2,000) Hispanic Latino Consultation (\$2,000) Healthy Families (\$2,000) and WAGES (\$4,380).</p> <p><u>Year Two Recommendations:</u> Executive Committee not voting at this time. This will go to the full board in May. Allocation Committee met to look at what the funded partners did last year and are they doing what they need to be doing to satisfy the requirements of the two year process. In most cases activities funded at last year's level. Highlights of specific recommendations. DACCA: the partnership must examine new models and strategies for Smart Start child care subsidy for the next 2 year RFP process – because of the issues and the nine year funding. The Substitute program: Allocation Committee does not feel that the money is being spent in the most targeted way. Asked them to come back with new ideas and they did not alter the activity significantly. This should be a signal to them to that they should look at new ways to do this program and increase number of teachers who are in school. That is part of our EDU10 focus and part of our PBIS that we have to meet by 2010. We are at 39% and we need to be at 60%. They are using the program for sick leave and maternity leave which are valid but not leading us to our EDU10. Grow a Teacher has one student but the activity is about professional development that we were not finding in QE and QM. Students are still looking for substitutes so they can go to school. DACCA Discussion held later in meeting to look at report.</p>	<p>Motion from Allocations Committee; seconded by Ellen</p>	<p>Motion carried Board action item</p>
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<p>More at Four</p>	<p><u>Letter from Head Start</u> – Start up funds contract requirement included submitting paperwork by 3/15 which they did not meet. Marlo for HS submitted a letter to the Executive Committee requesting an extension to April. Marsha could not approve extension as it was part of the contract. Executive Committee has the power to approve an extension. If extended, Sarah (Finance Director) would work with HS to assist this process.</p> <p><u>MAF Plan</u> – The MAF Committee approved the 08/09 plan yesterday. (Handout) 388 slots. 6 redistributed. Little People 2 dropped out of MAF and their 6 slots to Primary Colors. Total requested 397 slots in year 2 proposals but only Smart Start funding available for 388 slots. Motion from Committee to approve MAF 08-09 Plan.</p> <p><u>MAF Expansion Slots</u> – The MAF Committee approved request to formally submit paperwork to the state for 36 expansion slots in the hope that DPS will get two classrooms and end up at Powe Elementary. Recommendation to Executive Committee.</p>	<p>Motion to approve by Barbara; seconded by Ilene. Joe abstained</p>	<p>Motion carried Board action item</p>
<p>DACCA Report</p>	<p>DACCA Discussion (Power Point Handout submitted by DACCA, Subsidy Spending Chart handout) Handout outlines some of the work DACCA has done. Spending rate dropped in September; never caught up. Now at 93%. We are likely going to give back to the state approx. \$500,000 or more. Significant discussion: How many years do you have a non-profit fund a government agency and not have progress? Members said we have been discussing DACCA for years. Do we have an explanation on why off to such a slow start the first three months? Marsha had meeting with Sammy, Sue and Mathew and they are discussing what is not working and developing next steps. Discussion continued: We are giving \$550,000 and not getting the return on our money. Not our money going back it is the State’s money. Are we putting too much into subsidy? Yes this year we did. Next year we will look at the way we manage it. Either a big wait list backlog or big excess of money – there should be a balance. 3,200 to 3,300 children received subsidy this year. Work not getting done, not pulling children in, kept having a waiting list, did not accept walk-ins. Should have a secret shopper to see how long it takes to get an appointment, how long is the wait before being seen and the customer service they receive, whether it is an enhanced service as planned. Most mothers at Durham Tech believe there is a waiting list. Efficiency study needed – social worker stats are 6 people a day (per Power Point) and</p>	<p>Motion from the MAF committee; seconded by Barbara. Joe abstained</p>	<p>Motion carried Board action item</p>
		<p>Motion from the MAF committee; seconded by Angie. Joe abstained</p>	<p>Motion carried Board action item</p>

<p>ED Report</p>	<p>Wednesdays off (could take more). If people do not show, what does staff do? DACCA supposed to be a collaborative but DPFC staff putting data together with analysis rather than DACCA staff. Ellen recommended that the Allocations Committee meet again before the board meeting to discuss cutting this allocation now. We should start weaning them off of the \$550,000 instead of it going away all at once next year. We should not support people who have six appointments a day four days a week. Reform needed; lack of performance. Needs to be run effectively. Goals, for X amount of dollars we want Y # of placements. Marsha said that Sammy is working on this and has devoted a good deal of time as have all the EDs. We are not sure if this strategy is the best. That is why the Allocations Committee recommended the next RFP include new strategies. Motion to take back to the Allocations Committee to discuss reduction of amount of funds going to subsidy administration for DACCA for 08-09 before the Board meeting. .</p> <p>Draft of 2008/2009 meeting schedule given for review. Will send out email for feedback</p> <p>Motion for amendment of the bylaws that the annual meeting can be conducted the first half of the fiscal year. Goes to Board.</p> <p>Meeting adjourned at 1:22 pm.</p>	<p>Motioned by Ellen; seconded by Ilene</p> <p>Motion to approve by Deborah. Seconded by Ilene.</p>	<p>Motion carried Board action item</p> <p>Motion carried. Board action item</p>
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