



Executive Committee Meeting September 17, 2009

Attendees: Michael Palmer, Barbara VanDewoestine, Ilene Britt, Bill Bryant, Dave Clark, Ellen Reckhow, Angie Welsh

Excused: Joe Haenn

Staff: Marsha Basloe, Tina Bernardoni, Kate Irish, Angelica Oberleithner

The meeting was called to order at 9:02 with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes from July 16, 2009; Spending Analysis, and Contracting Policy Recommendation 	<p>The contracting policy recommendation that was approved by the Finance Committee on September 16th was added to the consent agenda. The Committee reviewed the items on the consent agenda: Minutes, Spending Analysis, and Contracting Policy Recommendation.</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Bill Bryant Second: Dave Clark Abstain: None</p> <p>The motion passed unanimously.</p>	<p>Motion carried.</p>
<p>Smart Start Allocation</p>	<p>The Partnership took a significant cut of 13.99% at the state level for Smart Start with a total services loss of \$1,116,184 and administration loss of \$62,837 for a total Smart Start loss to the county of \$1,179,021.</p> <p>In order to pull down the federal funds (2.6 million to Durham County that will be administered by DACCA), the Partnership was given a mandate of how much money had to be in the child care scholarship activity. Therefore, an additional \$154,137 needs to be added to scholarships, leaving a difference of \$73,499 to be reallocated from previously allocated funds.</p> <p>Because time was of the essence and the cut was mandated, instead of waiting for the next Allocations Committee Meeting, Executive Committee approved the three motions that would allocate necessary funds to scholarship and reduce two activities to meet this need. (See motion)</p> <p>After the vote, it was indicated that the Partnership will let funded partners learn of their allocations following this action.</p>	<p>Motion: It was moved to vote on the three issues together and approve the following motions: (1) Fund child care scholarship activity with an additional \$154,137 to meet match required by NCPC, (2) Reduce two Smart Start activities to meet the \$73,499 needed to be allocated to child care scholarship: (a) DACCA administration – reduce allocation by \$13,499 from \$50,000 to \$36,501 (administrative funds could not be counted in matching for additional subsidy dollars) (b) Smart Start MAF Coordination – reduce allocation by \$60,000 from \$71,087 to \$11,087 (The Board approved MAF funding for new strategies but held out this allocation until final Smart Start numbers were available. The MAF dollars set aside for this would be used for MAF coordination efforts this fiscal year.) (3) Use MAF operating funds for MAF Coordination in 09-10 from the funding approved and set aside for possible new strategies.</p>	<p>Motion carried.</p>

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		<p>Motion: Barbara VanDewoestine Second: Bill Bryant Abstain: None (Ellen was not present during this vote. If present, she would have abstained. Joe was excused or he too would have abstained.)</p> <p>The motion passed unanimously</p>	
<p>Programs Update</p> <ul style="list-style-type: none"> • Child Care Workforce Study 	<p>Durham’s 2009 Child Care Workforce study provides the only comprehensive data on child care professionals in Durham since a statewide study that was conducted in 2003 by Child Care Services Association (CCSA). CCSA conducted the countywide survey in Spring and early Summer of 2009 following a competitive bidding process. Information gathered from this study is compared to similar studies conducted by CCSA in 2003 and 2001.</p> <p>Through research, it is known that child care quality is closely tied to teacher education levels and consistency in caregivers. Therefore, the information from this study on teacher compensation, experience and turnover provide indicators of the quality of early care experiences. This study and its findings are critical to the Partnership’s planning and program development efforts and county performance benchmarks (PBIS) set by the State.</p> <p>The report indicates that strategies employed in Durham have been effective in increasing education and retention in the child care workforce. However, these investments should be continued and expanded to further increase quality child care.</p> <p>The report provides a set of recommendations about how to use the findings of this report including identifying supports for health insurance, working with community partners to identify strategies, focusing efforts on teachers of infants and toddlers and engaging the faith community about quality child care and licensure.</p> <p>This information will be presented to the full board in more detail at the November board meeting and at the Workforce Development Board meeting in Durham. It will be the first time the Workforce Development Board has looked at early child care as part of the workforce.</p>		
<p>Programs Update</p> <ul style="list-style-type: none"> • DSS Subsidy 	<p>The transition from Smart Start subsidy at DSS to the Smart Start scholarship program at CCSA has been challenging. There are over 2000 children on the</p>		

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	<p>waiting list, but the Partnership had been challenged to receive information from DSS to contact these families despite multiple requests. Marsha contacted Drew Cummings at the County for assistance.</p> <p>DACCA meetings have been nearly impossible to schedule as Linda Hicks and Rhonda Stevens have not provided dates they will participate. Marsha and Sue Russell will meet with the new DSS Director, Gerri Robinson, at the end of September to try to provide background information on the DACCA Collaborative. DACCA is a collaborative of four agencies which include: Durham County Department of Social Services, Durham's Partnership for Children, Child Care Services Association, and Operation Breakthrough. There was discussion regarding whether the name of the program downstairs should be changed to DSS Child Care Subsidy and help the community understand that DACCA is the collaboration of the four organizations</p>		
<p>Programs Update</p> <ul style="list-style-type: none"> • Public Comment Responses 	<p>Letters were written to Sharon Fingerhut and Deborah Bryson who appeared at the August Board meeting to voice their concerns. Copies of the letter were provided in their packets in response to their concerns.</p>		
<p>Programs Update</p> <ul style="list-style-type: none"> • MAF Policy Recommendation 	<p>Danielle had presented the MAF Policy Recommendation regarding the policy for dealing with temporary licenses with More at Four sites to the SR/MAF Committee. A quorum was reached for the vote. The motion was voted on and approved by the MAF Committee, although there was a MAF Committee member with multiple questions who asked if it could be brought back for further discussion.</p> <p>The EC can either:</p> <ol style="list-style-type: none"> Discuss and take action on this recommendation or Wait until the SR/MAF Committee meets again to further discuss this. <p>The Committee discussed the policy recommendation and the motion presented was approved.</p> <p>Danielle will bring the result of this motion back to the School Readiness/More at Four Committee. She will also have them discuss it in further detail.</p>	<p>Motion: If a site in the More at Four (MAF) Program receives a temporary license while operating a MAF classroom, the MAF slots will be reimbursed at the star rating one level below the previous license rating. (For example: if a 5-star center previously, then reimbursement would be at 4-star; if 4-star previously, then reimbursement at 3-star). Once the site receives a permanent star rated license, any retroactive reconciliation from the MAF program will be completed.</p> <p>Motion: Committee Second: Barbara VanDewoestine Abstain: None</p> <p>The motion was approved unanimously.</p>	<p>Motion carried</p>
<p>Finance</p> <ul style="list-style-type: none"> • Process for IRS Form 990 	<p>The IRS has put out a new, more complicated Form 990, a form that must be filled out every year by 501(c)(3) organizations. Marsha attended sessions for the new Form 990 at the NC Center on Nonprofits Conference. One of the items the 990 asks about is whether an outside salary review has</p>		

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	<p>been done; the Partnership had one done a few years ago, and it is time to have an updated review done. We will look into this further.</p> <p>Additionally, the form looks at items such as consolidated financial statements, whether the organization has been audited, governance and management, policies, key employees, and the performance review of the Executive Director. Marsha and Sandra will be listed at the Key Officers on the form.</p> <p>The Board will have access to the 990 once it is completed, and the form will be reviewed by Bill as Treasurer and available to the Board. The ED and Board Chair must sign off on the form. Marsha's performance review must be completed prior to completing the 990. A CPA will be obtained to review it prior to submission. The form is due by November 15, 2009 at the latest.</p>		
<p>Board Giving Reception</p>	<p>The Board Giving Reception will be held at Barbara VanDewoestine's home, and it is tentatively set for Tuesday, November 10, 2009.</p>		
<p>Annual Meeting & Board Retreat</p> <ul style="list-style-type: none"> • Board Orientation Sessions • New Board Members 	<p>The Annual Meeting is set for Thursday, October 15, 2009 from 8:00am-10:00am, with the Board Retreat to follow until 2:30pm at the Hilton Durham Near Duke University. The focus of the event will be board governance and evaluation. Two consultants will lead the session, Brenda Summers and Tom McGuire. The board will look at evaluating themselves to help set Board direction for the next 15 years.</p> <p>There are two orientation sessions scheduled for new and almost new board members at the end of October and early November. Staff will coordinate the events, but Executive Committee members are welcome at either session if they are available.</p> <p>The new board members will be voted in at the next meeting; a list of new board members with bios was provided to the Committee.</p>		
<p>ED Report</p>	<p>Marsha gave the ED report:</p> <ul style="list-style-type: none"> • Durham Chamber of Commerce & Downtown Durham, Inc. hosted a meeting on child care in Downtown Durham on August 27th. John Weiser, who works nationally with businesses and child care, spoke at the event that included 37 leaders in the community, to address the issue of child care in downtown Durham. Marsha will be meeting with Bill Kalkhof and Casey Steinbacher to form a task force. • Marsha is presenting to bankers at Mechanics and Farmers to discuss the Partnership, child care in 		

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	<p>the state, and why child care is an economic factor.</p> <ul style="list-style-type: none"> • Marsha has been invited to sit on the education committee for Bank on NC from the NC Treasurer's office, a program that will help provide outreach to the unbanked. • The Federal Auditors with regards to the Early Head Start Application are here now and will be here through next week. • Marsha will be presenting the Early Childhood Plan at the City Council Work Session on October 8th. She hopes to get the city and county to name 2010 as the "Year of the Young Child." • NCPC will be hosting a Smart Start Leadership forum in Raleigh October 26. Last year, EDs and Board Chairs heard from Howard Manning; this year we will hear from Dr. Schott Rawls, President of the North Carolina Community College System. 		
Other Business	A question was asked about the status of the Ethics Task Force: There is no update to the Ethics Task Force. Angie will look into this.		
Adjournment	The next Executive Committee meeting will be on December 17, 2009.	<p>It was moved to adjourn the meeting.</p> <p>Motion: Bill Bryant Second: Ellen Reckhow</p> <p>Approval was unanimous</p>	Meeting adjourned at 11:06am.