



Executive Committee Meeting

May 6, 2014

Present by telephone: Linzie Atkins, Teresa Daye, Karen O'Mansky, Daniel Robinson, Joy Sotolongo,

Absent/excused: Bob Ashley, Ilene Britt, Barbara VanDewoestine

Staff: Laura Benson

The meeting held by conference call was called to order at 8:02 with a quorum.

Agenda Item	Summary of Discussion
<p>Durham Early Head Start Sequestration Restoration and COLA Proposal</p>	<p>-Linzie called the meeting to order at 8:02 a.m. with a quorum, thanking the members for their participation at an early morning hour by conference call.</p> <p>-Laura presented the proposal as distributed in advance of the meeting, stating that it was approved unanimously by Policy Council on April 28 as well as by the CHTOP governing board. A detailed budget justification narrative for these figures will be submitted by the May 9 deadline upon the Executive Committee's approval.</p> <p>-The total sequester amount that the Partnership will apply for on behalf of DEHS is \$91,523. These funds will be used to add a new child care classroom for 8 children at a current partnering site. A 6-hour day will be provided at a per child monthly reimbursement rate of \$900. The provider has agreed to this rate, and a classroom is available at the site. The funds to provide a full 10-hour day may be secured through Durham County Department of Social Services, and if so, those funds (approximately \$38,400 annually for 8 children at \$400/month) would be recorded as non-federal match.</p> <p>-The remaining funds in 2014 would provide the one-time cost of up-fitting the classroom with furniture and equipment; the 2014 amount of expendable teaching supplies and materials, recurring weekly teacher planning and training time, dues and subscriptions related to the data assessment software, and an indirect amount paid to the delegate at the approved federal indirect rate.</p> <p>-In 2015 the budget proposal reflects 12 months of child care services for the 8 children for a 6-hour day, and the recurring costs of weekly planning time, dues and subscriptions and the indirect rate paid to the delegate. Any amount expended above this figure for the additional classroom will be absorbed by the delegate and reported as an in-kind contribution from CHTOP. As in the current year, it is under consideration to secure additional 'wrap' funds from DSS to extend care to a full 10-hour day to better serve parents who work or attend school.</p> <p>-The COLA amount was described, with figures presented for the 1.3% salary increase for DPfC, CHTOP, and Center for Child & Family Health staff whose salaries and fringe are fully or partly funded with EHS dollars. Also, these funds will be used to restore the Health and Nutrition Coordinator from .8FTE to 1 FTE. This cut was made in 2013 to meet the original sequester requirement.</p> <p>-Linzie asked what the impact would be if the additional subsidy funds are not</p>

	<p>secured. The 6-hour day would be the level of care that these 8 children in this classroom would receive. The budget is not contingent on receiving the subsidy 'wrap' funds.</p> <p>-Daniel asked why this classroom was originally moved from the site to another in a prior year. Now that DEHS has matured, all sites are operating at or above EHS performance standards. The lack of capacity in the early years of the program for this site to maintain two EHS classrooms has been addressed. It was also noted that adding a classroom is not easy, if the facilities do not exist. This provides an opportunity to add children to this room that is in a current partnering site. Staff is confident that the appropriate training and support will be provided to ensure high-quality services are offered to children and families.</p> <p>-Joy clarified the location of the site, and asked if families could accept a 6-hour day. Given the demand for center-based care, staff confirms that this classroom can remain full even though daily transportation is not offered.</p> <p>-Laura added that the Regional Program Officer has suggested that a Carry Over Budget may be approved for any restored sequester funds not fully expended in 2014 to be moved in the 2015 grant year. The Office of Head Start realizes that it is not always possible to spend a full year of funding that was replaced mid-year.</p>
Motion and Action	<p>It was moved to approve the Durham EHS Sequestration and COLA Proposal</p> <p>Moved: Daniel Robinson Second: Joy Sotolongo Not voting due to Conflict of Interest: None</p> <p>Motion Carried</p>
Other Business	None
Adjournment	<p>-Next Full Board Meeting: May 15, 2014, 3:00-5:00pm.</p> <p>-Next Executive Committee Meeting: June 19, 2014, 11:00am – 1:00pm.</p>