



Executive Committee Meeting August 18, 2014

Present by telephone: Bob Ashley, Linzie Atkins, Ilene Britt, Teresa Daye, Karen O'Mansky, Joy Sotolongo, Barbara VanDewoestine

Absent/excused: Daniel Robinson

Staff: Laura Benson

The meeting held by conference call was called to order at 8:04 a.m. with a quorum.

Agenda Item	Summary of Discussion
<p>Durham Early Head Start – EHS Child Care Partnership Application and Non-Federal Share Waiver Request</p>	<p>-Linzie called the meeting to order at 8:04 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 related to the submission of the Durham Early Head Start expansion and child care partnership grant in response to the announcement of federal funds available. The submission of this application was approved unanimously by Policy Council on August 14, 2014, and it has also been reviewed by the CHTOP board of directors. The Executive Committee reviewed the project design and proposal, as well as the budget and budget justification.</p> <p>-The Partnership will apply for a total of \$1,644,353, which includes \$424,500 in start up funds, \$1,190,100 contracted with the Delegate Agency, CHTOP, and \$29,753 in Training and Technical Assistance (2.5% of budget request). This application details the expansion of the current DEHS model, adding 64 slots of funded enrollment for center-based care in 8 classrooms, located at 3 or 4 partner sites. Laura described the site RFP process, review and scoring of applications by a site selection team, and the identification of the top rated sites that have the interest, ability, performance history, and capacity to serve within the EHS performance standards. It is proposed that full time (6-hour day), full year (48 week) care will be offered at a per child monthly reimbursement rate of \$900.</p> <p>-In response to questions, the following was noted:</p> <ul style="list-style-type: none"> • All partner sites are in Durham, centrally located to be accessible to eligible children and families, all of whom must be Durham County residents. • There are no costs anticipated in this application that are not covered by the grant. There is not a staff expansion for the Grantee, and funding requested for the Grantee will offset staff time designated to the additional work of a new grant with more funded enrollment. Positions included in the Delegate staffing to be partially funded by this grant are: Program and Evaluation Director, Program Coordinator, Finance Director, Contracts & Accounting Manager, and Communications Manager. • The breakdown of the budget was described in detail. The final budget and budget justification was circulated.

<p>Motion and Action</p>	<p>It was moved to approve the submission of the Application for Durham Early Head Start Expansion and Child Care Partnership.</p> <p>Moved: Bob Ashley Second: Karen O’Mansky Not voting due to Conflict of Interest: None</p> <p>Motion Carried</p>
<p>Non-Federal Share Waiver Request</p>	<p>-Laura presented the non-federal share waiver request in the amount of \$410,088 due to the lack of community resources. The structure of child care partnerships is not conducive to a 20% non-federal share match (\$411,088). The waiver must be submitted as part of the application. If funding is identified from state or local sources for addition to this project, it will be documented accordingly.</p>
<p>Motion and Action</p>	<p>It was moved to approve the Waiver Request for Non-Federal Share Match in the amount of \$411,088 due to a lack of community resources.</p> <p>Moved: Barbara VanDewoestine Second: Bob Ashley Not voting due to Conflict of Interest: None</p> <p>Motion Carried</p>
<p>Other Business</p>	<p>Laura reported that the Board and Executive Committee meeting schedule has been reviewed. There will not be a full board meeting on August 21; instead, the Executive Committee and all board members who are available will convene on August 28 at 11 a.m. in order to approve the financial statements, do intentional board retreat planning, and consider the next steps on setting program priorities in advance of the next Smart Start RFP for FY 15-17.</p>
<p>Adjournment</p>	<p>Linzie adjourned the meeting at 8:15 a.m.</p> <p>-Next Meeting: August 28, 11:00 a.m. – 1:00 p.m.</p>