



Executive Committee Meeting March 24, 2015

Present: Bob Ashley, Linzie Atkins, Ilene Britt, Cathy Collie, Joy Sotolongo
 Absent/excused: Teresa Daye, Karen O'Mansky
 DPfC Staff: Laura Benson, Sue Gilbertson, Davida Major, Yalitza Ramos
 DEHS Staff: Melissa Mishoe

The meeting was held by conference call and called to order by Linzie Atkins at 8:32 a.m. with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
Roll Call of Attendance	Each person verified their presence on the phone call and the attendance was verified.		
Agenda Modifications	There were no modifications to the agenda.		
Durham Early Head Start – 5 year grant 1/1/2015 – 12/31/2020 - Submission of Program Goals and Objectives	<p>Sue Gilbertson described the process that the grantee and delegate team went through in the preparation of the 5-year grant application. The program design and approach to service delivery, along with the goals and objectives, are built in response to the comprehensive community assessment that Yalitza Ramos completed as well as the self-assessment process. Dr. Sarah Heinemeier of Compass Evaluation provided pro-bono facilitation with the staff to set priority goals in each of the four service areas, including Child Development, Health and Nutrition Services, Mental Health and Disabilities, and Parent, Family and Community Engagement. Sue also presented the budget, which was fully approved by the Policy Council and Board with the submission of the original 1-year grant in Fall, 2014.</p> <p>Discussion included an explanation of the goals related to health and nutrition, particularly well-child visits, immunizations, and oral health. The goals stated here are stretch goals, with the acknowledgement that for infants and</p>	<p>It was moved to approve the long range goals, objectives, and program impacts along with the one-year budget with a non-federal share waiver in the amount of \$88,000 as part of the full submission of the 5-year Durham Early Head Start grant.</p> <p>Motion: Ilene Britt Second: Bob Ashley Not voting due to conflict of interest: None</p>	<p>Motion carried</p>

<p>- Information Memoranda and Program Information</p>	<p>toddlers, staying up to date on immunizations is difficult within the Early Head Start population due to the common occurrence of other illnesses that prevent the child from receiving shots. Oral health for infants before and during teething is also a key area for parent education.</p> <p>The IM's and PI's received since the time of the last meeting were presented and reviewed. Directors did not have any questions, and they acknowledged receipt of same.</p>	<p>It was moved to acknowledge receipt of the Information Memoranda and Program Information as presented.</p> <p>Motion: Cathy Collie Second: Joy Sotolongo Not voting due to conflict of interest: None</p>	<p>Motion carried</p>
<p>Smart Start Funding Allocation</p> <p>- Approval of recommendation of previously unallocated funds</p>	<p>Cathy Collie presented the Allocations Committee recommendation (approved 3/23/15) to allocate \$43,034 in Smart Start service funds. These funds were not allocated earlier in the year in the event that a mid-year cut was announced. With confirmation that no cuts were being applied, it was recommended that \$17,000 be allocated to the P&E budget of the Partnership for program coordination activities, \$4,485 be allocated to the employee training budget lines of 4 funded activities to allow for 13 Smart Start funded staff to attend the Smart Start Conference, and the remaining amount of \$21,549 to be allocated to WAGE\$. It was clarified that all DSP's were surveyed for their need for training funds for the conference; all who responded were included. It was also acknowledged that these funds would be fully spent by 6/30/15.</p>	<p>It was moved to allocate FY 14-15 Smart Start service dollars to Program and Evaluation (\$17,000), funded partners as listed in the recommendation (\$4,485), and the remaining funds (\$21,549) to WAGE\$.</p> <p>Motion: Bob Ashley Second: Ilene Britt Not voting due to conflict of interest: None</p>	<p>Motion carried</p>
<p>Executive Committee Meeting Schedule</p>	<p>It was proposed to move the Executive Committee meeting scheduled for April 23 to April 30 to avoid being held on the same day as the 20th anniversary and to occur after the April 27 Policy Council meeting. Most could be present on April 30. Staff will poll all members to insure quorum.</p>		
<p>Other Business</p>	<p>No other business was presented or discussed.</p>		
<p>Adjournment</p>	<p>-Next Executive Committee Meeting, April 30, 11 a.m. – 1 p.m. (see above note). Next Full Board Meeting, May 21 at 3 p.m.</p>	<p>It was moved to adjourn at 8:52 a.m.</p>	<p>Motion carried</p>