



Executive Committee Meeting

September 24, 2014

Present: Linzie Atkins, Joy Sotolongo, Karen O'Mansky, Barbara VanDewoestine, Teresa Daye

Absent/excused: Bob Ashley, Daniel Robinson, Ilene Britt

Staff: Sue Gilbertson, Laura Benson

DEHS Director: Melissa Mishoe

The meeting, held by conference call, was called to order at 8:05 a.m. with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
Agenda Modifications	No agenda modifications were noted.		
Consent Agenda -Approval of minutes (8/28/2014) -DEHS Monthly reports (June, July, August) -Credit Card Expense Reports (April-July, 2014) -DEHS new staff- K.Strong (Bilingual services), S. Parker (Family Services Coord.) -DEHS new staff promotion- S. Warren (Family Services and ERSEA Mgr.)	-Karen O'Mansky made a correction to the minutes. Page 3, Paragraph 3 of the Executive Director's report should read, "Laura reported on the high energy and growing community momentum in the wake of the first School Readiness Summit, held July 21, which was a great success."	It was moved to approve the consent agenda, with the correction to the 8/28/14 minutes as noted. Motion: Karen O'Mansky Second: Barbara VanDewoestine Not voting due to conflict of interest: None	Motion carried
Durham Early Head Start Application for Continued Funding -Budget -Waiver request for Non-Federal Share Match (\$88,000) -Self-Assessment -Continuous Improvement Plan	-Laura reported that the Application for Continued Funding reflects the same program model and activities consistent with the current year. It is proposed to provide both home based and center based services for 108 expectant parents and families with children ages birth to three. The center based program serves 72 children and the home based program serves 36 children. It was also noted that the application reflects	It was moved to approve the DEHS Application for Continued Funding in the amount of federal share \$1,802,668 , including a non-federal	Motion carried

	information gained from the updated Community Assessment, the annual Self-Assessment, and the Continuous Improvement Plan.	share waiver request of \$88,000 and accompanying documents as presented. Motion: Barbara VanDewoestine Second: Karen O'Mansky Not voting due to conflict of interest: None	
DEHS Policy Council By-Laws (amended 6/2/14)	-The major change in the Policy Council By-Laws is the addition of a clause which allows Policy Council members to call into the meeting. Barbara reported that she attends Policy Council meetings as a community representative and that there have been times when the Policy Council was one person short of having a quorum. She concurs that this addition to the by-laws will be positive, especially given the challenges of transportation experienced by parents with young children. Barbara also commended the staff for its efforts to engage parents, and she noted that the Policy Council has very strong parent participation.	It was moved to approve the Policy Council By-laws as amended. Motion: Karen O'Mansky Second: Joy Sotolongo Not voting due to conflict of interest: None	Motion carried
Other Business	-Laura announced that Yalitzza Ramos will join the DPfC staff in the role of Program Coordinator effective October 1. The job description and her resume will be presented for approval to the Policy Council. This position has responsibility for the grantee's portion of DEHS and is partially supported with federal Early Head Start funds.		
Adjournment	-NCPC Leadership Symposium (for Board leaders) - October 2 -Board Meeting (Retreat) - October 30. -Indy Week Give! Guide and Holiday Book Drive - November and December - Next full Board Meeting will be held on Thursday, November 20 from 3-5 pm - Next Executive Committee Meeting will be held on Thursday, December 18 from 11 am to 1 pm	It was moved to adjourn the meeting at 8:23 a.m.	Motion carried