



Executive Committee Meeting Minutes

October 8, 2015

Present: Bob Ashley, Ilene Britt, Joy Sotolongo, Karen O'Mansky

Absent/excused: Linzie Atkins, Cathy Collie

Staff: Laura Benson, Sue Gilbertson

The meeting was called to order at 3:08pm with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
Announcements	Joy Sotolongo announced that SHIFT NC (Sexual Health Initiative for Teens) received a federal grant from the CDC to work in Durham to improve access to publically funded health services around secondary pregnancy prevention. She noted that Hispanic teen pregnancy in Durham is high. DPfC has good relationships with referral agencies. Lincoln, Dept. of Public Health, Duke Community Health, and Durham Public Schools will all be engaged.		
Consent Agenda -Spending Analysis -DEHS Monthly Updates (June – August)	The consent agenda was presented. Executive Committee minutes from the prior meeting were not yet available. Waiting list trends were discussed, as well as the challenge of hiring Spanish speaking teachers who meet the education requirements when there is a teacher vacancy.	It was moved to approve the consent agenda. Motion: Bob Ashley Second: Joy Sotolongo Not voting due to conflict of interest: None	Motion carried
Agenda Modification	None		
Public Comment	None		
Early Head Start -EHS Grant – Continuation Application of 5 year award -Child Care Partnership Grant Award- Balance of Funds Amendment	Sue Gilbertson provided a summary of the continuation application of the 5 year award for the EHS grant. The full application was available for review, and the line item budget was distributed. There are no major changes to note. The award amount will remain the same, and the program will continue to serve 108 children in home-based and center-based options (Bryson Montessori, Little People, and Early Start Academy). The budget for this grant is \$1,802,668. The non federal share waiver request is \$62,450 due to lack of community resources. The Child Care Partnership grant award and the balance of funds amendment were presented. The amendment document was available for review, and the line item budget was distributed. The budget for this 6-month period is \$743,812. The non federal share waiver request is \$188,953 for the 6-month period and \$443,338 for the full period. The EHS-CCP was awarded to serve 64 children in center-	It was moved to approve the submission of the Continuation Application of the 5 year award with a non federal share waiver request. Motion: Joy Sotolongo Second: Ilene Britt Not voting due to conflict of interest: None It was moved to approve the Balance of Funds Amendment with a non federal share waiver request. Motion: Bob Ashley Second: Joy Sotolongo	Motion carried Motion carried

<p>-Application and ERSEA Criteria</p>	<p>based care for a 6-hour Early Head Start day. The layered funding approach for a 10-hour day that is now recommended by the federal Office of Head Start has been discussed with the board in prior meetings. Recent discussions with our regional program officer provides the guidance for this Balance of Funds Amendment which budgets for all classrooms operating on a 10-hour day, necessitating the reduction of the number of children to 48. Once DSS subsidy funding is promised, it is DEHS's aim to serve the full funded enrollment of 64 children, offering a 10-hour day to all families who need it. Discussions continue regularly with the DSS Director and DSS Board to secure subsidy as the source of base funding, with EHS funds layered "on top" of subsidy for quality improvement that will positively affect the whole center. This agreement has not yet been reached. The State has given strong guidance to DSS Directors to partner with EHS grantees to ensure that Durham's children are given the opportunity provided by the grant award.</p> <p>The board discussed its role in encouraging DSS to approve layered funding. The history of DSS' approach of a first-come first-served waiting list and its desire to serve as many children as possible was also noted as a contributing factor in this matter.</p> <p>Laura presented the DEHS Application and ERSEA Criteria. She pointed out the change in scoring weights to prioritize those children who are receiving subsidy. A question was raised about any potential unintended consequences that might arise with this weighting. It was noted that the application and ERSEA criteria are approved annually, and that this will be revisited next year. DEHS will begin scoring applications and offer a higher score to those children who are receiving subsidy from DSS.</p> <p>Laura shared the federal review calendar. The Head Start Key Indicator-Compliant Monitoring Protocol (HSKI-C), will be used. Board members are aware that the reviewers will select several board members to be interviewed regarding their governance and oversight role.</p>	<p>Not voting due to conflict of interest: None</p> <p>It was moved to approve the 2015-16 Durham Early Head Start Application and the ERSEA criteria.</p> <p>Motion: Joy Sotolongo Second: Bob Ashley Not voting due to conflict of interest: None</p>	<p>Motion carried</p>
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<p>Board Engagement / Development</p>	<p>Bob Ashley reported on the work of the Board Development task force. With a new board composition model available in response to the changing external environment for the early childhood system, this will position the board for greater visibility, continued strong governance, and more fund development capacity. Our goal is to create a year-round board development process, with identification, cultivation, recruitment, orientation, engagement, and retention. A list of board member prospects has been developed, and task force members continue to add names for cultivation. Prime candidates will be identified by January, 2016.</p> <p>Bob reported on the NCPC Leadership Symposium that he attended with Delphine Sellars and Laura. Jeanne Allen, a Board Source certified trainer who lives in Durham, led the session. There were practical tools offered, including information on developing strong agendas that push the board to spend most of its time on future-thinking rather than reporting on past actions. The group completed exercises on identifying which activities are the responsibility of the board, the executive director/ staff, or both. They reflected on the powerful question: What do you want your legacy to be on the Board of Directors? There was also emphasis on the importance of board orientation, which is a role for the board itself to initiate and lead.</p> <p>Plans for next week’s annual meeting were made, including asking board members to answer the questions: “What is your connection to early childhood? Why is it meaningful to you? What do you want your board legacy to be?” The concept of a board agreement could be introduced, but in this period of transition it would be too early to implement it at this meeting. It was agreed that we recognize Linzie Atkins as he completes his term of service as board chair with an appropriately modest gift.</p> <p>Dr. Nancy Brown, NCPC Board Chair, will be visiting Durham’s Partnership on November 9. It is her aim to visit every local partnership in the state during her tenure.</p>
<p>Executive Directors Report</p>	<p>Laura tied her report to the annual program priorities of the Partnership.</p> <p><u>Priority 1 (child care): Pre-K Task Force</u> – The Board of Education passed a resolution showing its support for establishing a task force to make recommendations for how Durham can expand access to high-quality pre-k and move toward a universal model. DPfC and CCSA were named as leaders of the task force. There was extensive discussion about the process for other elected bodies to support this effort, and how to build an expanded system with appropriate capacity, classroom infrastructure, quality teacher training and support, and data and evaluation. The key role of the Partnership was noted, and a technical assistance recommendation was made to consult with Gerry Cobb at BUILD for examples of states that passed large public referenda for pre-k.</p> <p><u>Priority 2 (health): Early Childhood Mental Health Task Force</u> – Kate Steber, summer intern, convened a community conversation in August on early childhood mental health. Ongoing follow up with the attendees, in concert with the LICC and other collaborating partners (Head Start, DPS, CDSA, etc.) resulted in a resounding affirmation to create an ECMH task force, co-chaired by DPfC for one year. This was also an example of effective use of graduate level interns.</p> <p><u>Priority 3 (parent engagement and literacy): Early Childhood Training Institute</u> – The recent Touchpoints training cohort brings the number of trained professionals to 113. The training is in high demand, and the impact on professionals and the families they serve is being measured under the guidance of our external evaluator, Dr. Sarah Heinemeier. Another invitation was extended for the Racial Equity Retreat, Oct. 29-30, funded by the NCPC grant. We will likely contract with Open Source Leadership Strategies for the session to be held in the spring, funded through the ECTI grant.</p> <p>Three additional items were shared: -Fuqua on Board will assign two students for another year of service to DPfC as non-voting board members. They will be responsible for a board building project (board</p>

	<p>orientation process or manual) and/or a board assessment project (committee assessment, following on the project from last year's FOB students).</p> <ul style="list-style-type: none"> - The annual fund development plan will be shared with the board. -A policy recommendation may come to the board regarding the health benefit allowance that is part of the Partnership's compensation package.
Other Business	None
Adjournment	<p>-The meeting was adjourned at 4:55 p.m.</p> <p><u>Next Full Board Meeting</u> will be October 15: 3:00 – 5:00 pm</p> <p><u>Racial Equity Retreat</u> will be October 29-30: 8:30 am-4:30 pm</p> <p><u>Next Full Board Meeting</u> will be November 19: 3:00 – 5:00 pm</p> <p><u>Next Executive Committee Meeting</u> will be December 17: 3:00 – 5:00 pm</p>