



Executive Committee Meeting

June 26, 2014

Present: Linzie Atkins, Daniel Robinson, Joy Sotolongo, Bob Ashley, Ilene Britt

Absent/excused: Karen O'Mansky, Barbara VanDewoestine, Teresa Daye

Staff: Krissy Dunn, Laura Benson

The meeting began at 11:12am without a quorum, and announcements were made. Quorum was met at 11:20 with I. Britt's arrival. Business items were transacted following the achievement of quorum.

Agenda Item	Summary of Discussion	Motion	Action
Agenda Modifications	There is an error on VII, bullet 1: "WalMart" should read "Wells Fargo Grant" No agenda modifications were noted.		
Consent Agenda -Approval of 04/24/14 minutes -Spending forms -DEHS Monthly Report, Info Memo IM-HS-14-03, Program Instructions PI-HS-14-02, Credit Card Expense Report (March 2014)	-It was noted that there are two Information Memorandums from the Office of Head Start included in the consent agenda. One is regarding same sex couples and marriage eligibility. The other is about the conversion of enrollment slots from Head Start Children to Early Head Start Children.	It was moved to approve the consent agenda. Motion: Daniel Robinson Second: Bob Ashley Not voting due to conflict of interest: None	Motion carried
School Readiness Summit – July 21 -Board and Business Leader Attendance	-Laura gave a progress report on the School Readiness Summit, featuring national Transition to Kindergarten leader Ken Smythe-Leistico as the keynote, and 125 registered to date. The event is co-presented with DPS, and the date corresponds to first day of their Summer Institute. The particular request of the Executive Committee is to expand the number of business people in the audience. Our goal for businesses is to help get the word out for kids to register early and attend the first day of school. We want volunteerism, promotion and engagement around the concept that kindergarten readiness is really important. Ideas generated included: the hospitality industry (growing rapidly, 1,800 new units coming, target leasing agents - Daniel); Barnes and Noble and Southpoint (Bob will invite Patrick Anderson); Harris Distributors (Jay Harris - Daniel), and MDC (Philip Warren – Daniel).		
Early Head Start -Program Coordinator-	- Program Coordinator, Christa Moore, has tendered her resignation effective June 30.		

<p>Christa Moore -New Child Care Partnership Funding Opportunity -Head Start Grant in Durham County</p>	<p>She has accepted a Technical Assistance position with CCSA. The position will be posted and filled. -The Administration of Children and Families has issued a funding opportunity for EHS-Child Care Partnership grants, due August 20. The EHS Management team has met regarding the application. Through the grant, we propose adding a minimum of 24 slots (3 classrooms of 8) to our existing child care center based program. We already serve 64 children. The Executive Committee previously approved Policy Council's recommendation to add 8 child care slots with sequester restoration funding; that award is still pending. An RFP for new partners will be sent out and an information session held on July 8. The goal is to expand to centers not currently in EHS partnership if this new funding is awarded. -A second criteria for the application is that at least 25% of the children selected for EHS will be on DSS subsidy (bonus points for 40%). -The match requirement is 20% in non-federal share. It is likely that we will request a substantial waiver amount due to the lack of community resources for this match.</p> <p>-Laura updated the Committee on the potential change in the Head Start grant in Durham from Operation Breakthrough (OBT) to Chapel Hill Training-Outreach Project (CHTOP). A formal award has not been announced yet, with June 30 being the end of the current contract. Ramifications of a shift were discussed, noting that some of the NCPre-K children under our contract administration are 'dually enrolled' in Head Start.</p>	<p>It was moved to pursue submitting an application in response to the federal announcement of EHS-Child Care Partnership funding</p> <p>Motion: Daniel Robinson Second: Bob Ashley Not voting due to conflict of interest: None</p>	<p>Motion carried</p>
<p>Strategic Planning-Program Priorities -Leadership Working Group Proposal (Allocations/Evaluation)</p>	<p>-The committee discussed the next steps in addressing strategic plan critical issue #2: our role in the community, identifying the most critical issues for young children, and addressing them. In consultation with Joy, Evaluation Chair, staff drafted three potential program focuses. They are emphasis areas in the event that an opportunity or new funding arise; they</p>		

	<p>are not meant to limit or exclude any of our current scope of work. Data is collated that substantiate these high needs. Laura proposed creating a Leadership Work Group, made up of the executive committee and several other informed community leaders. On July 17th this group will meet to discuss priorities and then to align our committee structure according to these priorities. The challenge will be to make the priorities focused enough so that they guide our work and inform the Allocations process. After engaging the board and reaching consensus, it will also be important to communicate effectively to our community partners. There was agreement to move forward as discussed with the July 17th strategic priority meeting.</p>
<p>Strategic Planning – Fund Development -Wells Fargo grant received; GSK Award Submitted -Fall Events</p>	<p>-The Wells Fargo Foundation awarded a grant for TTK in the amount of \$25,000 (\$50,000 requested). -We have submitted an application for the GSK Impact Award. It is not a grant, but rather an award for innovation in health and education. We highlighted TTK, Touchpoints, and EHS. If we are selected as a finalist, then GSK will send representatives here for a site visit. If selected, we'll win \$40,000. -Our individual contribution mark of \$50K has not been met. Our grant target was \$50K, which we nearly met (\$48K). Overall, our \$100,000 private funding target fell short; we have raised approximately 65%, predominantly on the individual contribution side. Several of the fund development strategies for the new year were discussed, including smaller events in private homes, hosted by people with access to friends with means who can be introduced to the Partnership's work. These will be scheduled for the fall. Daniel expressed interest in connecting Laura with Todd Atlas, a parent with young children, who is doing interesting technological things to raise money for non-profits.</p>
<p>ED Report, inclusive of departments and committees not yet reported on -Annual Meeting (Community Awareness) -Governance Committee – next steps -FY 14-15 Budget process (Finance) -Human Resources</p>	<p>-Our annual meeting is typically scheduled for the fall. Part of the challenge is that we need guidance and ownership from our Community Awareness and Executive Committees about how to structure the annual meeting. In the past we've used the meeting to build stakeholders, inform about early education, etc. We have key leaders in the community who could be dynamic speakers, such as the chancellor of NCCU, Business Leaders, and Board Members. Attendance and gain to the Partnership were weighed against the staff's capacity to plan the event. The upcoming School Readiness Summit may accomplish much of what we have hoped to accomplish with our annual meeting. The committee discussed the option of investing our time in a board retreat (with the 'annual meeting' business of election of officers) rather than a larger public event, emphasizing that every board member has an obligation to work on behalf of the organization regardless of having a mandated or voluntary position. It was also noted that we can use our time efficiently by cultivating key relationships in smaller formats and one-on-one. -The next step for establishing a Governance Committee is to work on its composition. We currently have sample charter language to move</p>

	<p>forward. A change to our bylaws won't be necessary.</p> <p>-We are currently in discussion with ADP that now offers a uniform human resource platform called Total Source, which has proven worthwhile for other Partnerships. This may prove cost effective in both staff time and money. A quote has not yet been received from ADP.</p>		
Other Business	No other business was addressed.		
Adjournment	<p>-School Readiness Summit will be July 21st at 8:30 am at the Durham Convention Center</p> <p>-Next Board Meeting is Thursday, August 21, 3 – 5pm</p> <p>-Next Executive Meeting is Thursday, September 18, 11am – 1pm</p> <p>-Bus Tour will be Tuesday, September 16th from 8:30-11:30am.</p>	It was moved to adjourn the meeting at 1:00pm.	Motion carried