



## Board of Directors Meeting

March 17, 2016

**Board members present:**

Bob Ashley	Michael Becketts	Diamond Bethea	Deric Boston	Linda Chappel
Cathy Collie	Drew Cummings	Philip Harris	John McCain	Karen O'Mansky
Michael Page	Rhonda Parker	David Reese	Delphine Sellars	Joy Sotolongo
James Spencer	Rebecca Morgan (nonvoting)			

**Board members absent/excused:**

LaDonna Allison	Brenda Berlin	Ilene Britt	Danielle Caldwell	Mike Lee
Ann Oshel	Joanne Pierce	Ashley Taylor	Sebastian Abud (nonvoting)	

**Guest:** Linda Riddick

Agenda Item	Summary of Discussion	Motion	Action
<b>Call to order</b>	The meeting began without quorum at 3:08 with Introductions and Announcements. The meeting was officially called to order by Karen O'Mansky with quorum at 3:10 p.m. and the Consent Agenda was presented.		
<b>Introductions and Announcements</b>	Karen O'Mansky welcomed Rebecca Morgan, one of two Fuqua on Board students, with Sebastian Abud, who will participate as nonvoting board members this year. Laura Benson introduced Linda Riddick who is an Early Childhood student, attending the meeting as part of a class project. Ms. Riddick spoke about her role as student, parent and grandparent and the importance of early education.		
<b>Election to the Board</b>	Philip Harris Jr. was presented as a nominee for board membership. His bio was circulated and he spoke about his interest in and commitment to serving. He represents the private sector business community as an attorney, and he is the parent of young children.	<b>It was moved that Philip Harris be elected to the board</b> <b>Motion: Rhonda Parker</b> <b>Second: David Reese</b> Not voting due to conflict of interest: None	<b>Motion carried</b>
<b>Consent Agenda</b> - 1/21/16 board minutes - Spending Analyses - DEHS January Program Update -DEHS Credit Card expenditures -DEHS Bylaws revised 1/16 -DEHS Service Area Plan	Although the DEHS Service Area Plan was not printed for the board packet, the 60-page document was distributed electronically prior to the meeting. The Service Area Plan is an annual document that Early Head Start produces to align Head Start performance standards with the actual activities and the work agenda of each area. Like all DEHS documents, it has been reviewed by the DEHS director and approved by the DEHS Policy Council. No items were selected from the Consent Agenda for additional discussion.	<b>It was moved to accept the consent agenda</b>  <b>Motion: Linda Chappel</b> <b>Second: Delphine Sellars</b> Not voting due to conflict of interest: None	<b>Motion carried</b>
<b>Agenda Modifications</b>	There were no agenda modifications.		
<b>Public Comment Period</b>	There was no public comment.		

<p><b>Board Composition</b> -Option 2 -Bylaw revisions</p>	<p>Karen O'Mansky presented the NCPC-approved board composition options that have been reviewed and discussed on numerous prior occasions, with general consensus that Option 2 is the best fit for Durham's Partnership. It allows flexibility and enhanced fund development capacity while ensuring strong governance and broad stakeholder representation.</p> <p>Karen also reported that a new composition will require bylaw revisions. Cathy Collie agreed to do the initial review of the current bylaws. The Executive Committee will recommend needed revisions and bring them to the full board for approval. NCPC has recently revised its board bylaws, so there is a thorough template to use as a non-binding guide for ours.</p>	<p><b>It was moved to accept Option 2 as allowed by NCPC as the new board composition for DPfC.</b></p> <p><b>Motion: Delphine Sellers</b> <b>Second: Bob Ashley</b> Not voting due to conflict of interest: None</p>	<p><b>Motion carried</b></p>
<p><b>Allocations Committee</b> - One-time Smart Start Program Fund Recommendation</p>	<p>Cathy Collie brought a one-time Smart Start Program Fund Recommendation to the board on behalf of the Allocations Committee in the amount of \$5,600. These funds (from FY 14-15 reversions) were made available by NCPC to local partnerships to be spent by 6/30/16 for services other than scholarship, given in an equal amount to every partnership that applied.</p> <p>Upon receiving approval of the funds from NCPC, DPfC asked current DSP's for professional development requests which had been highly desired last year when additional funds were available. Communities in Schools, El Centro, Healthy Families, and Welcome Baby responded.</p> <p>Cathy described the discussion that the Allocations Committee had regarding why so few agencies responded to the opportunity. The board echoed this question, asking about the level of outreach to agencies and how we address professional development needs that may be revealed in the monitoring process. Laura shared the full process that staff managed, including talking with partners as well as suggesting potential conferences and workshops in the area. She noted, however, that any monitoring concerns whether at the serious level of "finding" or not are addressed regardless of additional funding available. One very popular conference with a relatively high registration fee that would have been an excellent fit for partners was already full. The time frame as well as lack of funds for travel outside the area inhibited some requests. Other partners noted that because funding for the Smart Start conference last year proved so beneficial, agencies put the registration fee into their annual budget already. Also, having capacity to cover staff while they are away at training can be difficult.</p> <p>After DSP requests were received (\$3,208), DPfC requests the balance (\$2,392) to be used within the Program and Evaluation department for additional TTK activities detailed in the recommendation.</p>	<p><b>It was moved to approve the Allocations Committee recommendation for one-time Smart Start funding for the purpose of supporting professional development opportunities in the amount of:</b> <b>Communities in Schools: \$690;</b> <b>El Centro Hispano: \$148;</b> <b>Healthy Families Durham: \$990;</b> <b>Welcome Baby Family Resource Center: \$1,380;</b> <b>and DPfC Program and Evaluation for the purpose of supporting Transition to Kindergarten activities in the amount of: \$2,392.</b></p> <p><b>Motion: Allocations Committee</b> <b>Second: Drew Cummings</b></p> <p>Not voting due to conflict of interest: John McCain and David Reese (TTK activities at public schools / EDCI), Delphine Sellers (Welcome Baby)</p>	<p><b>Motion carried</b></p>

<p><b>Evaluation Committee</b></p> <ul style="list-style-type: none"> <li>- Community Data to drive decisions and activities</li> </ul>	<p>Joy Sotolongo introduced the FY 14-15 Performance Based Incentive System (PBIS) data to help support the board in efforts to be more data driven in decision making. PBIS are the population based measures that NCPC holds us accountable for. The committee looked at Durham County’s Health Report, Early Head Start needs assessment, 3<sup>rd</sup> grade end of year reading scores, as well as the data used two years ago for selecting the board’s strategic priorities.</p> <p>Joy highlighted the points to look at and mentioned especially the 3<sup>rd</sup> grade reading scores. She mentioned some of the discussion should think about how we allocate money for early literacy, how many kids are we reaching, with what intensity and what level of outcome. She mentioned infant mortality is not an area we particularly fund but it’s a good indicator of the disparity in health and functioning for young children. She mentions preventative health and childhood obesity, doesn’t support a lot of activities incorporating healthy weight.</p> <p>Board members were then paired off into discussion groups on these topics:  <b>Low income children in subsidized care; 3<sup>rd</sup> grade reading; Early intervention  Infant mortality; Preventive Health Care; Parent engagement</b></p> <p>Joy asked that each group consider what board action items might emerge to address each area in the categories of: Funding, Convening, Advocating, and Collaboration. Joy also prompted board members to record what messages the Allocations Committee should consider during its funding deliberations, noting that no additional funds are expected. Cathy Collie echoed this sentiment, and Linda Chappel reminded the board that in a flat funding scenario, moving funds to a new or different area would necessitate decreasing funding from a current activity and this would have impact on current strategies that are producing results. Having continued discussions about how to focus funding to move the needle for children in the areas where DPfC has the most influence is critical, especially for long range planning.</p> <p>Each small group reported back (written notes were collected and will be collated) with the following discussion points made:  <b>Low income children in subsidized care</b> – Refer back to 2008-09 Infant/Toddler strategic planning report to consider how the youngest children are doing.  <b>3<sup>rd</sup> grade reading</b> - DPfC could: assess literacy gaps by determining what current activities are happening (regardless of funding connection to DPfC), consider how early literacy efforts connect to K-2 and how those links can be strengthened, improve the education levels of the early childhood workforce, research what evidence-based programs other counties implement, build collaborations with the Literacy Center and Book Harvest, convene parents, and consider a community awareness campaign with conversation starters for anyone to use regarding literacy. The Durham Children’s Data Center (DCDC) was also discussed, regarding a current Kindergarten survey that collects information on where children were prior to kindergarten. DPfC is working closely with Dr. Beth Gifford at the DCDC, as is DPS and DSS.  <b>Early intervention</b> – If DPfC convened a group, how do we ensure that the “right” people are at the table? Considering that health care providers see children 0-5 most frequently, how to educate them on effective ways to connect with parents about child development and how to make effective referrals.  <b>Infant mortality</b> – More data is needed to understand the circumstances behind infant deaths to determine if/what change DPfC could effect. Can DPfC better support the Partnership for a Health Durham’s efforts?  <b>Preventive Health Care</b> - Consider recruiting a health provider to the board; how to include healthy weight into quality improvement efforts.  <b>Parent engagement</b> – Durham Connects and Welcome Baby are key mechanisms for parent education. How is information best shared and kept current in the community?  <b>Advocacy</b> – What are the fund development connections with these themes?</p>
<p><b>Finance and Audit Committee</b>  -FY 15-16 Budget</p>	<p>Karen presented the fiscal year budget that has already been approved by the Finance Committee and the Executive Committee after in depth discussion. It is coming to the full board late in the year due to the prolonged state budget process at the General Assembly.</p>

<p>-Qtr. 2 Budget to Actual report -GSK Skills Based volunteer</p>	<p>Karen pointed out the amount projected to be needed from unrestricted reserves to balance the budget.</p> <p>The Qtr. 2 Budget to Actual report was also approved by the Executive Committee and was presented for information. Although private contributions appear low, many holiday appeal receipts will be reflected in the January-March (Qtr. 3) report. On the expenditure side, staff turnover and lapsed salary will positively impact the personnel budget.</p> <p>A high level finance manager from GSK has been engaged to create a forecasting tool to assist the Finance Committee in budget planning and expenditure analysis given the restrictions on each of the funding streams. She will work closely with Finance and make a full report to the Board in the fall.</p>
<p><b>Kindergarten Registration Week</b></p>	<p>Wren Davisson presented information about the 2<sup>nd</sup> Annual Kindergarten Registration week, March 19-26, in which volunteers will be at tables at 12 different sites including Walmart and the Health and Human Services building. Volunteers are still needed, and the deadline for signing up is March 18. A key to successful transition to kindergarten is making sure children are registered early. This effort helps DPS as well; higher registration rates earlier in the year fosters more accurate planning for the new school year and identifies families who can then be intentionally connected to their children’s schools.</p> <p>Wren highlighted the positive support that DSS showed last year during registration week when DSS staff distributed many packets to their clients. She invited other ideas of ways of getting this important information out to the community.</p> <p>The culmination of the week will be a kindergarten celebration at Hillside High School co-presented with DPS’s Office of Early Education. Wren described the multiple components of the event that is designed for parents and children. The goal is that parents will complete and turn in registration paperwork. There will be food trucks, face painting, the Bookmobile, Scrap Exchange, police and fire departments, and many other fun activities, including the opportunity for parents to build a Blast Off to Kindergarten kit with their children. Partner agencies will also have information tables.</p>
<p><b>Executive Director’s Report</b></p>	<p>Laura did not have additional information to share given the depth of discussion in the meeting and the topics already covered.</p>
<p><b>Adjourn</b></p>	<p>It was moved to adjourn the meeting at 4:50 pm. -The <b>next Executive Committee</b> meeting will be held on April 28 (note change), 3-5 pm. -The <b>next full Board meeting</b> will be held on May 19, 3-5 pm.</p>