



**Executive Committee Meeting Minutes
May 25, 2016**

This meeting was held by conference call.

Present: Bob Ashley, Ilene Britt, Cathy Collie, Karen O'Mansky, Joy Sotolongo
Staff: Laura Benson

Karen O'Mansky called the meeting to order at 4:02 pm with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
Roll Call and Call to Order	Meeting by conference call, Karen O'Mansky determined quorum by a roll call and call to order at 4:02 pm.		
Agenda Modifications	None		
Public Comment	None		
Durham Early Head Start	-Laura Benson presented the EHS-CCP Refunding Application materials as approved by the Policy Council on May 23, 2016. The Executive Committee agreed that requesting a reduction in funded enrollment from 64 to 48 children was appropriate so that children could be served consistently for a 10-hour day at two partnership child care centers. Laura reported that 48 children were currently being served at Primary Colors – Dowd Street (3 classrooms) and Toddler's Academy (3 classrooms). The request for decreased funded enrollment would not jeopardize children currently being served. Laura also reported that DSS and DEHS have an active MOU in which DSS will provide child care subsidy vouchers for 16 children to meet the 25% requirement (16 of 64). The goals, objectives, and outcome measures in each service area were reviewed, as was the annual budget.	It was moved to approve the submission of the EHS-CCP refunding continuation grant application #04HP0048 in the amount of \$1,219,853 with a funded enrollment of 48 children. Motion: Cathy Collie Second: Ilene Britt Not voting due to conflict of interest: None	Motion carried
-DEHS EHS-CCP refunding application -EHS-CCP 12 month budget			
-COLA calculations	-Laura then presented the COLA calculations and the amounts for salary adjustment in both EHS grants. A chart was reviewed that showed the Grantee and Delegate amounts along with the salary and benefits, educational and program materials, and indirect cost calculations. A budget justification was included for each line item.	It was moved to approve the COLA adjustments for Grant #04CH4790 in the amount of \$31,667 and Grant #048HP0048 in the amount of \$21,422. Motion: Joy Sotolongo Second: Bob Ashley	Motion carried

<p>-EHS-CCP grant Non Federal Share waivers</p>	<p>- Laura presented the two Non Federal Share Waiver requests for Grant #04HP0048 in the form of a letter to be signed by the Board Chairperson. The first was a request for the full amount of \$629,291 for the first grant of 18 months (beginning March 1, 2015). The regional finance officer at the Office of Head Start asked that we resubmit this request for the entire grant period. The second was a request for the full amount of \$304,963 for the upcoming 12 months of the continuation reapplication. It was noted that a lack of community resources necessitates a request for both waivers. It is particularly difficult to secure a non-federal share amount in the Child Care Partnership model. State Smart Start funds provide the majority of the non-federal share match for the original EHS grant (#04CH4790).</p> <p>The appropriate documents will be signed at the conclusion of the meeting verifying Board approval of these actions.</p> <p>Lisa Goldman, our regional program officer from the Office of Head Start, plans to attend the next Executive Committee meeting during her visit to Durham.</p>	<p>Not voting due to conflict of interest: None</p> <p>It was moved to approve the Request for Non Federal Share Waiver for Grant #04HP0048 Year 1 (18 mos.) in the amount of \$629,291 and for Grant #04HP0048 Year 2 (12 mos.) in the amount of \$304,963.</p> <p>Motion: Ilene Britt Second: Joy Sotolongo</p> <p>Not voting due to conflict of interest: None</p>	<p>Motion carried</p>
<p>Keeping Children Safe</p> <p>-Program Opportunity Update -Recommendation</p>	<p>-As a follow up to the Keeping Children Safe opportunity presented to the Executive Committee at its last meeting on April 28, 2016, Laura provided an update in the form of a one-page document with additional information, scope of work forecast, cost vs. revenue calculation, and recommendation. The committee was pleased to learn that two peer agencies in Durham responded positively to DPfC taking on this role related to Child Safeguarding policies for Oak Foundation grantees in the Triangle. It confirmed that this project aligns with and enhances how others see DPfC's work. Laura explained the cost calculation of direct personnel cost as well as indirect costs for the anticipated amount of work assigned by KCS each month. Staff recommends that an MOU be negotiated in US\$ for the period of 1 year with the expectation that DPfC would accept work sufficient for 3 days (24 hours) of work each month. This would extend a current part-time staff person's hours rather than requiring a new hire.</p> <p>Noting that it is a fine balance between missing an opportunity for growth and allowing one's mission to creep, the committee empowered Laura to negotiate a 1-year MOU so that DPfC's interests are protected by a time-limited agreement that can be reassessed prior to renewal. They also encouraged Laura to request a higher per-diem fee for service. The committee will review the MOU for approval at its next meeting.</p>		
<p>Other Business</p>	<p>None</p>		
<p>Adjournment</p>	<p>-The meeting was adjourned at 4:36 p.m.</p> <p><u>Next Executive Committee Meeting</u> will be June 16, 2016: 3:00 – 5:00 pm <u>Partner Appreciation Breakfast</u> will be June 24, 2016: 8:30 – 10:30 am at The University Club</p>		