



Executive Committee Meeting Minutes

July 29, 2016

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

The meeting was called to order at 8:34 am with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
INTRODUCTION AND ANNOUNCEMENTS	-Ilene Britt's successor as Director of the Early Childhood Education Department at Durham Technical Community College has been named, but the announcement is not public yet. -Our board member Mike Lee has been selected as Chair of the Durham Public Schools Board of Education.		
CONSENT AGENDA -Executive Committee Minutes – 6/16/16	-The consent agenda was presented. Laura noted that the Durham Early Head Start Policy Council has not met, so there is no DEHS business to address. The Spending Analyses that are typically part of the consent agenda are also not presented for the first month of the fiscal year.	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 MODIFICATIONS AND PUBLIC COMMENT	None		
FINANCE and AUDIT REPORT -FY 15-16 close-out -FY 15-16 Audit Engagement -Week of October 17, 2016 -FY 16-17 Budget	- Laura reported on the FY 15-16 close out process. The fiscal year books are closed as of June 30 th , and the year-end close report was submitted to NCPC on time by July 25. We report that all administrative, program, and MAC grant Smart Start funds have been spent. Laura explained that there will be one reversion from a funded partner from a prior year, in the amount of \$1,952. This item was discovered in the fiscal monitoring process, and the monitoring report will have recommendations for corrective action. Laura stated that the funded partner was extremely cooperative, and that Executive Director has already taken swift and appropriate action to make a change in the fiscal personnel in that agency. -The Audit Engagement letter has been received from CohnReznick. The financial audit is scheduled for the week of October 17 th , with an anticipated two days of field work. -Our draft financial audit packet will be reviewed and approved by Finance Committee and the Executive Committee, and it will be submitted to NCPC on time by September 1. -For the FY 16-17 budget, revenue projections have been collated so that budget expense decisions can be made as soon as allocation announcements from NCPC are received.		
HUMAN RESOURCES and PERSONNEL CONSULTATION	-Laura reported that she is seeking a consultant to address two issues at the Partnership. First, given the current Program Director vacancy that is now followed by a new Program Coordinator vacancy (eff. 7/15/16), Laura wants to have the organizational structure reviewed so that good decisions are made on the roles and responsibilities that each staff has. She wants to increase collaboration and to build deeper cross training among staff regardless of program		

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	<p>funding stream. Second, she wants to address agency culture and strength of the team as a whole. Three different agencies/consultants have been interviewed and proposals from each are expected. The committee discussed the Program Director vacancy, which is tied to several factors, including 1) a patient analysis to identify the skills and abilities necessary for that role depending on the specific responsibilities of the position; 2) the potential change in organizational structure that this vacancy allows; 3) and analyzing feedback from the program team regarding internal and/or external candidates. It is expected that the consultant's work on position descriptions and roles will provide helpful guidance on filling these positions. Laura and Karen will continue to discuss these decisions.</p>		
<p>KEEPING CHILDREN SAFE UPDATE -MOU and Training</p>	<p>-Laura reported that we are in the process of completing the MOU with Keeping Children Safe for the period 7/1/16-6/30/17. We are proposing an hourly rate in US\$ rather than a per diem for our work, with careful consideration of our actual costs in personnel and overhead. Laura will ensure that the amount agreed on will provide revenue in excess of expenses. Alex Dressler will be here the week of August 8 from London, to train Ted, Paulette, and Taylor in the process of reviewing child safeguarding policies and reports from Oak grantees in Durham and the Triangle region. The work flow and amount of assignments is still uncertain. This will be a trial year and we will re-evaluate the program before renewing for 2017-18. In a meeting with Oak Foundation this week, the Oak program officer expressed her pleasure that we are taking on this role.</p>		
<p>Executive Director PERFORMANCE EVALUATION PROCESS</p>	<p>-In order to discuss the process for the Executive Director performance evaluation, the Executive Committee agreed to go into closed session, and Laura excused herself without hesitation at 9:18 a.m. Karen O'Mansky agreed to take notes during the discussion.</p> <p>Laura was invited back into the room at 9:45 a.m. Karen agreed to talk with Laura following the meeting with the process that the committee agreed on.</p>	<p>It was moved that the Executive Committee go into Closed Session under GS Section 143-318.11 (6) in order to discuss a personnel matter.</p> <p>Motion: Karen O'Mansky Second: Cathy Collie Not voting due to conflict of interest: None</p> <p>It was moved to return to a Regular Session of the Executive Committee to complete the agenda.</p> <p>Motion: Karen O'Mansky Second: Cathy Collie Not voting due to conflict of interest: None</p>	<p>Motion Carried</p> <p>Motion Carried</p>
<p>OTHER BUSINESS AND ADJOURNMENT</p>	<p>-The meeting was adjourned at 9:47 a.m. <u>Next Executive Committee Meeting</u> will be September 15, 2016 <u>Next Full Board Meeting</u> will be August 18, 2016</p>		