



**Executive Committee Meeting Minutes**

**September 1, 2016**

Present: Bob Ashley, Ilene Britt, Cathy Collie-Robinson, Karen O'Mansky, Joy Sotolongo (via phone conferencing)  
 Staff: Laura Benson

The meeting was called to order at 9:30 am with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
<b>INTRODUCTION AND ANNOUNCEMENTS</b>	Joy announced that she will begin new position as a Senior Research Scientist at Child Trends (Chapel Hill office).		
<b>AGENDA MODIFICATIONS And PUBLIC COMMENT</b>	None		
<b>FINANCE AND AUDIT REPORT</b>  -Finance and Audit Report FY 15-16 Draft Financial Statements	<p>- Karen reported that the Finance committee met Tuesday and made a motion to accept the draft FY 15-16 Financial Statements and recommend them to be presented to the Executive Committee. Sandra Roberts, Director of Finance, led the Finance Committee through each exhibit and schedule, and she detailed the notes section.</p> <p>- Karen made the same presentation to the Executive Committee, reporting on the exhibits, schedules, and notes. Detailed descriptions included the expenses in excess of revenue; monitoring of funded partners with one reversion of \$1,952 from a prior year; annual lease increase liabilities; temporary restrictions on net assets; accrued, unused vacation liabilities; service provider contracts with board member organizations; federal awards and the timing of expenses and receipts; and restricted funds, including United Way collaboratives and the board restricted annual fund.</p> <p>-With this approval, staff will submit the audit package to NCPC on time.</p> <p>The budget planning process was also discussed.</p>	<p><b>It was moved to approve the Draft FY 15-16 Financial Statements.</b></p> <p><b>Motion: From Finance Committee</b></p> <p><b>Second:</b> Cathy Collie-Robinson</p> <p><b>Not voting due to conflict of interest:</b> None</p>	<p><b>Motion Carried</b></p>

Agenda Item	Summary of Discussion	Motion	Action
<p><b>KEEPING CHILDREN SAFE UPDATE</b></p> <p>-Final MOU</p>	<p>- Laura shared the terms of the final MOU with Keeping Children Safe, which KCS has accepted. Laura had made a revision to the hourly rate from the original proposal, increasing it to \$94/hr. with a separate rate of \$3,000 for each workshop assignment (with KCS responsible for any additional workshop expenses such as logistics and food).</p> <p>-Alex Dressler trained staff here the week of August 8, 2016. He did an initial certification of our policies and organization and we met Level 1 certification for becoming a member of Keeping Children Safe. We will become a formal member of KCS when an online application is completed. The final child safeguarding policies will be presented to the DPfC board for approval and implementation.</p> <p>-The Executive Committee affirmed the completion and adoption of the MOU effective July 1, 2016 – June 30, 2017.</p>		
<p><b>OTHER BUSINESS</b></p> <p>-Next Meeting Date</p>	<p>-Regarding the Executive Director evaluation, Karen, Cathy, and Drew Cummings met as a smaller sub-committee. They agreed to move forward with a 360 evaluation process, and Drew is sharing resources on an organization or consultant who can lead the 360 process. Laura has identified a consultant who has this capacity as well. The sub-committee will decide how to proceed within the next few weeks.</p> <p>- Laura requested that the Executive Committee reschedule its next meeting, moving it from September 15 to September 29. The primary reason for the rescheduled date is to have the Executive Committee meet following the Durham Early Head Start Policy Council’s September 26 meeting in order to receive the Five Year Continuing Application for Grant 04CH4790, due on October 1. The committee agreed to reschedule the meeting.</p>		
<p><b>ADJOURN</b></p>	<p>-The meeting adjourned at 10:05</p> <p>- <b>Next Executive Committee meeting September 29<sup>th</sup></b></p>		