



Executive Committee Meeting Minutes

September 29, 2016

Present: Bob Ashley, Ilene Britt, Karen O'Mansky
 Absent or Excused: Cathy Collie-Robinson, Joy Sotolongo
 Staff: Laura Benson

The meeting was called to order at 3:04 pm with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
INTRODUCTION AND ANNOUNCEMENTS	Congratulations are in order for Cathy Collie-Robinson who has been named the Director of the Early Childhood Education Program at Durham Technical Community College! Cathy succeeds Ilene Britt in this position. The Durham Tech program also received NAEYC Accreditation this year.		
AGENDA MODIFICATIONS AND PUBLIC COMMENT	None		
CONSENT AGENDA -Executive Committee Minutes – 7/29/16 and 9/1/16	-The consent agenda was presented.	It was moved to approve the Consent Agenda. Motion: Bob Ashley Second: Ilene Britt Not voting due to conflict of interest: None	Motion carried
EARLY HEAD START -5 year Grant Continuation Application and Budget (with waiver request) – 1/1/17-12/31/17 -August, 2016 Monthly Report -Credit Card Reports – August -ACF-PI-HS-16-04 (Head Start Performance Standards)	-Laura presented the summary of the application with a description of the enrollment, program options, and services provided; the budget that includes the Grantee and Delegate revenue and expense with appropriate COLA adjustments; and the non-federal share waiver request. -Following the approval of the application, Karen O'Mansky signed the letters that will accompany the submission of the application. -Laura then presented the August monthly status report. Funded enrollment for the EHS-CCP grant was discussed, along with teacher turnover concerns, the challenges of recruiting and retaining bilingual staff, and the positive	It was moved to approve the Five Year Grant Continuation Application for Grant number 04CVH4790, including the Non Federal Share Waiver request of \$88,086, for Early Head Start services from 1/1/17-12/31/17. Motion: Karen O'Mansky Second: Ilene Britt Not voting due to conflict of interest: None	Motion Carried Motion Carried

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	<p>performance of the Center for Child & Family Health as the provider of home visiting services.</p> <ul style="list-style-type: none"> - The Credit Card transaction reports were presented and reviewed. - Laura called attention to the Program Instruction PI announcing the new performance standards final rule that include longer duration of services and solidify the role of parents in Head Start’s two-generation approach. The board will receive training on these new standards which are effective Nov. 7, 2016 but have generous compliance dates in 2017 and following. 	<p>It was moved to approve the August, 2016 Monthly Report, the August Credit Card reports, and the receipt of ACF-PI-HS-16-04.</p> <p>Motion: Bob Ashley Second: Ilene Britt</p> <p>Not voting due to conflict of interest: None</p>	
<p>HEALTH BENEFITS RENEWAL</p>	<ul style="list-style-type: none"> -Laura presented the recommendation for health, dental and short term disability renewal. She discussed the background of how DPfC’s benefit allowance policy works. She also explained the process for receiving renewal quotes from the benefits broker, Banyan Consulting Group, and the process she and Sandra Roberts led to get input from the current participating staff regarding their preferences. The committee reviewed the renewal quote alternatives and approved the recommendation. - The committee also agreed that in light of the dramatic changes in health policies and the rising cost of insurance, a process is needed to review and revise the benefit allowance policy given that it has not changed in many years. They agreed that Bob Ashley will ask one of our current board members if she would lead a short-term, small group task force to take on this project. They will also reach out to Banyan as well as other human resource experts as needed to guide the process and decision-making. 	<p>It was moved to approve the staff recommendation for the group health, dental and short term disability Renewal effective 11/1/16 as provided by Banyan Consulting Group, Inc.</p> <p>Motion: Bob Ashley Second: Ilene Britt</p> <p>Not voting due to conflict of interest: None</p>	<p>Motion Carried</p>
<p>BOARD PLANNING -October 20 Board meeting – Officer Slate -Board goals for upcoming year -Governance Committee -Budget process</p>	<ul style="list-style-type: none"> -Karen introduced the major topics the board needs to address in terms of planning and goals. She posed the question of how to continue improving the structure and engagement of the board so that its governance work is supported. -The officer slate was reviewed, and Laura gave an update on the recruitment of the Treasurer. Ideas of sources of Finance Committee members was also discussed, with agreement that former committee members who know the organization and the role of the committee could offer names of good prospects. - The scope of work of a Governance Committee was discussed, with a key role being board member training for new and continuing board members. This committee would also be responsible for board development, continuing strong board engagement, and creating systems for the board to evaluate itself and review its performance as a board. The initial concept had been that committee could be led by the Vice President of the board. However, our current Vice President chairs the Allocations Committee which has a heavy agenda this year (decisions for the new funding cycle begins in 2017-2019). A board member who is not currently in a 		

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	<p>leadership role was suggested as a chair of this new Governance Committee, and Karen O'Mansky will speak with her.</p> <p>-Regarding the budget planning process, Karen discussed the need for the board's continued leadership on a fund development strategy as well as expense control as the reality of budget deficits continue. After many ideas were suggested, it was decided that Laura and Karen will call a meeting of the former board chairs (Harold Sellars, Michael Palmer, Angie Welsh, Bill Bryant, and Linzie Atkins) to serve as a strategic consulting cabinet to help create a strategy for how to ensure the Partnership's long-term sustainability and success.</p>		
<p>EXECUTIVE DIRECTORS REPORT</p>	<p>-Laura presented a written Executive Directors report. The committee liked the new format that offers highlights in administration and operations (finance, communications, fund development), each program area, community initiatives, and opportunities and challenges. Laura focused her remarks on:</p> <ul style="list-style-type: none"> ▪ FY 15-16 Annual Report and its distribution plan ▪ Triangle Community Foundation's verbal commitment of a \$150K/3 yr. grant related to the Campaign for Grade Level Reading which will be called Bull City Reads ▪ NC Pre-K waiting list shorter than usual, and the anticipated overlap in the application processes between the current year and the new school year 2017-18 ▪ Community Preschool Task Force and the major role the High Quality Program subcommittee Laura chairs will have in shaping the final recommendation for the expansion program model ▪ The Pay For Success grant proposal to the US Dept. of Education that is being submitted by Durham County to support a potential funding model for the preschool expansion model. ▪ The organization's greatest opportunities for learning and growth are also its most significant challenges! 		
<p>OTHER BUSINESS</p>	<p>None</p>		
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 4:45 p.m.</p> <p><u>Next Full Board</u>, October 20, 2016, 3 pm – 5 pm <u>Following Month - Full Board</u>, November 17, 2016 , 3 pm – 5 pm <u>Next Executive Committee</u>, December 15, 2016, 3 pm – 5 pm</p> <p><i>Watch for Indy Week Give!Guide, Holiday Book Drive, & Triangle Tree Challenge</i></p>		