



**Executive Committee Meeting Minutes**

**April 20, 2017**

Present: Karen O'Mansky, Bob Ashley  
 Absent or Excused: Ilene Britt, Cathy Collie-Robinson, Queron Smith  
 Additional Board Member present: Mike Lee  
 Staff: Laura Benson

The meeting was called to order at 3:17 pm without a quorum. Karen O'Mansky chaired the meeting.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>INTRODUCTION &amp; ANNOUNCEMENTS</b>	The Executive Committee welcomed Mike Lee who attended as a full board member.		
<b>AGENDA MODIFICATIONS &amp; PUBLIC COMMENT</b>	Due to a lack of quorum, Karen moved to the agenda items that warranted discussion.		
<b>CONSENT AGENDA</b>	The consent agenda was not discussed or voted on.		
<b>FINANCE AND AUDIT COMMITTEE REPORT</b> -3 <sup>rd</sup> Quarter Budget to Actuals -FY 17-18 Budget Timeline	<p>Karen reviewed the 3<sup>rd</sup> Quarter Budget to Actual report, highlighting the items that the Finance Committee reviewed in depth at its 4/19/17 meeting. No action on the report was taken.</p> <p>Regarding the FY 17-18 Budget Timeline, Karen reported that the Finance Committee had set its meeting dates to correspond with the Board meetings so that an operating budget can be approved as early in the new fiscal year as possible. She also iterated that the Finance Committee has directed staff to present a budget with no reliance on reserves. The Executive Committee concurred with that direction.</p>		
<b>EXECUTIVE DIRECTOR'S REPORT</b> -Personnel Update -Health Benefits Allowance -Early Head Start	<p>-Laura discussed the current personnel status and organizational chart. One program coordinator position remains unfilled. Interviews did not yield a strong candidate, and the position will continue to be advertised.</p> <p>-Laura presented a one-page summary of the Health Benefits Allowance Review with a recommendation for discussion. The committee suggested that any change in the health benefits allowance take effect at policy renewal (November 1). They also asked staff to calculate what employees who participate in the group health plan are currently paying beyond the benefits allowance to inform what percentage of premium DPfC might select in order to minimize the impact of any policy change that might occur.</p> <p>-Laura shared the communication from Lisa Goldman that the Early Head Start-Child Care Partnership program must present a plan to reach full funded enrollment of 64 (up from 48 currently served) in the next program year (9/1/17-8/31/18).</p>		
<b>BOARD COMPOSITION AND PLANNING</b>	Board Composition and Planning was deferred until the full committee is present in order to have more meaningful discussion.		
<b>OTHER BUSINESS</b>	There was no other business discussed.		
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 4:10 p.m.</p> <p><u>Smart Start Leadership Symposium and Closing Conference Luncheon, May 4, 2017</u></p> <p><u>Next Full Board, May 18, 2017, 3 pm – 5 pm</u></p> <p><u>Next Executive Committee, June 15, 2017, 3 pm – 5 pm</u></p>		