



Executive Committee Meeting Minutes

December 15, 2016

Present: Karen O'Mansky, Cathy Collie-Robinson, Queron Smith (by phone)

Absent or Excused: Bob Ashley, Ilene Britt

Staff: Laura Benson

The meeting was called to order at 3:13 pm with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
INTRODUCTION & ANNOUNCEMENTS	Welcome to Queron Smith, who joins the Executive Committee in his first term as a member of the board in the role of Treasurer and Chair of the Finance and Audit Committee.		
AGENDA MODIFICATIONS & PUBLIC COMMENT	It was agreed to add an agenda item related to applying for one-time Smart Start scholarship funds from NCPC.		
CONSENT AGENDA -Executive Committee Minutes – 9/29/16; Spending Analyses (November); EHS – October Monthly Report; Credit Card Expenditures (October)	-The consent agenda was presented.	It was moved to approve the Consent Agenda. Motion: Cathy Collie Robinson Second: Queron Smith Not voting due to conflict of interest: None	Motion carried
FINANCE AND AUDIT COMMITTEE REPORT -FY 15-16 Audit and Single Audit -FY 16-17 Budget	<p>Queron Smith presented the final audit and single audit reports received this week from the CohnReznick. They have been reviewed by the Finance Committee and confirmed that there is an unqualified, clean opinion with no internal control or management letter concerns.</p> <p>The committee discussed the process of Queron presenting the audit to the full board at the next meeting, especially given a clean opinion. Another option to consider is to invite the CFO of NCPC to discuss the audit process across the Smart Start network, because NCPC contracts with CohnReznick who in turn performs our audit. Another opportunity would be to invite the NCPC CFO or monitoring team lead to discuss the NCPC monitoring process.</p> <p>Queron presented the FY 16-17 budget as brought to the Executive Committee by the Finance and Audit Committee. He detailed the extensive discussion at the Finance Committee level regarding declining operating reserves, accommodation for repairs and depreciating equipment (computers, phones), and fund</p>	<p>It was moved to receive the FY 15-16 audit and single audit reports.</p> <p>Motion: Karen O'Mansky Second: Cathy Collie-Robinson</p> <p>Not voting due to conflict of interest: None</p> <p>Motion from Finance and Audit Committee to approve the FY 16-17 operating budget. Second: Cathy Collie-Robinson</p>	<p>Motion Carried</p> <p>Motion Carried</p>

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	development goals. The staff was instructed to reduce the reliance on reserves to <\$100k in this fiscal year. Laura offered plans to achieve this.	Not voting due to conflict of interest: None	
EARLY HEAD START	Laura presented the waiver request for grant #04CH4790-02-01 in the amount of an additional waiver of \$70,400 for the total non-federal share waiver amount of \$132,850 for the reason of lack of community resources. All of our prior waiver requests have been approved, as have our delegate agency CHTOP's requests. It is not uncommon for waivers to be needed when the child care partnership model is used.	It was moved to approve the non-federal share waiver request in the amount of \$132,850. Motion: Queron Smith Second: Cathy Collie-Robinson Not voting due to conflict of interest: None	Motion Carried
SMART START ONE-TIME ALLOCATION OPPORTUNITY	Laura explained the opportunity that has been presented to Local Partnerships to apply for a one-time Smart Start allocation to be used only for Smart Start Scholarship activities, to be spent by June 30, 2017. DPfC and CCSA have agreed to reply to NCPC with interest to apply for the maximum amount of funds for General Scholarship activities. If funds are received, these funds will increase our TANF and program match requirements, but it will not increase the amount of funds invested in Scholarship for future years. Discussion included whether this incurs additional expense or revenue for DPfC. It will require contractual work, but not direct expense. The decision is anticipated by year end.	It was moved to approve the request to NCPC for \$160,000 as a one-time allocation to be used for General Scholarship purposes by June 30, 2017. Motion: Cathy Collie-Robinson Second: Queron Smith Not voting due to conflict of interest: None	Motion Carried
BOARD PLANNING	Plans for inviting former board chairs to participate in an advisory council were discussed, with potential dates named and agenda items agreed on. Goals included: Role of past leaders in creating fund development advisory group; Process for strategic direction and community stakeholders who should be included; Perspective on our organizational model; Advocacy role. The bylaws review process was discussed. It was agreed that we would set a separate working meeting to make revisions to be presented to the Board. Plans for establishing a Governance Committee was also discussed, and a current Board Member was suggested as a possible Governance Committee chair.		
EXECUTIVE DIRECTORS REPORT	Laura presented the Executive Directors Report <ul style="list-style-type: none"> ▪ Personnel updates: Program team organization and Smart Start responsibilities ▪ Leadership Team consultation process continues for building better communication and completing Climate Survey ▪ A Give!Guide update was provided and a \$1,000 match was discussed ▪ KCS assignments have begun and our own safeguarding policies will be completed ▪ Allocations process reviewed – 2 proposals received from new applicants 		
OTHER BUSINESS	None		
ADJOURNMENT	The meeting was adjourned at 5:00 p.m. <u>Next Full Board, January 19, 2017, 3 pm – 5 pm</u> <u>Next Executive Committee, February 16, 2017, 3 pm – 5 pm</u>		