



Executive Committee Meeting Minutes

June 8, 2017

Present: Bob Ashley, Ilene Britt, Cathy Collie-Robinson, Karen O'Mansky, Queron Smith

Absent/excused: None

Karen O'Mansky called the meeting to order at 3:09 p.m. with a quorum.

| Agenda Item | Summary of Discussion | Motion | Action |
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| INTRODUCTIONS AND ANNOUNCEMENTS | Bob Ashley's retirement as Editor of The Herald-Sun was acknowledged and celebrated. Laura reminded the officers to complete the Mechanics and Farmers bank signature card process. | | |
| AGENDA MODIFICATION and PUBLIC COMMENT | None | | |
| CONSENT AGENDA -5/31/17 Executive Committee minutes | -There was no discussion regarding the consent agenda. | It was moved to approve the Consent Agenda. Motion: Bob Ashley Second: Queron Smith Not voting due to conflict of interest: None | Motion carried |
| SMART START -Program and Evaluation Coordination CAD Change | -Laura presented a background document explaining NCPC's request for a (Contract Activity Description) CAD change in the current FY 16-17 Program and Evaluation Coordination (P&E) activity. The CAD change would reflect the use of Smart Start funds for TTK Kits. The edit would replace the word <u>materials</u> with the words <u>Transition to Kindergarten kits</u> : "Funds will be used for staff salaries and materials Transition to Kindergarten Kits to support transition activities at local child care programs, elementary schools, and community agencies." | It was moved to amend the P&E CAD for FY 16-17 to replace the word "materials" with "Transition to Kindergarten Kits." Motion: Cathy Collie-Robinson Second: Ilene Britt Not voting due to conflict of interest: None | Motion Carried |
| - Allocations Debrief and Process Improvement Planning | -Cathy reported on the meeting she held on June 7 th with Diamond and Laura following the May Board meeting when new allocations decisions were made. The Allocations Co-Chairs recommend that we invite Board, Allocations, and Evaluation members to participate in a working group in July to review and | | |

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| | <p>revise the rating tool and priority weighting, consider the information flow (and accessibility to information) to the Board to enhance Board engagement in the process, and consider the information flow from the Board to clarify the Board’s priorities to align with Smart Start investments to make impact in the community. This working group will present recommendations to the full board at the August meeting, and the agenda for that meeting will include a working session for the Board to continue the revision process. Laura will make the invitations and set up the date for the working group meeting. Laura will also collect other rating tool samples.</p> |
| <p>BOARD COMPOSITION AND PLANNING</p> <p>-Governance Comm.</p> <p>-Officers Slate (2018)</p> <p>-Master Board Calendar</p> | <p>-Karen reported on her conversation with Joanne Pierce about potential leadership of a Governance Committee that could include duties such as bylaw review; committee policy, authority, structure, responsibilities, and membership; board self-evaluation; board training and orientation; board nominations process; public meeting compliance. Cathy agreed to talk with Joanne and Jason Jones about the formation of this committee. Laura will find out what other Partnerships have active Governance Committees. It was discussed that the Vice Chair may be the appropriate person to chair the Governance Committee and join the Executive Committee.</p> <p>-The board composition and terms were reviewed, along with a potential officer slate. Board members who have displayed leadership and could be cultivated into officer positions were discussed. It was agreed that a letter would be sent to Board members in August to clarify roles and terms given the shift to the new board structure (especially for formerly mandated positions). A skills matrix would also be created, along with a revised Board nomination and/or application form.</p> <p>-Karen discussed the creation of a Master Board Calendar. A draft will be created in July for the next Executive Committee meeting and then on to the August board meeting. A Google Drive has been created but not yet tested as a way of sharing board information more efficiently.</p> |
| <p>EXECUTIVE DIRECTOR’S REPORT</p> <p>-Health Benefit Allowance proposal</p> <p>-Pre-K Task Force</p> | <p>-Laura provided an updated document on the Health Benefit Allowance policy with information and analysis that the Committee had previously requested. Queron agreed to be the point person to meet with Laura and Sandra to take the recommendation to the next step, in consultation with DPfC’s benefits broker. The goal is to make a recommendation to the Finance Committee in July, given the potential budget impact.</p> <p>-Laura talked about the next steps following the April 27th presentation of the Pre-K Task Force draft report. The County Manager’s FY 17-18 budget includes funding for a supply-demand study as well as a new full time project manager to facilitate the next planning steps and work groups to flesh out the recommendations of the draft report as well as an implementation plan. It will be important to link this position with the work of DPfC as the NCPre-K contract administrator. Buncombe, Forsyth, and Durham counties have quarterly phone calls about their pre-k expansion progress, facilitated by the NC Early Childhood Foundation.</p> |

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| <p>-Collaborative Work</p> | <p>-Laura’s leadership has been called on for new collaborative, collective impact initiatives. Her challenge is to align and coordinate these collaboratives, including the Campaign for Grade Level Reading (Bull City READS), DELTA, Ending Family Homelessness, EDCI (with TTK activities), Early Childhood Mental Health Task Force, etc.</p> <p>At the October board meeting (annual meeting and officer election) it was agreed that the collaboratives could be showcased.</p> |
| <p>OTHER BUSINESS and ADJOURN</p> | <p>The meeting adjourned at 4:45 p.m.</p> <p>-The next Executive Committee Meeting will be scheduled prior to June 30th. Following that, the Executive Committee will meet on July 20th at 3:00 p.m.</p> <p>-The next full board meeting will be Tuesday, August 29th at 3:00 p.m.</p> |