



**Executive Committee Meeting Minutes**

**June 28, 2017**

**Present:** Bob Ashley, Ilene Britt, Cathy Collie-Robinson

**Absent/excused:** Karen O'Mansky, Queron Smith

Cathy Collie-Robinson called the meeting to order at 8:32 a.m. with a quorum. The meeting was held by conference call and a roll call was taken to confirm attendance.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>INTRODUCTIONS AND ANNOUNCEMENTS</b>	Bob is officially retired and enjoying the New York Times on his porch this morning.		
<b>AGENDA MODIFICATION and PUBLIC COMMENT</b>	None		
<b>CONSENT AGENDA</b>  -6/8/17 Executive Committee minutes	-There was no discussion regarding the consent agenda.	<b>It was moved to approve the Consent Agenda.</b>  <b>Motion:</b> Bob Ashley <b>Second:</b> Ilene Britt <b>Not voting due to conflict of interest:</b> None	<b>Motion carried</b>
<b>EARLY HEAD START</b>  COLA Applications Grant #04CH4790 - \$17,909 (\$17,334 – delegate; \$510 – grantee)  Grant #04HP0048 (CCP) - \$12,115 (\$11,752 – delegate; \$323 – grantee)  -Self-Assessment and Program Improvement Plan (PIP)	-Laura explained the COLA calculation charts for each grant and the budget justification for the addition of these funds. This complies with the recent Program Instruction received by the Board.  -Laura also shared the Program Improvement Plan that is a result of the intensive self-assessment process that Durham Early Head Start underwent over the past month. All areas of the program were reviewed with a broad number of stakeholders involved. Our governance role was included as part of the Policy Council review. The areas of improvement will strengthen the program in the coming year. The final version of the self-assessment will be shared with the Board.	<b>It was moved to approve the COLA applications for Grant #04CH4790 in the amount of \$17,909 and for Grant #04HP0048 in the amount of \$12,115 with increased non-federal share waivers in the amounts of \$4,477 and \$3,029 respectively.</b>  <b>Motion:</b> Ilene Britt <b>Second:</b> Bob Ashley <b>Not voting due to conflict of interest:</b> None  <b>It was moved to approve the Self-Assessment and Program Improvement Plan.</b>	<b>Motion Carried</b>          <b>Motion Carried</b>

		<b>Motion:</b> Bob Ashley <b>Second:</b> Ilene Britt <b>Not voting due to conflict of interest:</b> None	
<b>OLD BUSINESS</b>  -Allocations process review meeting  -Governance Committee  -Health Benefits Allowance	Updates on old business were shared.  -The invitation to join the Allocations Process Review working group received strong response. The first meeting will be on July 11 <sup>th</sup> , with 10 people expected to attend. Laura has asked for rating tools and allocations materials from 5 highly respected Partnerships to share at the meeting.  -Cathy reported that she will make contact this week with the board members who are candidates for leading a governance committee.  -Laura and Queron will set a meeting date to continue the Health Benefits Allowance policy review.		
<b>EXECUTIVE DIRECTOR'S REPORT</b>	-Laura provided an updated fund development report on individual gifts and grants that have either been received in this fiscal year or are promised for next fiscal year. The new \$5K family foundation gift will push our individual gifts for the year over \$25K, more than \$10K over the budgeted \$15K goal. Two new private grants have been received totaling \$6K (\$5,000 from Wells Fargo for ECTI and \$1,000 from Moses Kimball as a portion of a larger grant to the Ending Family Homelessness Collaborative). This puts us at 60% of our annual \$10K private grant goal. Looking ahead, Durham County has committed a total of \$18K to DPfC in FY 17-18 (\$15K for TS Gold for NC Pre-K providers in private child care sites, and \$3K as part of the Ending Family Homelessness grant to underwrite Touchpoints training). These grants replace the former Durham County grant in the amount of \$13,300 that supported the Grant Writer position. We anticipated the county's shift away from funding a portion of that position in order to align its nonprofit funding more closely to the county strategic plan.  -Laura also reported that the FY 17-18 Smart Start contract process is underway with NCPC.  -The FY 15-16 and 16-17 evaluation reports will be completed this fall and presented to the board. Justine Wayne, an experienced Smart Start evaluator, has been contracted to create this two-year report, incorporating the feedback from the Evaluation Committee to note trends over time as well as annual progress against goals. We hope to leverage the broader community data that is now available, through the State of Durham's Young Children report, for example.		
<b>OTHER BUSINESS and ADJOURN</b>	There was no other business. <b>The meeting adjourned at 8:51 a.m.</b>  -The next Executive Committee Meeting will be on <u>July 20<sup>th</sup> at 3:00 p.m.</u> -The next full board meeting will be <u>Tuesday, August 29<sup>th</sup> at 3:00 p.m.</u>		