



## Board of Directors Meeting Minutes

March 15, 2018

1201 S. Briggs Avenue, Durham, NC 27703

**Present:** Bob Ashley, Diamond Bethea, Ilene Britt, Linda Chappel, Cathy Collie-Robinson, Drew Cummings, Ellie Erickson, Phillip Harris, Jason Jones, Karen O’Mansky, Joanne Pierce, David Reese, Donna Rewalt, Delphine Sellars, James Spencer

**Absent/excused:** Deric Boston, Brenda Howerton, Ashley Taylor Jacobs, Mike Lee, Michael Page, Queron Smith

**Guest:** Jackie Squires **Staff:** Laura Benson, Jessie Beacham, Brittany Gregory

The meeting began at 3:00 with a Smart Start Partner Fair. There was not an official call to order until Cathy Collie-Robinson called the meeting to order at 4:15 p.m. with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<b>Smart Start Partner Fair</b>	The first hour of the meeting included displays of each Smart Start funded activity and/or agency that had submitted an accepted proposal to receive the second year of Smart Start funds for FY 18-19. Board members and allocation committee members were invited to circulate through the displays, using a “passport” to ensure that they met with each presenter. The room was re-set to begin the formal board meeting portion of the meeting at 4:15 p.m.		
<b>Agenda modifications and Public Comment Period</b>	Laura requested that item V. on the agenda, Early Head Start one-time funding request, be removed, as this proposal will not be submitted to the Office of Head Start due to the very short time frame in which to prepare the request. This agenda modification was accepted by acclamation.		
<b>Allocations Committee Report and Partner Fair Debrief</b>	Cathy updated the board on the process to date that the Allocations Committee has followed. She solicited feedback on the partner fair. Feedback included: <ul style="list-style-type: none"> <li>▪ Informal conversations helpful and gained a better sense of the agencies, but format doesn’t necessarily help get to the impact of each activity or to make sure that questions being asked were the most relevant</li> <li>▪ Nice for partner agency staff to present their programs</li> <li>▪ But does it have to be presentations OR partner fair – could we include both in the process?</li> <li>▪ Improves board’s ability to be advocates for each agency, increased knowledge, and even shifted perception from negative to positive in some cases</li> <li>▪ In addition to the positive experience, a one-pager on each activity would be helpful</li> <li>▪ How can we best understand emerging issues in the community?</li> </ul>		
<b>Annual Submission of Activities</b>	Cathy presented the Annual Submission of Activities packet for FY 18-19 that included each proposed activity, a description of the activity and how funds would be used, the reference to the Early Childhood Community Profile ID (formerly PBIS), any significant program changes over FY 17-18, and the current and requested funding amounts. Activities to be funded with Smart Start dollars must be submitted to NCPC by	<b>It was moved to approve the Annual Submission of Activities to NCPC for FY 18-19.</b>  <b>Motion:</b> Karen O’Mansky <b>Second:</b> Bob Ashley  <b>Not voting due to</b>	<b>Motion carried</b>

	March 30 <sup>th</sup> .	<b>conflict of interest:</b> None	
<b>Consent Agenda</b> <u>Approving:</u> Board minutes; Spending analyses; DEHS Monthly Report; Motions from Executive (2/15/18)	No concerns were highlighted.	<b>It was moved to approve the Consent Agenda items.</b>  <b>Motion:</b> Drew Cummings <b>Second:</b> Ellie Erickson  <b>Not voting due to conflict of interest:</b> None	<b>Motion carried</b>
<b>NC Pre-K Program Report</b>  -Attendance Report  - NCPK/School Readiness Committee  - Durham PreK-Pre School Expansion Management Services	<p>-As the board tracks NCPK attendance by site, in order to maximize the use of NCPK funds and to ensure that as many children as possible are served, an attendance report for January and February was provided by staff. Discussion included:</p> <ul style="list-style-type: none"> <li>▪ Is the report too granular to be helpful</li> <li>▪ Year to Date attendance by child would be better</li> <li>▪ How do we know what is a good target to reach for attendance, beyond the minimum required for reimbursement to sites</li> <li>▪ How is it best to discuss attendance with families so that it is not punitive but encouraging</li> <li>▪ Are there causes for absenteeism, e.g. sick policies that might inhibit attendance? Information on the difference between typical child care policy and best practice pediatric advice was shared (e.g. pink eye)</li> <li>▪ Reasons for a child's exit are documented on exit forms</li> <li>▪ Staff will continue to monitor as we try to bring analysis to the board</li> </ul> <p>-Ilene Britt reported that the NCPK/SR committee met and decided to distribute slots left unfilled at DPS to other sites that may be able to serve children even at this point in the year, as an attempt to maximize available funding.</p> <p>-Drew Cummings reported that the County received one proposal in response to the Pre-K Management Services bid, which was a joint proposal from DPfC and CCSA. A summary was presented to the Board of County Commissioners, additional questions have been collated, and Drew is assisting the commissioners in gathering more information about how the proposed funding would be used to accomplish the county's vision of expanding pre-k at the highest quality possible. The goal in this collaborative environment is to allow programs to take advantage of every resource and to continue a braided / leveraged funding model that Durham's system exemplifies.</p>		

<p>- NC Pre-K Spending Analysis</p>	<p>-The NCPK spending analysis was discussed, with noticed of the two sites that were lowest performing in relations to slots in contract at this time of the year.</p>	<p><b>It was moved to approve the NC Pre-K spending analysis.</b></p> <p><b>Motion:</b> Donna Rewalt  <b>Second:</b> Joanne Pierce</p> <p><b>Not voting due to conflict of interest:</b>  None</p>	<p><b>Motion carried</b></p>
<p><b>Governance</b></p> <p>-ESC Board Leadership Bootcamp Report</p> <p>-Board Nominations and Governance Committee Update</p>	<p>-Ellie and Diamond updated the board on the Board Leadership Bootcamp sessions to date.</p> <p>-Cathy described the categories of people that are being sought out for nominations to the board to maintain strong representation from all three categories (government/services/business &amp;community). The DSS Director, Ben Rose, a child care provider, and a young business person have all been identified.</p>		
<p><b>Executive Director's Report</b></p>	<p>-Laura submitted a written report.</p>		
<p><b>OTHER BUSINESS and ADJOURN</b></p>	<p>-Linda reminded the board that CCSA was leading a Child Care Supply and Demand Study on behalf of the county, and parent surveys were being solicited.</p> <p>-A thank you was extended to all who participated in the Early Education Community Forum held on March 10<sup>th</sup> (rescheduled from January due to inclement weather). DPfC will help collate the attendance and contact information, and DPfC will document all the table discussion notes and prioritizations that occurred at the forum, where approximately 100 people attended.</p> <p>-A reminder about the CCSA Awards Breakfast set for 3/23/18 was also shared.</p> <p>The meeting adjourned at 5:00 p.m.</p>		