



**Executive Committee Meeting Minutes**

**May 24, 2018**

Present: Bob Ashley, Diamond Bethea, Ilene Britt, Cathy Collie-Robinson, Phillip Harris, Karen O’Mansky, Queron Smith  
Absent or Excused: None  
Staff: Laura Benson

Cathy Collie-Robinson called the meeting to order at 4:01 pm with a quorum.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>AGENDA MODIFICATIONS</b>	None. There was no public comment		
<b>CONSENT AGENDA</b>  2/15/18 Meeting Minutes  Competitive Bid and Purchasing Policy and Procedure	The Executive Committee reviewed the past meeting minutes along with the standing competitive bid and purchasing policy and procedure.	<b>It was moved to approve the consent agenda:</b>  <b>Motion:</b> Queron Smith <b>Second:</b> Diamond Bethea  <b>Not voting due to conflict of interest:</b> None	<b>Motion Carried</b>
<b>EARLY HEAD START</b>  -5 year Grant Continuation Application and Budget (with waiver request) – 9/1/18-8/31/19	-Laura presented the summary of the application with a description of the enrollment, child care partners, and services provided; the budget that includes the Grantee and Delegate revenue and expense; and the non-federal share waiver request. In addition, the self-assessment was reviewed along with the priority goals for the program year put in place in response to community need.	<b>It was moved to approve the Five Year Grant Continuation Application for Grant number 04HP0048, including the Non Federal Share Waiver request of \$313,348, for Early Head Start services from 9/1/18-8/31/19.</b>  <b>Motion:</b> Karen O’Mansky <b>Second:</b> Bob Ashley <b>Not voting due to conflict of interest:</b> None	<b>Motion Carried</b>
-Cost of Living Adjustment	-Laura then presented the COLA letters for both EHS grants and described the purposes for the	<b>It was moved to approve the</b>	<b>Motion Carried</b>

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	COLA. The committee discussed the importance of supporting staff compensation, increased operating costs, as well as sharing the COLA funds with the delegate ad partners.	<p><b>implementation of COLA funds for Grant No. 04CH4790 (\$47,030) and Grant No. 04HP0048 (\$31,815) for the purposes of salary, operating expenses, and delegate and partner support.</b></p> <p><b>Motion:</b> Phillip Harris  <b>Second:</b> Queron Smith  <b>Not voting due to conflict of interest:</b> None</p>										
<b>FINANCE COMMITTEE REPORT</b>	<p>-Queron Smith presented the FY 17-18 budget as approved by the Finance Committee. The specific revenue lines as well as expense items were explained in detail, along with the proposal to include staff compensation increases that are sustainable for the new fiscal year. Laura will report back to the committee on the current level of reserves.</p> <p>-The finance committee will meet again in August to propose the FY 18-19 budget to be presented to the Board at its August 30, 2018 meeting.</p>	<p><b>It was moved to approve the FY 17-18 budget</b></p> <p><b>Motion:</b> From Finance Committee and Queron Smith  <b>Second:</b> Phillip Harris</p> <p><b>Not voting due to conflict of interest:</b> None</p>	<b>Motion Carried</b>									
<b>DURHAM COUNTY NON-PROFIT GRANT</b>	-Laura presented a summary of the \$15,000 grant proposal for renewal funding from Durham County for FY 18-19 for the purposes of the second year of TS Gold implementation in private child care sites serving NC Pre-K children.	<p><b>It was moved to approve the submission of the reapplication for Durham County Funding in the amount of \$15,000 for TS Gold implementation.</b></p> <p><b>Motion:</b> Karen O'Mansky  <b>Second:</b> Diamond Bethea</p>	<b>Motion Carried</b>									
<b>OTHER BUSINESS</b>	A revised board calendar for FY 18-19 was presented and accepted. **											
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 5:00 p.m.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Next Executive Committee</u></td> <td style="width: 25%;"><u>Thursday, June 21, 2018</u></td> <td style="width: 25%;">3:00 pm – 5 pm</td> </tr> <tr> <td><u>Next Executive Committee</u></td> <td><u>Thursday, July 19, 2018</u></td> <td>3:00 pm – 5 pm</td> </tr> <tr> <td><u>Next Full Board</u></td> <td><b>**Thursday, August 30, 2018</b></td> <td>3:00 pm – 5 pm</td> </tr> </table> <p><b>**August 30<sup>th</sup> agreed on as the August board meeting date.</b></p>			<u>Next Executive Committee</u>	<u>Thursday, June 21, 2018</u>	3:00 pm – 5 pm	<u>Next Executive Committee</u>	<u>Thursday, July 19, 2018</u>	3:00 pm – 5 pm	<u>Next Full Board</u>	<b>**Thursday, August 30, 2018</b>	3:00 pm – 5 pm
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