



**Executive Committee Meeting Minutes**

**September 29, 2017**

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

Absent or Excused: None

Staff: Laura Benson

The meeting was called to order at 3:05 pm with a quorum. Karen O'Mansky chaired the meeting.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>INTRODUCTION AND ANNOUNCEMENTS</b>	Condolences were expressed to Karen on the death of her father.		
<b>AGENDA MODIFICATIONS AND PUBLIC COMMENT</b>	None		
<b>EARLY HEAD START</b>  -5 year Grant Continuation Application and Budget (with waiver request) – 1/1/18-12/31/18	<p>-Laura presented the summary of the application with a description of the enrollment, program options, and services provided; the budget that includes the Grantee and Delegate revenue and expense with appropriate COLA adjustments; and the non-federal share waiver request.</p> <p>-Discussion included a review of the outcomes on the prior year's long term goals, noting the high number of children with disabilities being served, and the lower percentage (goal not met) for participation in the male involvement program and the Parent, Family and Community Engagement opportunities. The ways that the program is addressing these needs was shared.</p>	<p><b>It was moved to approve the Five Year Grant Continuation Application for Grant number 04CH4790, including the Non Federal Share Waiver request of \$79,993, for Early Head Start services from 1/1/18-12/31/18.</b></p> <p><b>Motion:</b> Bob Ashley <b>Second:</b> Ilene Britt</p> <p><b>Not voting due to conflict of interest:</b> None</p>	<b>Motion Carried</b>
<b>FINANCE COMMITTEE REPORT</b> - Benefits Renewal	-Laura presented the recommendation for medical, short term disability, long term disability, dental, and vision coverage. After long deliberations and a review of the financial implications not only for the Partnership but more importantly for the impact on staff, the committee unanimously decided on an option. This completes a process that has been underway for the past year, in collaboration with Banyan Consulting Group. An employee meeting will be held on 9/28/17, and the	<b>It was moved to terminate the Benefits Allowance effective Nov. 1, 2017 and for the Partnership to pay for 90% of employee only medical premiums, 100% of short term disability premiums, and 100%</b>	<b>Motion Carried</b>

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	Executive Committee shared a message for Laura to deliver to staff regarding this decision.	<p><b>of long term disability premiums for staff positions that are eligible for benefits, using the recommended policies and carriers presented for renewal on Nov. 1<sup>st</sup>.</b></p> <p><b>Motion:</b> Queron Smith  <b>Second:</b> Cathy Collie-Robinson</p> <p><b>Not voting due to conflict of interest:</b> None</p>										
<b>NC-PRE-K / SCHOOL READINESS COMMITTEE</b>	-Laura discuss the FY 16-17 NC Pre-K spending rate along with expansion strategies. The committee agreed that this would be an agenda item at the October board meeting, and that the NC Pre-K Spending analysis would be lifted off the consent agenda and placed as its own item in order to follow the FY 17-18 spending more closely.											
<b>BOARD PLANNING</b>	-Karen will continue her work with Cathy regarding the officer slate recommendations in preparation for the October board meeting.											
<b>EXECUTIVE DIRECTORS REPORT</b>	-Laura shared personnel updates, including: <ul style="list-style-type: none"> <li>▪ Program Coordinator Jessie Beacham began on 9/18/17</li> <li>▪ Program Coordinator Deidre Morgan will begin on 10/16/17</li> <li>▪ NC Pre-K Quality funds (new) will provide for a new .8 FTE position beginning in November.</li> </ul>											
<b>OTHER BUSINESS</b>	None											
<b>ADJOURNMENT</b>	The meeting was adjourned at 5:00 p.m. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Next Full Board</u></td> <td style="width: 25%;"><u>Thursday, October 19</u></td> <td style="width: 25%; text-align: right;">3:30 pm – 5 pm</td> </tr> <tr> <td><u>Next Full Board</u> – Need Location</td> <td><u>Thursday, November 16</u></td> <td style="text-align: right;">3:00 pm – 5 pm</td> </tr> <tr> <td><u>Next Executive Committee</u></td> <td><u>Thursday, December 14</u></td> <td style="text-align: right;">3:00 pm – 5 pm</td> </tr> </table>			<u>Next Full Board</u>	<u>Thursday, October 19</u>	3:30 pm – 5 pm	<u>Next Full Board</u> – Need Location	<u>Thursday, November 16</u>	3:00 pm – 5 pm	<u>Next Executive Committee</u>	<u>Thursday, December 14</u>	3:00 pm – 5 pm
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