



**Executive Committee Meeting Minutes**

**December 14, 2017**

Present: Bob Ashley, Diamond Bethea, Cathy Collie-Robinson, Queron Smith,  
 Absent or Excused: Ilene Britt, Phillip Harris, Karen O'Mansky  
 Staff: Laura Benson

Cathy Collie-Robinson called the meeting to order at 3:03 pm with a quorum. .

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>INTRODUCTION AND ANNOUNCEMENTS</b>	Laura announced the receipt of the FY 16-17 Annual Report: "Building Together." It will be distributed to the board in January. DPfC was also included in the Smart Start Annual Report that NCPC submits to the General Assembly.		
<b>AGENDA MODIFICATIONS AND PUBLIC COMMENT</b>	None		
<b>CONSENT AGENDA</b>  -Minutes  -Spending Analyses	Items in the spending analyses that were mentioned is the low Program Coordination and Evaluation spending due to staff vacancies, as well as the EHS spending. These will be monitored closely as the year progresses.	<b>It was moved to approve the Consent Agenda</b>  <b>Motion:</b> Queron Smith <b>Second:</b> Bob Ashley  <b>Not voting due to conflict of interest:</b> None	<b>Motion Carried</b>
<b>NC-PRE-K /SCHOOL READINESS COMMITTEE</b>  -Spending Analysis  - Durham County Bid	-The November NCPre-K spending analysis was reviewed and discussed, with attention to the continued low enrollment at Durham Public School classrooms and other private sites. Attendance reports have been requested by the board, and staff will generate a template to analyze attendance trends by site.  -Laura shared the Durham County Bid opportunity and the plan to work collaboratively with CCSA on a proposal.	<b>It was moved to approve the November NC-Pre-k Spending Analysis</b>  <b>Motion:</b> Bob Ashley <b>Second:</b> Queron Smith  <b>Not voting due to conflict of interest:</b> None	<b>Motion Carried</b>
<b>BOARD DEVELOPMENT AND GOVERNANCE</b>	-The Committee discussed a draft of a Board Master Calendar, considered how to offer better board orientation throughout the year, agreed to accept a slot in the ESC Board Leadership Boot Camp opportunity if two board members agreed to participate; reviewed the bylaws and noted the places for revision; and discussed the addition of the new DSS Director and a private child care provider to the board.		

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<b>DATA DRIVEN DECISION MAKING</b>	<p>-Laura led a discussion on the new Community Early Childhood Profile (formerly PBIS), with a review of draft results for FY 16-17. Information was shared from the recent ED Forum on how to move boards toward more data-driven decision making. The profile was reviewed, and it was agreed that an evaluation presentation would be made at the January board meeting.</p> <p>-The committee also discussed using a “partner fair” model as part of the allocations process for a portion of the March board meeting in order to continue increasing the board’s familiarity and understanding of funded partner activities and how they correlate to county-level impact as measured through the EC Profile indicators.</p>								
<b>EXECUTIVE DIRECTORS REPORT</b>	-Laura shared personnel updates and her goal of revising the Employee Handbook this year.								
<b>OTHER BUSINESS</b>	None								
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 5:00 p.m.</p> <table data-bbox="391 751 1500 825"> <tr> <td data-bbox="391 751 862 781"><u>Next Full Board</u></td> <td data-bbox="862 751 1247 781"><u>Thursday, January 18, 2018</u></td> <td data-bbox="1247 751 1500 781">3:00 pm – 5 pm</td> </tr> <tr> <td data-bbox="391 781 862 810"><u>Next Executive Committee</u></td> <td data-bbox="862 781 1247 810"><u>Thursday, February 15</u></td> <td data-bbox="1247 781 1500 810">3:00 pm – 5 pm</td> </tr> </table>			<u>Next Full Board</u>	<u>Thursday, January 18, 2018</u>	3:00 pm – 5 pm	<u>Next Executive Committee</u>	<u>Thursday, February 15</u>	3:00 pm – 5 pm
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