



Executive Committee Meeting Minutes
September 20, 2018

Present: Bob Ashley (by phone), Diamond Bethea, Ilene Britt (by phone), Cathy Collie-Robinson, Phillip Harris, Karen O’Mansky (by phone)

Absent or Excused: Queron Smith Staff: Laura Benson

Cathy Collie-Robinson called the meeting to order at 3:04 pm with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
ANNOUNCEMENTS	Bob’s wife Pat is doing well after surgery, and Cathy announced that Durham Tech’s NAEYC annual report is due soon, which is a major project.		
AGENDA MODIFICATIONS	None. There was no public comment		
CONSENT AGENDA -Executive Committee Meeting Minutes 7/19/18 -DEHS Monthly Report -Spending Analysis (August) for all programs	The consent agenda was presented. WAGES was noted as higher than usual due to the timing of the year in grants made to participants. Explanatory comments are included in the NCPK spending analysis regarding DPS not beginning services until September and some child care center contracts still in process which prohibits them being reimbursed.	It was moved to approve the consent agenda: Motion: Phillip Harris Second: Diamond Bethea Not voting due to conflict of interest: None	Motion Carried
BOARD GOVERNANCE - Office Nominations --Strategic Planning Update	<p>-The committee agreed by acclamation that the current officers will continue to serve for one more year, to be elected at the October 25th annual meeting. The slate will be sent out to the board 30 days in advance of the meeting per our bylaws.</p> <ul style="list-style-type: none"> ▪ Chair: Cathy Collie-Robinson ▪ Vice Chair: Phillip Harris ▪ Treasurer: Queron Smith ▪ Secretary: Ilene Britt <p>Phillip also shared that due to another board chair position that he plans to accept next year, he would defer the role of DPfC board chair until that other commitment ends in approximately two years. It is important to work now on a successor for Cathy when her 2nd year as Board chair ends in October, 2019.</p> <p>-Laura reported on the Strategic Plan process to date.</p> <ul style="list-style-type: none"> ▪ She has worked with Teri for 1 half-day and a second 2-hour session on her vision for DPfC and what data the board needs to address in planning. ▪ The process is well-timed, the organization shows strong signs of readiness, we must be fearless in accepting feedback, and consider what it will take to become a truly results-driven organization. ▪ First impressions of early survey results from the board show a high percentage of directors who are “all-in” on early education; they are inspired by new pre-k investments; they want to do more as board members while getting to know each other better; some have a lack of clarity about their board role; and some want to understand DPfC more fully. 12 of 21 members have completed the survey. 		

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	<ul style="list-style-type: none"> ▪ Impressions of staff survey results show they want to take on more leadership; they are inspired by new literacy and pre-k initiatives; some prioritize diversifying DPfC’s funding and adding staff; and some are not interested in all parts of their work. All staff have completed the survey. ▪ The committee reviewed plans for the 10/4 and 10/5 retreat, and the RSVP’s to date. 		
EXECUTIVE DIRECTOR’S REPORT - Personnel - Durham Pre-K -Health Benefits -Annual Meeting	-Laura discussed a personnel matter along with currently posted positions. -The county has executed its contract with CCSA for Durham Pre-K management services. Pre-k staff from CCSA and DPfC engaged in two half-day meetings to focus on the project, build relationships, and create ground rules for the most effective work possible. A schedule of additional meetings has been set through the fall. From the board perspective, they want to: understand the pre-k expansion vision; learn what DPfC’s role is and how DPfC is involved; receive regular updates; provide support and help as champions; have a clear message to share. -Health benefits renew on November 1 st and quotes have been received. Laura and Sandra have explored ADP’s Total Source platform, and they are analyzing whether it is advantageous to employees and/or offers expense reductions. -Dr. Kelvin Bullock, Equity Officer at DPS and parent of a pre-k child who attends an NC Pre-K site, has been invited as the keynote speaker for the Annual Meeting. Staff are preparing a showcase presentation of the Partnership’s programs and impact.		
EXECUTIVE DIRECTOR’S PERFORMANCE REVIEW – Part 3	Danielle Johnson excused herself. . -Cathy presented the results from the staff climate survey that had been completed by all staff anonymously as part of the Performance Review. A broad set of questions covered communication, role clarity, trust in leadership, clarity of performance objectives, and other topics. Discussion followed about interpretations of the responses which were generally positive. Areas of improvement were also noted. Several items pointed to the timeliness of strategic planning. Cathy will prepare a summary of the results, along with a collated evaluation of all parts of the process and present it to the board at the November meeting. -The Executive Director’s salary was discussed and approved. It falls within the accepted range that NCPC has determined for DPfC’s tier (county’s number of young children, amount of revenue, complexity of funding streams, etc.)	It was moved to approve the Executive Director’s annual compensation as included in the FY 18-19 budget, with the same level of housing allowance as prior years. Motion: Bob Ashley Second: Phillip Harris Not voting due to conflict of interest: None	Motion Carried
OTHER BUSINESS	A date for the next Executive Committee meeting for the purpose of approving the Early Head Start renewal application was set for Sept. 27 th at 9:00 a.m.		
ADJOURNMENT	The meeting was adjourned at 5:00 pm. <u>Next Executive Committee</u> <u>Annual Meeting</u> (Durham Tech) <u>Next Full Board</u>	<u>September 27, 2018</u> <u>October 25, 2018</u> <u>November 15, 2018</u>	9:00 am 8:00 – 10:00 am 3:00 – 5:00 pm