



Board Meeting Minutes
March 21, 2019

Present: Diamond Bethea, Deric Boston, Ilene Britt, Linda Chappel, Cathy Collie-Robinson, Cheryl Brown, Phillip Harris, Josh Hawn, Jason Jones, Karen O’Mansky, Joanne Pierce, David Reese (on phone), Queron Smith, Jim Spencer, Ashley Taylor Jacobs

Absent/excused: Drew Cummings, Ellie Erickson, Brenda Howerton, Mike Lee, Michael Page, Donna Rewalt, Ben Rose, Delphine Sellars

The meeting began with the Partner Fair, at 3:00 p.m., which was an opportunity for board and allocations committee members to talk with and learn from the agencies and programs applying for smart Start funding. Following the fair, Cathy Collie-Robinson called the business portion of the meeting to order at 4:08 p.m. with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
ANNOUNCEMENTS	Laura introduced the new staff: Courtney Kelly, Family Engagement Specialist, and Taylor Rothenberg, Pre-K Quality Specialist, both of whom started in their positions on 3/18/19.		
AGENDA MODIFICATIONS	None. There was no public comment		
CONSENT AGENDA -Board minutes (1/17/19) -Motions from Executive (2/21/19 and 2/28/19) -Spending Analysis -DEHS Monthly Report (January and February)	The consent agenda was presented. Laura noted the 401k decision made by Executive.	It was moved to approve the consent agenda. Motion: Karen O’Mansky Second: Linda Chappel Not voting due to conflict of interest: None	Motion Carried
ALLOCATIONS COMMITTEE REPORT	+ Cathy and Diamond invited <u>reflections on the Partner Fair</u> held earlier in the afternoon. Praise was offered for the fact sheets staff created for each activity, especially with the details of EC Profile Indicator, Client Population, and Need Area describe for each. Questions were also suggested that board members could ask to each partner. + The co-chairs described the <u>Allocations timeline</u> for the committee process between the fair and the recommendations for funding that will come to the Board on May 16 th .		
ALLOCATIONS COMMITTEE REPORT -Annual Submission of Activities	+ The <u>Annual Submission of Activities</u> packet was reviewed, with each activity page containing the EC Profile, a contract activity description, summary of significant proposed changes, allocations committee recommendations from the prior year, and a funding history for the past year and the upcoming two years of requested funding. New activities were included, even though funding decisions had not yet been made. Inclusion in the Annual Submission does not guarantee funding.	It was moved to approve the Annual Submission of Activities. Motion: Jason Jones Second: Ashley Taylor Jacobs Not voting due to conflict of interest: None	Motion Carried

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EXECUTIVE TRANSITION	<p>Cathy reported on the responses to the RFP for executive search firms. Three proposals were received from well-known, reputable firms, and it was decided to select The Capability Company on the basis of experience, scope of work, and cost. There was unanimous consent for the recommendation. Cathy will send a summary of Capability Company’s proposal to the full board.</p> <p>The Executive Committee will form the core search committee, and Cathy invited any other board members who were interested to join the committee. David Reese volunteered.</p> <p>Discussion about the process and reflections from long-time board members on the past Executive Director search included:</p> <ul style="list-style-type: none"> ▪ Consider the gaps we have as an organization and ask where do we need support and growth ▪ Intentionally include board members and keep all informed and as engaged as possible. ▪ Value transparency and the importance of staff input ▪ Invite any board member to participate in interviews. Take advantage of board members’ backgrounds and key experience to benefit and support the process. ▪ Use the consultant to craft questions for candidates to insure that the new strategic direction aligns with the position description and the skills of the candidate. ▪ Laura reiterated that she is available to be supportive without intruding in whatever ways the committee most needs or wants. 		
PRE-K UPDATE	<p>Laura provided a Pre-K update regarding numbers of applications. 398 are completed, 62 are incomplete, and the goal by May is to reach 1,000. The smaller pool than usual is a serious concern, and one that has been seen across the state. Regardless of those trends, the team is taking an “all hands on deck” approach for outreach and leveraging partner agencies as well. There is a ‘Blitz Day’ on April 13th, and volunteers are needed in various roles.</p> <p>Cheryl Brown reported her pride at being selected as one of the first Durham PreK classrooms, and congratulations for her center’s high quality standards were given enthusiastically.</p> <p>Linda Chappel reminded the board of the opportunity to come to the Board of County Commission meeting on April 8th to receive the proclamation for Week of the Young Child. Board members may also attend the City Council meeting on April 15th to receive the second proclamation. This is a joint effort between DPfC, CCSA, and Durham Tech. It will be a prime opportunity to thank local leadership for their generous investment in pre-k.</p> <p>Cathy reported on the high turnout they had for a screening of “Resilience,” including many early childhood program students and teachers.</p>		
EXECUTIVE DIRECTOR’S REPORT	The written report was included in the Board packet.		
OTHER BUSINESS	None		
ADJOURNMENT	<p>The meeting was adjourned.</p> <p><u>Next Executive Committee</u></p> <p><u>Next Full Board</u></p>	<p><u>April 18, 2019</u></p> <p><u>May 16, 2019</u></p>	<p>3:00 pm</p> <p>3:00 pm</p>