



Executive Committee Meeting Minutes

August 6, 2015

Present: Bob Ashley, Linzie Atkins, Cathy Collie, Karen O'Mansky

Absent/excused: Ilene Britt, Joy Sotolongo

Staff: Laura Benson

The meeting was called to order at 11:05 am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
Announcements	Laura explained that Davida Major, Operations Coordinator who typically attends to take minutes, is sick today. The meeting will be recorded.	Coordinator who typically attends to take minutes, is sick today. The meeting will be recorded.	
Consent Agenda -Minutes 6/18/15 -DEHS Monthly Updates (June)	The consent agenda was presented and approved, with an administrative correction made to the 6/18/15 minutes to indicate that Cathy Collie was in attendance. Her name was listed in both attending and absent columns in error.	It was moved to approve the consent agenda. Motion: Karen O'Mansky Second: Bob Ashley Not voting due to conflict of interest: None	Motion carried
Agenda Modification	Laura requested the addition of a Closed Session agenda item to follow the Executive Director's Report as new item number X.	It was moved to approve an agenda modification for the addition of a Closed Session for the purpose of discussing a personnel matter that does not relate to general personnel policies. Motion: Cathy Collie Second: Karen O'Mansky Not voting due to conflict of interest: None	Motion carried
Public Comment	None		
Early Head Start -Child Care Partnership Grant Award Update	Laura gave an update on the discussions with DSS Director Michael Becketts in continued pursuit of approval of layered funding prioritized to DEHS children. DSS is not interested in establishing a priority at this time due to the number of other children on the waiting list who are typically served on a first-come first-served basis according to policy, although DSS affirms that having these funds invested in the community is very important. DSS does not intend to re-activate other dormant subsidy priorities. Also, DSS has not had a precedent of setting a priority with a "program" or an "agency," versus a priority for the circumstances of the child (homeless, teen parent, etc.). Several meetings have been held with DSS staff, as well as with the DSS board. Khari Garvin at the State Office of Head Start Collaboration has been helpful in this process, as he has with other EHS-CCP grantees. DSS has asked us to provide models from other counties.		

<p>New Funding Awards -Triangle Community Foundation Capacity Building Grant -Leading for Equity – Racial Equity Retreat</p>	<p>Triangle Community Foundation has awarded a capacity building grant in the amount of \$15,000 in response to our application requesting funds to build a new website, with a focus on enhancing fund development and community awareness. By virtue of receiving the grant, several of our “emerging leader” staff will be invited to participate in a multi-session learning cohort between September and January on various aspects of leadership and non-profit management. The new website is expected to launch in June or July, 2017. The grant will also provide support for new software to upgrade our Network for Good landing page, and some personnel time.</p> <p>NCPC has awarded a \$5,000 grant to DPfC for a Leading for Equity racial equity retreat, to be facilitated by Open Source Leadership Strategies, likely scheduled for early November. This workshop fits well within the scope of the Early Childhood Training Institute that includes training on racial equity and cultural competence. We may contract directly with Open Source for workshops in the future. The committee discussed what disparities for young children might be used as a focus for the retreat in order to have actionable items for DPfC to address through a racial equity lens. There was also discussion about whom to invite. The funds will support meeting logistics and personnel time.</p>
<p>Board Engagement -Funding Trend Chart</p>	<p>Karen O’Mansky presented a draft Funding Trend Chart that gives a 5-year history of revenue and expenses in order to help the board understand DPfC’s financial position and the balance between the funds that are invested directly with funded partners and those that support the internal operating budget (administration, program coordination, etc.). The chart also notes significant events that have impacted funding requirements. This will be presented to the board, along with an organizational chart that illustrates the percentage of personnel positions funded by each source. The goal is to help the board make decisions about how to be the best steward of resources, and how to focus additional targets for fund development.</p>
<p>Human Resources Consultation -Compensation Plan Document, Position Rating, and Salary Grades</p>	<p>Mike Womble from Carolina Human Resources has completed a Compensation Plan Document that lays out the process for rating positions, determining how salary grades are established, and setting the policy for how the organization determines the level of salary at hire, and when change within a position occurs. It has been reviewed by staff. Laura described the position rating process and the compensation study. Implementing the new grades for DPfC’s positions and the market study will not require any changes. Carolina Human Resources also created a Salary Computation Worksheet to help determine starting salaries within a grade based on the weight of relevant experience. DPfC compensates at a living wage level. There was discussion about how the Executive Director salary range is set and the guidance that NCPC uses based on legislative rules and caps on how much state funding can be part of an E.D.’s salary. The Executive Committee recommended that the Compensation Plan Document be brought to the board for approval. The next part of the human resources project is to update job descriptions with a longer range goal of redesigning the performance evaluation process and revising the personnel manual.</p>
<p>Executive Directors Report -Program Priorities o Pre-K Expansion o Early Childhood Mental Health -Personnel Update -Operations -Legislative Update</p>	<p>-Laura described the leadership efforts shared by DPfC, the county, the school district, Duke’s Office of Durham and Regional Affairs, and Durham CAN regarding pre-k expansion that might lead toward universal access to pre-k in Durham.</p> <p>- DPfC convened a community conversation yesterday with more than 40 in attendance on Early Childhood Mental Health, led by full time MSW/MPH intern Kate Steber. The strengths, barriers, needs and gaps in current services will be collated to inform next steps for a potential Early Childhood Mental Health task force.</p> <p>-On Personnel: Mary Jane Dunn was hired in the role of Contracts and Accounting Coordinator. Graduate level interns (unpaid), like Steber, are also being used for significant projects. MSW student Vanessa Collier-Robbins will begin a full year internship this month (20 hours/week), taking on some of the duties of Program Coordinator Yalitza Ramos during Yalitza’s impending maternity leave. Yalitza plans to return in November at 30 hours/week on a trial basis, to be reevaluated in January. Elaine Erteschik is working productively in her first two months telecommuting.</p>

	<p>-On Operations: DPfC has migrated its internet and phone service from Windstream to Time Warner Cable for the benefit of high speed fiber. The next step in this project is to move email to the cloud in order to free up our better server for file storage.</p> <p>-Legislative Update: The potential reduction of Smart Start administration percentages from 8% to 7% and the proposal to increase the percentage of match required was discussed.</p>		
Closed Session	<p>In the absence of secretary, Ilene Britt, Cathy Collie agreed to take notes of the closed session discussion. No other staff were present at the meeting so nobody was excused from the room.</p> <p>The discussion ended at 1:20 p.m.</p>	<p>It was moved that the Executive Committee go into Closed Session under GS Section 143-318.11 (6) in order to discuss a personnel matter.</p> <p>Motion:Karen O'Mansky Second: Cathy Collie</p> <p>Not voting due to conflict of interest: None</p> <p>It was moved to return to a Regular Session of the Executive Committee to complete the agenda.</p> <p>Motion:Karen O'Mansky Second: Cathy Collie</p> <p>Not voting due to conflict of interest: None</p>	<p>Motion Carried</p> <p>Motion Carried</p>
Other Business	None		
Adjournment	<p>-The meeting was adjourned at 1:21 p.m.</p> <p><u>Next Full Board Meeting</u> will be August 20: 3:00 – 5:00 pm</p> <p><u>Next Executive Committee Meeting</u> will be September 24: 11:00 am – 1:00 pm</p>		