



## Executive Committee Meeting Minutes December 17, 2015

Present: Ilene Britt, Cathy Collie, Karen O'Mansky, Joy Sotolongo

Absent/excused: Linzie Atkins

Staff: Laura Benson

The meeting was called to order at 3:07pm with a quorum. Karen O'Mansky chaired the meeting.

Agenda Item	Summary of Discussion	Motion	Action
<b>Announcements</b>	Laura reported that the Fuqua on Board students have been assigned, and that she met with them on 12/9/16. They were not able to attend this meeting. Seasonal events were also highlighted, including the Triangle Tree Challenge, the Barnes and Noble book drive, and the Indy Give!Guide.		
<b>Consent Agenda</b> -10/8/15 Minutes -November Spending Analyses -DEHS Monthly Updates and credit card expenditures -DEHS Continuous Improvement Plan, Self-Assessment, and Program Information Report (PIR)	The consent agenda was presented. Several items were discussed prior to the vote. On reviewing the DEHS Program Information Report, the differential in home visitors' salaries versus child care center teachers' salaries was noted. The history of the home based program contract with Center for Child & Family Health was explained. Joy suggested that NCPC may have helpful guidance on 0-3 quality standards for home visitors. Other data included in the PIR was discussed.	<b>It was moved to approve the consent agenda.</b>  <b>Motion: Cathy Collie</b> <b>Second: Joy Sotolongo</b>  Not voting due to conflict of interest: None	<b>Motion carried</b>
<b>Agenda Modification</b>	None		
<b>Public Comment</b>	None		
<b>Finance and Audit Report</b> -FY 14-15 Audit Report -Organizational Budget FY 15-16 -Budget to Actual Report through 11/30/15	-Laura reported that the FY 14-15 financial statements and single audit completed by CohnReznick had been made final and submitted to the federal clearinghouse in a timely manner. The audit will be presented to the board at the January meeting for acceptance. -Laura also presented the FY 15-16 organizational budget template. It includes all funds that pass through the Partnership to be invested in external funded partners, in addition to funds that support the internal program and administrative operations. The goal is to provide as much clarity as possible to the board regarding the Partnership's financial position. The finance committee will review and approve it to be presented to the Executive Committee in February. -The Budget to Actual report through 11/30/15 was also presented for discussion.		

<p><b>Executive Director's Report</b>  -DEHS: Subsidy Priority and federal review  -Personnel: staff transitions</p>	<p>-Laura reported on the progress of conversations with the DSS Director and DSS Board to request a priority for DEHS children. The DSS board will meet on 12/18 to make a decision. The strategy of contacting currently served families with children 0-2 years old who are receiving DSS subsidy and offering them the opportunity to move into the DEHS only identified a very small number of families. This motivated the DSS board to consider a priority more seriously than it had over the past several months.</p> <p>-The DEHS federal review has been announced. A program officer and a fiscal officer will be on site Feb. 3-5, 2016. The Head Start Key Indicator tool will be used.</p> <p>-Laura also discussed the staff transitions that have been announced, with Sue Gilbertson's resignation effective 1/8/16 and Davida Major's resignation effective 12/22/15. She described the position analysis process and the decision to change the Operations and Volunteer Coordinator position from full time to a part time Operations Specialist position (administrative only). How volunteer coordination needs will be met must be determined. M&amp;M staffing will be used to hire temporary staff. Temp to perm hiring will be considered for the Operations position along with a regular job posting. M&amp;M has also provided a strong candidate for the Training Support Specialist position (part time) that is funded through the Early Childhood Training Institute grant. The committee offered guidance and support during the transition and hiring process, including the suggestion that NIRN has helpful selection checklists on hiring.</p>
<p><b>Board Planning for 2016</b>  -Agenda for 1/21/16 meeting  -Chair's Goals</p>	<p>-Karen gave an overview of her goals as board chair for 2016, including the key items of Board Composition and Bylaws review, the establishment of a Governance Committee, ongoing Strategic Planning and Board Engagement, and the importance of continuing a focus on racial equity. The agenda for the January 21 board meeting was discussed, with a format that Joy will use in presenting the FY 14-15 Evaluation Report.</p>
<p><b>Other Business</b>  -Fund Development Special Event 2016</p>	<p>-Laura reminded the Executive Committee that a special fundraising event similar to the 20<sup>th</sup> Anniversary Gala last year was not yet planned for this fiscal year. It is likely that a fund development event will be planned for fall, 2016.</p>
<p><b>Adjournment</b></p>	<p>-The meeting was adjourned at 4:55 p.m.  <u>Next Full Board Meeting</u> will be January 21, 2016: 3:00 – 5:00 pm  <u>Next Executive Committee Meeting</u> will be February 18, 2016: 3:00 – 5:00 pm</p>