



Board Meeting Minutes
May 16, 2019

Present: Diamond Bethea, Ilene Britt, Linda Chappel, Cathy Collie-Robinson, Phillip Harris, Josh Hawn, Jason Jones, David Reese, Queron Smith, Jim Spencer, Ben Rose, Delphine Sellars

Absent/excused: Deric Boston, Cheryl Brown Drew Cummings, Ellie Erickson, Brenda Howerton, Mike Lee, Karen O’Mansky, Michael Page, Joanne Pierce, Donna Rewalt (arrived as meeting ended), Ashley Taylor Jacobs

Guests: Robin Gillespie Staff: Laura Benson, Danielle Johnson, Alee LaCalamito, Sandra Roberts, Jameka Wells

Cathy Collie-Robinson called the meeting to order at 3:09 p.m. with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
ANNOUNCEMENTS	The board was invited to review the Conflict of Interest charts at their places, and to sign an updated form. The Allocations committee members (board and non-board members) were introduced and thanked for their rigorous work. Danielle Johnson’s study tour to Reggio Emilia (May 17-26) was also celebrated. There will be a showing of the film “Resilience” by the Homeless Collaborative with Fred Johnson facilitating a discussion following on May 23 rd at 10 a.m. at the Durham Arts Council theater (2 nd floor).		
AGENDA MODIFICATIONS	None. There was no public comment		
CONSENT AGENDA -Board minutes (3/21/19) -Spending Analysis -DEHS Monthly Report and ERSEA	<p>The consent agenda was presented. Laura noted the significantly higher NCPK usage for April, 2018 as compared to April, 2017.</p> <p>ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) was explained. The recommended changes for 2019-20 program year were highlighted, in order to prioritize pregnant mothers, income status (working but with lower wages), increased points for TANF/SSI recipients and children in foster care, highlighted documentation of referral source requirement, and child with chronic illness.</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Jason Jones Second: Delphine Sellars</p> <p>Not voting due to conflict of interest: None</p>	Motion Carried
FINANCE COMMITTEE REPORT -2 nd and 3 rd Qtr Budget to Actuals	Queron Smith presented the Finance Committee report. Fiscal oversight was praised due to high revenue percentage received and lower expenses reported.	<p>It was moved to approve the 2nd and 3rd quarter budget to actuals</p> <p>Motion: David Reese Second: Phillip Harris</p> <p>Not voting due to conflict of interest: None</p>	Motion Carried

Agenda Item	Summary of Discussion	Motion	Action
<p>SCHOOL READINESS / NCPK COMMITTEE REPORT</p> <p>-Site Selection and Allocation Review -Board review process under development -Durham PreK Update</p>	<p>-On behalf of Ilene Britt and the School Readiness/NCPre-K committee, staff presented the following reports. Jameka Wells discussed the Site Selection and Slot Allocation process for FY 19-20. 583 slots were distributed across Private Sites (333), Head Start (134) and Durham Public Schools (117: 99 in Title I classrooms, 18 at Whitted). Four new private child care centers were invited to become NC Pre-K sites based on their scores and readiness. All new sites will receive training and additional TA and support as they learn the NC Pre-K norms.</p> <p>-Laura reported on the discussions at the Executive Committee level based on licensure status change issues that were addressed at the SR/NCPK committee during the last two meetings. The Executive Committee asked staff to create a flow chart that outlines the circumstances in which a decision at the committee level would escalate to the Executive or to the Board level, especially as it relates to possible contract termination or significant contract reductions.</p> <p>-Danielle Johnson presented a Durham PreK Implementation Update, noting that the NCPre-K team worked jointly with the Durham PreK team for the RFA site selection process. 25 applications were received, 11 of which are current NC Pre-K sites. Applications are being scored and site visits made by the selection team, with an anticipated decision made in approximately one month. Durham PreK standards are more rigorous than NCPre-K, and they require CLASS assessments in the classroom. The CLASS (classroom assessment system) is organized to assess three broad domains of interactions among teachers and children: Emotional Support, Classroom Organization, and Instructional Support. Each domain includes several dimensions that assess the extent to which teachers are effectively supporting children’s development, both social and academic.</p> <p><u>The board was made aware of the low number of completed Pre-K applications to date, and the need for everyone to become champions for outreach to families with 3 and 4 year olds. Materials are available to be shared community-wide.</u></p>		
<p>ALLOCATIONS COMMITTEE REPORT</p> <p>-Smart Start funding recommendations</p>	<p>Diamond opened by acknowledging the Allocations Committee members, followed by a description of the rigorous process that the committee used to come to these recommendations. With a presumption of flat funding (with additional Smart Start funds possibly coming later in the fiscal year, another round of decisions would allocate those funds at that time), even great program proposals cannot be funded without removing funds from currently high-performing, impactful activities. If new funds arrive in FY 19-20, the constraints would be lifted to include new activities in our portfolio, and the deficit in the P&E request would be replenished and made whole.</p> <p>Phillip Harris explained how the rubric along with the new impact tool were used to address outcomes and alignment with DPfC’s goals.</p> <p>Discussion included:</p> <ul style="list-style-type: none"> - How to use the EC Profile to affect outcomes at the program level - Must understand the “tighter frame” that Smart Start has compared to other fund sources - Scrutiny applied to all programs without regard for long tenure as a Direct Service Provider - Funding recommendations that don’t change much from year to year can also indicate strong, stable programs doing important work in an intentionally built system in the community. - Importance of the question “Are we getting all we can out of every funded program?” - Opportunity that desire to fund new activities offers for increased advocacy - Affirmation that this has been a higher level, more strategic discussion around allocations than has been had in the past few years, and the positive role of the Allocations Improvement Process that happened since the 2017-2019 cycle. 		

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	<p>Prior to motions being made, the conflict of interest chart was reviewed, and attention was called to the multiple packets of information provided throughout the process, at the partner fair, and in advance of the meeting. A new one-page overview sheet was created by Alea LaCalamito for each activity that highlighted project summary, EC Profile Indicator, Client Population target, and the need area impacted. Funding history for each activity since FY 16-17 was also included, and graphs that charted average scores and impact scores by area (Early Care and Education / Family Support and Health) and program. These were provided in response to prior requests. The Allocations Committee recommends that all existing activities receive the same amount of funding currently awarded (from FY 18-19) and that new activities not be funded.</p> <p>Healthy Families Durham (Center for Child & Family Health) – \$330,914 Motion: Allocations Committee Second: Jim Spencer Not voting due to conflict of interest: Ben Rose Motion carried unanimously</p> <p>Wage\$ (State contract managed by CCSA) - \$643,387 Motion: Allocations Committee Second: Ben Rose Not voting due to conflict of interest: Linda Chappel Motion carried unanimously</p> <p>Smart Start Scholarship Program (CCSA) – \$3,085,127 Second: Jim Spencer Not voting due to conflict of interest: Linda Chappel Motion carried unanimously</p> <p>Scaffolding School Readiness (CCSA) – \$190,435 Motion: Allocations Committee Second: Delphine Sellars Not voting due to conflict of interest: Linda Chappel Motion carried unanimously</p> <p>Early Childhood Outreach Program/EChO (Exchange Family Center) –\$186,216 Motion: Allocations Committee Second: Jason Jones Not voting due to conflict of interest: Ben Rose Motion carried unanimously</p> <p>Ready Infant Toddler Program (CCSA) – \$203,887 Motion: Allocations Committee Second: Queron Smith Not voting due to conflict of interest: Linda Chappel Motion carried unanimously</p> <p>Welcome Baby (Durham County Cooperative Extension) – \$190,267 Motion: Allocations Committee Second: Josh Hawn Not voting due to conflict of interest: None Motion carried unanimously</p>		

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	<p>Childcare Education and Referral Program (CCSA) – \$175,813 Motion: Allocations Committee Second: Queron Smith Not voting due to conflict of interest: Linda Chappel Motion carried unanimously</p> <p>Incredible Years Teacher Classroom Management Program (CIS of Durham) – \$50,140 Motion: Allocations Committee Second: Josh Hawn Not voting due to conflict of interest: None Motion carried unanimously</p> <p>Program Coordination and Evaluation (DPfC) – \$264,947 Motion: Allocations Committee Second: Jason Jones Not voting due to conflict of interest: None Motion carried unanimously</p> <p>Continue in-house activities with NCPC approved funding for Dolly Parton’s Imagination Library and Reach Out and Read Motion: Phillip Harris Second: Jason Jones Not voting due to conflict of interest: None Motion carried unanimously</p>		
EXECUTIVE SEARCH UPDATE	<p>Cathy Collie-Robinson offered an Executive Search update. 20 applications have been received. 7 met the minimum requirements, and each will be phone interviewed by next week followed by in-person interviews of 2-3 finalists. The committee aims to complete interviews by the first week in June. The Search Committee is comprised of the Executive Committee, along with Linda Chappel, Drew Cummings, and David Reese. Cathy will solicit the board for questions so that all voices are heard and represented in the process and that the board has full confidence in the process. The board thanks Cathy for her leadership.</p>		
EXECUTIVE DIRECTOR’S REPORT	<p>The written report was included in the Board packet. Laura included both the April and May reports. In April, she highlighted current challenges. In May, she gave an overview of targeted highlights, including nearing the final draft of the Strategic Plan PowerPoint and narrative report, and the temporary hiring of a previously unpaid intern (G. Smith) to expand Pre-K outreach capacity, the full page Durham Magazine ad, and the upcoming Power of Sharing award announcement to the Homeless Collaborative.</p>		
OTHER BUSINESS	None		
ADJOURNMENT	<p>The meeting was adjourned at 4:28 pm.</p>	<p><u>Next Executive Committee</u> <u>May 30, 2019</u></p> <p><u>Next Full Board</u> <u>June 20, 2019</u></p> <p><u>Partner Appreciation Breakfast</u> <u>June 27, 2019</u></p>	<p>8:30 am</p> <p>3:00 pm</p> <p>8:30 am</p>