



Executive Committee Meeting Minutes
April 18, 2019

Present: Diamond Bethea, Ilene Britt, Cathy Collie-Robinson, Phillip Harris, Karen O’Mansky, Queron Smith (on phone)

Absent or Excused: None Staff: Laura Benson and Jameka Wells

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

Agenda Item	Summary of Discussion	Motion	Action
ANNOUNCEMENTS	None.		
AGENDA MODIFICATIONS	None. There was no public comment.		
Consent Agenda Minutes 2/21/19 and 2/28/19; Spending Analyses; DEHS Reports	- The minutes, spending analyses, and Early Head Start reports were reviewed by the committee. Laura commented on the Corrective Action Plan that is in place for one of the EHS partner child care sites. It was provided for information. Laura also acknowledged the vast improvement in NCPK slot usage this year over last year.	It was moved to approve Consent Agenda Motion: Karen O’Mansky Second: Phillip Harris Not voting due to conflict of interest: None	Motion Carried
NCPK/SCHOOL READINESS COMMITTEE REPORT -DCDEE Monitoring -Site Licensure Status	<p>-Laura informed the committee that DCDEE performed both program and fiscal monitoring of DPfC’s NCPK contract administration. Several correctable items were noted: we did not have all of our NC Pre-K committee members’ signatures on the locally adopted Conflict of Interest statement as stated within the NC Pre-K Program requirements and guidance; subcontracts were signed later than recommended after the effective dates of the contract (learned we can change start date of contract); several files had income that was calculated using a different pay cycle than what the paystubs presented (e.g., using a biweekly formula to calculate income for a weekly or monthly pay cycle or vice versa); and some files had “No Income Statements,” while some that indicated no income did not have a “No Income Statement.” Consistent processes for all of the above have already been established.</p> <p>-Laura presented a written report to the Executive Committee in order to detail the circumstances of an NCPK site that experienced a licensure change. The School Readiness Committee had made several decisions in response to this (and other) incidents, and staff were following DCDDD’s guidance closely. In discussion regarding the situation, the following thoughts were shared:</p> <ul style="list-style-type: none"> ▪ We must follow DCDEE guidance, and full investigation may not be complete ▪ The NCPK committee shall reconsider conditions by which slots are satisfied, and make their May allocation decision with the most current information available. ▪ Consider as a board the structural policy that should be in place to address potential contract terminations and/or other risk to the Partnership that stems from a 		

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	<p>committee's decision; determine how and when the board should be informed; and formalize the process that has been followed in the past.</p> <p>The committee asked staff to draft a policy with thresholds noted as to when the board provides guidance to a committee, either on legal or relational grounds, and when the board may have authority to overrule a committee's decision.</p> <p>The parameters for public comment at a meeting were reviewed. Equity was also discussed, The Executive Committee asked staff to review other cases in which a site had a provisional license and how it was handled. Jameka Wells provided strong support in the conversation.</p>		
ALLOCATIONS COMMITTEE REPORT	<p>-Cathy updated the committee on the allocations process. Initial funding scenarios have been reviewed. Laura asked for guidance on the communication plan regarding when the board should receive materials with the allocations recommendations. Staff will send out the packets with information sheets on each activity in advance of the May 16th meeting. Laura also shared the new NCPC policy on reversions.</p>		
TRANSITION PLAN -Search Process update	<p>-Cathy discussed the Executive Director search process to date. The position has been posted, following broad feedback from staff and board members. The search committee will be made up of the Executive Committee members and any other board members who have volunteered (David Reese). They have set an ambitious timeline, and it will depend partially on the strength of the applicant pool. They have not decided what will happen in July if the new Executive Director has either not been named or is not yet in place.</p>		
EXECUTIVE DIRECTORS REPORT	<p>-Laura presented a written report that focused on the upcoming May 17th bus tour, advocacy opportunities and board engagement, the finance committee agenda, and the strategic plan status. Concerns within each of the strategic plan focus areas include: the boldness of the Family Resource Center / hub concept and with whom to partner; the low pre-k application rate and ongoing attention required to keep unified alignment between NCPK and Durham PreK as a holistic system; the need for a major commitment from DPS in order to ensure a successful district-wide Transition to Kindergarten expansion and the administrative capacity that DPfC will need to build in order to support the plan and its execution.</p>		
OTHER BUSINESS	None		
ADJOURNMENT	<p>The meeting was adjourned at 4:45 pm.</p> <p><u>Smart Start National Conference</u></p> <p><u>Next Full Board</u></p> <p><u>Next Executive Committee</u></p> <p><u>Next Executive Committee</u></p>	<p>April 30 – May 2 in Greensboro</p> <p>May 16, 2019 3:00 – 5:00 pm</p> <p>TBD for EHS application approval</p> <p>June 20, 2019 3:00 – 5:00 pm</p>	