



Executive Committee Meeting April 29, 2010

Attendees: Angie Welsh, Bill Bryant, Ilene Britt, Joe Haenn, Michael Palmer, Eunice Sanders, Barbara VanDewoestine

Absent: Dave Clark, Ellen Reckhow

Staff: Marsha Basloe, Tina Bernardoni, Kate Irish

The meeting was called to order at 11:08 am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes from February 18, 2010 and Spending Forms 	<p>The Committee reviewed the items on the consent agenda: Minutes and Spending Forms.</p> <p>Bill Bryant was congratulated on winning the Volunteer Center Leadership Award. The County of Durham has officially made 2010 the Year of the Young Child; Angie & Michael attended the event.</p> <p>Joe inquired about OBT spending because they are only at 75%. Marsha reported that they are a month behind in payments for children, but she will check it out and report back to the committee. (This was done via e-mail.)</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Joe Haenn Second: Barbara VanDewoestine Abstain: None</p>	<p>Motion carried.</p>
<p>Governance Planning</p> <ul style="list-style-type: none"> • Succession Plan & Inventory and Contract Form • Ethics Code 	<p>A succession plan and inventory form are important to ensure the continued viability of an organization and is part of strong governance.</p> <p>Marsha worked with staff and members of the Executive Committee to create the succession plan and inventory form. This form has been reviewed by the Finance Committee and senior staff at the Partnership. The succession plan highlights what happens in the event of a short-term absence, a long-term absence, and a permanent absence of the ED. The inventory form gives the location of all important documents and information.</p> <p>It was noted that this will be included in the mailing to the board in May.</p> <p>The Task Force on Ethics created last spring has created an Ethics Code for the Partnership. Bill and Angie worked with Marsha to finalize the form presented today. This form includes the Conflict of Interest and Confidentiality forms</p>	<p>It was moved to formally adopt the succession plan and inventory form.</p> <p>Motion: Michael Palmer Second: Bill Bryant Abstain: None</p>	<p>Motion carried.</p>

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	<p>already used so that each board member will only have to sign one document in the future. All Board members will be required to sign the Ethics Code.</p> <p>The Partnership’s attorney reviewed the document and sent feedback as of April 23, 2010. Bill thanked Tina for her work incorporating the attorney’s feedback into the redline draft presented to the committee.</p> <p>Joe asked to have the April 23rd date on the redlined copy and to add “Use of Partnership facilities and resources for non-Partnership gain or use” under “Actions generally warranting discipline.”</p> <p>It was agreed to have a segment of training for Board Members on the new policy, a sort of “re-orientation” in August. Details were discussed for the August Board meeting – the meeting will start at 4pm and go until 7pm in order to refocus on the big picture, reorient Board members, and provide training on the EHS grant that the Partnership is mandated to have for its Board members.</p> <p>NCPC will be subject to the NC Ethics Act; all Board members at NCPC will have to disclose contributions, etc. Local Partnerships do not have this yet, but it is likely that it will be required in the future.</p>	<p>It was moved to approve the Ethics code as of April 23, 2010 with the edits from Mike Calhoun, the Partnership attorney, with the edit from the Committee.</p> <p>Motion: Joe Haenn Second: Barbara VanDewoestine Abstain: None</p>	<p>Motion carried.</p>
<p>Program & Evaluation</p> <ul style="list-style-type: none"> • PBIS Selection • Indicators Report • More at Four Plan 10-11 • Early Head Start Update 	<p>NCPC is allowing local partnerships to look at their PBIS selections. The Evaluation Committee met and discussed the seven mandatory criteria and four locally selected criteria, recommending that staff select the PBIS criteria. Staff recommended maintaining current selected criteria.</p> <p>The Program & Evaluation Department completed an Indicators Report, a follow up to the “Report Card” prepared approximately 18 months prior. Kate presented the report to the Committee.</p> <p>The Committee received the MAF Plan for FY 2010-2011 as a motion from the School Readiness/More at Four Committee for approval. The SR/MAF Committee met on April 22. As part of the plan, Durham has requested an additional 36 slots for FY 10-11 for Durham Public Schools. They have not yet been approved. There was discussion about the status of both Scarborough and Bright Horizons. Both have stipulations in the MAF plan.</p> <p>Kate presented the Early Head Start update, providing a handout for the Committee in their packets. She provided an update to the Committee on staff, applications and enrollment, home-based program options, center-based program options, and the reapplication for Year 2 of the EHS grant. They have already gotten over 150 calls from families wanting to fill out the applications, and slots should be filled by the end of the federal fiscal year.</p>	<p>It was moved to maintain the currently selected criteria for the Partnership PBIS.</p> <p>Motion: Bill Bryant Second: Michael Palmer Abstain: None</p> <p>It was moved to accept the MAF plan for FY 2010-2011.</p> <p>Motion: School Readiness/More at Four Committee Second: Bill Bryant Abstain: Eunice Sanders</p>	<p>Motion carried.</p> <p>Motion carried.</p>

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<p>Personnel Committee</p> <ul style="list-style-type: none"> • 401K Plan Change; • HR Salary Review; <p>• Updates to manual</p> <p>• Request from County</p>	<p>years.</p> <p>The Investment Committee and Board approved the Plan and Manager change for the 401K plan for the Partnership. Staff will complete the paperwork for this process in May.</p> <p>Marsha has been working with an outside HR company to do an outside HR review of salaries in order to remain competitive. The HR review is also a requirement of the nonprofit Form 990 completed each year. Marsha distributed the results and asked that if the Executive Committee approved the HR recommendations, to do so with the latitude to implement this plan over the next couple of years.</p> <p>There are two updates to the Personnel manual being presented for approval. The first is to include reimbursements using Federal funds in the manual if a staff member is traveling on the Federal Grant in order to meet the EHS grant guidelines. The second update involves the requirement of both a two-week notice with requests for time off (presently in practice) and the requirement that if a staff member wishes to take more than one day off the week prior to the week the Partnership is closed between Christmas and New Years that this request must be approved in writing by the ED at her discretion.</p> <p>Durham County, in response to a request to fund part of the grant writer's salary in the amount of \$14,000, has requested the salary information for all employees. Marsha has provided the County with the salary scale and the breakdown of which titles fall on which scale. She has also provided the salary for the position being funded. However, the county wants the names of the employees and the salary they make. Marsha is uncomfortable providing names and has learned from a funded partner that the County has not asked every organization applying for a grant for this specific information and has instead accepted charts similar to what the Partnership submitted. Once the Partnership submits this information to the county, it would become public record and allow everyone to have salary information. The Committee voiced support for Marsha's decision to withdraw the application if the information provided was not sufficient instead of submitting individual salaries with names. Michael Palmer said he would talk with the County to learn more.</p>	<p>It was moved to accept the HR recommendations for the salary scales while giving Marsha the latitude to implement the salary scale over time.</p> <p>Motion: Michael Palmer Second: Eunice Sanders Abstain: None</p> <p>It was moved to approve the Personnel Manual Updates as submitted.</p> <p>Motion: Joe Haenn Second: Bill Bryant Abstain: None</p>	<p>Motion carried.</p> <p>Motion carried.</p>
<p>Early Childhood Legacy Trust Update</p> <ul style="list-style-type: none"> • Planning Group Process; Cultivation Planning • 2011 Children's Ball 	<p>Marsha reported on the Early Childhood Legacy Trust. There is a planning group that is meeting and going over documents as well as developing a case statement and cultivation plan. The next meeting is May 12, 2010.</p> <p>Bill and Dave wish to start planning an annual fundraising event to start in 2011; the current thought is a Children's Ball, but details will be worked out in the planning committee.</p>	<p>It was moved to approve a Board planning committee for a major fundraising event starting in 2011.</p> <p>Motion: Barbara VanDewoestine Second: Joe Haenn Abstain: None</p>	<p>Motion carried.</p>

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<p>ED Report</p> <ul style="list-style-type: none"> • ED Forum Update • Downtown Durham Child Care Project • Mickle Rec. Center • MAF monitoring to begin; SS Monitoring 	<p>Marsha gave a brief update on events as detailed in her Executive Director’s Report, including: the Downtown Durham Child Care project is going on and the Partnership is holding a focus group with some child care centers in order to find out what it would take for them to open a site downtown.</p> <p>A Mickle Recreation Center study has been done and is being reviewed. The report indicates that the Partnership would need significant funds to clean up and renovate the building. The next steps are to share the report and bring a group together to discuss next steps. In addition, Smart Start monitoring is currently ongoing.</p>		
<p>Other Business, including adjournment</p>	<p>It was moved at 1:00pm to go into a closed session under §143-318.11(a)(6) to discuss a personnel matter. The meeting thereafter adjourned at 1:15 pm.</p>	<p>It was moved to go into a closed session under §143-318.11(a)(6) to discuss a personnel matter.</p> <p>Motion: Michael Palmer Second: Bill Bryant Abstain: None</p>	<p>Motion carried.</p>
<p>Committee ended Closed Session at 1:15 pm. No action was taken.</p>			