



**Executive Committee Meeting  
December 15, 2011**

Attendees: Bob Ashley, Ilene Britt, Bill Bryant, Joe Haenn, Anne Karasek, Ellen Reckhow, Eunice Sanders

Absent/excused: None

Staff: Laura Benson, Sandra Roberts, Kelly McCoy

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

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>Agenda Modifications</b>	None		
<b>Consent Agenda</b> -Approval of 9/15/11 minutes -Spending forms -EHS Monthly Update	The committee appreciated the addition of the turnover statistics to the Early Head Start report. A similar statistic will be added to the NC Pre-K spending analysis each month.	<b>It was moved to approve the Consent Agenda.</b>  Motion: Joe Haenn Second: Eunice Sanders Not voting due to conflict of interest: None	<b>Motion carried</b>
<b>Finance</b> -Audit Update -FY 10-11 Financial Statements  -FY 11-12 Administrative Budget  -Finance Committee Membership  -Fund Development Committee Personnel	-The final audit report with an unqualified opinion is expected by January 31, 2012. Sandra Roberts presented Exhibit A of the financial statements which consists of receipts, expenditures, and net assets. A draft management letter recommends that the Board review and approve monthly treasurer's reports and the draft financial statements that are submitted with the audit package. It was noted that internal controls are flawless and that these processes have not drawn concern in the past. Management has an opportunity to write a response.  - Joe Haenn and Bill Bryant presented the FY 11-12 operating budget in comparison to FY 10-11 and explained the administrative funding changes reflected in the budget. There is now a 4%		

	<p>administrative budget for NC Pre-K. Smart Start funds were not allocated to NC Pre-K coordination. The personnel and contracted service figures (approx. \$872K, down \$118K from last year) include reductions in force and calculations for vacant positions.</p> <p>-It was recommended to shift the focus from public to private funding sources and to set a target for private funding. Ellen Reckhow recommended we gather information on how many children in the county enter kindergarten unprepared, which could be compelling data to a funder. This data could be set against data from our funded partners to demonstrate that our programs are needed and effective. DPS’s K-2 data is currently being analyzed by the Center for Child and Family Policy.</p> <p>-The Finance Committee will meet at least quarterly. There are new members, and Joe Haenn is the new committee chair.</p> <p>-Bill Bryant proposes to establish a permanent Fund Development Committee. A potential committee chair has been approached and appropriate committee members are being considered. The Fund Development committee will work toward sharpening our message and fund development activities. Joe Haenn suggested the committee make it a priority to gain community endorsements of the Partnership.</p>	<p><b>It was moved to recognize the receipt and approval of the FY 11-12 Administrative Budget.</b></p> <p>The committee plans to ensure a balanced budget in FY 12-13.</p> <p>Motion: Joe Haenn  Second: Bob Ashley  Not voting due to conflict of interest: None</p>	<p><b>Motion carried</b></p>
<p><b>Board Development and Annual Meeting</b>  -“Meet our Partners”  Evaluation and Board Orientation  -Nominations –</p>	<p>-The “Meet our Partners” event was positively received. Anne Karasek suggested having a scavenger hunt or quiz to guide the event and target the message. It was also recommended to have a larger space for the event.</p> <p>-Several child care providers rotated off the Board in October.</p>		

Providers	<p>Laura met with those who rotated off to determine a process for soliciting nominations from the provider community, and establishing criteria. Several names were suggested, which Laura will review with Ellen to follow the nominations process before they are presented to the Board and voted on.</p>		
<p><b>Human Resources</b>          -Personnel Policy Update- classification of employees          -Clergy Housing Allowance          -Executive Director Coaching proposal          -Executive Director Annual Evaluation Plan</p>	<p>-It is proposed to add a “Temporary Employees” section to the classification of employees in the personnel policy handbook. It would allow for hiring temporary, short term employees directly, rather than using a hiring agency. Discussion included permission to use internal staff to temporarily fill short term needs, consistency with the 401K employer contribution policy for permanent employees, and a commensurate hourly wage.          -A proposal was made regarding setting the 2012 amount for a Clergy Housing Allowance, which Laura qualifies for as an ordained Methodist minister. A portion of Laura’s salary would be paid as a housing allowance in accordance with IRS code, with Laura assuming the requisite self-employment tax burden. It is budget-neutral and the compensation amount she receives from the Partnership would not be affected. NCPC recommended that the Partnership receive written guidance from a CPA to ensure compliance with the IRS. The CPA memo was obtained and indicates that a housing allowance is permissible in this case. It was decided to table the issue until a later date, after additional research.          -Laura is withdrawing her proposal to work with an ED coach, but she acknowledged the possibility of using discretionary spending for professional development of the senior leadership team within the</p>	<p><b>It was moved to authorize Bill Bryant to finalize the temporary employee definition and classification of employees changes in the Personnel Policy.</b></p> <p>Motion: Joe Haenn          Second: Anne Karasek          Not voting due to conflict of interest: None</p>	<p><b>Motion carried</b></p>

	<p>bounds of what is already budgeted for staff training and development. She thanked the committee for their affirmation of her skills and experience.</p> <p>-The ED Annual Evaluation Plan falls to the Executive Committee. Input from the Executive Committee, staff, and Board members will be considered. Tools used in previous years will be referred to and modified for use this year.</p>		
<p><b>ED Report</b> -Pre-K Program Expansion (Education Referendum revenue)</p>	<p>-DPfC will be working closely with Durham Public Schools on Pre-K classroom expansion with the new sales and use tax revenue dollars. DPS will present Pre-K plans to the Board of Education in January. Eunice Sanders was asked to make a presentation at the January 19, 2012 DPfC Board Meeting.</p> <p>-Other highlights are included in the written report; they were not discussed due to time.</p>		
<p><b>Other Business</b></p>	<p>There was additional discussion about the large number of children with special needs enrolled in Pre-K at DPS. There is tremendous need for early identification of children with disabilities and the expansion of programs that currently work towards this end.</p>		
<p><b>Adjourn</b></p>	<p>It was moved to adjourn the meeting at 1:05PM.</p> <p>The full Board will meet next on January 19 at 3pm. The Executive Committee will meet next on February 16 at 11am.</p>		