

Executive Committee Meeting August 2, 2007

Meeting Called to Order at 11:10 with a quorum

Members Present: Harold Sellars, Michael Palmer, Barbara VanDewoestine, Bill Bryant, Joe Haenn (via telephone)

Staff Present: Marsha Basloe, Vicki Rawlings

Agenda Item	Summary of Discussion	Motion	Action
Approval of Minutes of May 2007	Minutes reviewed	Motion to approve by Michael; seconded by Barbara	Minutes approved
<p>Financial & Programmatic Update</p> <p>Spending Analysis</p> <p>Development Report</p> <p>Budget Review</p> <p>NCPC Competitive Grant process</p>	<p>Harold reported that the NCPC monitoring report was clean and applauded Marsha for her efforts</p> <p>Spending reviewed. We reverted \$11,911 – \$8,000 from Healthy Families due to staff turnover past the deadline. Requested extension from NCPC – denied. \$75 from Little River. \$3,842 from admin was reverted. \$2,000 less than last year even with late move. No penalty unless reverted funds exceeds \$81,000. Noted that 55% of DPFC funds this year went to subsidy/DACCA. Conversations to follow especially during allocations regarding max spending</p> <p>Committee reviewed Development report – unaudited - \$87,299 cash and in kind. In addition, we are mandated by the state office to have a 10% match in funds. We had \$1.4 million in matching funds. Examples of in-kind matches are: volunteer time, parent fees, in-kind printing, etc.</p> <p>Committee reviewed budget. Difference in variance from year before. Increase in furniture from the move. Oversight of the admin budget is the responsibility of the executive committee and they will continue to receive this report twice a year with Marsha reporting any major changes.</p> <p>Relationship with Steve Toler brought as a side bar. Steve goes out in community and solicits specific dollar contributions as well increases visibility of DPFC. His contract is still being negotiated. There are certain deliverables that Marsha wants this year. Contract in first yr was \$39,000, now 30,000 because needs and deliverables have changed. Executive Committee would like a report twice a year with Steve’s work being more visible and transparent.</p> <p>DPFC will not get additional dollars from NCPC this year because we are funded at 53%. New process: There will be up to \$750,000 in competitive grants, and targeted to 4 specific grants. (which are 2 year</p>		

<p>NCPC Competitive Grant process cont.</p>	<p>grants) Partnerships have to submit proposals- deadline is 9/7/07. We will submit grant proposals once we learn criteria. Criteria to be presented 8/2/07. Grants will probably be small because there are 78 partnerships all competing. Volunteers and NCPC staff will make the decisions.</p>		
<p>DACCA ED & Board Update</p>	<p>Harold presented information on meeting. Ex. Leadership team that oversees DACCA met in July. (DPFC, OBT, DSS and CCSA). A lot of oversight loss, including fiscal management, when Executive Director of DACCA became a DSS employee. We want to make DACCA grow & evolve to be what it really should be, we do not want dollars wasted. Marsha perceived as the “bad guy” because questions asked and issues kept on the table. Long range, we should find an outside consultant/evaluator to study the structure & make recommendations. Short-term objective = evaluation and embed some responsibilities into job descriptions. Program monitoring this year showed there were operational issues. Deliverables still have to be met (automated/universal app).</p>		
<p>ED Performance Review</p> <p>More at Four Updates</p> <p>Selection Criteria</p>	<p>Moved up on agenda. Harold asked that all EC members have evaluations forms completed as soon as possible. Will call special meeting or conference call for evaluation.</p> <p>Selection criteria were not income based in the beginning now evolved & needs updating. Joe advised that eligibility criteria have changed (state guidelines). Children of active military personnel or scheduled for active duty within 18 months as well as children of seriously injured or killed service members are automatically eligible for MAF. Motion to accept recommendation of SR/MAF Committee & addendum to include new requirements as related to the military. (See attachment)</p>	<p>Motioned by Barbara, seconded by Bill. Joe abstained. Motion carried.</p>	<p>Board action item</p>
<p>Compliance for MAF Teacher Compliance</p>	<p>Sites who have staff not meeting education requirements as approved by MAF committee by spring semester of each year will be required to implement a CAP. If site continues to be non-compliant by Jan of the next year, the site’s reimbursement will be reduced by \$50 per child for that class. (See attachment.)</p>	<p>Recommendation from Committee. Seconded by Bill. Joe abstained. Motion carried</p>	<p>Board action item</p>
<p>Add Slots at HS</p>	<p>Approve expansion of 24 slots in Durham County at Head Start for blended funding. Does not require Smart Start funding. As part of expansion agreement, OBT will hire an early childhood bilingual staff position. Person will be used & accessed in a variety of different ways. Slot rate going up this year. Recommendation from SR/ MAF committee for expansion slots.</p>	<p>Recommendation from Committee. Seconded by Barbara. Joe abstained. Motion carried</p>	<p>Board action item</p>

<p>Policy for site losing stars in new rated licensing</p>	<p>We had our first site lose stars in the new licensing. We learned that DCD did not have all of the education information & materials. We are presently working with that site on re-licensing. Committee is committed to setting up a whole system to look at this issue with the change in the rated license but would like a year to do so. Recommendation is that if a 4 or 5 star site drops to a 3 or less under new licensing in 07/08, they may continue to serve MAF children with a CAP detailing steps it will take and benchmarks to be met.</p>	<p>Motioned by Barbara, seconded by Bill, Joe abstained. Motion carried</p>	<p>Board action item</p>
<p>Executive Summary</p>	<p>Would like to put back on BOD agenda for annual meeting.</p>		<p>Linda to review in August</p>
<p>School Readiness/Teacher Talk/Ready Schools Initiative</p>	<p>Meeting in May that brought Pre-K and K teachers together. Bringing back together 8/15 for them to look at notes and obtain their buy in (would be good advisory group).</p> <p>June Atkinson & Stephanie Fanqul wrote to partnerships and school superintendents about a Ready Schools Initiative. Stacey Wilson-Norman & Marsha putting together a team for mtg 10/30 in Greensboro. May come to EC for community leaders to fill some slots.</p>		
<p>Board Giving Goal</p>	<p>Last 2 years 100% giving. Would like to have it 3 years in a row. Possible themes given as options. Marsha will put possibilities on agenda for annual BOD meeting. Harold also questioned if anyone wanted to host the annual gathering of the BOD to kick off the BOD giving campaign.</p>		<p>Board Giving options to be presented at August meeting</p>
<p>ED Report Personnel Update</p>	<p>Kate Irish started as Program Coordinator in June. Trish Vandersea started as part time Health Program Coordinator. Barbara Mollica staff accountant with Orange Co and Durham went from temp agency to staff. Wendy Huskins was offered the MAF Program Assistant position. She is bi-lingual. We had two summer interns this summer (UNCG & UNC Ch), both worked well. We have an intern from NCCU starting 8/13. All staff have completed their work plans and all performance reviews will be completed by 8/14</p>		
<p>Studies</p>	<p>Latino study by Duke students in May handed out. Fatherhood study will be shared with the Allocations committee at the next meeting. Recommendations will come to the Board.</p>		
<p>Plans for Annual Meeting</p>	<p>Membership will present the slate for vote. New members will also be presented to Board. Debra Parker (NCCU) Rhonda Parker (Director of Parks & Rec) and Delphine Sellars (Cooperative Extension) with Pat Harris as designee when not available)</p>	<p>Meeting adjourned at 12:45 pm</p>	