

Board of Directors Meeting Minutes

Wednesday, January 19, 2022

12:00 p.m. – 1:13 p.m.

via ZOOM URL: <https://us02web.zoom.us/j/83003066032>

Members Present: (Former Board Chair) **Sheryll Strode**, (CEO of Smart Start of Forsyth County) **Louis Finney Jr.**, (Board Member) **Debbie Best**, (Board Vice Chair) **Tembila Covington**, (Board Member) **Elizabeth Perkins Lees**, (Board Secretary) **Sabrina Hinton**, (Treasurer) **Bennett Bruff**, (Board Member) **Emily Rector**, (Board Member) **Brian Hart**, (HR Committee Chair) **Linda Jackson-Barnes**, (Board Member) **Wilson Weaver**, (Board Member) **Kristin Toruno**, (NCPK Committee Chair) **Effie McMillan**, (Board Member) **Tekeshia Redd**, (Board Member) **Dorothy Monique Pearce-Brady**, (MALea Chair) **Jessica McCrory**,

Staff Attendees: (Director of Continuous Quality Improvement and Partnerships) **Melissa Estler**, (Director of Advancement & Community Education) **Marvin Fulwood**, (Director of Children and Family Services) **Saquana Terry**, (Human Resources Manager) **Joanna Brim**, (Chief Financial Officer) **Thomas Long**, (Chief Program Officer) **Tabitha McAllister**, (TLS Specialist) **Susan Smith**

Members Absent: (Board Chair) **Reginald McCaskill**, (Board Member) **Vivien Stearns**, (Board Member) **Denise Hartsfield**, (Board Member) **Anna Miller Fitzwater**, (Board Member) **Katrina Tucker**, (Board Member) **Tonya McDaniel**, (Board Member) **Theressa Stephens**, (Board Member) **Diana Santos Johnson**, (Board Member) **Kelley Bendheim**, (Board Member) **Joan Troost**

Call to Order:

(Board Vice Chair) Tembila Covington called the meeting to order at 12:00 p.m. via the ZOOM platform. The Chair established a quorum.

Review and Adopt Agenda:

A motion to approve the agenda was made by Wilson Weaver. The motion to approve the agenda was seconded by Linda Jackson Barnes. All Board Members present voted unanimously to adopt the agenda.

Introduction of visitors and opportunity for public comment:

Visitors: No visitors

Public Comment: No public comment

Consent Agenda:

- **For Consent:**
- November 17th, 2021, Executive Committee Meeting Minutes – *attached*

- **For Receipt:**
- CEO Corporate Update Attached (Strategic Priority Update)
- Finance Report - Attached
- November Treasurer's Report - Attached
- NCPC Reversion Report - Attached
- Development Committee Report Attached
- HR Committee Report Attached
- Updated Salary Schedule Attached
- SSFC Market Study Attached
- MAlea Committee Report Attached

Approval of Consent Agenda

(Board Vice Chair) Tembila Covington called for a motion to be made to approve the consent agenda. A motion was made to approve the consent agenda by Deborah Best. The motion to approve the consent agenda was seconded by Linda Jackson Barnes. All Board Members present voted unanimously to approve the consent agenda.

Update from Board Chair Reginald McCaskill

(Board Chair) Reginald McCaskill was not present during this meeting to provide an update.

CEO Corporate Update: CEO of Smart Start Louis Finney Jr.

Louis Finney Jr. began the CEO update by discussing the loss of team member Amy Queen. Smart Start of Forsyth County will be naming an award after Amy Queen and are currently raising funds in her honor to donate to the American Kidney Foundation. Smart Start of Forsyth County staff were provided critical incident and stress management support by local chaplain Glenn Gary Davis, with Atrium Health to help cope with the loss of Amy Queen. Louis continued by recognizing Employee of the Quarter, Susan Smith for her great work in the Teaching and Learning Services Program. Smart Start of Forsyth County's staff members Tabitha McAllister, Joanna Brim, and Marvin Fulwood gave a presentation on SSFC's Strategic Priorities. Tabitha McAllister began by discussing SSFC's Strategic Priority as it relates to Trauma Informed Services. Smart Start has conducted numerous Community and Provider Trainings as well as in house trainings to meet its long-term priorities in ensuring community awareness. Joanna Brim continued by discussing SSFC's Strategic Priority as it relates to Organizational Strengthening. Smart Start has refined its recruitment efforts, policies, and procedures, and conducted staff survey workshops to meet its goal in creating a working

environment that supports a culture of trust and engagement. Marvin Fulwood concluded by discussing SSFC's Strategic Priority as it relates to Visibility, Reputation, & Influence. Smart Start of Forsyth County hosted its largest Annual Fundraiser in 27 years and increased donations by 400%. Along with this SSFC continues to focus on increasing social media and partnering with local newspapers, radio stations, and new stations to support its efforts in increasing traffic and public reputation. This concludes the CEO update.

By Laws Committee — Tembila Covington:

(Board Vice Chair) Tembila Covington provided an update regarding the By Laws committee's first meeting. The committee reviewed the 2021-2022 By Laws, the audit findings and the previous years committee charter. The Committee discussed recommendations to address the audit findings and board composition. The committee will be meeting again on January 26, 2022 to formulate recommendations to the Board in March 2022. This concluded the By Laws Committee update.

Finance Committee — Bennett Bruff:

(Board Treasurer) Bennett Bruff began by discussing December's committee meeting. The committee discussed November's financial statements and addressed a few items that were a bit off in regards to percentage. The finance committee further discussed the NCPC Reversion funds and ways to ensure expenditure. The finance committee approved the budget for the NCPC Reversion Funds. Bennett Bruff called for a motion to be made to approve the proposed budget for the NCPC reversion funds. A motion was made to approve the budget by Deborah Best. The motion to approve the consent agenda was seconded by Linda Jackson Barnes. All Board Members present with the exception of Sabrina Hinton and Elizabeth Lees voted unanimously to approve the consent agenda. This concluded the Finance Committee update.

Development Committee - Committee Chair Dr. Sabrina Hinton

(Development Committee Chair) Sabrina Hinton provided an overview of the Committee report regarding the Committee meeting on December 16, 2021. The development committee chair discussed Giving Tuesday and SSFC reviewing the extensive Donor List. The committee chair continued by discussed the proposed Raising Forsyth County budget of \$12,000. Sabrina Hinton called for a motion to be made to approve the proposed fundraising budget. A motion was made to approve the budget by Wilson Weaver. The motion to approve the consent agenda was seconded by Brian Hart. All Board Members present voted unanimously to approve the consent agenda. This concluded the Development Committee update.

Human Resources Committee — Committee Chair Linda Jackson Barnes:

(Human Resources Committee Chair) Linda Jackson Barnes discussed the HR Committee report from the HR Committee meeting on November 29th. The HR Committee reviewed the SSFC 2021 Market Study and Updated Salary Schedule. The purpose of the updated salary schedule is

to ensure equity in the company's compensation structure while also addressing retention and recruitment efforts. A motion was made by Brian Hart to approve the proposed salary schedule recommendation as presented. The motion was seconded by Sabrina Hinton. All Board Members present voted unanimously to approve the updated salary schedule and proposed updated salaries. All Board Members present voted unanimously to approve the consent agenda. This concluded the HR Committee update.

MALea Committee — Committee Chair Jessica McCrory:

(MALea Committee Chair) Jessica McCrory began by discussing MALea's meeting on December 16, 2021. The MALea committee discussed their review of the evaluation reports for all funded programs. The committee also reviewed 2020-2021 Quarter 4 reports and answered any clarifying questions. This concluded the HR Committee update.

NC PreK Committee — Committee Chair Effie McMillan:

(NC PreK Committee Chair) Effie McMillan began by providing an update on enrollments which currently stands at 680 students. SSFC will be hosting a NC PreK live Q&A on Facebook on January 21, 2022 to address any questions from the community regarding the process. This concluded the NC PreK committee update.

Adjourn:

A motion to adjourn the Board Meeting was made by Sabrina Hinton. Deborah Best seconded the motion to adjourn the Board meeting. All Board Members present voted unanimously for the motion. Motion passed.

MEETING ADJOURNED AT 1:13 p.m.