

**Smart Start of Forsyth County
Executive Committee Meeting
Monday, July 12th, 2021
12:00 p.m. – 1:30 p.m.**

VIA ZOOM URL: <https://us02web.zoom.us/j/81501182679>

Members Present via Zoom: (Board Vice-Chair) **Reggie McCaskill**, (Secretary) **Tembila Covington**, (Chief Executive Officer of Smart Start of Forsyth County) **Louis Finney Jr.**, (NC Pre K Co-Chair) **Effie McMillian**, (Development Committee Chair) **Sabrina Hinton** (Human Resourcing Committee Chair) **Doug Pungner**, (MALea Committee Chair) **Jessica McCrory**, (Board Chair) **Sheryll Strode**, (Finance Committee Chair) **Bennett Bruff**,

Members Absent via ZOOM: None

Staff Present via ZOOM: (Community Education and Outreach Coordinator) Marvin Fulwood

Call to order:

The meeting was called to order at 12:01 p.m. by the (Board Chair), Sheryll Strode. The roll call and quorum were established at 12:02 p.m. by the Board Chair.

Review and Adopt Agenda:

A motion was made to adopt the agenda with the addition of adding Board Composition Update by (Human Resourcing Committee Chair) Doug Pungner. The motion to adopt the agenda with the addition of adding Board Composition Update was seconded by (Secretary) Tembila Covington. All members present voted unanimously to adopt the agenda. Motion Carries.

Intro of visitors and opportunity for public comment:

Visitors Present:

Public Comments: N/A

Committee Approval/Receipt:

- **For Consent:**

- June 14th, 2021, Executive Committee Meeting Minutes – *attached*
- **For Receipt:**
- May Treasurer’s Report and Finance Summary – *attached*
- SSFC Pre-Audit Letter – *attached*
- Smart Start of Forsyth County Employee Survey – *attached*

A motion was made to approve the consent agenda with the removal of the attachment *CEO Corporate Update* by (Human Resourcing Committee Chair) Doug Punger. The motion to approve the consent agenda was seconded with the removal of the attachment *CEO Corporate Update* by (MALea Committee Chair) Jessica McCrory. All members present voted unanimously to approve the consent agenda. Motion Carries.

Board Chair Update: Board Chair, Sheryll Strode

(Board Chair) Sheryll Strode indicated that she is still hopeful of having an event around the September Board of Directors meeting. (Board Chair) Sheryll Strode indicated that this event would be a great time to discuss strategic planning and education for the Board. (Board Chair) Sheryll Strode indicated that she would like for this event to be in person.

CEO Corporate Update: CEO, Louis Finney Jr.

(CEO of Smart Start of Forsyth County) Louis Finney Jr. presented the CEO Corporate Update to the Executive Committee. (CEO of Smart Start of Forsyth County) Louis Finney Jr. updated the Executive Committee on the 3 Strategic Priorities (Organizational, Visibility, Reputation, and Influence, and Trauma Informed Services).

(CEO of Smart Start of Forsyth County) Louis Finney Jr begin discussing the Organizational Strengthening Priority with decreased percentage in turnover within the organization. (CEO of Smart Start of Forsyth County) Louis Finney Jr indicated that SSFC did conduct the baseline survey. (CEO of Smart Start of Forsyth County) Louis Finney Jr informed the Executive Committee that the Leadership Team is participating in the Executive Coaching that has been going on since May 2021. (CEO of Smart Start of Forsyth County) Louis Finney Jr informed the Executive Committee that Smart Start of Forsyth County has hired a Human Resourcing Specialist, Joanna Brim.

(Board Chair) Sheryll Strode asked was there active discussion pertaining to the Human Resourcing Specialist reporting directly to the CEO of Smart Start of Forsyth County in light of the Employee Engagement revealing employees have fear of retaliation and the consultant’s

recommendation that employees should see HR as independent and objective. (CEO of Smart Start of Forsyth County) Louis Finney Jr indicated that there was no active discussion in other Committee meetings regarding the Human Resourcing Specialist reporting to the CEO of Smart Start of Forsyth County. (Board Vice Chair) Reggie McCaskill asked, “Who would Human Resourcing Specialist report to if they did not report directly to the CEO?” (Secretary) Tembila Covington indicated that in her previous experiences the Human Resourcing Specialist reported directly to either the COO or CEO in a non-profit agency. (Human Resourcing Committee Chair) Doug Punger indicated in his previous experience the Human Resourcing Specialist would report to the Executive Director. (Human Resourcing Committee Chair) Doug Punger also indicated that the Human Resourcing Specialist would be used as a resource to the Human Resourcing Committee and not a direct report to the Human Resourcing Committee.

(CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Executive Committee of the new Community Education and Advancement Department. (CEO of Smart Start of Forsyth County) Louis Finney Jr also presented the difference between a Human Resourcing Specialist and Director of Human Resourcing. (CEO of Smart Start of Forsyth County) Louis Finney Jr. did indicate that SSFC does contract out to Catapult for higher issues such as EEOC’s.

(CEO of Smart Start of Forsyth County) Louis Finney Jr concluded his update by giving a brief overview of Visibility, Reputation, and Visibility and Trauma-Informed Services.

Board Composition and Succession Update: Secretary, Tembila Covington

(Secretary) Tembila Covington informed the Executive Committee that the Committee has planned to develop a strategic succession plan to view which Board Members are rolling off or staying on the Board. (Board Chair) Sheryll Strode indicated that there are 3 areas that needs to be filled on the Board: Attorney, Active Parent, and Latinx

Finance Committee Update: Treasurer, Bennett Bruff

(Finance Committee Chair) Bennett Bruff presented the Finance Committee update to the Executive Committee. (Finance Committee Chair) Bennett Bruff informed the Executive Committee that the Finance Committee met in June and presented the May Treasurer’s Report. (Finance Committee Chair) Bennett Bruff indicated that \$40,000 originally assigned to administrative expenses must be reallocated to other expense areas per NCPC guidelines. Sufficient monies exist to pay for this amount in other categories. (Finance Committee Chair) Bennett Bruff informed the Executive Committee that several other areas are under budget largely due to the inability of Smart Start of Forsyth County and Direct Service Providers to provide full services during COVID restrictions.

All Executive Committee members present voted in favor to approve the Treasurer's Report and Financial Summary.

Development Committee Update: CEO, Louis Finney Jr.

(CEO of Smart Start of Forsyth County) Louis Finney Jr. presented a brief Development Committee update to the Executive Committee. (CEO of Smart Start of Forsyth County) Louis Finney Jr. indicated that the Development Team is looking to secure a location for next year's *Raising Forsyth Annual Event*. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Executive Committee that SSFC has secured donations from 2 organizations. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Executive Committee that Smart Start of Forsyth County is seeking to have more than just 1 event a year.

Human Resourcing Committee Report: Doug Pungler

(Human Resourcing Committee Chair) Doug Pungler indicated that the Human Resourcing Committee meeting has been moved to August due to not being able to have a quorum for the month of July. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Executive Committee that all staff will be in the building Tuesday, Wednesday, and Thursday; with the option of being virtual Monday or Friday. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Executive Committee that Smart Start of Forsyth County is taking appointments for Program Services.

MALea Committee Report: Jessica McCrory

(MALea Committee Chair) Jessica McCrory indicated that MALea has welcomed 3 new members to the Committee. (MALea Committee Chair) Jessica McCrory indicated that Vivien Stearns, Kenneth Pettigrew, and Natasha Williams has agreed to step on the MALea Committee. (MALea Committee Chair) Jessica McCrory indicated that providers have scheduled a date for all of them to meet and discuss what they do with the MALea Committee.

NC Pre-K Committee Report: Effie McMillian

(NC Pre-K Committee Chair) Effie McMillian indicated that there are no updates to the Executive Committee.



Adjournment:

A motion was made to adjourn the Executive Committee Meeting at 12:58 p.m. by (Board Vice Chair) Reggie McCaskill. The motion to adjourn the Executive Committee Meeting was seconded by (Human Resourcing Committee Chair) Doug Pungler. Motion Carries. Meeting adjourned.

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