

**Board of Directors Meeting Minutes**  
**Wednesday, November 17, 2021**  
**12:00 p.m. – 12:58 p.m.**  
**via ZOOM URL: <https://us02web.zoom.us/j/83003066032>**

**Members Present:** (Board Chair) **Reginald McCaskill** (Former Board Chair) **Sheryll Strode**, (CEO of Smart Start of Forsyth County) **Louis Finney Jr.**, (Board Member) **Joan Troost**, (Board Member) **Debbie Best**, (Board Vice Chair) **Tembila Covington**, (Board Member) **Elizabeth Perkins Lees**, (Board Secretary) **Sabrina Hinton**, (Board Member) **Emily Rector**, (Board Member) **Victor Isler**, (Board Member) **Brian Hart**, (Board Member) **Theresa Stephens**, (Board Member) **Tonya McDaniel**, (HR Committee Chair) **Linda Jackson-Barnes**, (Board Member) **Wilson Weaver**, (Board Member) **Kristin Toruno**, (NCPK Committee Chair) **Effie McMillan**, (Board Member) **Diana Santos Johnson**, (Board Member) **Tekeshia Redd**, (Board Member) **Kelley Bendheim**.

**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**

**Members Absent:** (Treasurer) **Bennett Bruff**, (Board Member) **Vivien Stearns**, (Board Member) **Denise Hartsfield**, (Board Member) **Dorothy Monique Pearce-Brady**, (Board Member) **Anna Miller Fitzwater**, (Board Member) **Katrina Tucker**, (MALea Chair) **Jessica McCrory**

**Call to Order:**

(Board Chair) Reginald McCaskill 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 Reginald McCaskill. The motion to approve the agenda was seconded by Wilson Weaver. 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:**
- September 13<sup>th</sup>, 2021, Executive Committee Meeting Minutes – *attached*
  
- **For Receipt:**
- CEO Corporate Update Attached (Strategic Priority Update)
- Finance Report - Attached
- October Treasurer's Report - Attached
- NCPC Reversion Report - Attached
- FTCC Change Attached
- Development Committee Report Attached
- HR Committee Report Attached
- PTO Rollover Recommendation Attached
- Employee Retention Bonus
- MAlea Committee Report Attached
- TLS Contact Activity Change Attached
- Q4 Partners Report Attached
- NCPK Committee Minutes Attached

### **Approval of Consent Agenda**

A motion was made by new (Board Chair) Reginald McCaskill to approve the consent agenda. A motion was made to approve the consent agenda by Sabrina Hinton. 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 discussed having the upcoming Executive Committee meeting scheduled in December to be in person. The meeting will be held at the Maple Chase Golf & Country Club. Reginald McCaskill also gave an update regarding attending SSFC all staff meeting on October 28<sup>th</sup>. Reginald McCaskill's attendance allowed for him to introduce himself to staff members as the new board chair and express his support of the efforts of the staff. Reginald furthered his update by stating there will be a new By Laws committee starting the beginning of next year that will review our By Laws propose updates to the Board semi-annually. Lastly, Reginald discussed attending the most recent MAlea Committee and expressed his plans to attend future committee meetings. This concluded the Board Chair update.

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

Louis Finney Jr. began the CEO update by discussing Smart Start of Forsyth County's Strategic Priority in relation to Visibility, Reputation & Influence. Louis discussed the increase in SSFC's

partnerships with organizations in Forsyth County and beyond. Louis furthered his update by discussed SSFC efforts in increasing grants & funding other than NCPC. SSFC has applied for the Winston Salem Foundation Grant & KBR grant that will further our goal to diversify its funds aligned with our Strategic Priority. Louis also provided an update advising that Smart Start was included in the conference budget for a recurring annual appropriation statewide NCPC increase of \$10 million! Louis wrapped his update by providing additional information regarding the Early Childhood Policy and it's increase NCPK reimbursement rates and the American Rescue Plan State Fiscal Relief Fund to provide startup and capital grants to NC PreK and childcare facilities. This concludes the CEO update.

#### **Finance Committee — CEO Louis Finney:**

(Board Treasurer) Bennett Bruff was unable to attend, (CEO of SSFC) Louis Finney provided an update regarding October 2021 Treasurer's report. NCPC & NCPK funds are mostly in line with the percentage of the budget. Louis also discuss the NCPC Reversion Funds that are to be received in January 2022. Lastly, Louis discussed the Finance Policy verbiage change. It was not a policy change it corrected verbiage; therefore, it did not require Board approval. It was a discussion item.

#### **Development Committee - Committee Chair Dr. Sabrina Hinton**

(Development Committee Chair) Sabrina Hinton provided an overview of the Committee report regarding the Committee meeting on October 21, 2021. SSFC is reviewing the extensive Donor List to improve accuracy of Potential Donors and removing individuals who are no longer active in the community. Sabrina discussed that the Development Committee agreed with the Giving Tuesday campaign and efforts to raise funds around early childhood literacy. Focusing on goal of \$1,000+. Marketing efforts will be improved this year. 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 8<sup>th</sup>, November 12<sup>th</sup>, November 29<sup>th</sup>. The HR Committee reviewed the Proposed Retention Bonus, and PTO Rollover Recommendation. The purpose of the retention bonus is to promote longevity and retention. A motion was made by Linda Jackson Barnes to approve the proposed Bonus and Rollover recommendation as presented. The motion was seconded by Wilson Weaver. All Board Members present voted unanimously to approve the retention Bonus and PTO Rollover recommendation.

#### **MALea Committee — Staff Member Melissa Estler:**

(MALea Committee Chair) Jessica McCrory was unable to attend, (Staff Member) Melissa Estler presented September's MALea committee report. Melissa presented the Q4 Partners Report and recommended that the Board approve the attached TLS Contact Activity Change. A motion was made by Melissa to approve the proposed Bonus and Rollover recommendation as

presented. The motion was seconded by Sabrina Hinton. All Board Members present voted unanimously to approve the consent agenda.

**Adjourn:**

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

**MEETING ADJOURNED AT 12:58 p.m.**