

**Board of Directors Meeting Minutes**  
**Wednesday, September 22, 2021**  
**12:00 p.m. – 12:58 p.m.**  
**via ZOOM URL: <https://us02web.zoom.us/j/83003066032>**

**Members Present:** (Board Chair) **Sheryll Strode**, (CEO of Smart Start of Forsyth County) **Louis Finney Jr.**, (Board Member) **Joan Troost**, (Board Member) **Debbie Best**, (Board Member) **Susanne Wilkinson**, (Board Member/HR Committee Chair) **Doug Plunger**, (Board Member) **Debi Reynolds**, (Board Member/Secretary) **Tembila Covington**, (Board Member/MALea Committee Chair) **Elizabeth Perkins Lees**, (Board Member/ Development Committee Chair) **Sabrina Hinton**, (Board Member) **Emily Rector**, (Board Member) **Victor Isler**, (Board Member), (Board Vice-Chair) **Reginald McCaskill**, (Board Member) **Brian Hart**, (Treasurer) **Bennett Bruff**, (Board Member) **Theresa Stephens**, (Board Member) **Tonya McDaniel** (Board Member) **Linda Jackson-Barnes**, (Board Member) **Wilson Weaver**, (Board Member) **Jessica McCrory**, (Board Member) **Kristin Toruno**, (Board Member) **Effie McMillan**, (Board Member) **Diana Santos Johnson**, (Board Member) **Tekeshia Redd**.

**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**, (HR Specialist) **Joanna Brim**, (Manager of Children Care Health Services) **Rachel Lentz**, (Child Care Health Services Coordinator) **Kaitlyn Carelock**.

**Members Absent:** (Board Member) **Vivien Stearns**, (Board Member) **Denise Hartsfield**, (Board Member) **Cleo Morrison**, (Board Member) **Dorothy Monique Pearce-Brady**, (Board Member) **Anna Miller Fitzwater**, (Board Member) **Katrina Tucker**

**Call to Order:**

(Board Chair) Sheryll Strode called the meeting to order at 12:01 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:** Mark Robinson

**Public Comment:** No public comment

## Consent Agenda:

- **For Consent:**
- July 21<sup>st</sup>, 2021, Board of Directors Meeting Minutes – *attached*
  
- **For Receipt:**
- CEO Corporate Report – attached
- Board Update Strategic Priority Presentation – attached
- Finance Committee Report – attached
- August Treasurer’s Report & NCPC Grant Approval – attached
- MALea Committee Report – attached
- Development Committee Report – attached
- Human Resources Committee Report – attached
- SSFC Updated Org Chart – attached
- Employee Retention Report – attached
- Telework Policy - attached
- Updated Covid Policy - attached
- Timekeeping Policy - attached

### **Update from Board Chair Sheryll Strode**

(Board Chair) Sheryll Strode suggested an amendment to the SSFC By-Laws, Article 5 Section 3 entitled Term. The proposed amendment is to allow for a third term in any case, not just in the case of the Director being elected to an Officer position. The additional amendment is to add as standing By-Laws Committee. The first vote to this amendment took place in July's Board Meeting. A motion was made to approve the amendments by Doug Plunger. The motion to approve the consent agenda was seconded by Debi Best. All Board Members present voted unanimously to approve the amendments.

### **Board Composition & Succession Committee Update:**

(Secretary/Board Composition Chair) Tembila Covington presented the Board Composition Committee Report to the meetings on July 19 and August 5. The Committee reviewed the Board's composition, ByLaws, and Board Charter. The Board Composition and Succession committee discussed potential new members, immediate past chair, and potential new Board Chair. Tembila Covington presented the following nominees, prospective new members, and board members who will be rolling off the Board this year.

- Reginald McCaskill has been nominated for Board Chair
- Tembila Covington has been nominated for Board Vice-Chair
- Sabrina Hinton has been nominated for Board Secretary
- Bennett Bruff has been nominated for an additional term as Board Treasurer

- New Member Tekeshia Redd
- Theresa Stephens has agreed to serve another three-year term stay on another two years, and
- Cleo Morrison is coming off the Board
- Doug Plunger is coming off the Board
- Suzanne Wilkinson is coming off the Board
- Debi Reynolds term has expired coming off the Board
- Wilson Weaver has agreed to serve another three-year term to serve again.

Sheryl Strode proposed that the Board vote on the proposed recommendations. All Board Members present voted unanimously to approve the amendments.

### **Board Recognition: CEO of Smart Start Louis Finney Jr.**

(CEO of Smart Start of Forsyth County) Louis Finney Jr. recognized all Board officers by presenting Board plaques and certificates to the board members for their services. Louis also recognized and thanked all the Board members who served this year and presented a Smart Start pin that will be mailed to all Board Members. Louis gave a special thanks to Doug Plunger for this dedication to Smart Start as Board Champion. This concluded the Board recognition.

### **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 Doug Plunger. The motion to approve the consent agenda was seconded by Linda Jackson Barnes. All Board Members present voted unanimously to approve the consent agenda.

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

Louis Finney Jr. began the CEO update by discussing that Smart Start of Forsyth County received the Social Justice Grant. The grant aims to support minority women by creating a Family Childcare Business to address workforce development.

Louis Finney Jr. continued by discussing Smart Start's Community Engagement. Louis discussed Smart Start of Forsyth County's partner, Alpha Phi Alpha, conducting a monthly lead and Read program highlighting African American Men's dedication to child development. This will be put on our website. Louis also discussed Smart Start's partnership with Dean Clifford & the Refugee Coalition to provide support regarding childcare to Refugees.

Louis Finney Jr. also discussed Smart Start of Forsyth County meeting with local and state legislature to support NC-PreK priority and equitable state funding. Smart Start is partnering with NCPC leadership and key executives to develop the approved and projected NCPC

Allocation Methodology. Louis continued by discussing Smart Start of Forsyth County's partnership with the Carolina Panthers to give SSFC a chance to raise money by promoting sales of Panther tickets.

Louis Finney Jr. presented with the Manager of Childcare Health Services, Rachel Lentz, to discuss SSFC's strategic priority on Trauma-Informed Support Services. Louis began by discussing Smart Start's Goal to increase access to early childhood services that are trauma-informed and trauma-sensitive to better support young children & their families. The short-range objectives are to train the staff, fund trauma-informed services, and plan and provide training. This concludes the CEO Corporate Update.

**Finance Committee — Committee Chair Bennett Bruff & CEO Louis Finney:**

(Committee Chair) Bennett Bruff presented the meeting minutes & August 2021 Treasurer's report from the Finance Committee meetings on September 15, 2021. Bennett discussed that the expenses are in line with this because this is the beginning of the fiscal year. Bennett Bruff discussed subcontracted services in which SSFC is waiting on contracts to be completed to start paying out NC-PreK & Dual Subsidies. This concluded the Finance Committee update.

**MALea Committee — Committee Chair Jessica McCrory:**

(MALea Committee Chair) Jessica McCrory stated that the MALea Committee is set to meet this same day on September 22, 2021. There is no other update at this time. This concluded the MALea Committee update.

**Human Resources Committee — Committee Chair Doug Plunger:**

(Human Resources Committee Chair) Doug Plunger discussed the HR Committee report from the HR Committee meeting on September 9, 2021. The HR Committee reviewed the updated Telework Policy, Updated Covid Policy, Timekeeping Policy, Updated Org Chart, Updated Job Descriptions, Wage Report, and Follow-up to Employee Survey Workshop. The Committee reviewed and approved the COVID-19 Policy presented to the Board. Regarding the updated Covid Policy, the Committee recommends that we require all team members who are not vaccinated to be tested weekly beginning October 15, 2021; please delete the highlighted item. A motion was made by Doug Plunger to approve the updated policies as presented. The motion was seconded by Linda Jackson Barnes. All Board Members present voted unanimously to approve the consent agenda.

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

(Development Committee Chair) Sabrina Hinton provided an overview of the Committee report regarding the Committee meeting on August 26, 2021. Sabrina discussed June 24's committee report. Keynote speak for 2022 Fundraiser, the annual sponsorship letter, and plan B if Covid prevents face to face. This concluded the Development Committee update.



**Adjourn:**

A motion to adjourn the Board Meeting was made by Sabrina Hinton. Debi Best 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.**

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