

**Smart Start of Forsyth County
Executive Committee Meeting
Monday, December 13th, 2021
11:45 p.m. – 1:30 p.m.**

Location: 5475 Germanton Rd, Winston-Salem, NC 27105
VIA ZOOM URL: <https://us02web.zoom.us/j/85996524365>

Members Present: (Board Chair) **Reggie McCaskill**, (Board Vice Chair) **Tembila Covington**, (Chief Executive Officer of Smart Start of Forsyth County) **Louis Finney Jr.**, (Board Secretary) **Sabrina Hinton**, (MALea Committee Chair) **Jessica McCrory**, (Treasurer) **Bennett Bruff**, (HR Committee Chair) **Linda Jackson Barnes**

Members Absent: (NC PreK Committee Chair) **Effie McMillan**, (Past Board Chair) **Sheryl Strobe**

Staff Present: (Human Resources Manager) Joanna Brim, (Chief Program Officer) Tabitha McAllister, (Director of Children & Family Services) Saquana Terry

Call to order:

The meeting was called to order at 12:05 p.m. by the (Board Chair), Reginald McCaskill. The roll call and quorum were established at 12:06 p.m. by the Board Chair.

Review and Adopt Agenda:

A motion was made to adopt the agenda by Jessica McCrory. The motion to adopt the agenda was seconded by Sheryl Strobe. 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:**
- October 11th, 2021, Executive Committee Meeting Minutes – *attached*

- **For Receipt:**
- October Treasurer's Report and Finance Summary – *attached*

Board Chair Update: Board Chair, Reginald McCaskill

Reginald McCaskill began the Board Chair update by discussing last year's Employment Engagement Survey that was conducted in April 2021. Reginald suggested this continue to track improvements in company culture. Reginald McCaskill continued by recommended that the By Laws Committee be chaired by Tembila Covington. The By Laws Committee will need to meet prior to January's Board meeting to provide a comprehensive report. The Board Chair continued by stating that he has reached out to Board members to solicit them to join a standing committee. The Board Chair also discussed attending various Committee meetings to show his support in relation to their work for the organization. This concluded the Board Chair Update.

CEO Corporate Update: Presented by CEO Louis Finney

(Chief Executive Officer) Louis Finney began by giving an update regarding NCPC Funds. Smart Start of Forsyth County will receive roughly \$417,000 of reversion funds. Louis continued by stating that he is negotiating a 7.2% permanent increase that will be contributed to but not limited to personnel, technology advancements, & additional funding for Non-Cash Grants & Awards.

Louis Finney discussed an update stating that Smart Start of Forsyth County has received the KBR Grant, & Winston Salem Foundation Grant. The Winston Salem Foundation Grant will support a full-time position with a 2-year commitment. From the overall budget, \$4,000 will go toward our annual fundraiser. Louis continued by discussing that Smart Start of Forsyth County Staff will be providing an update in regards to SSFC's strategic priority at the January Board meeting. This concluded the CEO Corporate Update

Finance Committee Update: Treasurer, Bennett Bruff

(Finance Committee Chair) Bennett Bruff stated that the Finance committee is set to meet on December 15th. Bennett reviewed October 2021 Treasurers report and there are no new updates other than what was provided during the November Board meeting. This concludes the Finance update.

Development Committee Update: Sabrina Hinton.

(Development Committee Chair) Sabrina Hinton informed the Executive Committee that the Development discussed the Annual Fundraiser Budget. The Budget was presented to the Executive Committee for review prior to presenting to the Board in January for Action. Sabrina expressed that the Development Committee is finding issues finding a space and new Speaker for

the Fundraising event. Sabrina asked HR Committee Chair Linda Jackson Barnes to speak with the Mayor in regards to possible meeting space for the Fundraiser. This concluded the Development Committee update.

Human Resourcing Committee Report: Linda Jackson Barnes

(HR Committee Chair) Linda Jackson Barnes discussed that the HR Committee met on November 28th and discussed the updated salary schedule. The HR Committee is recommending the proposed Updated Salary Schedule to ensure there is equity in our salary structure and we are able to compensate our team members fairly. The updated salary schedule will be presented to the Board in January for action. This concluded the HR Committee Update.

MALea Committee Report: Jessica McCrory

(MALea Committee Chair) Jessica McCrory indicated that the Committee met in November. The MALea Committee will be starting a new allocation cycle in January 2022. Jessica and Melissa will be training the Committee members on the platform to review proposals in January. This concluded the MALea Committee update.

NC Pre-K Committee Report: Director of Children & Family Services, Saquana Terry

NC PreK Committee Chair) **Effie McMillan**, (Past Board Chair) **Sheryll Strode** were absent for this meeting. Saquana Terry informed the Executive Committee that the NC Pre K Committee has no updates but provided an update that the NC PreK staff has recruited 651 children this year which surpassed last year's enrollment. This concluded the NC Pre K Committee update.

Adjournment:

A motion was made to adjourn the Executive Committee Meeting at 12:51 p.m. by Tembila Covington. The motion to adjourn the Executive Committee Meeting was seconded by Jessica McCrory. Motion Carries. Meeting adjourned.