

**Smart Start of Forsyth County
Executive Committee Meeting
Monday, August 9th, 2021
12:00 p.m. – 12:47 p.m.**

VIA ZOOM URL: <https://us02web.zoom.us/j/85996524365>

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: (Interim Director of Advancement and Community Education) Marvin Fulwood, (Chief Program Officer) Tabitha McAllister, (Human Resources Specialist) Joanna Brim

Call to order:

The meeting was called to order at 12:00 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 by (Development Committee Chair) Sabrina Hinton. The motion to adopt the agenda was seconded by (MALea Committee Chair) Jessica McCrory. 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:**
- July 12th, 2021, Executive Committee Meeting Minutes – *attached*
- **For Receipt:**

- June Treasurer's Report and Finance Summary - *attached*

Board Chair Update: Board Chair, Sheryll Strode

(Board Chair) Sheryll Strode indicated that she had an intention of having our September Board of Directors meeting in person and welcomed feedback and concerns. (Development Committee Chair) Sabrina Hinton voted against meeting in person to weigh on the side of precaution due to of the state of Forsyth County being a high-risk county for Covid 19. (Human Resources Committee Chair) Doug Punger seconded Sabrina's vote against meeting in person and suggested a hybrid meeting. (Board Chair) Sheryll Strode stated that Smart Start does not have the ability to host a hybrid meeting and that suggestions would be taken into consideration.

Board Composition and Succession Update: Secretary, Tembila Covington

(Secretary) Tembila Covington presented the Board Composition Committee Meeting minutes from the committee meeting on August 5, 2021. This meeting was a follow up meeting to the Board Composition Committee meeting on July 19, 2021. The Board Committee reviewed the Officer nominations, current action items and next steps. The meeting lasted 20 minutes. The results of this meeting will be discussed on September 15, 2021, at the next Board of Directors meeting. (Board Chair) Sheryll Strode asked Tembila if she or the Board Composition Committee needed help with recruiting new board members. (Secretary) Tembila Covington stated that the committee and Louis Finney had good prospects for new board members and the team is making progress and will be ready to present on September 15th. (HR Committee Chair) Doug Punger, stated that there will need to be a nomination for Board Secretary with Tembila being nominated to Board Vice Chair.

CEO Corporate Update: Presented by CPO Tabitha McAllister

(Chief Program Officer) Tabitha McAllister presented the CEO Corporate Update on behalf of (CEO of Smart Start of Forsyth County) Louis Finney, who was present by phone. (Chief Program Officer) Tabitha McAllister updated the Executive Committee on Smart Start's Community Engagement and Organizational Strengthening).

(Chief Program Officer) Tabitha McAllister began discussing Smart Start's update on Community Engagement. Tabitha McAllister reported that the American Rescue Plan Act (ARPA) was signed into law in March 2021 which will award 350 billion dollars to eligible state and local governments to help meet pandemic response needs. \$74 million of these funds have been awarded to Forsyth County; \$56 million of the awarded funds have yet to be allocated. Forsyth County staff will review eligible proposals and present them to the Forsyth County Board of Commissioners in September/October for funding consideration. Smart Start of Forsyth

County is monitoring this process and is considering applying for funds to support children identified and not served with special needs and trauma to provide direct support to teachers in Childcare and Head Start and in-direct support to children in the classroom. On Thursday, July 29, 2021, Smart Start of Forsyth County attended their first community partnership event to support their Parents as Teachers' graduation. This is the first of several community meetings and circumstances. Smart Start of Forsyth County is engaged in supporting their Direct Service Providers and observing their work in the community on behalf of SSFC.

Next fall Smart Start of Forsyth County is engaging in a series of monthly worship on equity and including follow thru and accountability of the Leandro Case regarding Early Childhood. (CEO of Smart Start of Forsyth County) Louis Finney is partnering with Dean Clifford to host a session on Equity, Inclusion, and Racism in pre-school education fall of 2021. Dean Clifford is the founder and former Executive Director of SSFC and supports SSFC and Early Childhood success.

(Chief Programs Officer) Tabitha McAllister discussed organizational strengthening action items. Smart Start of Forsyth staff leadership team met and discussed the survey with our consultant and worked to accept and develop a plan to strengthen the Organization. The leadership team is participating in leadership and management training since June 2021. It's presented by Antonio McCoy, a Master Executive Coach. (Chief Program Officer) Tabitha McAllister concluded the presentation of the CEO Corporate update. (HR Committee Chair) Doug Punger asked the committee if there are issues or concerns with the schools opening late August given the state of the nation and the number of Covid cases rising in Forsyth County. (Development Committee Chair) Sabrina Hinton was in a meeting with DHHS recently going over precautions and discussed additional procedures to be developed to ensure the safety of the kids. There is an additional Covid- 19 strand that is causing the kids to contract the virus at a higher rate than last year, which is the Lambda strand. Currently the procedures are that if any kids in the classroom contracts the virus, the students and the teacher are required to quarantine for 10 to 14 days.

Finance Committee Update: Treasurer, Bennett Bruff

(Finance Committee Chair) Bennett Bruff presented the June Treasures report and update from Finance Committee meeting on July 21, 2021. (Finance Committee Chair) Bennett Bruff informed the Executive Committee that the Finance Committee reviewed the preliminary June 30th numbers. The Finance Committee discussed that Administration and Community Education exceeded their budget and will need to be funded through private funds which are available for use. The Finance Committee discussed that the Pre-K contract used 97% of their funding. The Finance Committee also reviewed the Audit closure letter from the Department of Health & Human Services which stated that there is no corrective action required to the June 2020 report

submitted. (CEO of Smart Start of Forsyth County) Louis Finney Smart Start of Forsyth County is awaiting a response from NCPC regarding additional funding that will assist in the distribution of funds to address the issue of a lack of equity in funds distribution in Forsyth County childcare system. An update from NCPC is anticipated to be received in October which will be presented to the November 2021 Board Meeting.

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

Development Committee Update: Sabrina Hinton.

(Development Committee Chair) Sabrina Hinton informed the Executive Committee that the Development Committee has not met yet, the Committee has plans to meet in September. The committee has observed the resignation of Former Director of Advancement and Community Education and look forward to working with (Interim Director of Advancement & Community Education) Marvin Fulwood, who has shown promise in working well with vendors to obtain assistance with upcoming fundraisers. There were no other updates currently.

Human Resourcing Committee Report: Doug Punger

(Human Resources Committee Chair) Doug Punger indicated that the Human Resourcing Committee meeting has not met and is due to meet in September. (HR Committee Chair) Doug Punger stated that he understood that the primary reason for Former Director of Advancement and Community Education, Brad Gaither, resignation was due to a 25% increase. The Human Resources Committee will review the wage/pay scale at the next Committee meeting to discuss and address concerns regarding the retention of team members.

MALea Committee Report: Jessica McCrory

(MALea Committee Chair) Jessica McCrory indicated that MALea welcomed three new members to the Committee during the Committee meeting on July 28th. (MALea Committee Chair) Jessica McCrory indicated that Vivien Stearns, Kenneth Pettigrew, and Natasha Williams have agreed to step on the MALea Committee. (MALea Committee Chair) Jessica McCrory indicated that the Committee reviewed the Quarter 3 partner reports. Most of the meeting was in open forum to allow partnering providers to share details regarding their program prior to reviewing the allocation cycle. Amongst the providers that shared details regarding their programs were The Centers for Exceptional Children & Parent as Teachers. The MALea Committee is scheduled to meet again on August 25, 2021. (Board Chair) Sheryll Strode inquired about how the DSPs are doing in how they are connecting with their clients and how they are providing their services. (MALea Committee Chair) Jessica McCrory stated that

programs have made adaptations due to the pandemic. This concluded the update from the MAlea Committee. (HR Committee Chair) Doug Punger asked Smart Start of Forsyth County staff what the current policy on vaccinations of the staff is. (CEO of Smart Start of Forsyth County) Louis Finney stated that currently we are encouraging team members to get vaccinated to protect our community and staff. Smart Start of Forsyth County will be migrating to requiring unvaccinated team members to get tested bi-weekly to ensure the safety of the staff and the community.

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 12:47 p.m. by (Board Vice Chair) Reggie McCaskill. The motion to adjourn the Executive Committee Meeting was seconded by (Development Committee Chair) Sabrina Hinton. Motion Carries. Meeting adjourned.