

**Smart Start of Forsyth County
Executive Committee Meeting
Monday, September 13th, 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: (Human Resources Manager) Joanna Brim

Call to order:

The meeting was called to order at 12:05 p.m. by the (Board Chair), Sheryll Strode. The roll call and quorum were established at 12:10 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 (Human Resources Committee Chair) Doug Pungner. 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:**
- July Treasurer's Report and Finance Summary – *attached*
- CEO Corporate Report - *attached*

- Telework Policy - *attached*
- Updated Covid Policy - *attached*
- Timekeeping Policy - *attached*
- Updated Org Chart - *attached*
- Wage Report – *attached*
- Proposed By Laws Changes – *attached*
- Follow – Up Status Employee Survey
- Workshop -*attached*

Board Chair Update: Board Chair, Sheryll Strode

(Board Chair) Sheryll Strode indicated that she would like for the Board to review the Proposed By Laws Changes and vote on the proposed changes at the Board of Director’s meeting on September 22, 2021. These changes included updating the length of the Board positions & Officer positions to provide more stability with Board members. There were no further Board Chair updates.

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. The Board Composition Committee reviewed the Officer nominations, current action items and next steps. The Board is looking to welcome new board member Tekeshia Redd, city Attorney. (Secretary) Tembila Covington reviewed the Board member’s coming off the board effective September 22nd, among these are Cleo Morrison, Doug Punger, Suzanne Wilkinson, & Debi Reynolds. This concluded the update from the Board Composition Committee.

CEO Corporate Update: Presented by CEO Louis Finney

(Chief Executive Officer) Louis Finney began discussing Smart Start’s update on receiving the Social Justice Grant from the city of Winston-Salem. This grant provides support to minority women by creating a Family Childcare Business to address workforce development specifically for unemployed women while increasing quality childcare in Forsyth County.

(CEO of Smart Start of Forsyth County) Louis Finney discussed Smart Start’s update on Community Engagement. On October 15, 2021, Smart Start of Forsyth County’s giving partners “Alpha Phi Alpha” will be reading pre-school and elementary books to the community. (CEO of Smart Start of Forsyth County) Louis Finney is partnering with Dean Clifford to support the Refugee Advisory Coalition and met on September 13th, 2021.

(CEO of Smart Start of Forsyth County) Louis Finney also discussed Smart Start of Forsyth County's Policy Engagement. Smart Start of Forsyth County is working with NCPC leadership and key executives to develop the approved and projected NCPC increase formula.

Lastly, (CEO of Smart Start of Forsyth County) Louis Finney discussed that our new Public Health Program will present ways Smart Start of Forsyth County can provide Trauma-Informed Support Services. This concluded the CEO Update.

Finance Committee Update: Treasurer, Bennett Bruff

(Finance Committee Chair) Bennett Bruff stated that there was no new updates as the committee was set to meet on September 15, 2021. This concludes the Finance update.

Development Committee Update: Sabrina Hinton.

(Development Committee Chair) Sabrina Hinton informed the Executive Committee that the Development Committee met on August 26, 2021. The committee reviewed the Innovation Quarters Site Confirmation, Annual Sponsorship letter, the Sponsorship list creation for Raising Forsyth 2022 Annual Event, and partnerships with Frog Street & WonderSchool Premier. Smart Start of Forsyth County may have to plan for another Raising Forsyth Virtual Event due to the Delta Variant. This concludes the Development committee update.

Human Resourcing Committee Report: Doug Punger

(Human Resources Committee Chair) Doug Punger indicated that the Human Resourcing Committee had a very successful meeting on September 9, 2021. The committee reviewed the updated Telework Policy, Updated Covid Policy, and Timekeeping policy. The committee suggested that the Updated Covid Policy be effective October 15th which will require team members who are not vaccinated to get tested on a weekly basis. The committee also discussed Smart Start of Forsyth County's updated organization chart & updated job description. The committee suggested that we review wages and have a 3rd party complete a wage analysis to ensure we are Smart Start of Forsyth County staff wages are competitive. A motion was made to adopt the updated Covid Policy, Telework policy & timekeeping policy by (Vice Board Chair) Reginald McCaskill. The motion was seconded by (Development Committee Chair) Sabrina Hinton.

MALea Committee Report: Jessica McCrory

(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. (MALea Committee Chair) Jessica McCrory stated that programs have made adaptations due to the pandemic. Smart Start of Forsyth County's Teaching & Learning Services Team are ensuring that the services that are being provided will ensure there aren't any 0 when reporting. This concluded the update from 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 12:51 p.m. by (Development Committee Chair) Sabrina Hinton The motion to adjourn the Executive Committee Meeting was seconded by (MALea Committee Chair) Jessica McCrory. Motion Carries. Meeting adjourned.