**Board of Directors Meeting Minutes**

**Wednesday, September 21st, 2022**

**12:00 p.m. – 1:30 p.m.**

**Members Present**: (CEO of Smart Start of Forsyth County) **Louis Finney Jr**., (Board Member**) Joan Troost**, (Board Member**) Debbie Best**, (Human Resourcing Committee Chair) **Linda Jackson Barnes**, (Board Member) **Monique Pearce-Brady**, (Board Member) **Brian Hart**, (Board Member) **Emily Rector**, (MALea Committee Chair) **Jessica McCrory**, (Board Vice-Chair) **Tembila Covington,** (Board Chair) **Reggie McCaskill,** (Secretary) **Sabrina Hinton,** (Board Member) **Elizabeth Lees,** (Board Member) **Keisha Redd,** (Board Member), **Denise Hartsfield**, (Immediate Past) **Sheryll Strode,** , (Board Member) **Theressa Stephens**,

**Members Absent:** (Board Member) **Tonya McDaniel, (**Treasurer) **Bennett Bruff,** (Board Member) **Diana Santos Johnson,** (Board Member) **Vivien Stearns** (Board Member) **Kelley Bendheim,** (Board Member) **Wilson Weaver,** (NC PreK Co-Chair) **Effie McMillian**,

**Staff Present:** Garet Beane, Marvin Fulwood, Tabitha McAllister, Tim Campbell, Christa Gilbreath,

**Call to Order:**

(Board Chair) Reggie McCaskill called the meeting to order at 12:01 p.m. via ZOOM platform. The Chair established a quorum, and the agenda was adopted.

**Introduction of visitors and opportunity for public comment**:

**Visitors: No Visitors**

**Public Comment:** Reggie McCaskill took the opportunity to thank all Board members who would be rotating off the Board for the 2022-2023 fiscal year, presenting each with a plaque recognizing their service to the agency.

Consent Agenda:

* **For Consent:**
* July 20th, 2022 Board of Director Meeting Minutes (see attached)
* **For Action:**
* Selection of meeting dates for the next year
* Computer Password Policy (see attached)
* Employee Gym Membership Program (see attached)
* Workplace Bullying Policy (see attached)

For Committee Discussion

* Board Chair Update
* CEO Corporate Update
* Development Committee Update
	+ Committee Report – *attached*
* Finance Committee Update
	+ Treasurer’s Report – *attached*
	+ Committee Report – *attached*
* Human Resourcing Committee Update
	+ Committee Report – *attached*
* MALea Committee Update
	+ Committee Report – *attached*
* NCPREK Committee Update
	+ Committee Report – *attached*

**Board Meeting Minutes Discussion**

No vote was held to approve the previous meeting’s minutes.

**Board Meeting Dates: Reggie McCaskill**

The following dates were proposed as meeting dates for the coming fiscal year: November 16, January 18, March 15, May 17, July 19. After being moved and properly seconded, the meeting dates were approved by unanimous vote.

**HR Policies: Reggie McCaskill**

The Computer Password Policy, Employee Gym Membership Policy, and Workplace Bullying Policy were presented to the Board. After being moved and properly seconded, the policies were all approved by unanimous vote.

**CEO Corporate Report: CEO of Smart Start of Forsyth County Louis Finney Jr.**

(CEO of Smart Start of Forsyth County) Louis Finney Jr. presented the CEO Corporate Report which Provided updates on the Pre-K Priority initiative, programmatic successes, grant applications, and finance monitoring.

**Development Committee Update**

(Development Committee Chair) Sabrina Hinton provided an update on the committee’s work, particularly as it related to the 28 for 28 Campaign. For Smart Start of Forsyth County’s 28th year, we will be supporting 28 classrooms with materials, and will be raising $28,000 to do so.

**Finance Committee Update**

(Finance Committee Chair) Bennett Bruff provided an update on the finance committee’s most recent meetings, primarily the proposal to increase IRA contributions for employees based on tenure. (CEO of Smart Start of Forsyth County) Louis Finney Jr. acknowledged that, after following up on the topic, we would not be allowed to offer different rates of IRA contributions to different employees.

**Human Resourcing Committee Update**

(Human Resource Committee Chair) Linda Jackson Barnes provided an update on the Human Resourcing Committee.

**MALea Committee Update**

(MALea Committee Chair) Jessica McCrory informed the Board of Directors that the MALea committee would be meeting next week, and that the process of searching for a new committee chair continues.

**NC Pre-K Committee Update**

(NC Pre-K Committee Co-Chairs) Effie McMillian and Sheryll Strode informed the Board that the Committee’s meeting schedule was approved, and that upcoming meetings would be held on . Orientation was held the day before the board meeting for new committee members, as well as any existing committee members who wanted a refresher. The NC Pre-K Committee Plan was submitted on time, but there are continued updates to that plan due to changes in teachers. During COVID, reimbursement was based on slots without referencing attendance, but moving forward, attendance will be required to receive reimbursement. Site selection will be happening for 2023-2025, and the site selection committee is recruiting for new members. Mark Flowers has agreed to serve on the NC Pre-K Committee, and there has been intentional outreach to Odetta Sanchez to provide representation of the Latinx community to the committee. The DSS representative on the committee had to roll off, but DSS assures us that their representative position will be filled shortly. (Chief Program Officer) Tabitha McAllister reported that there were several classrooms in the school system that did not have teachers or teacher assistants, and that the schools had until the Friday following the board meeting to submit their plan on how to fill those teaching vacancies. We will be providing a monitoring training to principals. Given the fact that teacher retention will continue to be an issue for some time moving forward, DCDEE has relaxed rules regarding long-term substitutes.

**Adjourn**

All Board members present approved to adjourn the meeting at 12:56 p.m.

**Board of Directors Meeting Minutes Closed Session**

**Wednesday, July 20th, 2022**

**12:00 p.m. – 1:30 p.m.**

**Closed Session**

(Board Chair) Reggie McCaskill called the board into closed session according to Article 143-318—111, Section 6. Following the closed session, Denise Hartsfield moved that the report of the CEO stand with no further amendment. The motion was seconded by Dr. Sabrina Hinton and passed unanimously.

The meeting was to discuss Personnel Action (Evaluation Follow Up again) of the CEO to include evaluation and compensation with the entire Board.

The meeting was adjourned by 1:45 p.m.