**Smart Start of Forsyth County**

**Executive Committee Meeting**

**Monday, August 8th, 2022 12:00 p.m. – 1:30 p.m.**

**VIA ZOOM URL:**  [https://us02web.zoom.us/j/81501182679](http://s.bl-1.com/h/dccGhTxN?url=https://us02web.zoom.us/j/81501182679)

**Members Present via Zoom**: (Board Chair) Reginald McCaskill, (Board Vice-Chair/Board Composition Committee Chair) Tembila Covington, (Secretary/Development Committee Chair) Sabrina Hinton, (Treasurer/Finance Committee Chair) Bennett Bruff, (Past Board Chair/NC Pre-K Committee Co-Chair) Sheryll Strode, (Chief Executive Officer of Smart Start of Forsyth County) Louis Finney Jr., (MALea Committee Chair) Jessica McCrory, (NC Pre K Co-Chair) Effie McMillian, (Human Resourcing Committee Chair) Linda Barnes

**Members Absent via ZOOM:**

**Staff Present via ZOOM:** (Program and Administration Coordinator) Tim Campbell

**Call to order:**

The meeting was called to order at 12:04 p.m. by the (Board Chair), Reginald McCaskill. The roll call and quorum were established at 12:04 p.m. by the Board Chair.

**Review and Adopt Agenda:**

A motion was made to adopt the agenda by Sabrina Hinton. The motion to adopt the agenda was seconded by Linda Barnes. All members present voted unanimously to adopt the agenda. Motion Carries.

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

**Visitors Present:** None

**Public Comments**: None

**Committee Approval/Receipt:**

* **For Consent:**
  + June 13, 2022 Executive Committee Minutes – *attached*
* **For Receipt:**
  + Health Fair Flyer – *attached*
  + Board Composition Update – *attached*

**Review and Adopt Minutes:**

A motion was made to adopt the minutes from the previous Executive Committee meeting by (Secretary) Sabrina Hinton. The motion to adopt the minutes was seconded by (MALea Committee Chair) Jessica McCrory. All members present voted unanimously to adopt the minutes. Motion Carries.

**Receipt of Health Care Flyer:**

Information about Smart Start’s Health and Safety Fair, scheduled for August 18th from 4:00 PM – 7:00 PM in the Smart Start parking lot, was shared with the committee.

**Receipt of Board Composition Update:**

Information about the composition of the Board of Directors, including which members would be rolling off the Board

**Board Chair Update: Reginald McCaskill**

(Board Chair) Reginald McCaskill shared that he had been working to identify potential chairs for the MALea Committee, as well as potential new board members. He commended Smart Start staff for the new dollars coming into the agency, as well as the increased visibility of the agency. (Secretary) Sabrina Hinton confirmed that the community was taking note of the positive relationship building with community partners, especially with Family Services and Work Family Resource Center, as well as the improved collaboration within Smart Start’s staff. (Board Chair) Reginald McCaskill then followed up with his desire to see the Board diversify to better reflect the community and shared that (Board Member) Joan Troost had resigned from the Board. (Past Board Chair) Sheryll Strode commended Joan for her active participation on both the Board and the Finance Committee.

**CEO Corporate Update: Dr. Louis Finney Jr.**

(CEO of Smart Start of Forsyth County) Louis Finney Jr. presented the CEO Corporate update to the Executive Committee. He shared that we were in the midst of our annual audit, which takes around 6-7 months, and that more information would be shared with the Finance Committee at their next meeting. Routine NCPC monitoring is due to begin in the next several months. We received notification from the Kate B. Reynolds Trust that we would be receiving $25,000 in non-discretionary funds in recognition of our work with Pre-K Priority. This money would, in part, be used to provide one-time bonuses to several staff members (Marvin Fulwood, Melissa Estler, Saquana Terry, and Tabitha McAllister) in recognition of their hard work over the past year. These bonuses are separate from any possible bonuses to be given out for the holiday season and would total between $500 - $700. Dr. Finney also shared that the Kate B. Reynolds Trust would be funding a contract with MD Creative, a PR firm, to work on a press release around October or November regarding the application we submitted to receive ARPA funding, as well as to meet with local officials to show solidarity and support for our application. We anticipate that school system officials, parents, private child care, university officials, county officials, and Family Services staff to advocate for that application, and will be sending out a request to Board members to advocate for it as well.

**Development Committee Update: Sabrina Hinton**

(Development Committee Chair) Sabrina Hinton mentioned that the Development Committee would next meet on August 18th, 2022 at 10:00 AM, and invited anyone who wished to join the meeting to discuss upcoming events to attend. She outlined the 28 for 28 campaign, which will celebrate Smart Start’s 28 years of service to the community by setting a goal to raise $28,000 to serve families during the holiday season. Dr. Hinton shared that the staff had secured a $20,000 donation to the Dolly Parton Imagination Library activity. We reached 70% of our fundraising goal for this fiscal year. The upcoming meeting will also be used to discuss volunteer opportunities for events at Winston-Salem Dash games, the ROOTS (Reversing Outcomes Of Traumatic Situations) program, and Smart Start’s ARPA application to support fathers in the community. Also on the agenda will be the Nurturing Fathers Coalition, which offers leadership, job, interpersonal, and parenting skill training to male caregivers in the community. We will also be discussing the Project Winston-Salem COVID-19 Relief Funds, which will be utilized to help family child care homes, especially those who closed during the lockdown. Recently, we submitted a grant to the Truist Foundation to support child care facilities and educators with their work, to ensure that the community is promoting equitable access to quality child care. She also recognized Dr. Finney for his being one of 15 recipients of the Triad Business Journal’s C Suite Award.

**Board Composition Committee Update: Tembila Covington**

(Board Composition Committee Chair) Tembila Covington informed the Executive Committee that several Board members are scheduled to roll off the Board in September. She invited Board members who were interested in being a part of the Board Composition Committee to let her know, so that a committee meeting could be scheduled as soon as the next week. She also asked for Board members to share any names of those they know who would be a good fit for the Board. She stressed that we would be looking for diverse candidates for the Board. She also mentioned that once those current Board members rolled off the Board, the balance between the three required categories of Board members (Public Service-Governmental Sector, NGO Non-Profit Service, and Business-Private Individual) would be disrupted, which would require us to keep those categories in mind as we sought out new Board members. She mentioned that the Board had voted to change its structure such that the minimum number of members is 18 and the maximum number is 21; our goal was to recruit enough members to ensure the Board’s total membership stayed within this range. The Board Chair will need to appoint two committee chairs, the MALea Committee Chair and the NC Pre-K Committee Co-Chair. Dr. Finney invited Board members to sit on the MALea Committee, though he added that the Committee should also contain up to three community volunteers, one of which must be receiving services from Smart Start. Committee members serve for a term of two years, and we’d like to have them seated by the September or October meeting. We won’t be going into the allocations process until 2024, which gives committee members a chance to learn more about the process of evaluation. Volunteers can be seated by either the Board Chair or the Board Composition Committee Chair. (Board Chair) Reginald McCaskill added that he hoped to have a very thorough orientation for all new and existing Board members to help them understand the organization and its work, as members don’t usually come onto the Board understanding the way how every facet of the organization works together. Dr. Finney followed up by discussing the requirements for the NC Pre-K Committee Co-Chair. Currently, Effie McMillian is the school system’s Co-Chair, but Smart Start’s Co-Chair must be either the Board Chair or their designee, who must be a Board member who is not an employee of the school system, Family Services, the county, or a child care center. It would likely need to be a businessperson or parent. The NC Pre-K Committee will manage $4 million in funds distributed to child care classrooms, as well as assisting with the potential upcoming ARPA dollars.

**Finance Committee Update: Bennett Bruff**

(Finance Committee Chair) Bennett Bruff indicated that the Finance Committee did not have a meeting last month, and as such did not have a formal report. However, Dr. Finney shared an end of year financial report, which showed that, rather than being overspent in administrative expenses as was indicated at the last Board meeting, we had underspent by about 7%. At the end of the year, we had spent about 92% of our entire budget. Some of this is because of additional administrative dollars that we received through two different grants that we had not accounted for in our initial budgeting.

**Human Resourcing Committee Report: Dr. Linda Barnes**

(Human Resourcing Committee Chair) Linda Barnes informed the Executive Committee that the Human Resourcing Committee did not have a report at this time, as the Committee will meet in a couple of weeks.

**MALea Committee Report: Jessica McCrory**

(MALea Committee Chair) Jessica McCrory indicated that MALea did not meet in July. There have been several resignations due to term limits. After receiving feedback from providers, she informed the Committee that the online allocations process was positively received, but that moving forward it would be beneficial to have more clarity and documentation so that providers and Committee members have processes to reference. Some providers applying for money fill out applications for the Child Care Scholarship activity even though that money goes directly to families, so the question was raised if that process can be streamlined. Dr. Finney replied that this activity had been eliminated from the allocations process for that reason. (Board Chair) Reginald McCaskill stated his support for bringing in new viewpoints to the MALea Committee, and commended Dr. Finney and Jessica for their work to ensure the MALea Committee was being run according to the bylaws.

**NC PRE-K: Co-Chair Effie McMillian**

(NC Pre-K Committee Co-Chair) Effie McMillian alerted the Committee that two classrooms had to be relocated due to space issues. This did not affect the 390 slots allocated to the school system. As of July, there were 634 students placed across Forsyth County, and applications were still being processed to place students in any remaining slots. The Committee is in the process of reaching out to potential new Committee members to ensure diverse representation and that the Committee meets the requirements of the bylaws. Effie also expressed appreciation for the orientation process for Board members and believed that both new and existing Board members could benefit from sitting in on an extensive orientation process.

**Adjournment:**

A motion was made to adjourn the Executive Committee Meeting at 1:07 p.m. by (Human Resourcing Committee Chair) Linda Barnes. The motion to adjourn the Executive Committee Meeting was seconded by (NC Pre-K Committee Co-Chair) Effie McMillan. Motion Carries. Meeting adjourned.