**Smart Start of Forsyth County**

**Executive Committee Meeting**

**Monday, October 10th, 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, (Chief Executive Officer of Smart Start of Forsyth County) Louis Finney Jr., (NC Pre K Co-Chair) Effie McMillian, (Human Resourcing Committee Chair) Linda Barnes

**Members Absent via ZOOM:** (Past Board Chair/NC Pre-K Committee Co-Chair) Sheryll Strode, (MALea Committee Chair) Jessica McCrory

**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 Tembila Covington. The motion to adopt the agenda was seconded by Bennett Bruff. 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:**
  + August 8th, 2022 Executive Committee Minutes – *attached*
* **For Receipt:**
  + August 2022 Treasurer’s Report – *attached*
  + Quarter 4 Partner’s Report – *attached*

**Review and Adopt Minutes:**

A motion was made to adopt the minutes from the previous Executive Committee meeting by Effie McMillian. The motion to adopt the minutes was seconded by Bennett Bruff. All members present voted unanimously to adopt the minutes. Motion Carries.

**Receipt of August 2022 Treasurer’s Report:**

The August 2022 Treasurer’s Report was shared with the committee. At this point, activities should be at around 17%. As contracts with most of our partners had only just begun as of the date of the meeting, many activities were still showing 0% in August. Additional funding sources follow different calendars from the NCPC and NC Pre-K funding that makes up the bulk of our budget, which explains why they are at varying percentages. For these additional funding sources, there is no reversion if the money is not spent before the end of the grant period. Board Chair Reginald McCaskill suggested that information about the grant calendars of additional funding sources be added to the treasurer’s report. Dr. Louis Finney, Jr. added that Dolly Parton Imagination Library received an individual donation of $20,000 from an anonymous donor.

**Receipt of Quarter 4 Partner’s Report:**

Dr. Louis Finney, Jr. shared the Quarter 4 Partner’s Report, containing data on deliverables and use of funding for each of our contracted activities. The report will be sent out again to ensure that all committee members have time to delve into it fully.

**Board Chair Update: Reginald McCaskill**

(Board Chair) Reginald McCaskill shared that he had been working on board composition, as seven board members would be rotating off this year. He added that the board needed greater diversity to better represent the communities that make up Forsyth County. He has been in conversation with former mayor Martha Woods about potentially joining the board. He also spoke of his desire for an in-person board retreat to familiarize all board members with the workings of Smart Start. There are two committee chair positions unfilled as of the date of the meeting, that of the MALea Committee Chair and the NC Pre-K Committee Co-Chair. Jessica McCrory has agreed to remain as acting chair of the MALea Committee in the meantime, but she would like to serve on a different committee, and the Development Committee was suggested as a good fit. There is also a need for new MALea Committee members. In the past year there have been six members on the committee, four board members and two volunteers. The bylaws specify that there can be no more than three non-board member volunteers on the committee. Dr. Sabrina Hinton raised a question regarding potential conflicts of interest for NC Pre-K committee members who are private childcare providers, and Dr. Finney clarified that the co-chair we select should not be in a position where they might receive funding from us.

**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. On October 6th, we received notification that we expect to go into contract for $3.7 million for Pre-K Priority within the next month. We will use these funds to serve thirty classrooms. Family Services will get about $400,000 to hire family engagement specialists to better engage parents, especially fathers. The school district will receive about $130,000 to hire an equity manager who reports to Dr. McMillian, ensuring there are resources in low-income areas in our community. Forsyth Futures will receive about $90,000 to manage the data for the project. Child Care Resource and Referral will provide professional development training for about $280,000. We will be bidding out an evaluation contract for about $100,000. Our role will be to provide coaching to the childcare providers, as well as providing retention bonuses. We’ll be hiring a senior finance person to manage the budget. We’ll be administering about $1 million ourselves, and contracting the rest out. For auditing purposes, we will be continuing to do monthly reporting. NCPC’s annual monitoring will begin on October 24th, and should last about four days. October is Bully Prevention Month, and we will be hosting a program (The Bully & The Bullied) on Thursday, October 13th, from 6:30-8:30 PM, for children and families in partnership with bestselling author Corey Graves at the Visions Event Center. We expect about 300 people at this event, including eight mental health vendors. While the event had been sent out on Constant Contact, the board was largely unaware of the event, so it was suggested that community events be sent to the board directly instead of depending on mass mailings. The Triad Business Journal is hosting a meeting and interview at the Smart Start headquarters on October 13th from 11:00 AM – 1:00 PM. The panelists will include the president and CEO of the United Way, the president of Forsyth Tech, and Dr. Finney. The purpose is to focus on Forsyth County and the work that nonprofits do.

**Board Composition Committee Update: Tembila Covington**

(Board Composition Committee Chair) Tembila Covington spoke to the efforts of the committee to identify new board members. A name was submitted to consider Wilson Weaver for continued board membership, and Martha Woods will be contacted about possible board membership. She echoed the need for diverse board membership.

**Finance Committee Update: Bennett Bruff**

(Finance Committee Chair) Bennett Bruff indicated that the Finance Committee will be meeting later this month to review both August and September financial information. The committee got an update on the audit at its previous meeting.

**Development Committee Report: Dr. Sabrina Hinton**

(Development Committee Chair) Sabrina Hinton spoke about the 28 for 28 campaign, in which we will attempt to gather donations to provide materials for 28 classrooms throughout the county. We are recruiting new development committee members. We received a $5,700 check from the Winston-Salem Police Department, representing our first time receiving funds from the WSPD from their annual fundraising campaign. We applied for two grants with the city, one for a fatherhood program ($900,000), the other for closed childcare providers to reopen and help them retain staff. We are looking at requiring an annual fee for board membership to ensure 100% board giving. Reginald McCaskill said he would like to do a bit more research before adopting such a policy.

**Human Resources Committee Report: Linda Barnes**

(Human Resources Committee Chair) Linda Barnes asked Dr. Finney to speak about the most recent Human Resources Committee meeting. He explained that in the previous meeting, the Human Resources Committee looked over three personnel policies, (anti-bullying, computer password, and gym membership policies), which were voted on at the last board meeting.

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

(NC Pre-K Committee Co-Chair) Effie McMillian asked about the possibility of serving on the MALea Committee, as she will be overseeing the equity manager mentioned earlier. It was confirmed that she would be able to serve on the committee, and that she should submit her application.

**Adjournment:**

A motion was made to adjourn the Executive Committee Meeting at 1:07 p.m. by Tembila Covington. The motion to adjourn the Executive Committee Meeting was seconded by Effie McMillan. Motion Carries. Meeting adjourned.