**Smart Start of Forsyth County**

**Executive Committee Meeting**

**Monday, December 12th, 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, (Chief Executive Officer of Smart Start of Forsyth County) Louis Finney Jr., (NC Pre-K Committee Co-Chair) Brian Hart, (Secretary/Development Committee Chair) Sabrina Hinton, (NC Pre-K Committee Co-Chair) Effie McMillian

**Members Absent via ZOOM:** (Human Resourcing Committee Chair) Linda Barnes, (Treasurer/Finance Committee Chair) Bennett Bruff

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

**Call to order:**

The meeting was called to order at 12:00 p.m. by the (Board Chair), Reginald McCaskill. The roll call and quorum were established at 12:00 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 Brian Hart. 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:**
  + October 10th, 2022 Executive Committee Minutes – *attached*
* **For Receipt:**
  + October Treasurer’s Report – *attached*
  + ARPA Grant Update – *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 Sabrina Hinton. All members present voted unanimously to adopt the minutes. Motion Carries.

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

The December 2022 Treasurer’s Report was shared with the committee. While our programs should have expended about 50% of their budgets at this point in the year, some activities like NC Pre-K are behind that number because they didn’t get started until the school year began. The report does not reflect receipt of the grant from the city, which will be reflected in the following month’s treasurer’s report.

**Board Chair Update: Reginald McCaskill**

Reginald McCaskill mentioned that he had been working to identify a chairperson for the MALea Committee; he said he would be releasing that information by the end of this week. He also alerted the Executive Committee to be on the lookout for information related to Dr. Finney’s annual evaluation. He also asked for Dr. Finney to locate the minutes in which the hybrid work structure was voted on. When asked if any of the other members of the Committee remembered the conversation, Sabrina Hinton recalled the request and that it would be followed up on at a later date. Dr. Finney said he ought to be able to get the minutes sent over by tomorrow.

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

Dr. Louis Finney Jr. presented the CEO Corporate update to the Executive Committee. He mentioned that representatives of the City of Winston-Salem were in the office this morning on a site visit related to the grant we are receiving from them to work with family child care centers in targeted low-income communities. That contract was executed and signed today. With regard to the county contract, Dr. Finney has been having meetings with Commissioner Martin to address the Commissioner’s concerns about what sort of evaluation is being done of the classrooms we will be serving.

Dr. Finney also alerted the Committee that we had to deal with an employee situation on Friday in which a new hire, having reached the end of her introductory period and failed to meet performance expectations, was let go. The employee did not agree with the unsatisfactory assessment, but the situation was resolved without incident. Tembila Covington also requested that Dr. Finney send over the finalized org chart for Smart Start of Forsyth County, a request to which he agreed.

**Board Composition Committee Update: Tembila Covington**

Tembila Covington ceded her time to Dr. Finney, who explained that he had sent two nominees, Stephanie Lackey, chair of the early childhood department at Forsyth Tech, and Dominic Walker, an entrepreneur and member of the library board, as potential new members of the MALea Committee. He also put forward Brian Hart as a possible co-chair for the NC Pre-K Committee. He is meeting with Jessica Ijames of Novant Health, who has an interest in serving on our board, along with Gina Hebron of Crossnore Communities for Children, in anticipation of presenting their nominations to the board chair.

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

Sabrina Hinton had not met with Garet or Marvin for her monthly update yet, and as such did not have a monthly report prepared. Dr. Finney provided an update to what the strategy team was working on, primarily Raising Forsyth and a meeting with a foundation to discuss a proposed program that would serve fathers.

**Human Resources Committee Report: Linda Barnes**

Linda Barnes was unable to log in to the meeting due to a medical procedure, but Reginald McCaskill reiterated his desire for Committee members to be on the lookout for items related to the CEO evaluation.

**MALea Committee Report: Dr. Louis Finney Jr.**

Dr. Finney revealed that the Committee had met and that the meeting was facilitated by Debbie Best. Last month, the meeting had been facilitated by Vivien Stearns. Reginald McCaskill requested the full list of everyone on the MALea Committee to be sent to him today, a request to which Dr. Finney agreed.

**NC PRE-K: Effie McMillian**

Effie McMillian acknowledged that the Committee would not meet until February 21st, and as such that she would have an update for the next board meeting. She also expressed her excitement to work with Brian Hart as her co-chair, an excitement that Brian shared.

**457B (f) SERP Plan: Dr. Louis Finney Jr.**

Since the Board tabled the vote on the 457B (f) SERP plan, it has come back before the Committee instead. Tembila Covington, when asked, said that the HR Committee was leaning toward approval of the plan, but that they wanted Reginald McCaskill’s go-ahead before moving forward. Reginald shared that his concern was that all staff felt that they were getting a piece of the pie, rather than just crumbs, and that he wanted all staff to feel they were being equitably compensated. While all employees receive 6% of their salary in an IRA, this SERP plan would only be a benefit for a small number of higher-paid executives in the organization. Effie McMillian then asked what impact this would have on staff culture. Dr. Finney said that this benefit would be a major boon in hiring the most difficult to fill positions, and that 15-18 other nonprofits in the state use plans like this. Brian Hart asked if there was anything comparable being offered to other Smart Start employees, and Dr. Finney reiterated that all employees receive 6% of their salary in an IRA. Dr. Finney suggested, in the presence of the concerns of the Committee, that we look into upping the IRA contributions for all employees, possibly from 6% to 8%, to ensure that the Committee felt that more fair, but that we would need to look into that further to make sure it was financially feasible. The Committee agreed to decide on the SERP plan or on an alternative at a later date.

**Adjournment:**

A motion was made to adjourn the Executive Committee Meeting at 12:37 p.m. by Brian Hart. The motion to adjourn the Executive Committee Meeting was seconded by Effie McMillian. Motion Carries. Meeting adjourned.