

Revised Executive Committee (Acting as Board)

Thursday, September 28, 2017

9:00 am – 11:00 am

Charles Morris Conference Room

Be the Driving Force to meet our roles and responsibilities as a non-profit Board by:

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

I. Determination of Quorum & Call to Order – Jim Grafstrom, Vice-Chair

- A. Fundraising and Friend Raising
 - 1. Board Donations – Currently at 19%
 - 2. Thank You Note Cards to Donors
 - 3. Volunteer Forms

II. Consent Agenda – Providing Oversight* (See Section VIII.A.)

III. President's Report ^Δ – M. Sonnenberg

- A. North Carolina Partnership for Children (NCPC) Update / Legislative Update
- B. PFC Annual Celebration, October 5, 2017, Snyder Memorial Baptist Church
- C. Forward March Conference, October 24-25, 2017

IV. Establishing a Strategic Direction for the Future

- A. Smart Start Allocation ^Δ – Mary Sonnenberg
- B. Succession Plan ^Δ – Mary Sonnenberg
- C. NC Pre-K Advances ^Δ – Mary Sonnenberg

V. New Business

- A. Financial Reports: August 2017 ^Δ – M. Hedgepeth
 - 1. Smart Start ^e
 - 2. NC Pre-Kindergarten ^e
 - 3. All Funding Sources ^e
 - 4. Unrestricted State Revenues ^e
 - 5. Cash and In-Kind ^Δ – Anna Hall
- B. Fixed Assets Disposal* – Marie Clark
- C. Dolly Parton Imaginary Library (DPIL) Expansion ^Δ – M. Sonnenberg
- D. Job Description/Positions* – M. Clark
 - 1. Governmental Liaison to Community Engagement Liaison
- E. PFC Reserved Funds* – Marie Clark

VI. Old Business

- A. 2018 Soirée, March 10, 2018, 5:30pm-10:00pm, Crown Arena ^Δ – M. Sonnenberg/ P. Melton

VII. CLOSED SESSION – PERSONNEL ACTION*

VIII. CONSENT ITEMS/ITEMS FOR INFORMATION

A. Consent Agenda Items

1. Minutes*

i. August 31, 2017

2. Program (Action Items)*

i. Human Resource Committee – (Meeting September 13, 2017) – H. Debnam, Chair

a. Job Descriptions/Positions

(1) NC Pre-K Program Specialist (NEW) – Effective October 1, 2017

3. Committee Information (Non Action) ⁴

i. CCR&R Committee – (Meeting September 14, 2017) – W. Wesley, Chair

a. See Committee Information Sheet

B. Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Public Engagement & Development (PED)	October 3, 2017	3:00 pm – 5:00 pm
Planning & Evaluation	October 10, 2017	2:00 pm – 4:00 pm
Facility & Tenant	October 16, 2017	11:30 am – 1:00 pm
Finance	October 17, 2017	3:00 pm – 5:00 pm
Executive	October 26, 2017	9:00 am – 11:00 am
Human Resource	November 8, 2017	8:00 am – 9:15 am
CCR&R	November 16, 2017	9:00 am – 11:00 am
Board Development	November 28, 2017	1:00 pm – 2:30 pm
Board of Directors (& NC Pre-K Planning)	November 30, 2017	12:00 pm – 2:00 pm

C. External Events

EVENT	DATE	TIME	LOCATION	CONTACT
NC Justice Center, Pathways to Prosperity Public Forum	November 18, 2017	9:00am-4:00pm	Cumberland County DSS	Mary Sonnenberg @ 826-3102

D. Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
PFC Annual Celebration	October 5, 2017	Snyder Memorial Baptist Church	Belinda Gainey @ 826-3101
Truckload of Hope (Diaper Bank)	October 7, 2017	PFC	Michelle Hearon @ 826-3073
PFC Audit	October 9-13, 2017	PFC	Marie Clark @ 826-3110
Bikes & BBQ	October 14, 2017	Harley Davidson	Sharon Moyer @ 826-3072
Forward March Conference	October 24-25, 2017	Ft. Bragg	Mary Sonnenberg @ 826-3102
Soirée	March 10, 2018	Crown Arena	Daniele Malvesti @ 826-3037
Story & Art Time	2 nd & 4 th Friday of each Month – 10:30- noon	PFC	Bobbie Capps @ 826-3044
Grandparent Support Group	3 rd Tuesday of each Month 10:00-noon	PFC	Vicky Jimenez @ 826-3024

IX. Adjournment – Jim Grafstrom, Vice-Chair

* Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)

^ε Electronic Copy (Hard copies are available upon request)

Executive Committee (Acting as Board) – President’s Report

Thursday, September 28, 2017

- A. North Carolina Partnership for Children (NCPC) Update / Legislative Update
 - 1. Legislature out of session.
 - 2. Federal legislation: Child Care for Working Families Act (S.1806/H.R. 3773) would amend the Child Care and Development Grant to provide sufficient funding so that all eligible families can afford high-quality child care.
 - a. Covers eligibility and workforce requirements
 - b. Provides substantial federal investment in quality improvement; including underserved areas (infants & toddlers, children with disabilities and nontraditional care hours)
 - c. Prohibition on suspensions, expulsions and aversive behavioral interventions
 - d. Funds for voluntary high-quality care for three- and four-year-old children in diverse settings
 - e. Authorizes increased funding for Head Start programs to offer full school year and full school day services and for Migrant Head Start programs to extend their hours.
 - f. Five percent of state funds to be set aside for lead IDEA agency to provide infant/toddler services in high-quality inclusive setting and supports for children with disabilities who are less than 13 in settings that provide high-quality inclusive care.
 - g. Increased investment in Maternal, Infant and Early Childhood Home Visiting Programs.
 - 3. NCPC Updates.
 - a. Hiring an Early Literacy Coordinator to drive literacy initiatives throughout the state.
 - b. Planning the 25th Anniversary for NCPC
 - c. MAC workgroup and other surveys going out to local partnerships for feedback
- B. PFC Annual Celebration, October 5, 2017, Snyder Memorial Baptist Church
 - 1. Caught in the Cookie Jar is catering the meal.
 - 2. Susan Perry-Manning, Deputy Director DHHS will be the speaker to bring state perspective
 - 3. Driving Force Awards and recognitions completed.
 - 4. Announcing theme for 2018 Soiree.
- C. Forward March Conference, October 24-25, 2017, Iron Mike Conference Center on Fort Bragg
 - 1. VIP dinner will be at the Airborne Museum on October 24. It is open to conference attendees as well as sponsors.
 - 2. Registration is open, including being able to sign up for VIP dinner.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FINANCIAL SUMMARY - WHAT YOU NEED TO KNOW

Board Responsibility

The review of the financial statements is the responsibility of the Committee and Board Members of PFC.

The detailed financial reports have been provided to you via email and will be provided electronically during the meeting.

August 31, 2017

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.
- b. Historically at yearend and in July, funds are at its lowest until grant reimbursements are received during the first quarter.

2 Smart Start Grant

- a. PFC's Smart Start grant budgets are reflected at full allocation effective 07-01-2017
- b. The remaining \$111,887.00 of unallocated Smart Start services funds will be reflected in service activity budgets once additional contractors and/or activities have been put into place.

3 NC Pre-Kindergarten Grant

- a. PFC is in full contract with DCDEE effective 07-01-2017.
- b. The total grant of \$8,410,172 currently consists of ONLY state funds.
- c. An initial advance of \$841,017 has been requested on 8-16-17 and we are awaiting receipts of the funds.
- d. No direct payments to providers for services have been made and are expected to begin in September.

4 DCDEE - Region 5 Grants

- a. PFC's three Region 5 grants were NOT in contract effective 07-01-17.

5 All Funding Sources

- a. The cash balance at month-end is as projected and is sufficient for the requirements of the upcoming month.
- b. The reimbursement based grantors are behind schedule with their monthly reimbursements.
- c. The NC Pre-K reimbursements from DCDEE are sometimes received later than anticipated which causes the reimbursements to providers to be delayed.

6 Unrestricted State Revenues (USR)

- a. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.
- b. Some investment funds will **need to be converted to operating cash during this fiscal yearend** to cover the current and the anticipated shortfall as projected.
- c. There is currently a shortfall in the operating funds portion of USR funding stream. This shortfall will be monitored closely and when additional action is required, the request will be brought to the Board for approval.
- d. In March 2017, the First Citizens Bank CD matured at \$249,522.08, including interest, and was deposited into the Partnership's main checking account until future investment decisions are made by the Investment Committee.
- e. In March 2017, the First South Bank Money Market account of \$243,587.60, including interest, was deposited into the Partnership's main checking account until future investment decisions are made by the Investment Committee.
- f. \$26,000 of the funds from items 6 e. and 6 f. above will remain in the Partnership's main checking account to assist in filling the shortfall in the operating funds portion of the USR funding stream. Any additional amounts will be determined at a later date by the Investment Committee.

7 Cash and In-kind Report

- a. The 19% match amount reflected on the monthly report is reflected at 100% of the full allocation.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to make up our potential short-fall to meet our match requirement. PFC did not meet last year's match requirement which was also at 19%.
- c. Since the 19% required match was not met for the FY ended June 30, 2017, there will be no contribution to the PFC endowment.
- d. Since the 19% required match was not met for the FY ended June 30, 2017, PFC will not be eligible to apply for additional grants with NCPC.
- e. Of the required \$1,253,751 match, we are required to report at least 13% in cash match. At the end of FY2016-2017, PFC exceeded that goal and projects to exceed the cash goal at the end of the 2017-18 fiscal year.
- f. **The actual shortfall was \$34,753.39 for FY2016-2017.**

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS August 31, 2017

FOOTNOTES - BALANCE SHEET

A. The cash accounts at August 31, 2017 total \$1,242,555.90.

Included in the cash balance amount are the following investment vehicles:

Banking Institution	Investment Type	Current Amount	Term (months)	Maturity Date	Interest Rate	Annual Percentage Yield
PNC Bank	Money Market	\$86,747.02	n/a	n/a	n/a	.50%
First South Bank	Money Market	\$-0-	A \$243,587.60 check was deposited into PFC's main checking account until investment decisions are made.			
First Citizens Bank	CD	\$-0-	A \$249,522.08 check was deposited into PFC's main checking account until investment decisions are made.			
Cumberland Community Foundation	Beneficial Interest in Endowment Fund	\$31,384.00	n/a	n/a	n/a	n/a
TOTAL		\$118,131.02				

B. Employees' payroll deductions at August 31, 2017 from the current month and from prior months total \$2,674.40. These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for.

C. Per Board approval, an endowment fund was established on June 29, 2012 with the Cumberland Community Foundation, Inc. with an initial amount of \$25,000.00. Since this amount is an irrevocable gift of assets, it is classified as a permanently restricted net asset for accounting purposes. It is also classified as a "Beneficial Interest in Community Foundation" in the Assets section of the Balance Sheet.

NCPC defines permanently restricted net assets as "used to classify assets that have donor-imposed stipulations that neither expire with time nor can be fulfilled or removed by actions of the organization. An example would be an endowment fund whereby the principal is maintained for investment purposes and the interest earnings may be available for use. This FASB code is rarely used."

Additional funds totaling \$4,732.00 was added to the endowment as of June 30, 2013. The Partnership made an additional deposit of \$768.00 to the endowment in September 2014. The Partnership also made an additional deposit of \$666.00 to the endowment in July 2015. During January 2016, additional deposits totaling \$218.00 were received for the endowment. This amount was transferred to the Foundation in February 2016. The total contributions from the Partnership to the endowment, including these funds, are now a total of \$31,384.00. There were no additional funds added to this endowment during the 2016-2017 fiscal year.

FOOTNOTES FOR FINANCIAL REPORTS
August 31, 2017

FOOTNOTES - SMART START GRANT SPREADSHEET

SERVICES (In-House Activities): The Smart Start grants for all of the Services budgets are in full contract effective July 1, 2017.

DIRECT SERVICE PROVIDERS: The Smart Start grants for the Direct Service Providers (DSPs) budgets are in full contract at July 1, 2017.

ADMINISTRATION: The Smart Start grant for the Administration budget is in full contract at July 1, 2017.

UNALLOCATED SERVICE FUNDS: There is currently an unallocated amount of \$111,887.00 of Service funds that is anticipated to be put into contract once additional contractors and/or activities have been put into place.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
August 31, 2017

Assets

Bank of America Checking Account	\$ 1,124,024.88	}	A
PNC Bank - Money Market Reserve	86,747.02		
Petty Cash, Change Funds, Undeposited Receipts	400.00		
Beneficial Interest in Community Foundation	31,384.00		
	<hr/>		
Total Assets	1,242,555.90		
	<hr/> <hr/>		

Liabilities and Net Assets

Health Insurance Payable	57.86	}	B
Flex-Spending Payable	2,616.38		
AFLAC Payable	0.10		
Legal Shield Payable	0.06		
Tenant Security Deposits	14,429.07		
Unrestricted Net Assets	988,751.97		
Temporarily Restricted Net Assets	62,559.09		
Permanently Restricted Net Assets	31,384.00		C
Excess Revenues over (under) Expenditures	142,757.37		
	<hr/>		
Total Liabilities and Net Assets	\$ 1,242,555.90		
	<hr/> <hr/>		

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2017 - 2018

FY 17/18 SMART START FULL ALLOCATION		\$6,598,689
(per Allocation Memo dated 06-02-2017)		
TOTAL ALLOCATION FOR ADMINISTRATION ----->		\$319,799
FY 17/18 Smart Start Admin Base Allocation	\$319,799	
TOTAL ALLOCATION FOR SERVICES ----->		\$6,278,890
FY 17/18 Smart Start Services Allocation :	\$6,278,890	

										AS OF AUGUST 31, 2017	
										If monthly spending was equal, at month-end, the percentages should be:	
										17%	83%

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2017 - 2018

FY 17/18 SMART START FULL ALLOCATION	\$6,598,689
---	--------------------

(per Allocation Memo dated 06-02-2017)

TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$319,799
--	------------------

FY 17/18 Smart Start Admin Base Allocation	\$319,799
--	------------------

TOTAL ALLOCATION FOR SERVICES ----->	\$6,278,890
--	--------------------

FY 17/18 Smart Start Services Allocation :	\$6,278,890
--	--------------------

AS OF AUGUST 31, 2017

If monthly spending was equal, at month-end, the percentages should be:

					EXPENDITURES				17%	83%	
Activity		Agency		07/01/17 Budget	Advances	July	August	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Health and Safety											
15	Assuring Better Health and Development (ABCD) NEW DSP at 07-01-17	Carolina Collaborative Community Care (4C's)		\$ 35,163.00				\$ -	\$ 35,163.00	0%	100%
		Health & Safety Total:	1%	\$ 35,163.00	\$ -	\$ -	\$ -	\$ -	\$ 35,163.00	0%	
Family Support											
16	Autism Outreach & Resource Ctr.	Autism of CC		\$ 45,000.00		\$ 5,278.15	\$ 6,558.60	\$ 11,836.75	\$ 33,163.25	26%	74%
17	PFC Family Resource Center	IH Partnership for Children		\$ 300,227.00		\$ 15,312.34	\$ 21,693.54	\$ 37,005.88	\$ 263,221.12	12%	88%
18	Community Engagement & Resource Development - NEW 07-01-17	IH Partnership for Children		\$ 190,083.00		\$ 4,636.55	\$ 8,315.22	\$ 12,951.77	\$ 177,131.23	7%	93%
19	Dolly Parton Imagination Library - NEW 07-01-17	United Way of Cumberland County, Inc.		\$ 6,000.00				\$ -	\$ 6,000.00	0%	100%
		Family Support Total:	9%	\$ 541,310.00	\$ -	\$ 25,227.04	\$ 36,567.36	\$ 61,794.40	\$ 479,515.60	11%	
System Support											
20	PD&C - Program Coord. - Monitoring & Supp	IH Partnership for Children		\$ 145,554.00		\$ 13,118.42	\$ 13,278.77	\$ 26,397.19	\$ 119,156.81	18%	82%
21	PD&C - Program Dev. & Communication	IH Partnership for Children		\$ 329,671.00		\$ 28,613.52	\$ 33,937.43	\$ 62,550.95	\$ 267,120.05	19%	81%
		System Support Total:	8%	\$ 475,225.00	\$ -	\$ 41,731.94	\$ 47,216.20	\$ 88,948.14	\$ 386,276.86	19%	
		Total of Approved Projects:		\$ 6,167,003.00	\$ 9,618.00	\$ 167,768.79	\$ 287,781.16	\$ 455,549.95	\$ 5,711,453.05		
22	Administration	IH Partnership for Children	5%	\$ 319,799.00	\$ -	\$ 23,703.91	\$ 24,746.80	\$ 48,450.71	\$ 271,348.29	15%	85%
Unallocated Smart Start SERVICES Funds				\$ 111,887.00							
Unallocated Smart Start ADMINISTRATION Funds				\$ -							
Total Smart Start Funds Expended					\$ 9,618.00	\$ 191,472.70	\$ 312,527.96	\$ 504,000.66			
						Total Allocated Smart Start Funds Remaining			\$ 5,982,801.34		

Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

FY 17/18 Projected Revenues		Fiscal Year 2017 / 2018	
\$ 8,073,765	NC Pre-k Grant Payments to Providers		
\$ -	New Quality Funds		
\$ 336,407	4% Administrative Fee	as of August 31, 2017	
\$ 8,410,172	Total NC Pre-k Grant	SHOULD BE	
\$ 8,410,172	Total Available for NC Pre-k Admin. & Services	17%	83%

FUND	Activity	FY 17/18 Budget 7/1/2017	July	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
211	9100-999 Administrative Operations	\$ 152,161.00	\$ 7,616.09	\$ 7,559.29		\$ 15,175.38	\$ 136,985.62	10%	90%
211	3104-001 CCR&R - Core	\$ 62,283.00	\$ 5,978.96	\$ 5,000.92		\$ 10,979.88	\$ 51,303.12	18%	82%
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 121,963.00	\$ 9,562.57	\$ 14,012.56		\$ 23,575.13	\$ 98,387.87	19%	81%
	Services Sub-Total	\$ 184,246.00	\$ 15,541.53	\$ 19,013.48	\$ 0.00	\$ 34,555.01	\$ 149,690.99	19%	81%
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 6,862,700.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 6,862,700.00	0%	100%
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 1,211,065.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,211,065.00	0%	100%
	Fund 206 Sub-Total	\$ 8,073,765.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,073,765.00	0%	100%
319	2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ -	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	#DIV/0!	#DIV/0!
	2348-015 NC Pre-K Non-TANF/CCDF - Federal Funds	\$ -	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	#DIV/0!	#DIV/0!
	3323-017 NC Pre-K New Quality Funds - Federal Funds	\$ -	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	#DIV/0!	#DIV/0!
	Fund 319 Sub-Total	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	#DIV/0!	#DIV/0!

Total Budget Remaining	\$8,360,441.61
-------------------------------	-----------------------

Total NC Pre-K Grant		\$ 8,410,172.00
Unallocated NC Pre-k Revenues		\$ -
Total NC Pre-k Grant Expended		\$23,157.62 \$26,572.77 \$0.00 \$49,730.39
Total State Funds		\$8,410,172
Total Federal Funds		\$0
Total NC Pre-K Grant (Does not include Expansion)		\$8,410,172

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
	RESTRICTED FUNDS										
206	NC Pre-K Grant - State Funds (per child)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ -	\$ -	\$ -		\$ -	\$ 23,157.62	\$ 26,572.77		\$ 49,730.39	\$ (49,730.39)
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
319	NC Pre-K Grant (per slot) - Federal Funds	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
	Sub-total for NC Pre-K	\$ -								Sub-total	\$ (49,730.39)
301	Family CareGivers Program	\$ 120.00	\$ -	\$ -		\$ -	\$ 120.00	\$ -		\$ 120.00	\$ -
307	DCD Grant - SWCDC	\$ -	\$ -	\$ -		\$ -	\$ 12,431.43	\$ 17,079.02		\$ 29,510.45	\$ (29,510.45)
312	Region 5 - Infant/Toddler Project	\$ 55,958.94	\$ -	\$ -		\$ -	\$ 63,710.12	\$ 8,432.66		\$ 72,142.78	\$ (16,183.84)
313	Region 5 - Healthy Social Behavior	\$ -	\$ -	\$ -		\$ -	\$ 6,774.81	\$ 4,078.60		\$ 10,853.41	\$ (10,853.41)
807	Region 5 - Program Income	\$ -	\$ 105.00	\$ 125.00		\$ 230.00	\$ 15.11	\$ -		\$ 15.11	\$ 214.89
	Sub-total for Other Restricted	\$ 56,078.94								Sub-total	\$ (56,332.81)
139	Smart Start - Admin. (FY 15/16)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ (117.39)		\$ (117.39)	\$ 117.39
140	Smart Start - Services (FY 15/16)	\$ 3,600.00	\$ -	\$ -		\$ -	\$ 3,600.00	\$ (344.91)		\$ 3,255.09	\$ 344.91
141	Smart Start - Admin. (FY 16/17)	\$ 4.84	\$ -	\$ -		\$ -	\$ (220.58)	\$ (32.80)		\$ (253.38)	\$ 258.22
142	Smart Start - Services (FY 16/17)	\$ 55,981.42	\$ -	\$ -		\$ -	\$ 53,719.77	\$ 347.83		\$ 54,067.60	\$ 1,913.82
143	Smart Start - Admin. (FY 17/18)	\$ -	\$ 39,975.00	\$ 26,608.00		\$ 66,583.00	\$ 23,455.89	\$ 24,498.78		\$ 47,954.67	\$ 18,628.33
144	Smart Start - Services (FY 17/18)	\$ -	\$ 422,949.00	\$ 281,523.00		\$ 704,472.00	\$ 153,296.38	\$ 232,933.37		\$ 386,229.75	\$ 318,242.25
201	MAC SS Grant (Accting/Contracting)	\$ 101.93	\$ -	\$ 12,385.16		\$ 12,385.16	\$ 4,854.75	\$ 4,838.16		\$ 9,692.91	\$ 2,794.18
801	Program Income (SS Related)	\$ 96,952.64	\$ 4,295.01	\$ 8,500.06		\$ 12,795.07	\$ 3,943.42	\$ 2,428.08		\$ 6,371.50	\$ 103,376.21
804	GEMS Shared Services (PI SS Related)	\$ 14,178.12	\$ -	\$ -		\$ -	\$ 8,480.00	\$ -		\$ 8,480.00	\$ 5,698.12
902	COBRA - Employee Insurance Withholdings	\$ (137.96)	\$ 62.34	\$ 2,062.34		\$ 2,124.68	\$ 964.43	\$ 964.43		\$ 1,928.86	\$ 57.86
	Sub-total for Smart Start & Related	\$ 170,680.99								Sub-total	\$ 451,431.29

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
	UNRESTRICTED FUNDS										
208	Unrestricted State Revenues - For Operating Purposes	\$ (34,153.21)	\$ -	\$ -		\$ -	\$ (20,893.36)	\$ 4,253.60		\$ (16,639.76)	\$ (17,513.45)
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 563,322.79	\$ -	\$ -		\$ -	\$ 26,000.00	\$ -		\$ 26,000.00	\$ 537,322.79
	501	Individual Gifts & Donations	\$ 19,816.78	\$ 216.11	\$ 234.68		\$ 450.79	\$ -	\$ 253.00		\$ 253.00
515	Vending Machine Commissions	\$ 1,730.10	\$ 41.29	\$ 41.73		\$ 83.02	\$ -	\$ 686.63		\$ 686.63	\$ 1,126.49
518	Kohl's Corporate Grants	\$ 5,510.44	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 5,510.44
526	Unrestricted Private Funds	\$ 4,467.73	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 4,467.73
531	PFC Annual Engagements	\$ 1,080.00	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 1,080.00
535	Cumberland Community Foundation - Grandparents Support Grant	\$ 7,426.80	\$ -	\$ -		\$ -	\$ -	\$ (30.00)		\$ (30.00)	\$ 7,456.80
802	PFCRC II (Non-Smart Start)	\$ 112,969.76	\$ 3,987.64	\$ 10,707.59		\$ 14,695.23	\$ 5,826.37	\$ 35,329.50		\$ 41,155.87	\$ 86,509.12
805	Misc. Unrestricted Revenue	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
806	Forward March Conference	\$ 10,676.98	\$ 12,500.00	\$ 1,667.00		\$ 14,167.00	\$ -	\$ -		\$ -	\$ 24,843.98
812	PFCRC II - Administration	\$ -	\$ 4,166.66	\$ 4,166.66		\$ 8,333.32	\$ 3,860.75	\$ 3,860.76		\$ 7,721.51	\$ 611.81
815	Hoke - Contracted Eval (not program income)	\$ 14,925.04	\$ -	\$ -		\$ -	\$ 3,180.00	\$ 2,647.58		\$ 5,827.58	\$ 9,097.46
816	Contracted Data Services	\$ 26,371.83	\$ 5,850.00	\$ 2,600.00		\$ 8,450.00	\$ 15,690.00	\$ 3,180.00		\$ 18,870.00	\$ 15,951.83
820	Fundraising - PFC Annual Soiree	\$ 76,197.65	\$ -	\$ -		\$ -	\$ 19.54	\$ 488.54		\$ 508.08	\$ 75,689.57
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 15,074.46	\$ -	\$ -		\$ -	\$ -	\$ 675.00		\$ 675.00	\$ 14,399.46
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 3,609.29	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 3,609.29
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 9,170.00	\$ -	\$ -		\$ -	\$ -	\$ 7,004.54		\$ 7,004.54	\$ 2,165.46
828	Fundraising - Early Care & Education Initiatives	\$ 5,000.00	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 5,000.00
897	Sales Tax	\$ (13,362.26)	\$ -	\$ 13,362.26		\$ 13,362.26	\$ 277.09	\$ 1,714.84		\$ 1,991.93	\$ (1,991.93)
899	Interest Income (from Investment Funds)	\$ 16,094.22	\$ 40.49	\$ 40.50		\$ 80.99	\$ -	\$ 54.00		\$ 54.00	\$ 16,121.21
904	Forfeited FSA	\$ 148.62	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 148.62
	Sub-total for Unrestricted Funds	\$ 867,655.02								Sub-total	\$ 833,199.25

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
	INFORMATION TECHNOLOGY										
992	PFC IT Management	\$ -	\$ -	\$ -		\$ -	\$ 249.95	\$ 112.96		\$ 362.91	\$ (362.91)
993	IT - Core	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 0.01		\$ 0.01	\$ (0.01)
994	IT - Outside Agencies	\$ 27,897.16	\$ 7,098.62	\$ 18,305.72		\$ 25,404.34	\$ 5,955.32	\$ 10,339.58		\$ 16,294.90	\$ 37,006.60
995	IT - PFC Enhanced	\$ -	\$ -	\$ -		\$ -	\$ 1,581.07	\$ 2,458.05		\$ 4,039.12	\$ (4,039.12)
996	IT - PFC Regular	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Sub-total for Information Technology		\$ 27,897.16								Sub-total	\$ 32,604.56
	OTHER FUNDS										
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ 31,384.00
	Sub-total for Other Funds	\$ 31,384.00								Sub-total	\$ 31,384.00
	TOTAL	\$ 1,153,696.11								TOTAL	\$ 1,242,555.90

ADDITIONAL SUMMARIZED INFORMATION
USR
Operating Cash (17,513.45)
Investments 537,322.79
\$ 519,809.34

NCPK
Operating Cash (49,730.39)
Cash Advance -
\$ (49,730.39)

Partnership for Children of Cumberland County, Inc. - UNRESTRICTED STATE REVENUES

Fiscal Year 2017 / 2018									
SHOULD BE:							17%	83%	
Activity	FY 17/18 Budget Effective 7/1/2017	July	August	September	Expenditures Y-T-D	Unspent Allocated Budget Amount	% of Budget Expended	% of Available Funds	
Administrative Operations	\$ 12,850.00	\$ 5,039.15	\$ 4,567.01		\$ 9,606.16	\$ 3,243.84	75%	25%	
CC&R - Core (in case of Federal shutdown)	\$ 50,000.00	\$ -	\$ -		\$ -	\$ 50,000.00	0%	100%	
Government & Military Affairs	\$ 50.00	\$ 42.87	\$ (13.40)		\$ 29.47	\$ 20.53	59%	41%	
NCPK - Subsidy - TANF (to be reimbursed)	\$ (300.00)	\$ -	\$ (300.00)		\$ (300.00)	\$ -	100%	0%	
Sub-Total	\$ 49,750.00	\$ 42.87	\$ (313.40)	\$ -	\$ (270.53)	\$ 50,020.53	-1%	101%	
Total Allocated Budget for FY17-18	62,600.00								
Allocated Budget Amount SPENT		\$ 5,082.02	\$ 4,253.61	\$ -	\$ 9,335.63				
Allocated Budget Amount UNSPENT						\$ 53,264.37			
SUMMARY OF CASH AND INVESTMENTS									
July 1 - Total Cash Carryover including Investments							\$ 529,169.58		
Unallocated Unrestricted State Revenues at the month end (see investment note below)					\$ (96,777.84)	<---- Cash of \$(34,153.21) in GL 1113 at 07-01-17 less the FY 17-18 budget amount			
Funds Held for Others at the month end (Payroll Withholdings)					\$ 0.02				
Unspent Budget for FY17-18 at the month end					\$ 53,264.37				
Subtotal (cash in GL 1113 at the month end to be used for operating funds)		\$ 26,000.00				\$ (17,513.45)	<---- \$200,000 of the investments may be redeemed and used for operating funds if needed.		
Investments at month end (Includes money market account and certificates of deposits) \$240,000 PLUS \$238,626.82 LESS \$26,000 IS CURRENTLY HELD IN THE PFC MAIN CHECKING ACCOUNT UNTIL INVESTMENT DECISIONS ARE MADE.	\$563,322.79	\$ (26,000.00)	\$ -	\$ -		\$ 537,322.79			
CURRENT TOTAL OF CASH AND INVESTMENTS AT THE MONTH END						\$ 519,809.34			

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Cash & In-Kind Contributions Report Fiscal Year 2017/2018

Total Smart Start Allocation: \$ 6,598,689.00
 Target Cash & In-Kind Required (19%): \$ 1,253,750.91
 Target Cash Required (≥13%): \$ 857,829.57
 Target In-Kind Required (±6%): \$ 395,921.34

1

CASH DONATIONS		July	August	September	Y-T-D
Cash Donations - In-House					
Board & Committee Donations	501-4410	\$ -	\$ 160.00		\$ 160.00
Staff Donations	501-4410	\$ -	\$ -		\$ -
Donations - General Admin Operations	501-4410	\$ 216.11	\$ 74.68		\$ 290.79
Donations - General CCR&R	501-4410	\$ -	\$ -		\$ -
Donations - Reach Out & Read	501-4410	\$ -	\$ -		\$ -
Donations - General PD&C	501-4410	\$ -	\$ -		\$ -
Donations - General PFCRC	501-4410	\$ -	\$ -		\$ -
Donations - PD&C KidStuff	501-4410	\$ -	\$ -		\$ -
Donations - CCR&R Angel Tree	501-4410	\$ -	\$ -		\$ -
Donations - Vending Machine Proceeds	515-4410	\$ 41.29	\$ 41.73		\$ 83.02
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -		\$ -
Donations - Forward March Conference	806-4830	\$ 12,500.00	\$ 1,667.00		\$ 14,167.00
Donations - Fundraising Events 2016	820-4611	\$ -	\$ -		\$ -
Donations - Fundraising Events 2017	820-4611	\$ -	\$ -		\$ -
Donations - Fundraising Event Sales 2016	820-4601	\$ -	\$ -		\$ -
Donations - Fundraising Event Sales 2017	820-4601	\$ -	\$ -		\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 3,172.15	\$ 4,041.15		\$ 7,213.30
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -		\$ -
Program Income - Nurturing Parenting Workshop Fees	801-4836	\$ -	\$ -		\$ -
Program Income - Tenant Copier Fees	801-5311	\$ 97.70	\$ 10.00		\$ 107.70
Program Income - CCR&R Workshop Fees	801-4823	\$ 20.00	\$ 2,105.00		\$ 2,125.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ 33.90	\$ 609.95		\$ 643.85
Program Income - PDCC IACET Workshop Fees	801-4822	\$ -	\$ 500.00		\$ 500.00
Program Income - PD&C Services	801-4834	\$ -	\$ -		\$ -
Program Income - PD&C KidStuff	801-4834	\$ -	\$ -		\$ -
Program Income - Summer Camp Expo	801-4833	\$ -	\$ -		\$ -
Program Income - Other	801-4827	\$ -	\$ -		\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,166.66	\$ 4,166.66		\$ 8,333.32
Cost Reduction - Car Seat Program Parent Fees	144-6902	\$ -	\$ 620.00		\$ 620.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -		\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -		\$ -
					\$ -
Total Cash Donations - In-House		\$ 20,247.81	\$ 13,996.17	\$ -	\$ 34,243.98
Cash Donations - Direct Service Providers					
1st Quarter (July - September)					\$ -
2nd Quarter (October - December)					\$ -
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
Total Cash Donations - Direct Service Providers		\$ -	\$ -	\$ -	\$ -
TOTAL CASH DONATIONS		\$ 20,247.81	\$ 13,996.17	\$ -	\$ 34,243.98

2

GRANTS					
WalMart Foundation (100% Private Grants)	533-4423	\$ -	\$ -		\$ -
Raising A Reader (100% Private Grants)	534-4420	\$ -	\$ -		\$ -
Kohl's Corporate Grants (100% Private Grants)	518-4420	\$ -	\$ -		\$ -
Cumberland Community Foundation (100% Private)	535-4425	\$ -	\$ -		\$ -
TOTAL GRANTS		\$ -	\$ -	\$ -	\$ -

0.5%

IN-KIND DONATIONS					
In-Kind Donations - In-House					
In-Kind Donations - Volunteer Time		\$ 4,288.40	\$ 2,317.44		\$ 6,605.84
Discounts on Materials - Kaplan		\$ -	\$ -		\$ -
Discounts on Materials - Brame		\$ -	\$ -		\$ -
Discounts on Materials - Discount School Supply		\$ -	\$ -		\$ -
Discounts on Materials - Lakeshore		\$ -	\$ -		\$ -
Discounts on Software - Techsoup Stock		\$ -	\$ -		\$ -
Donations - Other In-Kind		\$ -	\$ -		\$ -
PFC Staff Donations - Supplies and Mileage		\$ -	\$ -		\$ -
PFC Board Member Donations - Supplies and Mileage		\$ -	\$ -		\$ -
PFC Child Care Subsidy Parent Fees		\$ -	\$ -		\$ -
					\$ -
Total In-Kind Donations - In-House		\$ 4,288.40	\$ 2,317.44	\$ -	\$ 6,605.84
In-Kind Donations - Direct Service Providers					
1st Quarter (July - September)		\$ -	\$ -		\$ -
2nd Quarter (October - December)					\$ -
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
Total In-Kind Donations - Direct Service Providers				\$ -	\$ -
TOTAL IN-KIND DONATIONS		\$ 4,288.40	\$ 2,317.44	\$ -	\$ 6,605.84

0.1%

GRAND TOTAL		\$ 24,536.21	\$ 16,313.61	\$ -	\$ 40,849.82
--------------------	--	---------------------	---------------------	-------------	---------------------

0.6%

- 1 - Current Month Reporting
- 2 - YTD Cash Reported
- 3 - YTD In-Kind Reported
- 4 - Amount remaining to reach target

TARGET REMAINING

\$ (1,212,901.09)

4

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
Summary of Fixed Assets for Disposal
To the Executive Committee Acting as Board of Directors for Approval on 09/28/17

COST						
FIXED ASSET TAG #	STATUS	DESCRIPTION	YEAR PURCHASED	FURNITURE & EQUIPMENT OVER \$500	COMPUTERS & EQUIPMENT OVER \$500	LEASEHOLD IMPROVEMENTS OVER \$500
	<i>The following systems & equipments are obsolete, out of warranty and have hardware issues that are unrepairable and the parts needed for repair exceed the current value of the obsolete device. The equipment has been cannibalized for usable parts for the PFC systems and the remaining parts will be sent to the Ann Street landfill for recycling.</i>		Sorted in date order			
20988	See above	Dell Latitude 1201L Laptop Computer	Oct-06		2,076.83	
20999	See above	Dell Dimension E521N Desktop Computer	Apr-07		1,299.97	
20803	See above	Dell Latitude XT2 Tablet	Aug-09		2,411.28	
20808	See above	Dell Latitude XT2 Tablet	Aug-09		2,411.28	
20826	See above	Dell Studio XPS 8100 Desktop Computer	May-10		1,068.00	
20839	See above	Dell Studio XPS 8100 Desktop Computer	Sep-10		939.99	
20894	See above	Dell Inspiron 660 Desktop Computer	Dec-13		645.96	
20918	See above	Dell Inspiron 3847 Desktop Computer	Mar-14		577.97	
	<i>The following equipment will be rendered obsolete by Apple in October 2017. The iOS 11 version update will be incompatible with these units and render the systems incapable of receiving updates from the app store. The unit may function for a few more months before they are completely useless. These devices are configured on the private accounts of the PFC staff who use them, and as such, are not connected directly to the PFC network resources. Due to the sensitive information contained on the devices the units will be disposed to the custody of the staff who currently have possession of them.</i>					
20866	See above	Apple iPad2 16GB Black	Oct-11		578.00	
20867	See above	Apple iPad2 16GB Black	Oct-11		578.00	
20868	See above	Apple iPad2 16GB Black	Oct-11		578.00	
20577	See above	Apple iPad Pro 9.7" 32GB Slate Gray	Aug-16		599.00	
Not Tagged	<i>This storage unit is damaged and is leaking due to normal wear, tear and weather conditions. The shed will be dismantled and disposed of per city disposal regulations.</i>	Storage Building - 10' x 20' - by Lark Builders	Jun-00			2,250.00
20872	<i>This processing terminal is discontinued by Bank of America due to non-support and non-compliance with card organization mandates and new internet security standards. The equipment will be sent to the Ann Street Landfill for recycling.</i>	Wireless Credit Card Processing Terminal FD-400 Ti	Mar-12	779.00		
20958	<i>This equipment is inoperable and has no current warranty for repairs. The equipment will be sent to the Ann Street Landfill for recycling.</i>	HP Enterprise P3015n Workgroup Laster Printer	Mar-15		534.98	
15 Items for Disposal				\$ 779.00	\$ 14,299.26	\$ 2,250.00
TOTAL DISPOSALS				\$17,328.26		

MEMORANDUM

Date: September 28, 2017

To: Executive Committee (Acting as Board)

From: Linda Blanton, Vice President of Planning and Evaluation

Subject: Dolly Parton's Imagination Library (DPIL) Statewide Expansion

This memorandum requests that the Board of Directors approve Partnership for Children of Cumberland County as the lead on the Dolly Parton's Imagination Library (DPIL) Statewide Expansion.

Background

1. North Carolina Session Law 2017-57 Section 11B.9 provides funding to the Smart Start network to implement Dolly Parton's Imagination Library (DPIL) for FY 2017-18 and FY 2018-19. Currently 49% of counties implement Dolly Parton's Imagination Library, serving 8% of eligible children across the state. The goal is to take the initiative statewide. The statewide goal is to have over 41.5% (250,000/602,152) enrolled by FY 2019.
2. On August 22, NCPC released the DPIL Request for Applications (RFA) seeking Smart Start partnerships to apply for Dolly Parton's Imagination Library Expansion Funds. The deadline for submission to NCPC was September 12. NCPC will notify Local Partnerships on status of awards by September 29. Dolly Parton Imagination Library Expansion begins October 1.

Request for Proposal

3. Because funds for Dolly Parton's Imagination Library project are state funds, Local Partnerships must adhere to the bidding requirements outlined in the Smart Start Cost Principles. Based on the time it takes for bidding and board approval, NCPC encouraged local partnerships to move forward with bidding as usual. On September 6, PFC emailed a RFA to Cumberland County Library & Information Center

and United Way of Cumberland County. Additionally, PFC posted the Request for Application on the website. We received two responses from the RFA

- a. Little Green Berets Daycare and Learning Center – a private childcare center with a Three Star designation.
- b. Partnership for Children The key characteristics that positions PFC to expand the *DPIL* program are:
 - i. **Broad-Based Perspective:** Partnership for Children of Cumberland County represents a diverse network of early childhood consumers, advocates, family members, providers and other stakeholders who embrace our early childhood perspective. Under this umbrella, we bring multiple partners together to support and encourage healthy children and family development.
 - ii. **Coalitions and Partnerships:** Convening, building and leading coalitions is a hallmark of PFC. We recognize the importance of partnerships in accomplishing our goals.
 - iii. **Education and Communication Expertise:** PFC has a successful record of accomplishment for developing and implementing public education and communication strategies that supports and encourages healthy children and family development. PFC has at its disposal a diverse staff, board of directors, direct service providers, and dedicated volunteers who are richly talented in developing and implementing effective outreach projects that have resulted in a very successful implementation of programs.

Recommendation

PFC typically does not fund individuals, childcare and for-profit organizations. Little Green Berets Daycare and Learning Center does not have a history of providing oversight and recruitment for a project of this scope.

The recommendation is for PFC to bring this activity in-house. While United Way did not submit a RFA, they will be a key collaborator in this effort with their existing Dolly Parton Imagination Library program.



351 Wagoner Drive, Suite 200
Fayetteville, NC 28303
P 910-867-9700 / F 910-867-7772
ccpfc.org

OF CUMBERLAND COUNTY

MEMORANDUM

DATE: 09/28/2017

TO: Executive Committee

FROM: Mary Sonnenberg, President

SUBJECT: Community Engagement Liaison Position

The Community Engagement department currently has three positions which include the Community Engagement Administrator, the Community Engagement Liaison and the Governmental Liaison. The Governmental Liaison position is currently vacant. This position has proven to be challenging to fill due the scope of the specific duties and responsibilities and targeting experience with government issues and entities.

With the primary mission of this department being community engagement as a whole, staff is requesting to dissolve the current Governmental Liaison position and replace it with a second Community Engagement Liaison effective October 1, 2017. The government and military communities will still be a focus as part of the overall board-approved Community Engagement Plan.

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.



a partner
in the

smart start
network

Be the Driving Force.



351 Wagoner Drive, Suite 200
Fayetteville, NC 28303
P 910-867-9700 / F 910-867-7772
ccpfc.org

OF CUMBERLAND COUNTY

MEMORANDUM

Date: September 28, 2017

To: Executive Committee acting as Board

From: Marie Clark, Chief Operating Officer

Subject: Reserve Funds – Investment Committee

Background information:

In March 2017, the Board approved a revision to the Investment Policy and the following investment plan:

- 1) Close out the certificate of deposit at First Citizen - \$242,000; (Task completed.)
- 2) Close out the money market at First South - \$243,000; (Task completed.)
- 3) Increase the money market at PNC - \$83,000 - by approximately \$159,000 to a total of \$245,000;
- 4) Place \$300,000 in bonds through an electronic trading platform and
- 5) Deposit the balance of approximately \$26,000 in PFC's main operating account.

In June 2017, the Board approved revised by-laws which incorporated the Investment Committee. The committee has not met due to difficulties in recruiting members with a financial background but without a conflict of interest.

Request: Until the Investment Committee meets to determine the specific electronic trading platform to be utilized and the bonds to be purchased, staff requests that (1) in addition to the \$159,000 that was approved to be transferred to PNC, **\$286,000** of the reserve funds also be transferred from PFC's operating account at Bank of America to the current money market account at PNC Bank and (2) **\$22,000** of the funds be utilized to cover the deficit in available funds for FY 16/17 Admin. Ops. expenses and Admin. Ops. budgeted expenses for FY 17/18.

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.



a partner
in the

Smart Start
network

Be the Driving Force.

History	\$84,696	PNC Bank
	\$249,522	First Citizen moved to Bank of America
	\$243,588	First South moved to Bank of America
	<u>\$577,806</u>	
	(\$84,696)	Current at PNC market
	<u>(\$159,000)</u>	Approved to increase PNC money market
	\$334,110	Available balance
		Approved to remain in BoA operating account to cover Admin
	<u>(\$26,000)</u>	Ops expenses
	\$308,110	

Current Requests	\$308,110	
		Request to remain in BoA operating account to cover FY 16/17
(1)	(\$22,000)	Admin Ops expenses and FY 17/18 budgeted expenses
	<u>\$286,110</u>	
(2)	(\$286,000)	Transfer to PNC Bank
	<u>\$110</u>	



**Partnership for Children of Cumberland County, Inc.
Executive Committee (Acting as Board) Meeting Minutes
August 31, 2017 (9:00 am to 10:21 am)**



MEMBERS PRESENT: Amy Cannon, Jim Grafstrom, Van Gunter, Marcus Hedgepeth, Perry Melton and Wanda Wesley

MEMBERS ABSENT: Angela Crosby, Hank Debnam, Angie Malave and Chris Rey

NON-VOTING ATTENDEES: Linda Blanton, Marie Clark, Belinda Gainey, Michelle Hearon, Vicky Jimenez, Anna Hall, Carole Mangum, Sharon Moyer and Mary Sonnenberg

GUEST: Safiya McAllister (FSU student)

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION	ACTION	FOLLOW-UP PERSON
<p>I. Determination of Quorum & Call to Order Jim Grafstrom, Vice-Chair</p> <p>A. Fundraising and Friend Raising</p> <ol style="list-style-type: none"> 1. Board Donations – Currently at 15% 2. Thank You Note Cards to Donors 3. Volunteer Forms 	<p>Jim Grafstrom, Vice-Chair, determined that quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes.</p> <p>A.1. Jim Grafstrom reported to the members that PFC is at 15% board donations. An Executive Committee Board Member Assignments Matrix was previously distributed to the committee. Committee members were assigned to contact selected board members to remind them to make a board donation for FY 17/18.</p> <p>A.2. Thank You note cards were distributed for committee members to complete.</p> <p>A.3. Jim asked committee members to fill out the volunteer sheet if they read the packet and emails prior to coming to the meeting.</p>	<p>Called to Order</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>II. Consent Agenda – Providing Oversight (Section VII.A.) <i>(Please Reference Agenda)</i></p>	<p>Jim Grafstrom requested a motion to accept the Executive Committee Consent Agenda Section VII.A.</p> <p>Van Gunter moved to accept the Executive Committee Consent Agenda Section VII.A. as presented. Wanda Wesley seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
<p>III. President's Report</p> <ol style="list-style-type: none"> A. North Carolina Partnership for Children (NCPC) Update / Legislative Update B. PFC Annual Celebration, October 5, 2017, Snyder Memorial Baptist Church C. Driving Force Awards D. NCSU Institute for Emerging Issues, Crib to Career Workshop, August 29, 2017 E. Forward March Conference, October 24-25, 2017 	<p>Mary Sonnenberg gave the President's Report;</p> <p>A. North Carolina Partnership for Children (NCPC) Update / Legislative Update</p> <ol style="list-style-type: none"> 1. Legislature out of session. Special sessions focused on redrawing district lines. 2. ED Forum held earlier this month. <ol style="list-style-type: none"> a. DHHS and DCDEE staff present and provided updates. Top DHHS priorities – Moving from fee for service to managed care for Medicaid, addressing NC's growing opioid crisis and early childhood initiatives b. Birth – 3rd Grade Council – collaborative work between DPI and DCDEE c. Governor's Early Childhood Advisory Council being reformed d. Child Care Commission – members appointed. Some are new, some continuing on the Commission. Important to get providers to respond to public comment as regulations are reviewed. Next sets being reviewed are the Rated License Rules and Administrative Action Rules. e. New quality dollars for Infants and Toddlers f. Market Rate Study getting ready to be done. Focus on how partnerships can support providers in providing accurate information on their costs 	<p>None</p>	<p>None</p>



Partnership for Children of Cumberland County, Inc.
Executive Committee (Acting as Board) Meeting Minutes
August 31, 2017 (9:00 am to 10:21 am)



MEMBERS PRESENT: Amy Cannon, Jim Grafstrom, Van Gunter, Marcus Hedgepeth, Perry Melton and Wanda Wesley

MEMBERS ABSENT: Angela Crosby, Hank Debnam, Angie Malave and Chris Rey

NON-VOTING ATTENDEES: Linda Blanton, Marie Clark, Belinda Gainey, Michelle Hearon, Vicky Jimenez, Anna Hall, Carole Mangum, Sharon Moyer and Mary Sonnenberg

GUEST: Safiya McAllister (FSU student)

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION	ACTION	FOLLOW-UP PERSON
-------	--	--------	------------------

	<ul style="list-style-type: none">g. Teacher Compensation will be reviewed more beyond what is in the CCDF planh. NCFast – Cumberland County is slated to go online this fall, along with several other big counties. Adjustments being made in the system.i. Pathways to Grade Level Reading – Design team and workgroups moving forward addressing the priority areas in the plan. Looking at how the pieces fit together with the ESSA plan <p>3. Dolly Parton Imagination Library RFA released. We will submit a request by the September 12th deadline to expand in Cumberland County. We will be looking at recruitment strategies as well as ways to actively engage families in literacy efforts. Partnerships will receive base allocations to manage the program.</p> <p>B. PFC Annual Celebration, October 5, 2017, Snyder Memorial Baptist Church</p> <ul style="list-style-type: none">1. Caught in the Cookie Jar is catering the meal.2. Susan Perry-Manning, Deputy Director DHHS will be the speaker to bring state perspective3. Invitations will be going out soon.4. There will be a cost (\$10) to attend the event this year. <p>C. Driving Force Awards</p> <ul style="list-style-type: none">1. Would like more nominations. Categories for individuals and organizations2. Creating a category for volunteer recognition for our corporate volunteer partners (Kohl's, Walmart, Cintas, CarMax) <p>D. NCSU Institute for Emerging Issues, Crib to Career Workshop, August 29, 2017</p> <ul style="list-style-type: none">1. Representation from multiple counties within the Sandhills/Southeastern region2. Statistics were presented specific to Cumberland County and other counties in attendance on economic issues and the Crib to Career Pipeline.3. Kidonomics Emerging Issues Forum will be held February 5 & 6, 2018 in Raleigh. Registration for this event will begin November 1, 2017. This will be a great opportunity to bring a team from Cumberland County to build on the discussions from this week's workshop.4. There will be grant opportunities for communities following the February session. <p>E. Forward March Conference, October 24-25, 2017, Iron Mike Conference Center on Fort Bragg</p> <ul style="list-style-type: none">1. Program is almost complete with speakers.		
--	---	--	--



**Partnership for Children of Cumberland County, Inc.
Executive Committee (Acting as Board) Meeting Minutes
August 31, 2017 (9:00 am to 10:21 am)**



MEMBERS PRESENT: Amy Cannon, Jim Grafstrom, Van Gunter, Marcus Hedgepeth, Perry Melton and Wanda Wesley

MEMBERS ABSENT: Angela Crosby, Hank Debnam, Angie Malave and Chris Rey

NON-VOTING ATTENDEES: Linda Blanton, Marie Clark, Belinda Gainey, Michelle Hearon, Vicky Jimenez, Anna Hall, Carole Mangum, Sharon Moyer and Mary Sonnenberg

GUEST: Safiya McAllister (FSU student)

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION	ACTION	FOLLOW-UP PERSON
-------	--	--------	------------------

	<p>2. VIP dinner will be at the Airborne Museum on October 24th. In addition to VIPs the dinner will be open to conference attendees at a charge to build networking/focused round table conversation opportunities.</p> <p>3. The "Save the Date" and link to registration should be available in today.</p>		
IV. Establishing a Strategic Direction for the Future	A. Jim Grafstrom provided an overview from the Board Development Committee meeting held on August 22, 2017. Jim stated that there is a new potential board member, Dr. Meredith Gronski. Dr. Gronski's nomination has been approved by the Board Development Committee; the nomination will be voted upon at the November 30, 2017 board meeting. Dr. Gronski will be asked to join the CCR&R Committee and to attend the October 5, 2017 Annual Celebration.	None	None
A. Board Development Committee ^Δ			
1. New Board Orientation			
2. Goals for FY 17/18			
B. Community Foundation – Grandparent Support Grant	A.1. The new board orientation was held on Friday, August 18, 2017. Mary will meet individually with new board members who were not able to attend the meeting.	None	None
	A.2. The goal for this year is to implement the processes that Scottie Seawell began in the strategic planning development. The notes from the June 29 th board meeting have been emailed out to the board for review.	None	None
	B. Michelle Hearon reported that PFC was approved for a grant from the Cumberland Community Foundation (CCF) to support the PFC Grandparents Support Group. This year PFC will begin contracting with an agency to provide a tutoring service for 11 of the grandchildren, offering services to grandparents such as health management, mental health and financial health. PFC will also offer support for after school activities, sporting events and other activities. The amount PFC will receive from CCF is \$20,000. Mary Sonnenberg stated that she and other staff from PFC have met with Brenda Reid-Jackson, DSS Director, and it was mentioned that the county has a grant where they are looking to assist grandchildren and the needs in the community. This may be an opportunity for PFC to partner with an outside organization to assist with the training with grandparents. Mary and Sharon Moyer recently met with Dr. Tamara Brothers at Fayetteville State University (FSU). The FSU facility is conducting programs with youth on financial development. This may be a resource to help with the grandparents group as well. Michelle stated that PFC does intend to open sessions on health management, mental health and financial health to the community. PFC is looking to survey the needs in the community and work with DSS on seeking other individuals who may want to attend these sessions. Vicky Jimenez stated that the tutoring sessions will be done with children individually – one on one sessions. The grandparents will also be offered continued education opportunities.	None	None



**Partnership for Children of Cumberland County, Inc.
Executive Committee (Acting as Board) Meeting Minutes
August 31, 2017 (9:00 am to 10:21 am)**



MEMBERS PRESENT: Amy Cannon, Jim Grafstrom, Van Gunter, Marcus Hedgepeth, Perry Melton and Wanda Wesley

MEMBERS ABSENT: Angela Crosby, Hank Debnam, Angie Malave and Chris Rey

NON-VOTING ATTENDEES: Linda Blanton, Marie Clark, Belinda Gainey, Michelle Hearon, Vicky Jimenez, Anna Hall, Carole Mangum, Sharon Moyer and Mary Sonnenberg

GUEST: Safiya McAllister (FSU student)

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION	ACTION	FOLLOW-UP PERSON
-------	--	--------	------------------

	<ul style="list-style-type: none"> Serve children, birth to five and not in kindergarten, and their families and/or service providers of children birth to five not in kindergarten Proposed program must be in a PFC priority area with measurable outcomes Organizations should have at least a three-year history of programming All requests for assistance must include a copy of the applicant's most recent audit report for amounts over \$500,000. For amounts under \$500,000, applicants will be required to submit a Certification and Sworn Statement if funding is approved <p>Amy Cannon moved to accept the Smart Start Allocation Timeline and Eligibility Requirements as presented. Van Gunter seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>D. Perry Melton and Mary Sonnenberg reported that Soirée 2018 is being held on March 10, 2018 from 5:30pm-10:00pm at the Crown Arena. The theme is Studio 25 - disco theme and it coordinates with PFC 25th anniversary. Several food vendors have confirmed their attendance at the Soirée. The Planning Team and Décor Team will meet in the upcoming weeks. The budget and contracts will be discussed during these meetings.</p> <p><i>Not on Agenda:</i> Mary Sonnenberg provided an update on NC Pre-K. 1160 kids have been approved; 241 in Head Start and Public Schools. Paperwork and applications are still being received.</p>	<p>Motion Carried</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>
<p>VI. Old Business</p> <p>A. FY 16/17 Final Cash and In-Kind*</p> <p>1. FY 16/17 Cash and In-Kind Analysis/Smart Start Program Match and Endowment Fund Reallocations</p>	<p>A. Anna Hall reviewed the final FY 16/17 Cash and In-Kind Report. Thanks to NCPC's overview of the report, the final target remaining was \$34,753.39. Mary Sonnenberg stated that the penalty for not reaching the match is that PFC cannot receive any new subsidy money (increases the match). This will not impact PFC to receive private dollars, PFC will be able to receive reoccurring money and this does not impact the base allocation. All Partnerships that did not meet their match will also be required to receive technical assistance from NCPC beginning 2018. Our organization will begin receiving technical assistance beginning this year.</p> <p>A.1. Marie Clark provided an overview of the Smart Start Program Match and Endowment Fund Reallocations Memorandum relating to the FY 16/17 Cash and In-Kind Analysis. In 2012, it was determined by the Board that if met PFC met its</p>	None	None



Partnership for Children of Cumberland County, Inc.
Executive Committee (Acting as Board) Meeting Minutes
August 31, 2017 (9:00 am to 10:21 am)



MEMBERS PRESENT: Amy Cannon, Jim Grafstrom, Van Gunter, Marcus Hedgepeth, Perry Melton and Wanda Wesley

MEMBERS ABSENT: Angela Crosby, Hank Debnam, Angie Malave and Chris Rey

NON-VOTING ATTENDEES: Linda Blanton, Marie Clark, Belinda Gainey, Michelle Hearon, Vicky Jimenez, Anna Hall, Carole Mangum, Sharon Moyer and Mary Sonnenberg

GUEST: Safiya McAllister (FSU student)

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION	ACTION	FOLLOW-UP PERSON
	<p>Smart Start match requirement at the end of each fiscal year, 5% of available unrestricted funds would be reallocated to the PFC Endowment fund. The match has not been met and the percentage of the match has not changed, so it is being requested to discontinue discussions regarding this matter until the available funds become available.</p> <p>Van Gunter made a motion to accept to discontinue bringing this information to the committee regarding reallocating funds to the endowment until PFC meets its matching goals as presented. Perry Melton seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p><i>Not on Agenda:</i> Mary Sonnenberg stated that PFC will look into other grant opportunities: The Women's Giving Circle and Dolly Parton. Linda Blanton will look into Nurse Family Partnership. If PFC does not receive it, then maybe we can support it.</p> <p>Marie Clark reminded the committee that a flu clinic is taking place at PFC on September 28, 2017.</p>	Motion Carried	None
VII. Consent Items/Items for Information (See Agenda)		None	None
VIII. Adjournment – Jim Grafstrom, Vice-Chair	As there was no further business, the meeting was adjourned at 10:21 am.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval. _____

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

Human Resource Committee Meeting of September 13, 2017

RECOMMENDATIONS

- A. The Human Resource Committee recommends accepting the following job description as presented.
 - 1. NC Pre K Specialist (New)
 - a. Due to bringing the NC Pre K application process in-house, there was a need for an additional position in the NC Pre K department. This position was graded by Mike Womble; determined a salary grade 7. (Effective October 1, 2017)

**Partnership For Children of Cumberland County, Inc.
Fayetteville, NC**

**Position Description Plan
Job Description**

Title of Position: NC Pre K Program Specialist

Supervisor's Name and Title:

NC Pre K Coordinator

FLSA Status:

Regular, Full Time

Primary Purpose of Position:

The NC Pre-K Program Specialist reports to the NC Pre K Coordinator and is responsible for providing support to ensure the effective and efficient operation of the NC Pre K Program. The NC Pre K Program Specialist is responsible for administrative support duties associated with the NC Pre-K Program including managing incoming and outgoing contact with the public.

Duties and Responsibilities

Program Support:

- The NC Pre K Program Specialist maintains current knowledge of Pre-Kindergarten (Pre-K) Program guidelines, requirements and related documents.
- The Specialist receives and processes child applications for NC Pre-Kindergarten, and utilizes NC Pre-Kindergarten guidelines to determine eligibility based on household income and family size or other eligibility criteria as defined in the requirements.
- The Specialist is available to assist families with the application process and collects required documentation for eligibility determination, monitoring and auditing purposes.
- Creates, organizes and maintains child files, preparing information for data entry, and entering data into NC Pre-K APP and NC Pre-K Kids.
- Assists in placing children into sites/classrooms using the appropriate data systems; notifying families of placement; managing the wait list; creating record-keeping documents; disseminating information as requested to prospective NC Pre-Kindergarten families and/or sites.
- Assists with the coordination and implementation of activities that provide publicity and information about the mission, vision, services and needs of the NC Pre-K Program and will works with the public as needed to facilitate access to NC Pre-K services.

In Addition. The Pre K Program Specialist should have an understanding of child development, age and developmentally appropriate practices, and the early care and education of young children.

In the event the Pre K Program Specialist possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

Attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

It is the responsibility of all staff to contribute to the positive work environment at PFC.

PFC staff may work multiple grant activities; Time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee; Time worked will be allocated as appropriate.

PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.

The Pre K Program Specialist is responsible for other duties as assigned.

ESSENTIAL FUNCTIONS :(4)

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor.
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources.
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others.
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures.
6. Communicates ideas/information for improving efficiency/procedures/cost control.
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization.
8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.

NC Pre K Program Specialist (continued)

Page 3

9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

Knowledge, Skills, and Abilities:

1. Excellent secretarial skills.
2. Superior customer service
3. Must be able to resolve basic computer and peripheral problems by phone or remote means.
4. Ability to communicate and express ideas clearly and concisely, verbally and in writing, and to plan and execute work effectively within a specified time frame.
5. Ability to make decisions and take action within the boundaries of the position.
6. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal guidance.
7. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
8. Ability to carry out functions with minimal supervision.
9. Ability to foster an environment that minimizes consequential errors.
10. Ability to maintain confidentiality of information in the performance of duties.
11. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Works competently with the computer and related software, calculator, telephone, copy machine, and other equipment, as required.

Education and Experience – Minimum Requirements:

1. Associate's Degree or equivalent.
2. Minimum of three years of progressively responsible administrative/ clerical experience preferred.
3. High working knowledge and proficiency utilizing PC based tools (Microsoft Office Suite Outlook, Word, Excel and Power Point). Must be able to create and track data using PC based tools (Microsoft Office Suite Outlook, Word, Excel and Power Point).
3. Additional experience may be substituted for post high-school education, provided the requisite skills have been obtained.

4. Valid driver’s license.

Physical Requirements:

The Pre K Program Specialist must be able to perform *Essential Functions* of the position.

Employer’s Rights: This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

Created /Evaluated	Sep 2017	Description of Change
Revised		
Re-evaluated		

CCR&R Advisory Committee Information Meeting of September 14, 2017

Action:

No Action Items

Information:

- 1) Wanda Wesley, Committee Chair, introduced the new committee members:
 - Christiana Adeyemi, Head Start Director – Action Pathways (not present)
 - Tawnya Rayman, Habilitation Program Supervisor – Children’s Developmental Services Agency (not present)
 - Stephanie Lassiter, Owner/Operator – Ruzie Childcare (present)
 - Dr. Meredith Gronski, Assistant Professor & Chair – Methodist University (not present)
- 2) Mary Sonnenberg, President, shared highlights from the President’s Report that included:
 - News from the Child Care Commission and the NCFast rollout
 - The Dolly Parton Imagination Library RFA
 - The Crib to Career Workshop presented by the NCSU Institute for Emerging Issues held on August 29, 2017
- 3) Tamiko Colvin, Program Coordinator, went over the required documents and processes for new committee members.
- 4) Candy Scott, CCR&R Vice President, shared her report and updates that consisted of the following:
 - The fourth quarter Smart Start activity results from FY2016-2017
 - Open positions: Family Support Caseworker (2) & NC Pre-K Program Specialist
 - New hire: Elizabeth Chambers, Healthy Social Behaviors Specialist
 - The first quarter financial summary for FY2017-2018
- 5) The following units gave programmatic updates:
 - Family Support – Assisting with recruitment for the Dolly Parton Imagination Library
 - High Quality Maintenance – Staff resignation by Carla Taylor
 - NC Pre-K – Continuing to place children for school year 2017-2018 & shared the revised program outreach flyer
 - Professional Development Career Center – Shared information on upcoming training events
 - Quality Enhancement Grant – Working on recruitment efforts for FY2017-2018
 - Region 5 – Shared information from the State Lead Agency meeting