

REVISED Executive Committee (Acting as Board)

Thursday, February 22, 2018

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 – Chris Rey, Chair (via phone)

- A. Fundraising and Friend Raising
 - 1. Board Donations – Currently at 54%
 - 2. Thank You Notes to Donors
 - 3. Volunteer Forms

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

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

- A. North Carolina Partnership for Children (NCPC) Update / Legislative Update
- B. NC Justice Center, Pathways for Prosperity (P4P) Community Meetings
- C. Smart Start Conference, April 30 – May 3, 2018
- D. Dolly Parton Imagination Library (DPIL)
- E. Allocation Process
- F. Kidonomics
- G. Grants

IV. Establishing a Strategic Direction for the Future

- A. Board Priorities 2017-18^Δ
- B. 2018 Soirée – March 10, 2018^Δ – S. Moyer / P. Melton
- C. KidStuff, April 28-29, 2018, Festival Park^Δ – S. Moyer
- D. Kidtopia, November 10, 2018, Crown Arena^Δ – S. Moyer

V. New Business

- A. Financial Reports: January 2018^Δ – M. Lilly
 - 1. Smart Start
 - 2. NC Pre-Kindergarten
 - 3. DCDEE – Region 5
 - 4. All Funding Sources
 - 5. Unrestricted State Revenues
 - 6. Cash and In-Kind^Δ – Anna Hall
- B. Human Resource* – S. Manuel
 - 1. Section 312 – Business Travel Expenses
 - 2. NC Pre-K Coordinator Job Description

VI. CLOSED SESSION – PERSONNEL ACTION*

VII. CONSENT ITEMS/ITEMS FOR INFORMATION

A. Consent Agenda Items

1. Minutes*

- a. *October 26, 2017*
- b. *December 14, 2017 Conference Call*

2. Program (Action Items)*

- a. *Finance Committee* – (Meeting January 16, 2018) – M. Hedgepeth, Chair*
 - i. *FY 17/18 System of Support (SOS) Recommendation*
- b. *Facility and Tenant Committee – (Meeting February 19, 2018) – H. Debnam*
 - i. *Lease Renewals*
 - *Pinnacle Family Services*
 - *Inner Pathways*
 - *Albela, LLC*
 - *Gateway Communications*
 - ii. *Emergency Plan*

3. Committee Information (Non Action) ⁴

- a. *CCR&R – (Meeting February 15, 2018) – W. Wesley, Chair*
 - i. *See Committee Information Sheet*
- b. *Facility and Tenant*
 - i. *SOAR 90 x 30 Plan*
 - ii. *Smart Start Allocation*
 - iii. *Longleaf Fund*

B. Upcoming Committee Meetings

| MEETING | MEETING DATE | MEETING TIME |
|---|----------------|--------------------|
| Planning & Evaluation | March 13, 2018 | 2:00 pm – 5:00 pm |
| Human Resource | March 14, 2018 | 8:00 am – 9:15 am |
| Facility & Tenant | March 19, 2018 | 11:30 am – 1:00 pm |
| Finance | March 20, 2018 | 3:00 pm – 5:00 pm |
| Board Development | March 27, 2018 | 1:00 pm – 2:30 pm |
| Board of Directors (& NC Pre-K Planning) | March 29, 2018 | 12:00 pm – 2:00 pm |
| Public Engagement & Development (PED) | April 3, 2018 | 3:00 pm – 5:00 pm |
| Executive | April 26, 2018 | 9:00 am – 11:00 am |
| CCR&R | June 21, 2018 | 9:00 am – 11:00 am |

C. Upcoming Events/Volunteer Opportunities

| EVENT | DATE | LOCATION | CONTACT |
|------------------------------------|---|---------------|--------------------------------|
| Truckload of Hope (Diaper Bank) | March 3, 2018 | PFC | Michelle Hearon @ 826-3073 |
| Soirée | March 10, 2018 | Crown Arena | Daniele Malvesti @ 826-3037 |
| KidStuff | April 28-29, 2018 | Festival Park | Sharon Moyer @ 826-3072 |
| Kidtopia | November 10, 2018 | Crown Area | Sharon Moyer @ 826-3072 |
| 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 |

D. Holiday Schedule

| HOLIDAY | DATE(S) CLOSED |
|----------------|------------------------|
| Good Friday | Friday, March 30, 2018 |

VIII. Adjournment – Chris Rey, Chair

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

€ Electronic Copy (Hard copies are available upon request)

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

Thursday, February 22, 2018

A. North Carolina Partnership for Children (NCPC) Update / Legislative Update

1. Federal Level
 - a. Continuing Resolution for budget through March 23.
 - b. CHIP is funded for 10 years, four years beyond the 6-year extension last month.
 - c. Home visiting (MIECHV) is funded for five years at level funding. (NC has not accessed this funding to date.) This provides funding for Healthy Families America and Nurse-Family Partnerships. This funding does not require a state match.
 - d. Community Health Centers are funded for two years.
 - e. The Child Care and Development Block Grant (CCDBG) has doubled the discretionary funding to \$5.9 billion in FY 2018 and FY 2019. This is the largest increase ever. Details are still being worked out by March 23, but there will be a significant increase in early education funding in NC. We do know that there will not be a state match required for the increased funding, as it is discretionary funding. The funding cannot supplant existing state funds used for childcare. It is expected that the funding will be spent for purposes consistent with the CCDBG Act of 2014 and its rules, including percentages spent on quality initiatives and infant-toddler quality.
2. State Level
 - a. HB90 passed Senate and House. Governor indicated he would not veto the legislation, which would become law 30 days after the passage. Addressed K-3 class size requirements (phasing in the requirements), State Board of Elections and a fund related to the Atlantic Coast Pipeline.
 - b. HB60 also established a statutory appropriation for NC Pre-K with increases in funding to eliminate the current waiting list. It will be critical for Cumberland County to assess the capacity to serve children that are more eligible and to continue to recruit children to determine the ability to expand NC Pre-K. The legislation directs funding for NC Pre-K in the base budget as follows:
 - i. FY 2019-20: \$82 million
 - ii. FY 2020-21 (and each subsequent year): \$91 million

B. NC Justice Center, Pathways for Prosperity (www.pathwaysforprosperity.org)

1. Next Early Childhood Education meetings: February 27; 6:00-7:30 pm at the new Transit Center. An additional meeting is being scheduled March 17; 1:00-2:30 pm in order to gather additional community input. Location TBD.
2. Initial three objectives targeted by group:

- a. Increased access to health care (to include maternal health & child health birth – 5)
- b. Increased access to quality early care and education
- c. Regular school attendance
3. Overall plan is to be developed by March 2018; followed by convening of Neighborhood Revitalization groups. Key strategies will be to move services and resources into revitalization areas to increase access.

C. Smart Start Conference – April 30-May 3, 2018

1. Conference registration has opened. Several board members have expressed interest in attending and Belinda is taking care of registration.
2. There will be several celebrations of the 25th Anniversary of Smart Start. Wednesday evening will feature a “birthday party”. Staff who have been in positions 20+ years will be recognized. Linda Blanton has been with PFC 20 years in May.

D. Dolly Parton Imagination Library Statewide Expansion

1. Expansion is going strong across the state. First report is due to the General Assembly in March.
2. We have not expanded in Cumberland County. We are continuing to work with United Way, the DPIL affiliate in our county, and NCPC to work out the logistics of expansion locally.
3. NCPC had grants for marketing. We have applied in anticipation of having an agreement with United Way and proceeding with recruiting new children for DPIL.

E. Allocation Process – FY 2018-21

1. Committees have met twice. The final meeting will be March 13 to recommend funding.
2. Recommendations and budget will be presented at the March Board meeting for approval. Activities and budgets must be submitted to NCPC by March 31. **It is critical to have quorum at the March Board of Directors meeting.**
3. Under guidelines from NCPC and in legislation, activities must be Evidence-based or Evidence-Informed. (See attachment of description of all activities proposed.)
4. Some activities previously allowed do not meet the EB or EI requirements and will no longer will funded by Smart Start. This has affected programs last year and for the next funding cycle (Nurturing Parents – Community based program, Parent Cafes, and the Car seat project). Proposals have been adjusted accordingly. We are still waiting for final feedback on the Grandparent Support activity.
5. The trend for any funding source, not just Smart Start, is that programs should be evidence-based or evidence informed in order to maximize outcomes.

F. Kidonomics – February 5 & 6, 2018

1. Multiple sessions on current trends in early childhood, funding sources, and policy and legislative direction.
2. B-3 Advisory Council – Direction is to align with the prioritized measures of success of

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Pathways to Grade Level Reading.

- i. Healthy Birthweight
- ii. Early Interventions
- iii. Formal and informal Social Supports for Families
- iv. Positive Parent-Child Interactions
- v. Social-Emotional Health
- vi. High Quality Birth-to Eight Care and Education
- vii. Regular Attendance

3. Early Childhood Indicators for Smart Start align with the Pathways priorities.





G. Grants

1. Longleaf Foundation Grant – focuses on capital expenses. Proposal being crafted to include shovel ready projects already part of capital plan for PFC (i.e. upgrading phone system, reception area at front entrance, external signage with landscaping). Due March 8.
2. NCPC – Marketing grant for promoting expansion of Dolly Parton Imagination Library. Submitted February 15.
3. KidsReadyNC (through NCSU Institute for Emerging Issues) – assessing fit of grant. Due March 9.

- H. CDC Recognition of the Cumberland County Child Abuse Prevention Plan** – The Center for Disease Control and Prevention (CDC) is working to increase awareness, understanding, and commitment to violence prevention in a new “Tell Us About Your Hero” video series. It was announced yesterday at the S.O.A.R. meeting that the efforts of Cumberland County on the Child Abuse Prevention Plan would be featured in this series. This is great national recognition of the collaborative work that has gone into this plan that is a model for the state. Kudos to the group and all of their hard work.

What Evidence-Based/Evidence-Informed Programs and Practices Do We Invest In?

The use of evidence-based or evidence-informed practices was mandated by the North Carolina legislation in 2011 for programs that operate using Smart Start funds. The North Carolina General Assembly passed legislation in Sections 10.5(k) and 1.5(m) that provides guidance for employing evidence-based and evidence-informed practices. Using this guidance and input from a variety of organizations, The North Carolina Partnership for Children Inc.'s Board of Directors adopted definitions of evidence-based and evidence-informed practices to guide the work of local partnerships. The following are the definitions that were passed by the Board on 7/26/11.

| | | | |
|--|---|--|--|
|  |  |  |  |
| <u>Evidence-Based: Well-Established [EB-WE] Programs and practices</u> that had strong evidence of their effectiveness across multiple studies. Generally, a systematic review or meta-analysis was conducted that included studies with experimental or quasi-experimental designs. | <u>Evidence-Based: Established [EB-E] Programs and practices</u> that had at least three studies using an experimental or quasi-experimental design that found evidence of their effectiveness. | <u>Evidence-Informed: Promising Evidence-informed [EI-P] programs and practices</u> that had at least one study that compared the effectiveness of the intervention for people who participated in the program and those who did not participate. The level of evidence suggests the intervention would qualify as evidence-informed as long as a strong logic model and "written" guidelines exist. | <u>Evidence-Informed: Emerging Evidence-informed [EI-E] programs and practices</u> that had only preliminary data with no comparison group. The level of evidence suggests the intervention would qualify as evidence-informed as long as a strong logic model and "written" guidelines exist. |

~*****~

| Goal | Objectives | Activity Title | Program or Practice | EB: WE | EB: E | EI: P | EI: E | PSC | Outcomes | SS Measure of Impact |
|---|---|-----------------------------------|-------------------------------------|--------|-------|-------|-------|------|----------|----------------------|
| Organizational Development Internal Capacity To Realize Its Mission And Achieve Greater Impact | Board and Leadership: Deepened management and staff awareness, understanding, knowledge, capacity, and involvement within and across organizational areas. | Administration | Administration | ✓ | | | | | | PS10 |
| | Backbone Support: PFC, as the backbone organization, to coordinate & oversee implementation of the plan. | Administration | Administration | ✓ | | | | | | |
| | | Planning, Monitoring & Evaluation | Program Coordination and Evaluation | ✓ | | | | 5603 | | |
| | | Community Engagement Development | Outreach, Information and Resources | | | ✓ | | 5517 | | |

| Goal | Objectives | Activity Title | Program or Practice | EB: WE | EB: E | EI: P | EI: E | PSC | Outcomes | SS Measure of Impact |
|---|---|-----------------------------------|-------------------------------------|-----------|----------|----------|----------|------|---|----------------------|
| | | PFC Family Resource Center | Family Resource Center | ✓ | | | | 5506 | | |
| Engagement Families and Communities Play a Leading Role | Unique & Positive Brand: Recognize PFC as a credible source on the school readiness issue. | Community Engagement Development | Outreach, Information and Resources | | | ✓ | | 5517 | Increase coordination of early childhood system [Wilder Inventory] | |
| | Cross-Sector Engagement: Representation from key sectors such as education, non-profit, philanthropic, business, civic and community leaders are needed to develop and implement the vision to which the Partnership and community hold themselves accountable for achieving. | Planning, Monitoring & Evaluation | Program Coordination and Evaluation | ✓ | | | | 5603 | | |
| | Public and Political Will: Unifying advocacy voices by bringing together individuals, groups, or organizations who agree on a particular issue or goal. | Community Engagement Development | Outreach, Information and Resources | | | ✓ | | 5517 | | |
| | Investment & Sustainability: Increased public-sector investments in children and families and improve the policies that govern those investments. | | | | | | | | | |
| Strengthen Partnerships An Innovative and Connected System | Strengthen The Early Childhood Continuum Of Care: Strengthened and sustained regional and local coalitions to address early childhood system-wide issues and interagency collaboration. | Planning, Monitoring & Evaluation | Program Coordination and Evaluation | ✓ | | | | 5603 | Increase coordination of early childhood system [Wilder Inventory] | PS10 |
| | Manage And Coordinate Stakeholder Information: Maintain an integrated performance management approach that uses long-term goals in parallel with tracking indicators and annual performance goals. | | | | | | | | | |

| Goal | Objectives | Activity Title | Program or Practice | EB: WE | EB: E | EI: P | EI: E | PSC | Outcomes | SS Measure of Impact | |
|---|---|--|---|-----------|----------|----------|----------|------|---|---|-------|
| | Enhanced Individual and Community Capacity: Build the capacity of organizations to achieve mission-driven results. | | | | | | | | | | |
| Programs High-Quality Opportunities for All Children | Advance Children's Well-Being: Prepare children socially, emotionally, physically and intellectually to enter kindergarten ready to succeed. | Assuring Better Child Health & Development | Assuring Better Child Health & Development | | | | ✓ | 5410 | Increase in developmental screenings/child assessment [Child screenings, referrals, use of services worksheet] | H10 | |
| | Empower Families | All Children Excel | Nurturing Parenting Program- Nurturing Skills for Families | | ✓ | | | 5505 | Increase in positive parenting practices [Adult Adolescent Parenting Inventory - 2 (AAPI), Nurturing Skills Competency Scale (1 & 2)] | FS30 | |
| | | | Nurturing Parenting Program (Parents and Their Infants, Toddlers, and Preschoolers - Group Sessions | | ✓ | | | 5505 | | | |
| | | | Active Parenting: The First Five Years | | | | ✓ | 5505 | Increase in positive parenting practices [Protective Factors Survey] | | |
| | | | Parent to Parent Support for Grandparents/Kinship Caregivers | | | ✓ | | 5505 | | | |
| | | Autism Outreach & Resource Services | Circle of Parents | | | | | ✓ | 5505 | Increase in parent's social support [Protective Factors Survey] | FS30 |
| | | Family Connect | Home Visitation Program | ✓ | | | | | 5505 | Increase in positive parenting practices | FS30 |
| | | Family Resource Center | Family Resource Center | ✓ | | | | | 5506 | Increase referrals of children to services [Child screenings, referrals, use of services worksheet] | FS30 |
| | | Reach Out and Read | Reach Out and Read | ✓ | | | | | 5523 | Increase in parent and child shared reading/daily reading [Shared reading/daily reading worksheet] | FS20` |
| | Raise the Quality of Early Care and Education: Link early care and education | Child Care Subsidy | Child Care Subsidy | | | | ✓ | | 2341 | Improved access to high-quality care [PLA50: - Subsidized | PLA50 |
| | | DSS Child Care Subsidy | Child Care Subsidy | | | | ✓ | | 2340 | | |

| Goal | Objectives | Activity Title | Program or Practice | EB: WE | EB: E | EI: P | EI: E | PSC | Outcomes | SS Measure of Impact |
|------|--|--|---|-----------|----------|----------|----------|------|--|----------------------|
| | programs and providers to the overall service system and community resources. | DSS Child Care Subsidy Support/admin | Child Care Subsidy | | | ✓ | | 2360 | <i>child placements in regulated child care programs]</i> | |
| | | FTCC Child Care Scholarships | Child Care Subsidy | | | ✓ | | 2341 | | |
| | | FTCC Child Care Scholarships Admin Support | Child Care Subsidy | | | ✓ | | 2361 | | |
| | | PFC Child Care Subsidy Administration | Child Care Subsidy | | | ✓ | | 2361 | | |
| | | PFC Child Care Subsidy Non-TANF/CCDF | Child Care Subsidy | | | ✓ | | 2347 | | |
| | | Spainhour/Child Play | Child Care Subsidy | | | ✓ | | 2347 | | |
| | | Child Care Resource and Referral | CCRR Consumer Education and Referral | | | ✓ | | 3104 | | |
| | | | Lending Library | | | ✓ | | 3115 | | |
| | | | Program Quality Enhancements Incentives | | | ✓ | | 3101 | Improved ECE program environment [Environment Rating Scales] | |
| | | | CCR&R Technical Assistance | ✓ | | | | | | |
| | | | Program Quality Maintenance Incentives | | | ✓ | | 3102 | Improved program quality [Star Rating Education and Program Standards Points] | |
| | Enhance ECE Workforce: Increase pool and retention of qualified early educators. | Child Care Resource and Referral | Education Supports | | | ✓ | | 3105 | Improved teacher knowledge [Program Administration Scale (PAS), Business Administration Scale (BAS), NC Early Childhood Credential & Coursework, Star Rating Education Points] | EDU10 |
| | | | Training | ✓ | | | | 3109 | | |
| | | Kindermusik & Music Therapy Connection | Consultation/Coaching | ✓ | | | | 3109 | | |
| | | WAGES | Professional Quality Incentives including WAGES\$ | | | ✓ | | 3107 | Decrease in teacher and/or director turnover [Teacher Turnover calculation worksheet] | COMP10 |

Vision: Successful children ensure a thriving community and long-term economic prosperity.
Mission: Be the driving force to engage partners to achieve lasting positive outcomes for all children, beginning at birth.

Partnership for Children of Cumberland County
Board Meeting Discussion Notes
2017-2018 Board Priorities: Focus on Community Engagement
June 29, 2017

Strengthen Broad Community Engagement; Including Follow-up

- Opportunities with Community Organizations
 - Chamber of Commerce and New Directors Meeting – Jim Grafstrom
 - Faith Community
- Engage Fort Bragg through USO – Lorna Ricotta
 - With PED Committee (like Tom McCollum)
 - Renee Lane
- Municipalities – Chris Rey
 - Town Leaders/Community Links
 - CBD Link
- Engage and Follow-up; ensure follow-up with those we engage
 - ex. Engage with legislators @ events and then follow up with them

Strengthening Committees and Board

- Cultivate New Committee Members; pool of committee volunteers for possible board service

Educating Community/Parents on what we do though:

- Pediatricians' Offices
- Welcome Packets to new residents; add a flyer
- New Families/New Residents/Focus Guides
- Raising a Reader books; add PFC label with a QR code for more information
- Use Star Ratings
- Connecting with local child related businesses; ex. Mega play and other play places

Messaging and Marketing

- Who are our audiences?/Have they changed?/How are they accessing services?
 - Donors, Families, Businesses
- Tell Our Story; which delivery methods are best?

- Channel 7 – City owned and they feature nonprofits
 - Speakers Bureau
- Market services more; let people know what we do
- Ambassadors Group → like United Way does; go out and speak on organization's behalf
- Family Focus Guide; develop a PFC App through which families can get information; app for family focus guide; star ratings
- Public Service Announcements; local ads
- Podcasts, YouTube, Twitter, Facebook, etc.
- Weekly or Monthly Show
- Internal Communications about what is going on

Events

- Soiree; bring people in; connecting with vendors/donors; making connections generally
- Need to host more community events; We partner a lot but need to host more
- Celebrate Success; do we celebrate our success enough? Think beyond annual celebration

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.

January 31, 2018

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.

2 Smart Start Grant

- a. PFC's Smart Start grant budgets are reflected at full allocation effective 07-01-2017
- b. All Smart Start funds are now in contract.

3 NC Pre-Kindergarten Grant

- a. PFC is in full contract with DCDEE effective 07-01-2017.
- b. The total grant is now \$8,578,375 and currently consists of \$8,410,172 of state funds and \$168,203 of federal funds. The additional amount is for federal NC Pre-K CCDF Quality funds effective 9-1-2017 through 6-30-2018.
- c. Due to the amount of these federal funds, the Partnership will again be audited extensively for fiscal responsibility and federal compliances, i.e. an A-133 audit since we are anticipating to have at least \$750,000 in federal expenditures for the fiscal year.
- d. All budgets and expenditures are at the expected percentages at the month end.

4 DCDEE - Region 5 Grants

- a. PFC's three Region 5 grants are in contract effective 07-01-17.
- b. All budgets and expenditures are at the expected percentages at the month end.

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 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 may **need to be converted to operating cash during this fiscal yearend** to cover the current and the anticipated shortfall as projected.
- c. 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.
- d. 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.
- e. \$26,000 plus \$22,000 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.
- f. In October 2017, a check for \$443,000 was made payable to PNC Bank to move funds from the Partnership's main checking account until future investment decisions are made by the Investment Committee.
The \$443,000 consisted of \$429,000 of USR funds and \$14,000 of interest income funds and was deposited into the PNC Bank on November 9, 2017.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
FINANCIAL SUMMARY - WHAT YOU NEED TO KNOW

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January 31, 2018

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 January 31, 2018

FOOTNOTES - BALANCE SHEET

A. The cash accounts at January 31, 2018 total \$1,376,665.44.

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 | \$530,599.54 | 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 | | \$561,983.54 | | | | |

B. Employees' payroll deductions at January 31, 2018 from the current month and from prior months total \$3,880.50. 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

January 31, 2018

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 are currently no unallocated Service funds effective December 15, 2017.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
January 31, 2018

Assets

| | | |
|--|---------------------|------------|
| Bank of America Checking Account | \$ 814,281.90 | } A |
| PNC Bank - Money Market Reserve | 530,599.54 | |
| Petty Cash, Change Funds, Undeposited Receipts | 400.00 | |
| Beneficial Interest in Community Foundation | 31,384.00 | |
| | <hr/> | |
| Total Assets | 1,376,665.44 | |
| | <hr/> <hr/> | |

Liabilities and Net Assets

| | | |
|---|------------------------|------------|
| Health Insurance Payable | 931.60 | } B |
| Flex-Spending Payable | 3,033.22 | |
| AFLAC Payable | 0.08 | |
| Dental Insurance Payable | (62.34) | |
| Vision Payable | (6.06) | |
| Legal Shield Payable | (16.00) | |
| Tenant Security Deposits | 16,340.76 | |
| Unrestricted Net Assets | 1,011,030.51 | |
| Temporarily Restricted Net Assets | 40,280.55 | |
| Permanently Restricted Net Assets | 31,384.00 | C |
| Excess Revenues over (under) Expenditures | 273,749.12 | |
| | <hr/> | |
| Total Liabilities and Net Assets | \$ 1,376,665.44 | |
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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 JANUARY 31, 2018

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

| | | | | | | EXPENDITURES | | | | Percentages should be: | | |
|---|---|--|-----|--------------------|-------------|---------------|---------------|---------------|-----------------|------------------------|-----------------------------------|-----------------------------------|
| Activity | | Agency | | 12/15/17 Budget | Advances | November | December | January | Y-T-D | Remaining Budget | 58% % of Budget Expended | 42% % of Available Funds |
| Early Care & Education Subsidy - TANF Only | | | | | | | | | | | | |
| 1 | Subsidized Child Care | Dept. of Social Services | | \$ 2,230,306.00 | | \$ 140,554.20 | \$ 380,595.00 | \$ 354,407.00 | \$ 1,382,072.20 | \$ 848,233.80 | 62% | 38% |
| 2 | CCR&R - Subsidy | IH Partnership for Children | | \$ 366,368.00 | | \$ 57,328.84 | \$ 62,751.93 | \$ 59,297.10 | \$ 268,280.47 | \$ 98,087.53 | 73% | 27% |
| 3 | Child Care Scholarships | Fayetteville Tech. Com. College | | \$ 207,260.00 | | \$ 25,620.38 | \$ 24,708.19 | \$ 22,394.63 | \$ 117,147.00 | \$ 90,113.00 | 57% | 43% |
| | | ECE Subsidy TANF Total: | 45% | \$ 2,803,934.00 | \$ - | \$ 223,503.42 | \$ 468,055.12 | \$ 436,098.73 | \$ 1,767,499.67 | \$ 1,036,434.33 | 63% | |
| | | Minimum of 39% Required | | | | | | | | | | |
| Early Care & Education Subsidy - Non-TANF | | | | | | | | | | | | |
| 4 | CCR&R - Non-TANF Dual Subsidy | IH Partnership for Children | | \$ 60,000.00 | | \$ 13,452.48 | \$ 14,704.84 | \$ 7,052.33 | \$ 59,900.00 | \$ 100.00 | 100% | 0% |
| 5 | Spainhour/Child Play | Easter Seals UCP | | \$ 107,002.00 | | \$ 9,553.75 | \$ 9,553.75 | \$ 9,553.75 | \$ 59,233.25 | \$ 47,768.75 | 55% | 45% |
| | | ECE Subsidy Non-TANF Total: | 3% | \$ 167,002.00 | \$ - | \$ 23,006.23 | \$ 24,258.59 | \$ 16,606.08 | \$ 119,133.25 | \$ 47,868.75 | 71% | |
| Early Care & Education Subsidy - Administration | | | | | | | | | | | | |
| 6 | Subsidy Support Staff | Dept. of Social Services | | \$ 178,424.00 | | \$ (4,564.00) | \$ - | \$ - | \$ 178,424.00 | \$ - | 100% | 0% |
| 7 | Child Care Scholarship - Admin Support | Fayetteville Tech. Com. College | | \$ 11,550.00 | | \$ 1,105.54 | \$ 482.92 | \$ 307.32 | \$ 5,651.43 | \$ 5,898.57 | 49% | 51% |
| 8 | CCR&R - Subsidy Administration | IH Partnership for Children | | \$ 35,450.00 | | \$ 2,719.14 | \$ 2,815.33 | \$ 2,868.49 | \$ 20,419.51 | \$ 15,030.49 | 58% | 42% |
| | | ECE Subsidy Administration Total | 4% | \$ 225,424.00 | \$ - | \$ (739.32) | \$ 3,298.25 | \$ 3,175.81 | \$ 204,494.94 | \$ 20,929.06 | 91% | |
| | | | | | | | | | | | | |
| Early Care & Education Quality & Affordability | | | | | | | | | | | | |
| 9 | CCR&R - Quality Enhancement Grants | IH Partnership for Children | | \$ 190,557.00 | | \$ 6,390.85 | \$ 7,112.75 | \$ 7,636.33 | \$ 80,253.63 | \$ 110,303.37 | 42% | 58% |
| 10 | CCR&R - High Quality Maintenance | IH Partnership for Children | | \$ 253,235.00 | | \$ 15,381.71 | \$ 18,517.75 | \$ 12,436.31 | \$ 143,451.35 | \$ 109,783.65 | 57% | 43% |
| 11 | CCR&R - Core Services | IH Partnership for Children | | \$ 799,147.00 | | \$ 65,000.80 | \$ 51,738.64 | \$ 50,106.38 | \$ 401,481.39 | \$ 397,665.61 | 50% | 50% |
| 12 | CCR&R - Professional Dev. Career Center | IH Partnership for Children | | \$ 270,413.00 | | \$ 14,508.18 | \$ 37,392.06 | \$ 26,327.73 | \$ 144,473.46 | \$ 125,939.54 | 53% | 47% |
| 13 | WAGES | Child Care Svcs. Association | | \$ 374,680.00 | | \$ 12,230.47 | \$ 14,773.83 | \$ 2,250.00 | \$ 180,113.50 | \$ 194,566.50 | 48% | 52% |
| 14 | Kindermusik & Music Therapy | Kerri Hurley | | \$ 67,403.00 | \$ 9,618.00 | \$ 4,714.45 | \$ 6,578.20 | \$ 5,768.74 | \$ 36,368.97 | \$ 31,034.03 | 54% | 46% |
| | | ECE Quality Total: | 31% | \$ 1,955,435.00 | \$ 9,618.00 | \$ 118,226.46 | \$ 136,113.23 | \$ 104,525.49 | \$ 986,142.30 | \$ 969,292.70 | 50% | |
| | | Minimum of 70% Total Required | | 82% | | | | | | | | |
| Health and Safety | | | | | | | | | | | | |
| 15 | Assuring Better Health and Development (ABCD) NEW DSP at 07-01-17 | Carolina Collaborative Community Care (4C's) | | \$ 65,000.00 | \$ - | \$ 5,886.06 | \$ 7,492.11 | \$ 5,399.89 | \$ 43,237.79 | \$ 21,762.21 | 67% | 33% |
| | | Health & Safety Total: | 1% | \$ 65,000.00 | \$ - | \$ 5,886.06 | \$ 7,492.11 | \$ 5,399.89 | \$ 43,237.79 | \$ 21,762.21 | 67% | |

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 JANUARY 31, 2018 | |
|--|--|--|--|--|--|--|--|--|--|--|---|----------------------|
| | | | | | | | | | | | If monthly spending was equal, at month-end, the percentages should be: | |
| | | | | | | | | | | | 58% | 42% |
| | | | | | | | | | | | % of Budget Expended | % of Available Funds |
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Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

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|--|
| FY 17/18 Projected Revenues |
| \$ 8,073,765 |
| \$ 168,203 |
| \$ 336,407 |
| \$ 8,578,375 |

NC Pre-k Grant Payments to Providers
2% New CCDF Quality Funds
4% Administrative Fee
Total NC Pre-k Grant

Fiscal Year 2017 / 2018

| | |
|------------------------|-----|
| as of January 31, 2018 | |
| SHOULD BE | |
| 58% | 42% |

| FUND | Activity | FY 17/18 Budget 9/1/2017 | November | December | January | Y-T-D | Remaining Budget | % of Budget Expended | % of Available Funds |
|------|--|--------------------------------|----------------|--------------|--------------|----------------|---------------------|----------------------------|----------------------------|
| 211 | 9100-999 Administrative Operations | \$ 152,161.00 | \$8,049.54 | \$8,393.49 | \$7,875.17 | \$60,040.61 | \$92,120.39 | 39% | 61% |
| 211 | 3104-001 CCR&R - Core | \$ 62,308.00 | \$5,716.71 | \$5,933.84 | \$5,603.01 | \$39,685.05 | \$22,622.95 | 64% | 36% |
| | 3323-017 NC Pre-k Coordination (In-Direct) | \$ 121,938.00 | \$7,745.44 | \$7,853.26 | \$8,084.84 | \$76,217.24 | \$45,720.76 | 63% | 37% |
| | Services Sub-Total | \$ 184,246.00 | \$13,462.15 | \$13,787.10 | \$13,687.85 | \$115,902.29 | \$68,343.71 | 63% | 37% |
| 206 | 2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds | \$ 6,862,700.00 | \$1,386,185.00 | \$553,325.00 | \$590,725.00 | \$2,999,575.00 | \$3,863,125.00 | 44% | 56% |
| | 2348-015 NC Pre-K Non-TANF/CCDF - State Funds | \$ 1,211,065.00 | \$271,825.00 | \$130,750.00 | \$103,650.00 | \$590,125.00 | \$620,940.00 | 49% | 51% |
| | Fund 206 Sub-Total | \$ 8,073,765.00 | \$1,658,010.00 | \$684,075.00 | \$694,375.00 | \$3,589,700.00 | \$4,484,065.00 | 44% | 56% |
| 319 | 2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds | \$ - | \$0.00 | \$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 | \$0.00 | #DIV/0! | #DIV/0! |
| | Fund 319 Sub-Total | \$ - | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #DIV/0! | #DIV/0! |
| 328 | 3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds | \$ 168,203.00 | \$0.00 | \$3,224.81 | \$3,293.24 | \$6,518.05 | \$161,684.95 | 4% | 96% |

| | |
|-------------------------------|-----------------------|
| Total Budget Remaining | \$4,806,214.05 |
|-------------------------------|-----------------------|

| | | | | | |
|-------------------------------|-----------------|--------------|--------------|----------------|--|
| Total NC Pre-K Grant | \$ 8,578,375.00 | | | | |
| Unallocated NC Pre-k Revenues | \$ - | | | | |
| Total NC Pre-k Grant Expended | \$1,679,521.69 | \$709,480.40 | \$719,231.26 | \$3,765,642.90 | |
| | | | | | |
| Total State Funds | \$8,410,172.00 | | | | |
| Total Federal Funds | \$168,203.00 | | | | |
| Total NC Pre-K Grant | \$8,578,375.00 | | | | |

Partnership for Children of Cumberland County, Inc.

*Region 5 DCDEE Lead Agency Grant
Fiscal Year 2017 - 2018*

TOTAL FY 2017 - 2018 REGION 5 LEAD AGENCY ALLOCATION **\$579,764.00**

FY 2017 - 2018 10% Overhead / Administration Allocation **\$52,351.00**

FY 2017 - 2018 Program/Services Allocation **\$527,413.00**

| EXPENDITURES | | | | | | | | as of January 31, 2018 | |
|---|-----|----------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------------|----------------------------|
| | | | | | | | | 58% | 42% |
| Activity | | 07/01/17 Budget | November | December | January | Y-T-D | Remaining Budget | % of Budget Expended | % of Available Funds |
| Region 5 Lead Agency - Core Services | | \$ 228,965.00 | \$ 13,831.52 | \$ 13,474.26 | \$ 12,601.45 | \$ 95,920.75 | \$ 133,044.25 | 42% | 58% |
| Core Services - 10% Overhead/Administration for CCR&R | | \$ 550.00 | \$ 17.16 | \$ 79.27 | \$ 31.02 | \$ 496.08 | \$ 53.92 | 90% | 10% |
| Core Services - 10% Overhead/Administration for Admin Ops | | \$ 28,129.00 | \$ 1,700.68 | \$ 1,213.27 | \$ 2,139.78 | \$ 10,190.91 | \$ 17,938.09 | 36% | 64% |
| Contracts & Grants - Anson County | | \$ 9,954.00 | \$ - | \$ - | \$ 4,909.52 | \$ 4,909.52 | \$ 5,044.48 | 49% | 51% |
| Contracts & Grants - Montgomery County | | \$ 8,345.00 | \$ - | \$ - | \$ - | \$ - | \$ 8,345.00 | 0% | 100% |
| Contracts & Grants - Moore County | | \$ 28,899.00 | \$ 3,347.32 | \$ - | \$ 4,376.20 | \$ 7,723.52 | \$ 21,175.48 | 27% | 73% |
| Contracts & Grants - Richmond County | | \$ 14,528.00 | \$ - | \$ - | \$ - | \$ - | \$ 14,528.00 | 0% | 100% |
| | | \$ 319,370.00 | \$ 18,896.68 | \$ 14,766.80 | \$ 24,057.97 | \$ 119,240.78 | \$ 200,129.22 | 37% | 63% |
| Region 5 Infant Toddler Project | | \$ 118,863.00 | \$ 9,166.85 | \$ 8,100.29 | \$ 8,496.31 | \$ 68,674.95 | \$ 50,188.05 | 58% | 42% |
| Infant Toddler - 10% Overhead/Administration for CCR&R | | \$ 400.00 | \$ 11.14 | \$ 79.27 | \$ 20.57 | \$ 325.47 | \$ 74.53 | 81% | 19% |
| Infant Toddler - 10% Overhead/Administration for Admin Ops | | \$ 11,486.00 | \$ 904.69 | \$ 727.12 | \$ 829.06 | \$ 6,508.61 | \$ 4,977.39 | 57% | 43% |
| | | \$ 130,749.00 | \$ 10,082.68 | \$ 8,906.68 | \$ 9,345.94 | \$ 75,509.03 | \$ 55,239.97 | 58% | 42% |
| Region 5 Healthy Social Behaviors Project | | \$ 117,859.00 | \$ 7,579.64 | \$ 8,851.66 | \$ 8,198.09 | \$ 53,764.99 | \$ 64,094.01 | 46% | 54% |
| Healthy Social Behavior - 10% Overhead/Administration for CCR&R | | \$ 600.00 | \$ 161.54 | \$ 79.27 | \$ 15.68 | \$ 537.53 | \$ 62.47 | 90% | 10% |
| Healthy Social Behavior - 10% Overhead/Administration for Admin Ops | | \$ 11,186.00 | \$ 608.94 | \$ 802.26 | \$ 804.13 | \$ 4,825.45 | \$ 6,360.55 | 43% | 57% |
| | | \$ 129,645.00 | \$ 8,350.12 | \$ 9,733.19 | \$ 9,017.90 | \$ 59,127.97 | \$ 70,517.03 | 46% | 54% |
| Total Allocated DCD Funds Remaining | | | | | | | \$ 325,886.22 | | |
| Summary for 10% Overhead / Administration | PFC | \$ 52,351.00 | \$ 3,404.15 | \$ 2,980.46 | \$ 3,840.24 | \$ 22,884.05 | \$ 29,466.95 | 44% | 56% |

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 | |
|-------------------------------------|---|---|------------------|---------------|---------------|-----------------|-----------------|---------------|---------------|-----------------|------------------------|----------------|
| | | | November | December | January | YTD | November | December | January | YTD | | |
| | | | RESTRICTED FUNDS | | | | | | | | | |
| 206 | NC Pre-K Grant - State Funds (per child) | \$ - | \$ 1,351,150.00 | \$ 751,850.00 | \$ 771,675.00 | \$ 2,874,675.00 | \$ 1,262,573.00 | \$ 825,375.00 | \$ 694,375.00 | \$ 2,782,323.00 | \$ 92,352.00 | |
| | CASH ADVANCE from DCDEE -NC Pre-K Grant | \$ - | \$ - | \$ - | \$ - | \$ 807,377.00 | \$ 254,137.00 | \$ - | \$ - | \$ 807,377.00 | \$ - | |
| 211 | NC Pre-K Grant - 4% Admin Fees | \$ - | \$ 57,876.90 | \$ 29,699.56 | \$ 21,511.69 | \$ 132,311.35 | \$ 21,514.29 | \$ 22,292.65 | \$ 21,560.42 | \$ 142,414.96 | \$ (10,103.61) | |
| | CASH ADVANCE from DCDEE -NC Pre-K Grant | \$ - | \$ - | \$ - | \$ - | \$ 33,640.00 | \$ - | \$ - | \$ - | \$ 33,640.00 | \$ - | |
| 319 | NC Pre-K Grant (per slot) - Federal Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | CASH ADVANCE from DCDEE -NC Pre-K Grant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 328 | NC Pre-K Grant CCDF Quality Funds-Federal Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,224.81 | \$ 3,293.24 | \$ 6,518.05 | \$ (6,518.05) | |
| | Sub-total for NC Pre-K | \$ - | | | | | | | | | Sub-total | \$ 75,730.34 |
| 301 | Family CareGivers Program | \$ 120.00 | \$ 902.00 | \$ 296.00 | \$ 225.00 | \$ 1,423.00 | \$ 296.47 | \$ 225.07 | \$ - | \$ 1,543.10 | \$ (0.10) | |
| 307 | DCD Grant - SWCDC | \$ - | \$ 13,368.80 | \$ 18,892.75 | \$ 14,217.98 | \$ 93,678.24 | \$ 18,904.42 | \$ 14,766.84 | \$ 24,050.23 | \$ 119,240.78 | \$ (25,562.54) | |
| 312 | Region 5 - Infant/Toddler Project | \$ 55,958.94 | \$ 11,127.57 | \$ 10,074.13 | \$ 8,870.30 | \$ 65,828.89 | \$ 9,959.82 | \$ 8,878.78 | \$ 9,371.70 | \$ 131,467.97 | \$ (9,680.14) | |
| 313 | Region 5 - Healthy Social Behavior | \$ - | \$ 10,208.69 | \$ 8,241.67 | \$ 9,696.81 | \$ 49,974.97 | \$ 8,352.71 | \$ 9,761.10 | \$ 8,987.44 | \$ 59,127.97 | \$ (9,153.00) | |
| 807 | Region 5 - Program Income | \$ - | \$ 445.00 | \$ 50.00 | \$ 1,175.00 | \$ 3,445.00 | \$ 116.57 | \$ 358.85 | \$ 180.00 | \$ 670.53 | \$ 2,774.47 | |
| | Sub-total for Other Restricted | \$ 56,078.94 | | | | | | | | | Sub-total | \$ (41,621.31) |
| 128 | Smart Start - Services (FY 09/10) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (200.00) | \$ 200.00 | \$ (115.62) | \$ (115.62) | \$ 115.62 | |
| 139 | Smart Start - Admin. (FY 15/16) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 117.39 | \$ - | \$ - | \$ - | |
| 140 | Smart Start - Services (FY 15/16) | \$ 3,600.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 344.91 | \$ - | \$ 3,600.00 | \$ - | |
| 141 | Smart Start - Admin. (FY 16/17) | \$ 4.84 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 258.22 | \$ - | \$ 4.84 | \$ (0.00) | |
| 142 | Smart Start - Services (FY 16/17) | \$ 55,981.42 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,044.54 | \$ 869.28 | \$ 55,981.42 | \$ - | |
| 143 | Smart Start - Admin. (FY 17/18) | \$ - | \$ 27,434.00 | \$ 27,123.00 | \$ 27,391.00 | \$ 201,800.00 | \$ 31,069.53 | \$ 31,210.30 | \$ 17,141.90 | \$ 197,834.00 | \$ 3,966.00 | |
| 144 | Smart Start - Services (FY 17/18) | \$ - | \$ 295,591.00 | \$ 309,736.00 | \$ 309,026.00 | \$ 2,205,722.00 | \$ 315,709.53 | \$ 317,879.27 | \$ 293,540.09 | \$ 1,900,171.57 | \$ 305,550.43 | |
| 201 | MAC SS Grant (Accting/Contracting) | \$ 101.93 | \$ 12,385.16 | \$ 12,385.16 | \$ - | \$ 37,155.48 | \$ 4,025.47 | \$ 4,970.76 | \$ 7,590.38 | \$ 37,123.14 | \$ 134.27 | |
| 801 | Program Income (SS Related) | \$ 96,952.64 | \$ 7,329.07 | \$ 4,791.72 | \$ 5,851.36 | \$ 45,227.74 | \$ 3,345.99 | \$ 11,363.05 | \$ 13,706.22 | \$ 43,203.91 | \$ 98,976.47 | |
| 804 | GEMS Shared Services (PI SS Related) | \$ 14,178.12 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50.63 | \$ - | \$ 8,530.63 | \$ 5,647.49 | |
| 902 | COBRA - Employee Insurance Withholdings | \$ (137.96) | \$ 1,062.34 | \$ 710.75 | \$ 62.34 | \$ 6,084.79 | \$ 130.74 | \$ 964.43 | \$ 130.74 | \$ 5,083.63 | \$ 863.20 | |
| Sub-total for Smart Start & Related | | \$ 170,680.99 | | | | | | | | | Sub-total | \$ 415,253.48 |

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 |
|--------------|--|---|-------------|---------------|-------------|--------------|--------------|-------------|--------------|----------------|------------------------|
| | | | November | December | January | YTD | November | December | January | YTD | |
| | UNRESTRICTED FUNDS | | | | | | | | | | |
| 208 | Unrestricted State Revenues - For Operating Purposes | \$ (34,153.21) | \$ - | \$ - | \$ - | \$ - | \$ 1,093.46 | \$ 1,100.07 | \$ 1,061.44 | \$ (42,673.91) | \$ 8,520.70 |
| | Unrestricted State Revenues - Invested in CDs and Money Market Account | \$ 563,322.79 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 49,626.82 | \$ 513,695.97 |
| 501 | Individual Gifts & Donations | \$ 19,816.78 | \$ 1,874.19 | \$ 1,745.00 | \$ 75.00 | \$ 6,066.92 | \$ - | \$ - | \$ 2,122.47 | \$ 2,446.60 | \$ 23,437.10 |
| 515 | Vending Machine Commissions | \$ 1,730.10 | \$ 45.96 | \$ 46.48 | \$ 33.62 | \$ 325.08 | \$ 650.97 | \$ - | \$ 129.19 | \$ 2,005.57 | \$ 49.61 |
| 518 | Kohl's Corporate Grants | \$ 5,510.44 | \$ - | \$ - | \$ - | \$ - | \$ 2,458.20 | \$ - | \$ - | \$ 2,458.20 | \$ 3,052.24 |
| 526 | Unrestricted Private Funds | \$ 4,467.73 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,314.94 | \$ 1,448.94 | \$ 3,018.79 |
| 531 | PFC Annual Engagements | \$ 1,080.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 383.96 | \$ 696.04 |
| 535 | Cumberland Community Foundation - Grandparents Support Grant | \$ 7,426.80 | \$ - | \$ (7,736.80) | \$ - | \$ 2,263.20 | \$ 4,160.00 | \$ 4,715.00 | \$ - | \$ 9,690.00 | \$ - |
| 802 | PFCRC II (Non-Smart Start) | \$ 112,969.76 | \$ 9,259.95 | \$ 8,847.09 | \$ 8,589.40 | \$ 55,646.49 | \$ 7,261.37 | \$ 7,244.53 | \$ 6,514.71 | \$ 74,602.02 | \$ 94,014.23 |
| 806 | Forward March Conference | \$ 10,676.98 | \$ - | \$ - | \$ - | \$ 18,167.00 | \$ 188.14 | \$ 356.87 | | \$ 3,499.06 | \$ 25,344.92 |
| 812 | PFCRC II - Administration | \$ - | \$ 4,166.66 | \$ 4,166.66 | \$ 4,166.66 | \$ 29,166.62 | \$ 3,860.76 | \$ 3,957.28 | \$ 4,067.60 | \$ 29,259.05 | \$ (92.43) |
| 815 | Hoke - Contracted Eval (not program income) | \$ 14,925.04 | \$ - | \$ - | \$ 9,640.00 | \$ 9,640.00 | \$ - | \$ - | \$ - | \$ 8,312.20 | \$ 16,252.84 |
| 816 | Contracted Data Services | \$ 26,371.83 | \$ - | \$ 2,581.78 | \$ - | \$ 12,981.78 | \$ - | \$ - | \$ 14,000.00 | \$ 32,870.00 | \$ 6,483.61 |
| 820 | Fundraising - PFC Annual Soiree | \$ 76,197.65 | \$ 1,500.00 | \$ 5,000.00 | \$ 8,000.00 | \$ 14,550.00 | \$ 325.79 | \$ 2,914.20 | \$ 558.36 | \$ 6,159.98 | \$ 84,587.67 |
| 822 | Fundraising - PFC Annual Soiree - Kidstuff | \$ 15,074.46 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 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 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,170.00 | \$ - |
| 828 | Fundraising - Early Care & Education Initiatives | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100.00 | \$ 4,900.00 |
| 897 | Sales Tax | \$ (13,362.26) | \$ - | \$ - | \$ - | \$ 13,362.26 | \$ 1,219.41 | \$ 938.12 | \$ 881.90 | \$ 7,148.33 | \$ (7,148.33) |
| 899 | Interest Income (from Investment Funds) | \$ 16,094.22 | \$ 179.43 | \$ 257.74 | \$ 335.59 | \$ 933.51 | \$ 129.10 | \$ 149.35 | \$ - | \$ 332.45 | \$ 16,695.28 |
| 904 | Forfeited FSA | \$ 148.62 | \$ - | \$ - | \$ 869.28 | \$ 869.28 | \$ - | \$ - | \$ 470.00 | \$ 470.00 | \$ 547.90 |
| 905 | Employee Withholding | \$ - | \$ - | \$ - | \$ 2,809.37 | \$ 2,809.37 | \$ - | \$ - | \$ 809.97 | \$ 809.97 | \$ 1,999.40 |
| | Sub-total for Unrestricted Funds | \$ 867,655.02 | | | | | | | | Sub-total | \$ 835,642.29 |

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 |
|--------------|--|---|--------------|-------------|-------------|--------------|--------------|-------------|-------------|--------------|------------------------|
| | | | November | December | January | YTD | November | December | January | YTD | |
| | INFORMATION TECHNOLOGY | | | | | | | | | | |
| 992 | PFC IT Management | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 675.17 | \$ 178.70 | \$ 259.93 | \$ 1,891.53 | \$ (1,891.53) |
| 993 | IT - Core | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (0.09) | \$ 0.09 |
| 994 | IT - Outside Agencies | \$ 27,897.16 | \$ 17,208.65 | \$ 5,204.68 | \$ 9,293.00 | \$ 86,725.50 | \$ 4,993.26 | \$ 5,373.45 | \$ 2,516.67 | \$ 46,695.55 | \$ 67,927.11 |
| 995 | IT - PFC Enhanced | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (0.01) | \$ 127.41 | \$ 48.53 | \$ 5,759.03 | \$ (5,759.03) |
| 996 | IT - PFC Regular | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Sub-total for Information Technology | \$ 27,897.16 | | | | | | | | Sub-total | \$ 60,276.64 |
| | 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 | \$ 1,376,665.44 |

| ADDITIONAL SUMMARIZED INFORMATION | |
|---|-------------------|
| USR | |
| Operating Cash | 8,520.70 |
| Investments | 513,695.97 |
| \$ | 522,216.67 |

| NCPK | |
|----------------|------------------|
| Operating Cash | 75,730.34 |
| Cash Advance | - |
| \$ | 75,730.34 |

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

| | | | | | | | Fiscal Year 2017 / 2018 | | |
|--|---|--|-------------|-------------|-------------|-----------------------|--|--|----------------------------|
| | | | | | | | SHOULD BE: | 58% | 42% |
| | Activity | FY 17/18 Budget Effective 10/31/2017 | November | December | January | Expenditures Y-T-D | Unspent Allocated Budget Amount | % of Budget Expended | % of Available Funds |
| | Administrative Operations | \$ 12,850.00 | \$ 1,093.46 | \$ 1,100.07 | \$ 1,061.42 | \$ 7,228.28 | \$ 5,621.72 | 56% | 44% |
| | | | | | | | | | |
| | CC&R - Core (in case of Federal shutdown) | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 50,000.00 | 0% | 100% |
| | Government & Military Affairs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | #DIV/0! |
| | NCPK - Subsidy - TANF (to be reimbursed) | \$ (300.00) | \$ - | \$ - | \$ - | \$ (300.00) | \$ - | 100% | 0% |
| | Sub-Total | \$ 49,700.00 | \$ - | \$ - | \$ - | \$ (300.00) | \$ 50,000.00 | -1% | 101% |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Allocated Budget for FY17-18 | 62,550.00 | | | | | | | |
| | Allocated Budget Amount SPENT | | \$ 1,093.46 | \$ 1,100.07 | \$ 1,061.42 | \$ 6,928.28 | | | |
| | Allocated Budget Amount UNSPENT | | | | | | \$ 55,621.72 | | |
| | 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) | | | | | \$ (96,727.84) | <---- 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) | | | | | \$ - | | | |
| | Unspent Budget for FY17-18 at the month end | | | | | \$ 55,621.72 | | | |
| | Subtotal (cash in GL 1113 at the month end to be used for operating funds) | | | | | | \$ 8,520.70 | | |
| | Investments at month end (Includes money market account and certificates of deposits, if applicable) ON 11-9-2017, \$429,000 OF USR FUNDS FROM THE PFC MAIN CHECKING ACCOUNT WAS TRANSFERRED TO THE PNC MONEY MARKET ACCOUNT UNTIL INVESTMENT DECISIONS ARE MADE. THE CURRENT USR FUNDS IN THE PNC MONEY MARKET ACCOUNT CONSISTS OF \$84,695.97 PLUS \$429,000.00 = \$513,695.97. | \$563,322.79 | \$ - | \$ - | \$ - | | \$ 513,695.97 | <---- \$200,000 of the investments may be redeemed and used for operating funds if needed. | |
| | CURRENT TOTAL OF CASH AND INVESTMENTS AT THE MONTH END | | | | | | \$ 522,216.67 | | |

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 | | November | December | January | Y-T-D |
|--|----------|---------------------|---------------------|---------------------|----------------------|
| Cash Donations - In-House | | | | | |
| Board & Committee Donations | 501-4410 | \$ 50.00 | \$ 100.00 | \$ 50.00 | \$ 775.00 |
| Staff Donations | 501-4410 | \$ - | \$ 170.00 | \$ - | \$ 170.00 |
| Donations - General Admin Operations | 501-4410 | \$ 694.19 | \$ - | \$ 25.00 | \$ 2,516.92 |
| Donations - General CCR&R | 501-4410 | \$ - | \$ - | \$ - | \$ 400.00 |
| 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 | \$ 1,130.00 | \$ 350.00 | \$ - | \$ 1,480.00 |
| Donations - Vending Machine Proceeds | 515-4410 | \$ 45.96 | \$ 46.48 | \$ 33.62 | \$ 325.08 |
| Donations - PFC Annual Engagements | 531-4410 | \$ - | \$ - | \$ - | \$ - |
| Donations - Forward March Conference | 806-4830 | \$ - | \$ - | \$ - | \$ 17,267.00 |
| Donations - Fundraising Events 2017 | 820-4611 | \$ 500.00 | \$ 2,500.00 | \$ - | \$ 3,000.00 |
| Donations - Fundraising Events 2018 | 820-4611 | \$ 1,000.00 | \$ 2,500.00 | \$ 8,000.00 | \$ 11,550.00 |
| Donations - Fundraising Event Sales 2017 | 820-4601 | \$ - | \$ - | \$ - | \$ - |
| Donations - Fundraising Event Sales 2018 | 820-4601 | \$ - | \$ - | \$ - | \$ - |
| Program Income - Rent from Resource Center I | 801-4824 | \$ 3,241.61 | \$ 3,960.92 | \$ 3,306.36 | \$ 25,192.43 |
| Program Income - Conference Room Rental RCI | 801-4762 | \$ 1,500.00 | \$ 150.00 | \$ - | \$ 2,050.00 |
| Program Income - Nurturing Parenting Workshop Fc | 801-4836 | \$ - | \$ - | \$ - | \$ - |
| Program Income - Tenant Copier Fees | 801-5311 | \$ - | \$ 66.78 | \$ - | \$ 469.23 |
| Program Income - CCR&R Workshop Fees | 801-4823 | \$ 990.00 | \$ 525.00 | \$ 2,020.00 | \$ 9,350.00 |
| Program Income - CCR&R Resource Library Fees | 801-4823 | \$ 53.50 | \$ 20.80 | \$ 25.00 | \$ 1,020.51 |
| Program Income - PDCC IACET Workshop Fees | 801-4822 | \$ 475.00 | \$ 135.00 | \$ 200.00 | \$ 1,895.00 |
| 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 | \$ 4,166.66 | \$ 29,166.62 |
| Cost Reduction - Car Seat Program Parent Fees | 144-6902 | \$ 300.00 | \$ 280.00 | \$ 220.00 | \$ 2,140.00 |
| Quality Enhancement - Cash Matches | 144-6904 | \$ - | \$ - | \$ - | \$ - |
| Cost Reduction - Unlimited Online Learning | 144-5317 | \$ - | \$ - | \$ - | \$ - |
| | | | | | \$ - |
| Total Cash Donations - In-House | | \$ 14,146.92 | \$ 14,971.64 | \$ 18,046.64 | \$ 108,767.79 |

| | | | | | |
|--|-------------|---------------------|-------------|-------------|---------------------|
| Cash Donations - Direct Service Providers | | | | | |
| 1st Quarter (July - September) | | | | | \$ 26,089.67 |
| 2nd Quarter (October - December) | \$ - | \$ 13,588.17 | | | \$ 13,588.17 |
| 3rd Quarter (January - March) | | | | | \$ - |
| 4th Quarter (April - June) | | | | | \$ - |
| Total Cash Donations - Direct Service Providers | \$ - | \$ 13,588.17 | \$ - | \$ - | \$ 39,677.84 |

| | | | | |
|-----------------------------|---------------------|---------------------|---------------------|----------------------|
| TOTAL CASH DONATIONS | \$ 14,146.92 | \$ 28,559.81 | \$ 18,046.64 | \$ 148,445.63 |
|-----------------------------|---------------------|---------------------|---------------------|----------------------|

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 | \$ - | \$ - | \$ (7,736.80) | \$ 2,263.20 |
| TOTAL GRANTS | | \$ - | \$ - | \$ (7,736.80) | \$ 2,263.20 |

2.3%

| | | | | | |
|---|--|--------------------|--------------------|--------------------|----------------------|
| IN-KIND DONATIONS | | | | | |
| In-Kind Donations - In-House | | | | | |
| In-Kind Donations - Volunteer Time | | \$ 5,401.00 | \$ 7,298.80 | \$ 1,590.40 | \$ 39,197.00 |
| Discounts on Materials - Kaplan | | \$ - | \$ - | \$ - | \$ 152.52 |
| Discounts on Materials - Brame | | \$ - | \$ - | \$ - | \$ - |
| Discounts on Materials - Discount School Supply | | \$ - | \$ - | \$ - | \$ 161.58 |
| Discounts on Materials - Lakeshore | | \$ - | \$ - | \$ - | \$ 109.96 |
| Discounts on Software - Techsoup Stock | | \$ - | \$ - | \$ - | \$ 85,863.00 |
| Donations - Other In-Kind | | \$ - | \$ 49.95 | \$ - | \$ 1,017.95 |
| PFC Staff Donations - Supplies and Mileage | | \$ - | \$ - | \$ - | \$ 21.20 |
| PFC Board Member Donations - Supplies and Mileage | | \$ - | \$ - | \$ - | \$ - |
| PFC Child Care Subsidy Parent Fees | | \$ - | \$ - | \$ - | \$ - |
| | | | | | \$ - |
| Total In-Kind Donations - In-House | | \$ 5,401.00 | \$ 7,348.75 | \$ 1,590.40 | \$ 126,523.21 |

| | | | | | |
|---|------|---------------------|-------------|-------------|---------------------|
| In-Kind Donations - Direct Service Providers | | | | | |
| 1st Quarter (July - September) | | | | | \$ 17,499.06 |
| 2nd Quarter (October - December) | \$ - | \$ 25,178.75 | | | \$ 25,178.75 |
| 3rd Quarter (January - March) | | | \$ - | | \$ - |
| 4th Quarter (April - June) | | | | | \$ - |
| Total In-Kind Donations - Direct Service Providers | | \$ 25,178.75 | \$ - | \$ - | \$ 42,677.81 |

| | | | | |
|--------------------------------|--------------------|---------------------|--------------------|----------------------|
| TOTAL IN-KIND DONATIONS | \$ 5,401.00 | \$ 32,527.50 | \$ 1,590.40 | \$ 169,201.02 |
|--------------------------------|--------------------|---------------------|--------------------|----------------------|

2.6%

3

| | | | | |
|--------------------|---------------------|---------------------|---------------------|----------------------|
| GRAND TOTAL | \$ 19,547.92 | \$ 61,087.31 | \$ 11,900.24 | \$ 319,909.85 |
|--------------------|---------------------|---------------------|---------------------|----------------------|

4.8%

1 - Current Month Reporting

2 - YTD Cash Reported

3 - YTD In-Kind Reported

4 - Amount remaining to reach target

TARGET REMAINING

\$ (933,841.06)

4

* This grant was not fully spent and \$7736.80 was reverted to the funder.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

1. General Information

- a. Additional information is included in Section 9 of the Accounting Policies and Procedures.
- b. Business travel means being away from the employee's normal work location or home and, while traveling, the employee must be acting in his/her official capacity as required by his/her work.
- c. Travel expenses include transportation, subsistence (lodging and meals, including gratuities), and related items (such as toll costs) incurred by employees traveling on business.
- d. Overnight travel must involve a travel destination located at least 35 miles from the employee's normal work location or home, whichever is less, to receive approved reimbursement for travel expenses.

2. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.
- b. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.
- c. The immediate supervisor must approve all business travel in advance and in writing (typically by signing the associated Purchase Request for conference fees).
- d. Overnight travel must be approved in advance and in writing by the Department Vice President (typically by signing the associated Purchase Request for lodging or conference fees.)
- e. When approved, costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by PFC provided that said expenses meet the requirements detailed in the applicable grant guidelines (i.e. Smart Start Cost Principles).
- f. Excess costs, circuitous routes, delays and luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official business, as identified in writing by the President or Chief Operating Officer, are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.
- g. Original detailed receipts for all individual expenses will accompany reports otherwise per diem rates will apply.
- h. Maximum mileage and subsistence (lodging and meals) as well as per diem rates will follow the approved State rates and adjust when the State's rates are adjusted. For

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amounts in excess of the State's rates, see Section 9, Payment Processing, of the Accounting Policies and Procedures.

- i. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor who will then forward the information to the President and HR Manager.
- j. Vehicles owned, leased, or rented by PFC may not be used for personal use. See Section 522 Vehicle Usage – Company Own and Rentals)
- k. Employees are also permitted to combine personal travel with business travel, as long as time away from work is approved.
- l. With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives or add additional expense to PFC.
- m. Additional expenses arising out of the accompaniment of a spouse, family member or friend from such non-business travel are the responsibility of the employee.
- n. If an advance is received for travel and not to exceed per diem rates, completed expense reports should be submitted to the business office within 30 calendar days after returning from a trip. Excess funds received will also be due at that time either by paying the amount in full or as a reduction of the amount due on a separate expense report
- o. When non-exempt employees are attending an out-of-town workshop or conference, all travel time associated with the trip will be considered as "time worked". This policy applies regardless of whether the employee is a "driver" or a "passenger".
- p. When travel is completed, employees should submit completed travel expense reports within 30 calendar days after returning from a trip and by the year end due dates.
- q. Penalties and charges resulting from the cancellation of travel reservations (including airfare, hotel and other travel reservations and conference registrations) shall be the Partnership's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the Partnership. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties or charges. Exceptions for circumstances beyond the employee's control may be made in writing at the discretion of the President.

Meals - General

- r. Any request for meal reimbursement must list departure and arrival times. Meals will not be reimbursed when they are provided with the cost of the conference or if the cost is included in the registration fees.

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Meals – Daily Travel

- ~~s. Employees are eligible for reimbursement for breakfast and evening meals when the employee is on **daily travel status** and the travel destination is at least 35 miles from the employee's regular work location or home, whichever is less, based on the following:~~
 - ~~1) Breakfast – depart work location prior to 6:00 am and extend the workday by 2 hours.~~
 - ~~2) Dinner – return to work location after 8:00 pm and extend the workday by 3 hours.~~
- s. An employee may not receive reimbursement for meals during daily travel with the exception of 2t.
- t. An employee may receive reimbursement for **lunch** during daily travel only when the employee's job requires attendance at a meeting or event in his/her official capacity and the meal is preplanned and involves persons not employed by the same entity.
 - 1) Preplanned meals are those that are referenced in the meeting announcement, registration, agenda or the like.
 - 2) Preplanned meals are those that are provided but at the employee's expense.
 - 3) When a meal is not provided as part of the meeting or event and attendees are provided a lunch break only, the meal is not reimbursable.

Meals – Overnight Travel

- u. Employees may be reimbursed for meals, including lunches, while traveling on official business and in overnight travel status.
- v. Employees may be reimbursed for meals for partial days of travel when in **overnight travel status** and the partial day is the day of departure or the day of return. The following applies:
 - 1) Breakfast – depart work location prior to 6:00 am.
 - 2) Lunch – depart work location prior to 12:00 pm (day of departure) or return to work location after 2:00 pm (day of return).
 - 3) Dinner – depart work location prior to 5:00 pm (day of departure) or return to work location after 8:00 pm (day of return).
- w. While on overnight travel status, if meal reimbursement is requested from actual, detailed receipts and one or more of the receipts exceeds the related per diem(s), reimbursement is allowed up to the combined limit for reimbursable meals that day.
- x. Reimbursement for breakfast while on overnight travel status is allowable even if the lodging establishment offers a free continental breakfast.
- y. Room service during a conference or workshop may be reimbursed only in extenuating circumstances with the written prior approval of the President. Approval must be documented; text or email will suffice.

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Mileage

- z. For purposes of calculating mileage, mileage from PFC to the destination site or from home to the destination site (whichever is shorter) will be determined by using a reliable map or Internet map site, such as Map Quest, Expedia, etc or actual odometer readings.
 - 1) Only the driver will be reimbursed for mileage; passengers will not.
- aa. Employees will not be paid for commuting. “Commuting” is defined as “traveling between your home and your place of work.”
- bb. When an employee travels extra miles for a business-related purpose while commuting to or from home, the extra miles beyond their normal commute are reimbursable.
- cc. Employees will be reimbursed for mileage from their home, rather than PFC, to other locations, typically child care facilities, when there is a cost-savings.
 - 1) In this instance, the supervisor is required to submit an email to the Department Vice President, Human Resources Manager, Chief Operating Officer and Controller or Accounting Manager advising that the employee’s home has been designated as their primary work site and PFC as the secondary work site and that the employee will incur business-related travel from their home. An email from the supervisor rescinding the decision will be required when/if the primary work site changes.
 - 2) Emails will be maintained in the employee’s personnel file located in the Human Resources Manager’s office.

Lodging

- dd. Excess lodging is allowed when the employee, on overnight travel status, will be in a high cost area and unable to secure lodging within the current allowance, or when the employee submits in writing an opinion that his/her personal safety or security is unattainable within the current allowance. The opinion must be submitted in advance to the President for review with a response provided in writing prior to incurring additional cost.
- ee. In the event that an employee travels for business, to include the Smart Start conference, they will be required to share a 2-person room. If an employee elects to not share a room they will be personally responsible for one-half the cost of hotel billing with payment due within 10 business days of receipt of the invoice from the purchasing specialist.

EXCEPTIONS: If the employee is presenting at the conference they are attending, PFC will cover the full cost of the hotel room, on either the day before or the day after the scheduled presentation. Other exceptions may only be granted by the President in writing and must be renewed annually. Exceptions will be paid from applicable funding sources and within the funders’ restrictions. The documentation will be maintained on file with the HR

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Employment Information – Compensation
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Manager.

3. Guidelines

- a. An employee traveling on official business is expected to exercise the same care in incurring expense that a prudent person would exercise if traveling on personal business and expending personal funds.
- b. Expenses that generally will be reimbursed, based on a detailed, itemized receipt, include the following:
 - 1) Airfare, bus or train fare for travel in coach or economy class or the lowest available fare.
 - 2) Baggage or check-in fees will be paid for bags containing business related documents/items and one personal bag.
 - 3) Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
 - 4) Taxi fares, only when there is no less expensive alternative.
 - 5) Parking fees which are reasonable and not only for the convenience of the employee.
 - 6) Mileage costs for use of personal cars, only when less expensive transportation is not available or at a rate which is less than per diem. See Section 522 – Vehicle Usage – Company Owned and Rentals.
 - 7) Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
 - 8) Cost of meals, no more lavish than would be eaten at the employee's own expense.
 - 9) Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
 - 10) Charges for telephone calls, fax, and similar services required for business purposes.
 - 11) Charges for one safe arrival telephone call the first day not to exceed 5 minutes.

| Created /Evaluated | | Description of Change |
|---------------------------|----------------------|---|
| Revised | Nov 2014 | Added 2-T |
| | August 2016 | Revised based on updated Smart Start Cost Principles |
| | February 2017 | Exceptions added to Lodging ee. |
| | February 2018 | Revise daily meal allowances per the state budget manual |

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

**Position Description Plan
Job Description**

Title of Position: NC Pre-K Coordinator

Supervisor's Name and Title:

~~Early Education Administrator~~ CCR&R Vice President

Direct Reports:

| | |
|----|--------------------------|
| 1. | Pre-K Data Specialist |
| 2. | Pre K Program Specialist |

FLSA Status:

Regular, Full Time

Date of Next Review:

Primary Purpose of Position

~~The NC Pre-K Coordinator works to improve the quality of NC Pre-K services by ensuring the provision of targeted and customized services that support high quality preschool environments to include the recruitment and retention of qualified teaching staff. Additionally, the NC Pre-K Coordinator coordinates the evaluation and monitoring of NC Pre-K sites to ensure contract compliance and adherence to programmatic guidelines. The NC Pre-K Coordinator supervises staff and provides guidance and tools needed to be successful in meeting programmatic requirements and goals.~~

The North Carolina Pre-Kindergarten Program (NC Pre-K), funded by the North Carolina General Assembly, is a community-based pre-kindergarten initiative designed to prepare at-risk four-year-olds for success in school. The NC Pre-K Coordinator is responsible for the administration and oversight of NC Pre-K to ensure contract compliance on the contract administrator and site levels. The NC Pre-K Coordinator reports directly to the CCR&R Vice President.

Duties and Responsibilities

Supervisory Functions:

- Supervise staff by displaying model behavior, maintaining open lines of communication and being clear about roles, responsibilities, and relationships.
- Develop, review and revise policies and procedures.
- Ensure that expectations and goals are clearly communicated and current program requirements, policies, and procedures are effectively communicated and followed at all times.
- Monitor service delivery regularly to ensure services are being implemented to model fidelity of high quality.

- Conduct performance evaluations according to established systems and policies.
- Review timesheets ~~and~~, expense reports, and promptly address and resolve problematic issues.
- Maintain staff by recruiting, selecting, orientating, and training staff.
- Work with staff to develop professional development plans that include the attainment of higher education, annual training hours, and plan for implementing acquired knowledge.
- As needed, provide guidance, technical assistance, and training to staff that fosters professional growth and delivery of high quality services.

Technical Assistance and Training Program Administration & Quality Maintenance Support:

- ~~Provide site level technical assistance and training to reinforce the standards established by the Division of Child Development and Early Education (DCDEE) for NC Pre-K.~~
- ~~Provide consultation and coaching on site management and business practices through the use of the Program Administration Scale (PAS).~~
- ~~Provide support to NC Pre-K sites in the recruitment and retention of qualified teaching staff.~~
- ~~Identify child care facilities that may be candidates for NC Pre-K, and provide guidance on the site application process.~~
- ~~Work closely with the High Quality Maintenance activity in fielding requests for technical assistance on the classroom level.~~
- ~~Develop and facilitate ongoing training and work closely with other departments and community partners to address child care issues in the community.~~
- ~~Ensure trainings are high quality and adheres to the International Association for Continuing Education & Training (IACET) guidelines while conducting and providing trainings for ECEPs who will obtain Continuing Education Units (CEU) from the training.~~
- Serve as the main point of contact for the NC Pre-K program and ensure the program meets programmatic and contractual requirements.
- Oversee the coordination of NC Pre-K committee meetings and provide guidance and recommendations to the NC Pre-K committee regarding programmatic, fiscal, and contractual matters.
- Work in conjunction with the Grants Manager to manage the NC Pre-K budget to include the administrative and service budgets with the goal of ensuring that all available funding is utilized.
- Supervise the ongoing recruitment and retention of NC Pre-K children through the application, eligibility screening, prioritization, and enrollment processes.
- Oversee the ongoing recruitment of NC Pre-K sites through the site application and selection processes.
- Provide supervision for the development and maintenance of the NC Pre-K Plan, NC Pre-K APP and NC Pre-K Kids database systems.
- Ensure the maintenance of high quality learning environments by providing oversight to the coordination of training and technical assistance to NC Pre-K sites.
- Serve as the lead staff expert and resource on school readiness and collaborate with community partners to ensure successful school experiences upon entering kindergarten.

Accountability and Quality Assurance Evaluation and Monitoring:

- Coordinate and conduct the evaluation and monitoring of NC Pre-K sites to ensure contract compliance and adherence to programmatic guidelines.
- Work in conjunction with the Grants Manager in the preparation of contractor monitoring tools.
- ~~Serve as lead staff person in the annual development and maintenance of the NC Pre-K Plan database.~~

NC Pre-K Coordinator (continued)

Page 3

- ~~In coordination~~ When applicable, work with the Planning, ~~Development and Communications Unit (PD&C)~~ and Evaluation activity, to enter and maintain programmatic data into the Grant Evaluation Management System (GEMS).
- When applicable, compile and input data for services and required reports.
- Run and review data reports for program oversight and staff supervision purposes.
- Use data to inform practices and make improvements when needed.

Outreach:

- Serve as an agency representative during on-site visits; speak at various meetings, associations, classes, and workshops to recruit child-care facilities to receive services.
- May contribute articles to the PFC newsletter and other public awareness materials that promote the utilization of services, as needed.
- Support PFC staff to encourage community participation in advocacy events; assist with implementation of in-house advocacy activities to promote PFC activities and services.
- Direct promotional efforts combining public education information with appropriate incentives; determine appropriate responses to information requests by disseminating information to appropriate support staff and coordinating methods by which they will respond.
- Promote and expand the development of collaborative relationships internally and externally to maximize PFC resources for improved services to the community.
- Through community contacts, identify organizations whose goals and purposes coincide with those of PFC in an effort to engage them in collaborative activities.
- Travel within the service delivery area to recruit and inform potential child-care facilities regarding the availability and utilization of PFC services.

In addition:

- ~~The NC Pre-K Coordinator must be proficient and reliable in early childhood assessment tools to include the Environment Rating Scales, the Program Administration Scale and the Classroom Assessment Scoring System (CLASS).~~
- In the event the NC Pre-K Coordinator possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.
- The NC Pre-K Coordinator will 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 NC Pre-K Coordinator is responsible for other duties as assigned and tasks may vary depending on assigned unit.

ESSENTIAL FUNCTIONS :(3)

Non – Exempt/ Supervisor

1. Provides input into department/division objectives/long range plans; assures all goals are met in areas of responsibility; provides input into annual work plans, programs, staffing requirements,

NC Pre-K Coordinator (continued)

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equipment requirements, and related budgets, as appropriate; acknowledges and abides by all PFC established policies and procedures.

2. Assures the technical and/or professional expertise of subordinates; assures participation in all required training programs; encourages individual career development.
3. Creates and maintains an atmosphere conducive to good employee/management relations; recognizes the rights of individual employees; addresses problems affecting employee/management relations.
4. Assures the productivity and quality of work for all areas of responsibility; identifies/recognizes/analyzes problems; selects and implements sound/timely/effective solutions; promotes participation, cooperation, and teamwork; adjusts leadership style to individual, group, and/or situation needs.
5. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; communicates concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
6. Reviews the performance of staff to encourage growth and development; provides on- going feedback with frequent contact with employees.
7. Performs timely employee reviews in accordance with organizations policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 90% of their standards.
8. Prioritizes work, based upon project requirements, to ensure effective utilization of available resources; anticipates needs; provides accurate and timely reports in all areas of responsibility.
9. Interacts with other departments and/or providers of service; assures information that affects other employees/providers is communicated to the proper recipients.
10. Takes initiative to accomplish goals; demonstrates ability to learn the job; develops and maintains appropriate skills for the position.

Knowledge, Skills, and Abilities:

1. Knowledge of early childhood ~~rating-scales~~assessment tools, early childhood education best practices, and applicable NC ~~and national~~ child-care ~~licensure~~licensing, registration, and ~~accreditation~~ rules and regulations.
2. Ability to make decisions and to take action within the boundaries of the position;
3. Capacity to accept and follow through on assigned responsibilities with minimal guidance;
4. Ability to establish and maintain effective working relationships with Board and/or Committee members, supervisors, peers, child care providers, parents, community agencies, and other resources;

NC Pre-K Coordinator (continued)

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5. Ability to maintain confidentiality of information in the performance of duties;
6. Possesses strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency;
7. 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;
8. Ability to foster an environment that minimizes consequential errors;
9. Superior organizational skills, with capacity to provide assistance in educational program development and evaluation; demonstrates ability to perform rating scale and technical assistance visits;
10. Superior data entry and computer database maintenance skills; works competently with the computer and related software, calculator, telephone, copy machine, and other equipment, as required.
11. Ability to carry out functions with minimal supervision.

Education and Experience - Minimum Requirements:

1. Bachelor's Degree in Early Childhood Education; ~~(Birth to Kindergarten, preferred),~~ Elementary Education, Education Administration, Human Services, Business, Public Administration or other related field.
2. Minimum three to five years' related work experience ~~required with at least two years' experience supervising staff;~~ prefer experience working in ~~child care settings~~ school administration.
3. Computerized database experience.
- ~~3.4. Budget and contract management experience.~~
- ~~4. Additional experience in child care management, budgeting, staff development and supervision may be substituted for some of the formal education requirement provided the requisite skills have been obtained.~~
- ~~5. Certified in Early Childhood Environment Rating Scales.~~
- ~~6.5.~~ Valid driver's license.

Physical Requirements:

The NC Pre-K Coordinator 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.

NC Pre-K Coordinator (continued)

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| Created /Evaluated | | Description of Changes |
|---------------------------|------------------------|---|
| Created | January 5, 2017 | |
| | | |
| | | |
| Re-Evaluated | February 2018 | Removed TA and Training and added Program Administration and Quality Support |
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Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
October 26, 2017 (9:21am-10:45am)
Be the Driving Force



MEMBERS PRESENT: Jim Grafstrom, Angie Malave (arrived at 9:40am), Perry Melton, Chris Rey and Wanda Wesley
MEMBERS ABSENT: Amy Cannon, Angela Crosby, Hank Debnam, Van Gunter and Marcus Hedgepeth
NON-VOTING ATTENDEES: Belinda Gainey, Anna Hall, Marie Lilly, Carole Mangum, Sharon Moyer and Mary Sonnenberg

| AGENDA ITEM | DISCUSSION & RECOMMENDATION | ACTION | FOLLOW-UP |
|--|--|---|--|
| I. Determination of Quorum & Call to Order Chris Rey, Chair A. Fundraising and Friend Raising 1. Board Donations – Currently at 31% 2. Thank You Note Cards to Donors 3. Volunteer Forms | The scheduled meeting of the Executive Committee was held at the PFC Family Resource Center at 351 Wagoner Drive, Fayetteville, NC, on Thursday, October 26, 2017, and beginning at 9:21am pursuant to prior written notice to each committee member. Chris Rey, Chair, determined that quorum had not been met, but called the meeting to order to review items for information until Angie Malave arrives. Belinda Gainey was Secretary for the meeting and recorded the minutes. A.1. Chris Rey reported to the members that PFC is at 31% Board donations. Each member was asked to contact those individuals assigned to them per the matrix that was distributed and remind them to give a donation. Donations can be made via the PFC website but there is a small bank fee to donate online. A.2. Thank You Note cards were distributed for committee members to complete. A.3. Chris advised the members to fill out the volunteer sheet if they read the packet prior to coming to the meeting. | Called to Order None None None | None None None None |
| II. Consent Agenda – Providing Oversight (Section VII.A.) <i>(Please Reference Agenda)</i> | Chris Rey requested a motion to accept the Executive Committee Consent Agenda Section VII.A. <i>(Noted by Belinda Gainey that this should read Section VIII.A.)</i> Jim Grafstrom moved to accept the Executive Committee Consent Agenda Section VIII.A. as presented. Angie Malave 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. | Motion Carried | None |
| III. Closed Session Minutes – September 28, 2017* | The minutes of the September 28, 2017 Closed Session of the Executive Committee meeting were distributed at the meeting by Marie Lilly and reviewed by the committee members. Jim Grafstrom moved to accept the September 28, 2017 Closed Session Executive Committee meeting minutes as presented. Angie Malave 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. | Motion Carried | None |
| IV. President's Report A. North Carolina Partnership for Children (NCPC) Update / Legislative Update B. PFC Annual Celebration Update | Mary Sonnenberg gave the President's Report; A. North Carolina Partnership for Children (NCPC) Update / Legislative Update 1. CHIP and MIECHV expiration 9/30. Still being worked on, no agreement on how to pay. NC can cover for a few months but notices could start going out to families. | None | None |

**Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
October 26, 2017 (9:21am-10:45am)**

Be the Driving Force

| | | |
|--|--|--|
| <ul style="list-style-type: none"> C. Forward March Conference Update D. Network for Southern Economic Mobility E. PFC United Way Campaign F. NC Justice Center, Pathways to Prosperity Forum G. Bikes & Barbecue H. Allocation Process I. Opportunities for Corporate Grants | <ul style="list-style-type: none"> 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 childcare. <ul style="list-style-type: none"> a. Quality care and workforce development. b. Challenging due to price tag but highlights our areas of focus. 3. NCPC Updates <ul style="list-style-type: none"> a. Dolly Parton Imagination Library – contracts have gone out to partnerships. Press conference in Spruce Pines October 20 to launch. NCPC providing some materials to promote. Will be collaborating with United Way to expand in Cumberland County. We submitted a press release for the expansion in Cumberland County. b. Information on the B-3 Council. Members appointed by November 1. Survey was sent out by Susan Perry-Manning out to gather information. B. PFC Annual Celebration – <ul style="list-style-type: none"> 1. Susan Perry-Manning presented on the state perspective in her talk “Unleashing Potential: North Carolina’s Early Childhood Action Plan”. 2. We presented Individual and Organization Driving Force Awards as well as specific volunteer awards for some of our key corporate partners. 3. Perry Melton announced the theme for the 2018 Soiree. C. Forward March Conference, October 24-25, 2017, Iron Mike Conference Center on Fort Bragg <ul style="list-style-type: none"> 1. Good attendance. Focus on behavioral health services; session on integrated medicine and best practices for integrated behavioral health and application in our community. 2. VIP dinner hosted here at PFC. 3. Requests for Family Focus Guides and listings of behavioral and medical providers. D. Network for Southern Economic Mobility – The City of Fayetteville submitted an application to participate in a 2-year program focused on investing in youth economic mobility. The application was based on a Harvard study finding Cumberland County to be “among the worst counties in the U.S. for helping poor children up the income ladder.” Many of the issues related to this study and other initiatives going on in Cumberland County focus on areas of concentrated poverty. This includes the work by the NC Justice Center (Pathways to Prosperity), Greater Fayetteville United’s Social Capital survey and the work being done by NC State’s Institute for Emerging Issues Crib to Career Workshops. Fayetteville was selected and received funding to cover the cost for participating. A leadership team of eight people has been formed and Mary Sonnenberg will be representing the Partnership in this initiative. The first meeting is November 1-3 in Durham. It is a very exciting time to be here collaborating and convening groups to focus on these critical issues. E. PFC United Way Campaign – each year we do an employee campaign. The kick-off was Monday. The goal is to support overall community engagement with other agencies who | |
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**Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
October 26, 2017 (9:21am-10:45am)
*Be the Driving Force***

| | | | |
|--|---|--|--|
| | <p>serve the community. It is a great effort to broaden our focus and reach other partners. Our goal is \$8,000. There will be several opportunities for Board members to engage, beginning with lunch and bake sale items today. In addition, we are doing a food drive. Our campaign will end November 20th.</p> <p>F. NC Justice Center, Pathways to Prosperity Forum, November 18, 9-4:00, Department of Social Services. Lunch will be provided for attendees. Click here for quick RSVP: http://www.pathwaysforprosperity.org/rsvpmaker/pathways-for-prosperity-summit-2017-11-18/</p> <p>G. Bikes & Barbecue, October 14 – new outreach event in conjunction with the Chamber of Commerce. We are continuing to look at new and different places for community outreach.</p> <p>H. Allocation process – Bidders Conferences in process. Session held October 12; next one scheduled for November 9. Invitations will be sent out to get committee members. Approximately 45-50 individuals are needed to participate on the allocation committees.</p> <p>I. Opportunities for Corporate Grants - nominations</p> <ol style="list-style-type: none"> 1. Staples 2 Million and Change Grant (inquiry stage) 2. CarMax Regional Grant from the CarMax Foundation (\$10,000, potentially up to 3 years; looking at potentially augmenting planned Kindergarten transition work) | | |
| V. Establishing a Strategic Direction for the Future A. Smart Start Bidders Conference ^Δ | A. Mary Sonnenberg reported that a Bidders Conference took place on October 12, 2017; the next one is scheduled for November 9, 2017. An email will be sent for committee members. Approximately 45-50 individuals are needed to participate on the allocation committees. PFC is hoping to receive a few additional proposals this year. | None | None |
| VI. New Business A. Financial Summary: September 2017 ^Δ 1. Cash and In-Kind ^Δ B. FY 17/18 Partnership Umbrella Budget (PUB)* C. Contingency Reversion Plan* D. Budget Revision/Amendment* 1. Child Care Resource and Referral (CCR&R) E. Dolly Parton Imaginary Library (DPIL) Expansion ^Δ | <p>A. Marie Lilly provided an overview of the Financial Summary for September 2017.</p> <p>A.1. Anna Hall provided an overview of the Cash and In-Kind Report.</p> <p>B. Marie Lilly provided an overview of the FY 17/18 Partnership Umbrella Budget (PUB). There is a total of \$49,750 still unallocated. The Finance Committee recommends a plan to allocate to both literacy and non-literacy activities.</p> <p>Angie Malave moved to accept the FY 17/18 Partnership Umbrella Budget (PUB) as presented. Perry Melton 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>C. Marie Lilly reviewed the Contingency Reversion Plan. The amount in Kindermusik/Music Therapy should read \$9,694; total allocated should read \$32,080; balance left to allocate should read \$17,670. The complete request for funding is from:</p> <p align="center">Kindermusik/Music Therapy - \$9,694 Autism Outreach and Resource Services - \$1,100 Spainhour/Child Play \$15,286 The PFC Resource Center - \$6,000</p> <p>If approved, these funds will be distributed from the \$49,750 that is currently unallocated. Angie Malave moved to accept the Contingency Reversion Plan with the change to the amount</p> | <p>None None</p> <p>Motion Carried</p> <p>Motion</p> | <p>None None</p> <p>None</p> <p>None</p> |



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
October 26, 2017 (9:21am-10:45am)
Be the Driving Force



| | | | |
|--|---|----------------|------|
| | <p>for Kindermusik/Music Therapy as presented. Jim Grafstrom seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Perry Melton and Wanda Wesley</p> <p>D.1. Carole Mangum reviewed the Child Care Resource and Referral (CCR&R) budget revision. \$600 was moved from Line 25: Board Member Expense to Line 47: Non-Cash Grants and Awards. This move is being made to deflect the projected costs for a CCR&R Advisory Committee member's Smart Start Conference registration and hotel costs as a non-cash grant. Jim Grafstrom moved to accept the CCR&R budget revision as presented. Perry Melton 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>E. Mary Sonnenberg stated that there are currently some issues with the Dolly Parton Imaginary Library Expansion. She will be on a conference call the afternoon of October 26, 2017 to receive further instruction on how to move forward with this project.</p> | Carried | |
| | | Motion Carried | None |
| | | None | None |
| <p>VII. Old Business</p> <p>A. PFC Audit Update ^Δ</p> <p>B. Bikes & BBQ Event Update ^Δ</p> <p>C. 2018 Soirée, March 10, 2018, 5:30pm-10:00pm, Crown Arena ^Δ</p> | <p>A. Marie Lilly informed the committee that PFC was audited on October 10-11, 2017. Further requests for documents is expected in the near future.</p> <p>B. Sharon Moyer stated that this was PFC's first time participating with the Bikes & BBQ event. Several contacts were made with other organizations and Sharon plans to follow-up with them.</p> <p>C. Perry Melton and Sharon Moyer reported on the 2018 Soirée which will take place on March 10, 2018 at the Crown Arena. Sharon stated that there will be a Billboard Top 25 at the event for the Mission Moment. This information will be available to view at PFC for 25 years. Top donor receives #1 album, next top donor #2 album, etc. Donors will also come up front at the event for recognition. An album will be given to the donors and one will be at PFC. There are currently 7 food vendors confirmed for the event; would like to have 10. Several of the events will be set up different than last year. There will be team captains who will go around and motivate others to give. There will be a minimum table bid for desserts. There will be a dance and costume contest. Angie Malave stated that she will give a 10% discount to those who buy wine from her on behalf of the Soirée. Angie will also deliver if need be.</p> | None | None |
| | | None | None |
| | | None | None |
| VIII. Consent Items/Items for Information (See Agenda) | | None | None |
| IX. Adjournment – Chris Rey, Chair | As there was no further business, the meeting was adjourned at 10:45am. | 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



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes – CONFERENCE CALL
December 14, 2017 (9:01am-9:15am)
Be the Driving Force



MEMBERS PRESENT: Angela Crosby, Hank Debnam, Jim Grafstrom, Van Gunter (at PFC), Marcus Hedgepeth, Chris Rey and Wanda Wesley
MEMBERS ABSENT: Amy Cannon, Angie Malave and Perry Melton
NON-VOTING ATTENDEES: Marie Clark, Belinda Gainey, Sharon Moyer and Mary Sonnenberg

| AGENDA ITEM | DISCUSSION & RECOMMENDATION | ACTION | FOLLOW-UP |
|--|---|-----------------|-----------|
| I. Determination of Quorum & Call to Order Van Gunter, Acting Chair A. Fundraising and Friend Raising 1. Board Donations – Currently at 38% | The scheduled meeting of the Executive Committee conference call on Thursday, December 14, 2017, and beginning at 9:01 am pursuant to prior written notice to each committee member. Van Gunter, Acting Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes. A.1. Van Gunter reported to the members that PFC is at 38% board donations. Van stated that all donations given prior to the end of the year can be counted as a charitable donation on the 2017 taxes. Sharon Moyer advised the committee members that a Soirée sponsorship will count as board donation. | Called to Order | None |
| II. Consent Agenda – Providing Oversight (Section VI.A.) <i>(Please Reference Agenda)</i> | Van Gunter requested a motion to accept the Executive Committee Consent Agenda Section VI.A. Hank Debnam moved to accept the Executive Committee Consent Agenda Section VI.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. | Motion Carried | None |
| III. President's Report A. North Carolina Partnership for Children (NCPC) Update / Legislative Update B. Network for Southern Economic Mobility C. NC Justice Center, Pathways to Prosperity Community Meetings D. Allocation Process E. Smart Start Conference, April 30-May 3, 2018 F. Audit Draft G. 2018 Soirée – March 10, 2018 H. Guardian ad Litem Peanut Butter Jelly Time – Annual Peanut Butter Jelly Campaign | Mary Sonnenberg gave the President's Report; A. North Carolina Partnership for Children (NCPC) Update / Legislative Update 1. CHIP and MIECHV funding still in limbo. 2. Congressional Tax Reform Bills – House/Senate Committee working to negotiate final version of Tax Reform Bill to send to President by Christmas. 3. Congress passed a two-week spending bill to avoid a government shutdown. 4. Plans underway for the 25th anniversary of Smart Start in 2018 a. Birthday Party at Smart Start Conference in May b. Gala at Marbles Kids Museum September 22, 2018 B. Network for Southern Economic Mobility – The core team is meeting and working with assigned coach to develop plan. C. NC Justice Center, Pathways to Prosperity (www.pathwaysforprosperity.org) 1. The top five areas of focus were determined: a. Workforce/Industry Alignment b. Parent Mentoring/Education c. Education K-12 | None | None |

Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes – CONFERENCE CALL
December 14, 2017 (9:01am-9:15am)
Be the Driving Force

| | | | |
|---|---|------|------|
| | <ul style="list-style-type: none"> d. Early Childhood Education e. Affordable Housing 2. Community Meetings this week for each focus area. Partnership representation on each focus group. Groups will meet December, January and February. Plan to be developed by March 2018; then convening of Revitalization Neighborhood groups. D. Allocation Process – RFPs received on December 11th. Teams to review RFPs begin meeting in January. <ul style="list-style-type: none"> 1. There were 24 proposals received from internal and external providers 2. Dates of Allocation Committee meetings – January 9, February 13, March 13, 2018; 2:00-5:00 pm E. Smart Start Conference – April 30-May 3, 2018 <ul style="list-style-type: none"> 1. Proposals for presentations were submitted in October. Proposal accepted for “The Role of Early Childhood Education in Tackling Poverty – One Community’s Journey” (Mary Sonnenberg, PFC, Rebecca Jackson, City of Fayetteville, Adam Svolto, NC Justice Center, Matt Ellinwood, NC Justice Center) F. Audit Draft – Received 12/13/2017. We are reviewing for our response but we did receive a finding. It was a continuation of the finding from the last audit around eligibility for NC Pre-K. G. 2018 Soirée –March 10, 2018, Crown Arena. Continued needs: <ul style="list-style-type: none"> 1. Wine for the “Wine Pull” 2. Auction items 3. Sponsorships 4. Two restaurants/food vendors for the Chef’s Circle 5. Desserts – Need a Champion for the Dessert Dash 6. Any questions or requests for information should go to Sharon Moyer H. Guardian Ad Litem Peanut Butter Jelly Time – Annual Peanut Butter and Jelly Campaign <ul style="list-style-type: none"> 1. Now through January 20, 2018 to go to local food banks. 2. Donations accepted at the local GAL Office 3. Let’s do what we did with the Food Drive for the United Way and support this effort!! Boxes will be around the Partnership offices for collection | | |
| IV. Establishing a Strategic Direction for the Future A. Board Priorities 2017-2018 ^Δ | <p><i>Chris Rey joined the conference call at 9:04. At the beginning of Section IV, Chris assumed the role of Chair.</i></p> <p>A. Mary Sonnenberg stated that the Board Priorities were distributed for information only. PFC has begun focusing on Community Engagement. The 2017-2018 Board Priorities: Focus on Community Engagement will be discussed at the January board meeting.</p> | None | None |
| V. New Business A. Lease Approval* 1. Giving Hands Association | A.1. Mike Yeager reported that Giving Hands Association is seeking tenancy at the Resource Center. The Giving Hands Association is a non-profit organization which was incorporated on August 9, 2017 that provides child abuse prevention and supports families with needs. The | | |



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes – CONFERENCE CALL
December 14, 2017 (9:01am-9:15am)
Be the Driving Force



| | | | |
|---|---|----------------|------|
| | <p>organization is seeking to lease 2 offices, up to 253 square feet. If approved, the lease start date will be January 12, 2018.</p> <p>Hank Debnam moved to accept Giving Hands Association as a tenant 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><i>Not on agenda:</i> Mary Sonnenberg asked the committee if they had any questions regarding the allocation process. Most of the proposals submitted are from agencies that PFC is already supporting. A new proposal was submitted to provide a study of a universal home visiting program. This will look at community readiness for this type of program.</p> <p>Linda Blanton stated that some board members have concerns regarding a conflict of interest. Each board member will be placed on a workgroup where they will not have a conflict. There are three allocation workgroups.</p> <p>Sharon Moyer stated that wine donations are still being collected for the Soirée. PFC now has 30 out of 100 bottles of wine. Sharon asked if anyone has connections to anyone who may be willing to assist, to let her know.</p> | Motion Carried | None |
| | | None | None |
| | | None | None |
| VI. Consent Items/Items for Information (See Agenda) | | None | None |
| VII. Adjournment – Chris Rey, Chair | As there was no further business, the meeting was adjourned at 9:15am. | 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



The support you need to help children succeed.

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

MEMORANDUM

DATE: January 16, 2018

TO: Finance Committee

Board of Directors

FROM: Marie Clark, Chief Operating Officer *Hme*

SUBJECT: 2017-2018 Fiscal System of Support Recommendation – Autism Society of Cumberland County

In May 2017, the Board approved the recommendation that the Autism Society of Cumberland County (ASCC) remain on the Fiscal Monitoring System of Support (SOS) for FY 17/18. The recommendation was made to provide continued technical assistance based on the FY 16/17 monthly desktop monitoring.

In August 2017, a meeting was held with PFC staff, ASCC's Director of Programs, Board President and Treasurer. The purpose of this meeting was to discuss the fiscal monitoring process, the required financial information needed for each monthly FSR and the results of the FY 16/17 fiscal monitoring. At the meeting, it was agreed that there would be monthly meetings after the FSRs and supporting financial documents were submitted to discuss the results of the fiscal desktop monitoring. As a result of the initial meeting and subsequent monthly meetings, ASCC has submitted the financial documents to support the FSRs for July – December 2017 and requires less on-going technical assistance.

Based on the results of the fiscal desktop monitoring for the past six months, it is recommended that ASCC be placed on a modified SOS requiring quarterly fiscal desktop monitoring for the remainder of FY 17/18 and provide the financial documents to support the FSRs for March and June 2018.

System of Support Overview

In September 2007, the Board approved the System of Support which is an intensive programmatic technical assistance program. The SOS program is designed to prevent program non-compliance issues. Direct Service Providers with one or more of the following risk factors are placed on the SOS:

- a. reduction in program staff, excessive turnover of supervisory staff, or turnover in key staff positions
- b. funded less than 2 years
- c. **issues noted in the previous year's Formal Site Visit report**
- d. undertaking of a new direction per PFC guidance
- e. additional criteria identified by staff based on current realities

Fiscal Monitoring: All programs on the SOS will be required to furnish back-up documentation for selected budget lines and/or expenditures along with each monthly Financial Status Report (FSR) to be desktop monitored. Each program will also receive one Informal Site Visit in the second quarter and one Formal Site Visit in the fourth quarter.

Facility and Tenant Committee Recommendations
Meeting of February 19, 2018

RECOMMENDATIONS

A. Lease Renewal Approvals

The Facility & Tenant Committee recommends approval for tenancy at the center for Pinnacle Family Services, Inner Pathways, Albela and Gateway Communications.

B. Emergency Plan

The Facility & Tenant Committee is in the process of completing a Comprehensive Emergency Plan. A doodle poll will be sent out to set up more meeting times to complete this project.

INFORMATION

C. SOAR 90 x 30 Plan

Collaborative project with 25+ agencies, public and private partnerships. SOAR stands for Strengths in Overcoming Adversity thru Resiliency. The goal is to reduce child maltreatment by 2030. First community wide plan in the state.

D. Smart Start Allocation

The Family Resource Center was submitted as an activity for \$133,502.00 Smart Start funds for the 2018-2021 Allocation.

E. Longleaf Fund

There is a grant opportunity through the Foundation of the Carolinas, which requires a 50% match of cash or cash in kind. This grant is due March 8. Projects under consideration are:

1. Landscaping
2. Remodeling the 100 Lobby
3. Outside and inside signage

CCR&R Advisory Committee Information

Meeting of February 15, 2018

Action:

No Action Items

Information:

- 1) Wanda Wesley, Committee Chair, called meeting to order.
- 2) Mary Sonnenberg, President, shared highlights from the President's Report that included:
 - CHIP funding – Congress reauthorized for six more years as part of the continuation resolution for the federal budget. Continuing resolution budget signed Monday (after shutdown Friday, January 19) – extends budget until February 8.
 - Pathways for Prosperity Early Childhood Education meetings: February 13 & 27; 6:00-7:30 pm at the new Transit Center. Overall plan for Pathways for Prosperity is to be developed by March 2018; followed by convening of Neighbor-hood Revitalization groups.
 - Smart Start Conference – April 30-May 3, 2018 - Conference registration has opened. If Board members are interested in attending, contact Belinda Gainey.
 - Dolly Parton Imagination Library Statewide Expansion - Expansion is going strong across the state. As of mid-January, 37,826 expansion children have registered with DPIL. That takes the statewide total to over 90,613 children. That is a stateside increase of 2,442 registered children in the first week of January alone. We are not currently doing expansion in Cumberland County. We are continuing to work with United Way, the DPIL affiliate in our county.
 - Federal Shutdown – ended Monday, January 22, 2018. Lasted approximately three days
- 3) Linda Blanton, P&E Vice President, provided an update on SOAR and Community Child Abuse Prevention Plan.
- 4) Carole Mangum, Grants Manager, provided financial summaries for October through December 2017.
- 5) Candy Scott, CCR&R Vice President, shared her report and updates that consisted of the following:
 - The second quarter Smart Start activity deliverables from FY2017-2018.
 - CarMax Grant – Collaborative Transition to Kindergarten Update – received \$10,000. With the potential to receive a total of \$30,000 over the course of 3-years.
 - Every Student Succeeds Act (ESSA) Regional Meeting – was held on January 23, 2018. Representatives from 14 counties came together to talk about using District ESSA Plans to support early learning. Cumberland County's team: Cumberland County Schools, Head

Start, The Capitol Encore Academy, The Romine Group and Partnership for Children of Cumberland County. The three goals for the meeting: 1) Leave with several clear strategies to consider including in the District ESSA Plan, 2) Have a shared vision for collective impact, and 3) Better understand the local data.

- 6) Michelle Hearon, Early Care Administrator, and Maria Jimenez, Family Support Coordinator, presented the FY 18-21 Smart Start allocation presentations for the CCR&R & Subsidy activities.
- 7) The following units gave programmatic updates:
 - Family Support – Outreach activities, Consumer Education Referrals update, Eva L. Hansen Library, Carseat Program, and SY 18-19 NC Pre-K enrollment applications while connecting families to other resources within the community
 - High Quality Maintenance – Piloting the Program Administration Scale with two facilities and providing technical support to non-NC Pre-K programs
 - NC Pre-K – Continuing technical support, TS Gold training scheduled for February 19th at Fayetteville State University, FY18/19 NC Pre-K child application and accepting site applications
 - Professional Development Career Center – Shared information on upcoming training events, IACET renewal application submitted but returned for more information, Child Abuse/Neglect Prevention Conference scheduled for April 21st, and college registration for Spring II is by appointment only
 - Quality Enhancement Grant – Piloting the Business Administration Scale with two facilities (Childrenz Place and The Sunshine House #149), First Baptist Child care center closed in December 2017, and Meeting of the Minds will be held quarterly with Licensing Consultants
 - Region 5 – Shared CORE and regional services deliverables updates, changes with DCDEE and results from the regional monitoring visit in January