



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

OF CUMBERLAND COUNTY

Executive Committee (Acting as Board)

Thursday, May 31, 2018

9:00 am – 9:30 am

CONFERENCE CALL

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

II. Contingency Reversion Plan*

III. Adjournment – Chris Rey, Chair

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

° Electronic Copy (Hard copies are available upon request)

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



a partner
in the

Smart Start
network

Be the Driving Force.



Partnership for Children of Cumberland County, Inc.
Contingency Reversion Plan
FY 17/18

PFC	Child Care Resource & Referral (CCR&R)	Allocated portion of network upgrade costs.	\$4,480	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 4,480.00
PFC	Quality Enhancement Grant (QEG)	Allocated portion of network upgrade costs.	\$2,240	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 2,240.00
PFC	Professional Development Career	Allocated portion of network upgrade costs.	\$1,960	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 1,960.00
PFC	High Quality Maintenance (HQM)	Allocated portion of network upgrade costs.	\$1,960	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 1,960.00
PFC	Evaluation, Planning & Accountability	Allocated portion of network upgrade costs.	\$6,160	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 6,160.00
PFC	Child Care Resource & Referral (CCR&R)	To cover the costs of Smart Start allowable expenditures with a projected need through yearend.	\$870	Submitted to Board for approval	11/30/17	Approved by Board on 11/30/17	\$ 870.00
KH	Kindermusik/Music Therapy	Cover mileage expenses for 4th quarter (typically reported as in-kind) and purchase kits for students at Spainhour in accordance with CAD.	\$1,243	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 1,243.00
PFC	Evaluation, Planning & Accountability	Cost-allocated portions of the Resource Center Repairs and Maintenance and Lobby Guard Kiosk system	\$6,760	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 6,760.00
PFC	PFC Resource Center	Repairs and Maintenance and Lobby Guard Kiosk system, training materials for Protective Factors	\$13,819	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 13,819.00
PFC	Community Engagement	Website maintenance and updates	\$10,000	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 10,000.00
PFC	PFC Resource Center	Closed Session Personnel Action	\$1,500	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 1,500.00
PFC	Community Engagement	Closed Session Personnel Action	\$500	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 500.00
PFC	Evaluation, Planning & Accountability	Closed Session Personnel Action	\$2,100	Submitted to Board for approval	05/24/18	Approved by Board on 5/24/18	\$ 2,100.00
PFC	Community Engagement	Additional Outreach and Digital Marketing	\$4,300	Submitted to Exec Cmte acting as Board for approval	05/31/18		\$ 4,300.00
PFC	Evaluation, Planning & Accountability	Anticipated needs through year-end	\$4,491	Submitted to Exec Cmte acting as Board for approval	05/31/18		\$ 4,491.00
PFC	PFC Resource Center	Anticipated needs through year-end	\$2,946	Submitted to Exec Cmte acting as Board for approval	05/31/18		\$ 2,946.00
PFC	Child Care Resource & Referral (CCR&R)	Anticipated needs through year-end	\$ 17,496.00	Submitted to Exec Cmte acting as Board for approval	05/31/18		\$ 17,496.00
			\$ 114,905.00			Total Allocated	\$ 114,905.00
					Balance Left to Allocate		\$ -

**Partnership for Children of Cumberland County, Inc.
In-House Activity Budget Revision/Amendment Request**

Unit: Partnership for Children of Cumberland County, Inc.		Activity Name: Community Engagement and Resource Development			
		Requested Effective Date: 6/15/2018			
Line #	Description	Budget Effective 06/15/18	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 151,405.00	\$ -	\$ 151,405.00	
12	Contracted Professional Services	\$ 28,000.00	\$ (4,000.00)	\$ 24,000.00	Anticipated need through year-end
14	Office Supplies & Materials	\$ 4,000.00	\$ -	\$ 4,000.00	
15	Service Related Supplies	\$ 10.00	\$ -	\$ 10.00	
17	Travel	\$ 738.00	\$ -	\$ 738.00	
18	Communications & Postage	\$ 1,165.00	\$ -	\$ 1,165.00	
19	Utilities	\$ -	\$ -	\$ -	
20	Printing and Binding	\$ 500.00	\$ -	\$ 500.00	
21	Repair and Maintenance	\$ -	\$ -	\$ -	
22	Meeting/Conference Expense	\$ 37.00	\$ -	\$ 37.00	
23	Employee Training (no travel)	\$ 1,500.00	\$ -	\$ 1,500.00	
24	Advertising and Outreach	\$ 6,400.00	\$ 8,300.00	\$ 14,700.00	Increase to cover additional outreach
25	Board Member Expense	\$ -	\$ -	\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -	\$ -	\$ -	
28	Furniture Rental	\$ -	\$ -	\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,628.00	\$ -	\$ 1,628.00	
30	Vehicle Rental	\$ -	\$ -	\$ -	
31	Dues, Subscriptions and Fees	\$ 4,800.00	\$ -	\$ 4,800.00	
32	Insurance & Bonding	\$ -	\$ -	\$ -	
33	Book/Library Reference Materials	\$ -	\$ -	\$ -	
34	Mortgage Interest/Bank Fees	\$ -	\$ -	\$ -	
35	Other Expenses	\$ -	\$ -	\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -	\$ -	\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ -	\$ -	\$ -	
41	Furniture/Eqpt. under \$500 per item	\$ 400.00	\$ -	\$ 400.00	
43	Purchases of Services	\$ -	\$ -	\$ -	
45	Stipends/Scholarships	\$ -	\$ -	\$ -	
46	Cash Grants and Awards	\$ -	\$ -	\$ -	
47	Non-Cash Grants and Awards	\$ -	\$ -	\$ -	
	Total	\$ 200,583.00	\$ 4,300.00	\$ 204,883.00	

**Partnership for Children of Cumberland County, Inc.
In-House Activity Budget Revision/Amendment Request**

Unit: Partnership for Children of Cumberland County, Inc. Evaluation, Planning & Accountability		Activity Name: Evaluation, Planning & Accountability Requested Effective Date: 6/15/2018			
Line #	Description	Budget Effective 06/15/18	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 169,365.00	\$ 850.00	\$ 170,215.00	Anticipated need through year-end.
12	Contracted Professional Services	\$ 75,526.00		\$ 75,526.00	
14	Office Supplies & Materials	\$ 40,651.00		\$ 40,651.00	
15	Service Related Supplies	\$ -		\$ -	
17	Travel	\$ 1,000.00		\$ 1,000.00	
18	Communications & Postage	\$ 10,500.00		\$ 10,500.00	
19	Utilities	\$ 6,000.00		\$ 6,000.00	
20	Printing and Binding	\$ 750.00		\$ 750.00	
21	Repair and Maintenance	\$ 16,760.00		\$ 16,760.00	
22	Meeting/Conference Expense	\$ -	\$ 546.00	\$ 546.00	Anticipated need through year-end.
23	Employee Training (no travel)	\$ 750.00	\$ 3,095.00	\$ 3,845.00	Anticipated need through year-end.
24	Advertising and Outreach	\$ 1,000.00		\$ 1,000.00	
25	Board Member Expense			\$ -	
27	Office Rent (Land, Buildings, Etc.)			\$ -	
28	Furniture Rental			\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 8,000.00		\$ 8,000.00	
30	Vehicle Rental			\$ -	
31	Dues, Subscriptions and Fees	\$ 3,229.00		\$ 3,229.00	
32	Insurance & Bonding	\$ 3,000.00		\$ 3,000.00	
33	Book/Library Reference Materials			\$ -	
34	Mortgage Interest/Bank Fees			\$ -	
35	Other Expenses			\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item			\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ 5,500.00		\$ 5,500.00	
41	Furniture/Eqpt. under \$500 per item	\$ 2,660.00		\$ 2,660.00	
43	Purchases of Services			\$ -	
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 344,691.00	\$ 4,491.00	\$ 349,182.00	

**Partnership for Children of Cumberland County, Inc.
In-House Activity Budget Revision/Amendment Request**

Unit: Partnership for Children of Cumberland County, Inc. Family Resource Center		Activity Name: Family Resource Center Requested Effective Date: 6/15/2018			
Line #	Description	Budget Effective 06/15/18	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 201,280.00		\$ 201,280.00	
12	Contracted Professional Services	\$ 29,699.00		\$ 29,699.00	
14	Office Supplies & Materials	\$ 4,050.00		\$ 4,050.00	
15	Service Related Supplies	\$ 8,021.00		\$ 8,021.00	
17	Travel	\$ 2,842.00		\$ 2,842.00	
18	Communications & Postage	\$ 997.00		\$ 997.00	
19	Utilities	\$ 9,830.00		\$ 9,830.00	
20	Printing and Binding	\$ 180.00		\$ 180.00	
21	Repair and Maintenance	\$ 30,054.00	\$ 2,946.00	\$ 33,000.00	Anticipated need through year-end.
22	Meeting/Conference Expense	\$ 4,375.00		\$ 4,375.00	
23	Employee Training (no travel)	\$ 10,560.00		\$ 10,560.00	
24	Advertising and Outreach	\$ 416.00		\$ 416.00	
25	Board Member Expense			\$ -	
27	Office Rent (Land, Buildings, Etc.)			\$ -	
28	Furniture Rental			\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 748.00		\$ 748.00	
30	Vehicle Rental			\$ -	
31	Dues, Subscriptions and Fees	\$ 775.00		\$ 775.00	
32	Insurance & Bonding	\$ 2,353.00		\$ 2,353.00	
33	Book/Library Reference Materials			\$ -	
34	Mortgage Interest/Bank Fees			\$ -	
35	Other Expenses			\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item			\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ 3,770.00		\$ 3,770.00	
41	Furniture/Eqpt. under \$500 per item	\$ 9,186.00		\$ 9,186.00	
43	Purchases of Services			\$ -	
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards	\$ 2,410.00		\$ 2,410.00	
	Total	\$ 321,546.00	\$ 2,946.00	\$ 324,492.00	

Partnership's President Signature _____

Date _____

Fiscal Year 2016/2017

Partnership for Children of Cumberland County, Inc.
In-House Activity
Budget Revision/Amendment Request

Partnership For Children of Cumberland County, Inc.		Activity Name: Child Care Resource & Referral (CCR&R)			
		Requested Effective Date: 6/15/2018			
Line #	Description	Budget Effective 06/15/18	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 458,296.00	\$ -	\$ 458,296.00	
12	Contracted Professional Services	\$ 159,653.00	\$ -	\$ 159,653.00	
14	Office Supplies & Materials	\$ 15,903.00	\$ -	\$ 15,903.00	
15	Service Related Supplies	\$ 5,750.00	\$ -	\$ 5,750.00	
17	Travel	\$ 6,300.00	\$ -	\$ 6,300.00	
18	Communications & Postage	\$ 10,400.00	\$ -	\$ 10,400.00	
19	Utilities	\$ 14,300.00	\$ -	\$ 14,300.00	
20	Printing and Binding	\$ 925.00	\$ -	\$ 925.00	
21	Repair and Maintenance	\$ 39,500.00	\$ 17,496.00	\$ 56,996.00	Increased to reflect allocations for various building-related projects thru year-end.
22	Meeting/Conference Expense	\$ 1,000.00	\$ -	\$ 1,000.00	
23	Employee Training (no travel)	\$ 7,000.00	\$ -	\$ 7,000.00	
24	Advertising and Outreach	\$ 2,000.00	\$ -	\$ 2,000.00	
25	Board Member Expense	\$ -	\$ -	\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -	\$ -	\$ -	
28	Furniture Rental	\$ -	\$ -	\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 6,000.00	\$ -	\$ 6,000.00	
30	Vehicle Rental	\$ -	\$ -	\$ -	
31	Dues, Subscriptions and Fees	\$ -	\$ -	\$ -	
32	Insurance & Bonding	\$ 2,200.00	\$ -	\$ 2,200.00	
33	Book/Library Reference Materials	\$ -	\$ -	\$ -	
34	Mortgage Interest/Bank Fees	\$ -	\$ -	\$ -	
35	Other Expenses	\$ -	\$ -	\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -	\$ -	\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ 8,670.00	\$ -	\$ 8,670.00	
41	Furniture/Eqpt. under \$500 per item	\$ 5,230.00	\$ -	\$ 5,230.00	
43	Purchases of Services	\$ -	\$ -	\$ -	
45	Stipends/Scholarships	\$ -	\$ -	\$ -	
46	Cash Grants and Awards	\$ -	\$ -	\$ -	
47	Non-Cash Grants and Awards	\$ 15,600.00	\$ -	\$ 15,600.00	
	Total	\$ 758,727.00	\$ 17,496.00	\$ 776,223.00	