

## Virtual Board of Directors

### Revised Meeting Agenda

*Quorum is 14 = 50% + 1 Attendee (Total Board Members = 26)*

Thursday, September 24, 2020

NC Pre-K – 12:00 pm – 12:30 pm

PFC Board – 12:30 pm – 2:00 pm

### Zoom Meeting

***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. **Networking [12:00]**
- II. **Determination of North Carolina Pre-Kindergarten Planning Committee (NC Pre-K) Quorum & Call to Order [12:10]**
- III. **Adjourn NC Pre-K [12:30]**
- IV. **Determination of Board Quorum & Call to Order – Ayesha Neal [12:30]**
  - A. Volunteer Forms <sup>Δ</sup>
    1. Board Donations – 36%
    2. PFC 10-10 Club
- V. **Approval of Minutes – Ayesha Neal [12:40]**
  - A. July 30, 2020 – Open Session\*
- VI. **Consent Agenda – Providing Oversight\* (See Section XII.) – Ayesha Neal [12:45]**
- VII. **President’s Report<sup>Δ</sup> [12:50]**
  - A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates
  - B. Grant Opportunities / Updates
  - C. COVID-19 Updates
  - D. PFC Audit / NCPC Monitoring
  - E. RFPs
  - F. Events
- VIII. **Establishing a Strategic Direction for the Future [1:00]**
  - A. Board Development <sup>Δ</sup> – Mary Sonnenberg / Dr. Meredith Gronski
    1. Board Members 1<sup>st</sup> Term Ending June 30, 2021 <sup>Δ</sup>
      - a. Ayesha Neal – CCR&R or Another Child-Serving Agency Rep - **NC Pre-K Mandated**
      - b. Jami McLaughlin – Parent of a Child 5 or Younger – **NC Pre-K Mandated**
      - c. Dr. Phyllis Dunham – Community at Large
    2. Board Members 2<sup>nd</sup> Term Ending June 30, 2021 <sup>Δ</sup>
      - a. Amy Cannon – County Manager’s Office
      - b. Lisa Childers – Local Cooperative Extension Agency
      - c. Angela Crosby – Child Care Provider – Licensed Center – **NC Pre-K Mandated**
      - d. Perry Melton – Child Care Provider – Licensed Center – **NC Pre-K Mandated**
      - e. Jim Grafstrom – Business Leader

- f. Angie Malave – Business Leader
- 3. New Board/Committee Orientation <sup>Δ</sup> – Mary Sonnenberg / Dr. Meredith Gronski
- B. Board Priorities <sup>Δ</sup>
  - 1. NC Pre-K (Capacity Building)
  - 2. Community Engagement (Sustainability)
  - 3. Infrastructure (Community Collaboration Leader)

**IX. Ensuring Adequate Resources & Engagement [1:30]**

- A. Financial Summary: August 2020<sup>Δ</sup> – Steve Terry / Marie Lilly
  - 1. Smart Start
  - 2. NC Pre-Kindergarten
  - 3. South West Child Development Commission (SWCDC) – Region 5
  - 4. All Funding Sources
  - 5. Cash and In-Kind Report<sup>Δ</sup> – Anna Hall
- B. Final FY 19/20 Cash and In-Kind Report<sup>Δ</sup> – Anna Hall
- C. August E-Trade Statement <sup>Δ</sup> – Marie Lilly
- D. CAD Changes\* – Pamela Federline
- E. Budget Amendments\* – Marie Lilly
  - 1. CCR&R Core Services
  - 2. Family Resource Center
- F. Timeline for Infrastructure Project\* – Mary Sonnenberg
- G. Projected Reversions/Carry Forward<sup>Δ</sup> – Mary Sonnenberg
- H. 2% RFA for NC Pre-K Admin\* – Mary Sonnenberg

**X. Consent Agenda Items\***

- A. *Human Resource Committee – (September 15, 2020) – Karen McDonald*
  - 1. *Policies*
    - a. *HR 413 – Shared Leave Program, Revised – Effective July 1, 2020*
  - 2. *Personnel Changes, Effective September 26, 2020*
    - a. *Organizational Chart, Revised*
    - b. *Visual Communication Designer, Job Description Revised*
    - c. *Programs (formerly CCR&R) Job Descriptions and Title Changes*
      - i. *Division Administrator*
      - ii. *Program Manager*
      - iii. *Lead Coach*
      - iv. *Coach*
      - v. *Executive Specialist (Programs)*
- B. *Facility and Tenant Committee – (September 21, 2020) – Ebone Williams*
  - 1. *Scope of Services – Phase I of Infrastructure Repair Project*
  - 2. *Extended Hours for Building Access, Beginning October 2020 (During Phase 2.5 of NC COVID-19 restrictions) - Excluding PFC holidays*
    - a. *Two evenings during the week*
    - b. *One Saturday each month*
- C. **Committee Information (Non-Action) <sup>Δ</sup>**
  - 1. *CCR&R Committee – (September 17, 2020) – Wanda Wesley*
    - a. *Information Sheet Attached*

**XI. Adjourn [2:00]**

\* Needs Action <sup>Δ</sup> Information Only ! Possible Conflict of Interest (Recusals)

<sup>°</sup> Electronic Copy (Hard copies available upon request)



**Partnership for Children of Cumberland County, Inc.**  
**Virtual Board of Directors Meeting Minutes**  
**July 30, 2020 (12:05 pm – 12:10 pm and 12:17 pm – 2:14 pm)**  
***Be the Driving Force***



**MEMBERS PRESENT:** Dr. Pamela Adams-Watkins, Lonnie Ballard, Lisa Childers, Angela Crosby, Patricia Crouch (D), Robin Deaver, Terrasine Gardner, Jim Grafstrom, Dr. Meredith Gronski, Alana Hix (D), Brian Jones, Cotina Jones, Karen McDonald, Jami McLaughlin, Tre’vone McNeill, Perry Melton, Ayesha Neal, Tawnya Rayman, Chas Sampson, Steve Terry, Wanda Wesley and Ebone Williams

**MEMBERS ABSENT:** Amy Cannon, Dr. Phyllis Dunham, Sandee Gronowski, Michael Hardin, Brenda Reid Jackson and Angie Malave

**NON-VOTING ATTENDEES:** Dr. Marvin Connelly, Jr., Dorothy Adams, Rebecca Beck, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Marie Lilly, Carole Mangum, Sharon Moyer, Anthony Ramos, Candy Scott, Elizabeth Simpler, Mary Sonnenberg and Mike Yeager

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<b><i>This meeting was held via ZOOM due to COVID-19 and the PFC building being closed to the public.</i></b>			
I. Networking		None	None
II. Introductions		None	None
A. Fiscal Year (FY) 2020/2021 Board Officers	A. At 12:05 pm, Ayesha Neal, PFC Board Chair, introduced herself and other board officers, Board Vice-Chair – Dr. Meredith Gronski, Board Secretary – Terrasine Gardner and Board Treasurer – Stephen Terry, to the board.	None	None
1. Ayesha Neal – Chair			
2. Dr. Meredith Gronski – Vice-Chair	B. Mary Sonnenberg, PFC President, introduced herself and welcomed all the new board members.	None	None
3. Terrasine Gardner – Secretary			
4. Stephen (Steve) Terry – Treasurer	C. Ayesha welcomed each new board member to the board.	None	None
B. Partnership for Children (PFC) President – Mary Sonnenberg			
C. New Board Members			
1. Brian Jones			
2. Steve Terry			
3. Ebone Williams			
III. Conflict of Interest / Quorum <sup>Δ</sup>	An overview of the Conflict of Interest Policy was provided. All board members were asked to recuse from all items that could pertain to a conflict with services received from PFC.  Quorum is needed at all meetings before any action can be taken.	None	None
IV. Determination of NC Pre-K Quorum & Call to Order		None	None
V. Adjourn NC Pre-K		None	None



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<p>VI. Determination of Board Quorum &amp; Call to Order</p> <p>A. Volunteer Forms <sup>Δ</sup></p> <p>1. Cash and In-Kind</p> <p>B. Board Donations</p> <p>1. PFC 10-10 Club</p>	<p>The meeting of the Board of Directors was held via ZOOM on July 30, 2020 beginning at 12:17 pm pursuant to prior written notice to each Board member. Ayesha Neal, Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.</p> <p>A. Ayesha Neal and Anna Hall asked board members to complete the volunteer form that was previously emailed to them. The form is to include time spent reading emails, reviewing packets and all other meetings they may have attended in regards to the Partnership for the Children which did not require them to sign-in. The form can be returned via email. If you have any questions regarding completed the volunteer forms, reach out to Belinda Gainey or Anna Hall.</p> <p>A.1. Deferred</p> <p>B.-B.1. Sharon Moyer stated that all board members are required to make a board donation. Donations can be made directly on the PFC website and there is a PFC 10-10 Club anyone can join. By joining the club you are committing to volunteer and donate. Ayesha asked everyone to go ahead and submit their donation. Ayesha and Sharon stated that Envision Tattoo selected PFC for a charity drive. Envision Tattoo chose this organization because PFC is the most reputable non-profit in town that serves children. They had a donation jar set-up and collected \$485 on behalf of PFC.</p>	<p>Called to Order</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>VII. Approval of Minutes*</p> <p>A. May 21, 2020 – Open Session*</p>	<p>A. The minutes of the May 21, 2020 Board of Directors meeting were previously distributed electronically and reviewed by the board members. Dr. Meredith Gronski moved to accept the May 21, 2020 Board Meeting minutes as presented. Ebone Williams seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any opposals. If any opposals the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
<p>VIII. Consent Agenda – Providing Oversight* (See Section XII.)</p>	<p>Ayesha Neal requested a motion to accept the Consent Agenda Section XII. Alana Hix moved to accept the Consent Agenda Section XII. as presented. Terrasine Gardner seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any opposals. If any opposals the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
<p>IX. President’s Report<sup>Δ</sup></p>	<p>The President’s Report was included in the packet.</p>		



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<p>X. Establishing a Strategic Direction for the Future</p> <p>A. Infrastructure Project Timeline*</p> <p>B. Board Development <sup>Δ</sup></p> <p>1. New Board Orientation</p> <p>C. Board Priorities <sup>Δ</sup></p> <p>1. NC Pre-K (Capacity Building)</p> <p>2. Community Engagement (Sustainability)</p> <p>3. Infrastructure (Community Collaboration Leader)</p>	<p>A. Mary Sonnenberg reported on the Infrastructure Project Timeline. Having received the Probable Cost of the project of \$1.2M, Facilities and Executive Committee have recommended moving forward with the next steps for the project. Grant funding is available to cover the cost of the Design Documents. Action is requested to approve the following timeline so that we may proceed with the next steps:</p> <table border="1" data-bbox="709 535 1680 836"> <tr> <td>Engage Steve Fleming to complete the Design Documents (plans and specifications), including options for phasing of project</td> <td>3 months from engagement</td> </tr> <tr> <td>Prepare RFP for Bank Line of Credit</td> <td>November 2020</td> </tr> <tr> <td>Post RFP for Line of Credit</td> <td>December 2020</td> </tr> <tr> <td>Research grant options for capital projects</td> <td>Initial Report November 2020</td> </tr> <tr> <td>Apply for grants for Infrastructure Project</td> <td>On-going</td> </tr> <tr> <td>Board Approval for Infrastructure Project to move to RFP for construction &amp; Line of Credit</td> <td>March 2021</td> </tr> </table> <p>Lisa Childers moved to accept the Infrastructure Project Timeline as presented. Karen McDonald seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>B. Dr. Meredith Gronski and Mary reported that a virtual Board Orientation will be taking place for new and existing board members. NCPC will offer resources and support for the orientation.</p> <p>C. Mary reported on the board priorities. The original priorities were NC Pre-K, Community Engagement and Infrastructure. This spring, after contracting with a consultant and working on the Strategic Plan, the priority groups were revised. As part of the Strategic Planning and discussions on the upcoming Allocation process, the new priority groups are Capacity Building, Sustainability and Collaboration Leader. An overview of the FY 20-21: All Factors to Consider with the Eye on Next 3-5 years and Allocation FY's 22-24 was provided. Sharon provided an overview of the Impact Report. Mary provided an overview of each group and their Action Plans. A video clip on Family Services, created by Community Engagement, was viewed during the meeting. Community Engagement is also looking at doing PSAs.</p>	Engage Steve Fleming to complete the Design Documents (plans and specifications), including options for phasing of project	3 months from engagement	Prepare RFP for Bank Line of Credit	November 2020	Post RFP for Line of Credit	December 2020	Research grant options for capital projects	Initial Report November 2020	Apply for grants for Infrastructure Project	On-going	Board Approval for Infrastructure Project to move to RFP for construction & Line of Credit	March 2021	<p>Motion Carried</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>
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Board Approval for Infrastructure Project to move to RFP for construction & Line of Credit	March 2021														
<p>XI. Ensuring Adequate Resources &amp; Engagement</p> <p>A. Financial Summary: June 2020<sup>Δ</sup></p>	<p>A. Marie Lilly provided a brief overview of the June 2020 Financial Summary.</p> <p>A.6. Anna Hall provided an overview of the Cash and In-Kind Report.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>												



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<ul style="list-style-type: none"> <li>1. Smart Start</li> <li>2. NC Pre-Kindergarten</li> <li>3. South West Child Development Commission (SWCDC) – Region 5</li> <li>4. All Funding Sources</li> <li>5. Unrestricted State Revenues</li> <li>6. Cash and In-Kind Report</li> <li>B. June E-Trade Statement <sup>Δ</sup></li> <li>C. ACH Implementation*</li> <li>D. Electronic Signature System – DocuSign*</li> <li>E. House Donation*</li> <li>F. Bonanza Child Care Closure *</li> <li>G. COVID Cleaning Assessment for Tenants*</li> <li>H. KidStuff Funds, Effective July 1, 2020*</li> <li>I. NCPC / PFC Monitoring Update<sup>Δ</sup></li> <li>J. PFC FY 19/20 Audit<sup>Δ</sup></li> <li>K. PFC Endowment<sup>Δ</sup></li> <li>L. Poster Contest<sup>Δ</sup></li> <li>M. Family Connects<sup>Δ</sup></li> </ul>	<ul style="list-style-type: none"> <li>B. Marie provided an overview of the June E-Trade Statement. The statement was viewed electronically during the meeting.</li> <li>C. Mary spoke with the board about the use of ACH Implementation for payments of vendors. Marie has successfully integrated ACH capability into the NCPC accounting system. Action is requested to use ACH payment to any appropriate vendors, in addition to DSPs, NC Pre-K providers and subsidy providers. Marie stated that Policies and Procedures will be created regarding ACH. Tawyna Rayman moved to accept the ACH Implementation as presented. Dr. Meredith Gronski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</li> <li>D. Mary discussed the use of a legally binding Electronic Signature System for Partnership Processes – NCPC has provided DocuSign for use by all partnerships in the network. Our state contractors are using Electronic Signature systems for execution of contracts. Action is requested to use a legally binding Electronic Signature system (such as DocuSign) for any Partnership process that requires signatures for execution of services. Dr. Meredith Gronski moved to accept the Electronic Signature System - DocuSign as presented. Karen McDonald seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</li> <li>E. Mary reported that someone in the community had wished to donate a house to PFC. The opportunity to receive a donation of a house for specific purposes was brought to the board in the spring. It was discussed that the uses did not fall under our scope of work, but that we would investigate other community organizations in order to facilitate the donation to an appropriate resource. During this time of COVID-19 and uncertainty, that investigation has not resulted in a viable recommendation. Action is requested to communicate with the donor this and to end our involvement. Jim Grafstrom moved to accept PFC declining the house donation as presented. Dr. Meredith Gronski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any oppositions. If any oppositions the board members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</li> <li>F. Mary reported that Bonanza Child Care has permanently closed. The closure was confirmed by our DCDEE Licensing Consultant. The program was the recipient of a High Quality Maintenance grant. Under the guidelines of that grant if a program closes</li> </ul>	<p align="center">None</p> <p align="center">Motion Carried</p> <p align="center">Motion Carried</p> <p align="center">Motion Carried</p>	<p align="center">None</p> <p align="center">None</p> <p align="center">None</p> <p align="center">None</p>
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	<p>internal and external Program monitoring is being done. Susan Clark, NCPC, will be onsite the week of September 21 for NCPC monitoring.</p> <p>J. Marie reported that the virtual audit is scheduled for August 31, 2020.</p> <p>K. Mary reported on the PFC Endowment. Each year PFC is allowed to receive monies from the endowment but each year has decided to let the money remain in the account.</p> <p>L. Sharon stated that PFC has partnered with the Census on a Poster Contest. Bubbas restaurant is sponsoring a Poster Contest regarding the Census. Children who enter the contest will receive a free kids meal.</p> <p>M. Elizabeth Simpler provided an overview of a PowerPoint regarding Family Connects.</p>	None	None
XII. Consent Agenda Items (See Agenda)	The Consent Agenda items were approved in Section VIII. Consent Agenda – Providing Oversight.	None	None
XIII. Adjourn	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 2:14 pm.	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

**Board of Directors Meeting  
(Virtual Meeting)  
Thursday, September 24, 2020  
President's Report**

**A. North Carolina Partnership for Children (NCPC) Updates / DCDEE Updates / Legislative Updates**

1. **NCPC** – Continuing to meet twice weekly with network executive directors.
  - 100% allocation plus carry-forward funds: budget amendments anticipated in October/November. Beginning planning for recommendations for carry-forward funds.
  - \$5M in additional CARES funding (part of a total of \$20M for early childhood). NCPC is in contract with DCDEE and activities to start October 1. Focus on Resources for Resilience training and support for Wonderschool business software for Family Child Care Homes. Included in the proposals is access to technology for families to access services and Family Child Care Homes to utilize online resources.
2. **DCDEE** – Continue to monitor updated guidance for child care programs and NC Pre-K operation.
  - Subsidy programs operating under normal processes in September. Payment will be based on actual attendance and Parent Fees will no longer be waived. Programs must meet enhanced health and safety standards.
  - PPE and cleaning supplies have been provided to child care providers, with vendors delivering directly to them.
  - DCDEE is working to address concerns related to COVID-19 including payment when a facility is closed due to quarantine, when a subsidized child is not able to attend a facility due to being quarantined, and school-age children attending facilities full-time now that has started for the year.
  - ChildCareStrongNC Public Health Toolkit updated (see attached).
3. **NC Legislature** – The General Assembly went back into session September 2 and allocated COVID-19 relief through federal CARES money. Allocations included \$35M in flexible operational grants for licensed child care providers, \$8M to support low income families seeking remote learning opportunities in licensed and community based programs, \$19M to certain community based organizations to provide access to remote learning, flexibility on certain child care licensing requirements for community based programs during a state of emergency (temporary), a New Extra Credit Grant of \$335 to households with one or more financial pressures due to school closures.

**B. Grant Opportunities/Updates**

1. **Infrastructure Grant Opportunities:** Have requested proposal from Steve Fleming for third phase of work to complete design plans as well as potential phasing of the project.
2. **PDG RFP from NCPC for Family Connects Pilots anticipated in next 60 days.** The focus will be on single counties, rural and/or high need with the innovation of telehealth. Application will be done by Letter of Interest.

### C. COVID-19 Updates

1. **PFC implemented its HR 110 Communicable Disease Policy on Monday, March 16. Building closed to general public March 30 and this status continues.**
2. **Phase 2:** We are implementing procedures and protocols following federal and state health and safety guidelines for returning to work. The Governor has extended Phase 2 Safer at Home through October 2 with some modifications.
3. **PFC Guidelines:**
  - a. Staggered schedules continue, determined by supervisors by department to manage business and programmatic functions. Staggered schedules may include a combination of teleworking and on-site work.
  - b. Staff continuing to telework the majority of work time include TAs and Professional Development staff and staff who are in high-risk categories.
  - c. Masks provided to all staff to reinforce the 3 Ws.
  - d. PFC Staff, Tenants and their clients, and contractors (i.e. cleaning and security) must complete a screening questionnaire for COVID-19 prior to entry into the building.
  - e. Family First Paid Sick Leave and FMLA Expansion available for those staff who meet the criteria.
  - f. Virtual options for contact with families and providers continue. Limited face-to-face contact with families and providers done with supervisor guidance when dictated to complete deliverables. In those cases, procedures for 3 Ws and screening are followed.
  - g. Began limited utilization of conference room space for groups of no more than 10 people effective June 22 in order to meet deliverables. Screening procedures, the 3 Ws and cleaning procedures must be followed by all participants including the facilitator of the group.
  - h. Enhanced cleaning of the building throughout the day continues.
  - i. The building is restricted to PFC staff, tenants and tenant clients by appointment only. Access is Monday-Friday only, with client appointments during the hours of 8:30 am – 6:00 pm. The building remains closed on weekends and PFC recognized holidays through Phase 2.
  - j. Extended hours proposed for building access, beginning in October for two evenings a week and one Saturday each month.
  - k. Per Policy HR 110, President maintains regular contact with Board Chair for review and continuation of services. Regular communication going out to Board. Decisions are made based on state guidance and mandates.
    1. Email Updates and DHHS Guidance documents posted on website: [ccpfc.org](http://ccpfc.org).

### D. PFC Audit/NCPC Monitoring

1. Auditors did their virtual site work the week of August 31. Follow-up work continues by auditors.
2. NCPC Monitor on site the week of September 21. Staff provided documents requested ahead of time and have met with monitor upon request during site visit. Follow up will occur as she completes her review and report.

### E. RFPs

1. **The RFP for the Three-Year Smart Start Grant Cycle July 1, 2021 through June 30, 2024 posted.**
2. **The RFP for a new phone system (VoIP) posted.**

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

3. **RFP for Sustainability Planning Consultant** posted.
4. **RFP for Google Ad Grant Certified Professional** posted.

**F. Events**

1. **Flu Shots** – Will be available to staff and board members October 6, Noon-3:00 pm. Anthony will provide registration information
2. **Board and Committee Meetings:** Meetings conducted virtually at least through the end of Phase 2 due to space limits of conference rooms for social distancing. When we resume face-to-face meetings, a virtual option will continue to be available.
3. **All Staff Virtual meetings:** Effective July 8 conducted second and fourth Wednesdays, 2:30-3:30 pm through the duration of the COVID-19 emergency.
4. **The CCR&R department will host virtual Provider meetings in October focused on School-age programming.** Two sessions scheduled: October 5, 6:30-8:30 pm; October 10, 10:00 am – Noon.
5. **Bidder's Conference (Mandatory) for Three-Year Smart Start Cycle,** October 12, Virtual sessions at 10:00 am and 2:00 pm.
6. **Recruiting for RFP Allocation Review teams** for an estimated 15-20 hour commitment from January to March over three meetings and application review and scoring. Contact Pamela Federline ([pfederline@ccpfc.org](mailto:pfederline@ccpfc.org)).

*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.**



#StayStrongNC

# ChildCareStrongNC Public Health Toolkit

INTERIM GUIDANCE

PUBLISHED MARCH 23, 2020; UPDATED SEPTEMBER 9, 2020



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

# What's Inside

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# Interim Guidance for Child Care Settings

Have questions about this guidance? Reach out to [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).

Governor Cooper has implemented a [three-phased approach](#) to slowly lift restrictions while combating COVID-19, protecting North Carolinians and working together to recover the economy.

**This guidance is intended to help licensed/regulated child care facilities make informed decisions about COVID-19 and minimize the risk of exposure to both the staff and the children in their care.** Health and safety guidance for child care facilities during COVID-19 is outlined in this document.

## Transmission and Symptoms of COVID-19:

We are learning more about COVID-19 every day, but much about the virus is still to be discovered through more research. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions that child care programs can take to help lower the risk of COVID-19 exposure and spread in child care settings.

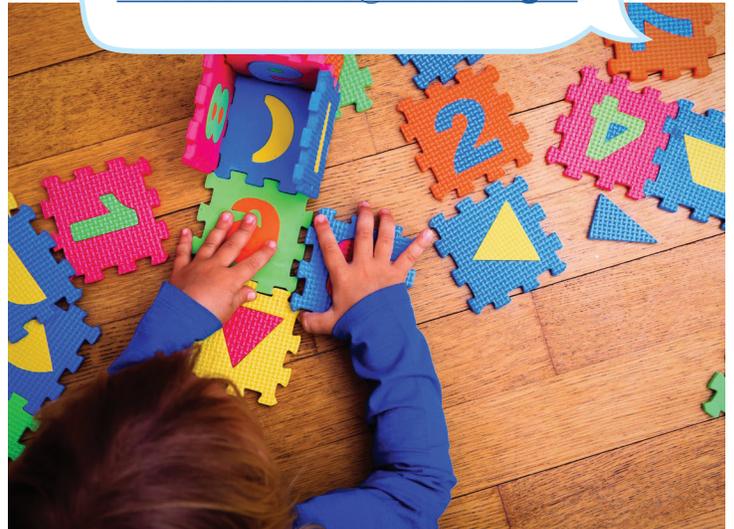
**Symptoms may appear 2-14 days after exposure to the virus. People with COVID-19 have reported a wide range of specific and non-specific symptoms of COVID-19.**

**People with these symptoms may have COVID-19 (but this list does not include all possible symptoms):**

- Fever\* or chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- New cough
- Fatigue
- Muscle or body aches
- Sore throat
- Headache
- Diarrhea

People with COVID-19 report a wide range of symptoms from no symptoms and mild to severe illness. Even people with no or mild symptoms can spread the virus. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

\*Fever is determined by a measured temperature of 100.4 °F or greater, or feels warm to the touch, or says they have recently felt feverish.



Click here to learn more about the [latest research on COVID-19 and children](#).

# Requirements and Recommendations

Actions that are **required** for each topic are stated in [Executive Order 141](#) and extended to [Executive Order 163](#), or are in existing child care rules. Actions that are **recommended** for each topic were developed to protect people in the child care facility to minimize spread of COVID-19. Facilities are expected to make every effort to meet all guidance in this document, however it is understood that some recommended actions may not be feasible in all settings; specific actions should be tailored to each child care program.

This Interim Guidance for Child Care Settings covers the following topics:

- Drop-off/Arrival Procedure
- Monitoring for Symptoms
- Returning to Child Care
- Preventing Spread in the Classroom
- Cloth Face Coverings
- Cleaning and Hygiene
- Protecting Vulnerable Populations
- Transportation
- For Facilities Planning to Reopen After Extended Closure
- Communication and Combating Misinformation
- Additional Considerations
- Additional Resources
- Daily Health Screening for COVID-19 for Anyone Entering the Building
- Daily Health Screening Log



## Drop-off/Arrival Procedure

### Child care programs are **required** to:

- Post signage in drop-off/arrival area to remind people to keep six feet of distance whenever feasible.

### It is **recommended** that child care programs:

- Post this [door sign](#) at all entrances to the facility (the door sign is also available in [Spanish](#)).
- Before arrival: Ask parents/caregivers to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness.
- Consider staggering arrival and drop off times and/or plan to limit direct contact with parents/caregivers as much as possible.
- Have a staff member greet children outside as they arrive.
  - Designate a staff person to walk children to their classroom, and at the end of the day, walk them back to their cars. Walk with older children and transport infants in an infant carrier.
  - The staff person greeting children should wear a cloth face covering and be a person who is not at higher risk for severe illness from COVID-19.
- Staff should monitor and encourage social distancing at arrival and drop-off.
- Communicate to families about modified drop-off/arrival procedures, including:
  - Designate the same parent or individual to drop off and pick up the child every day if possible.
  - Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age if possible.
- Set up hand hygiene stations at the entrance of the facility, so that people can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol. Keep hand sanitizer out of children's reach and supervise use.





# Monitoring for Symptoms



People with COVID-19 have reported a wide range of [specific and non-specific symptoms of COVID-19](#). Regular screening for symptoms should be done at the start of the day and throughout the day to help reduce exposure. Adults should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If a child develops symptoms while at child care, they should remain isolated under the supervision of an adult, and return home safely as soon as possible. If a staff member develops symptoms while at the facility, they should notify their supervisor immediately and must remain isolated and return home. More information on [how to monitor for symptoms](#) is available from the CDC.

## Child care programs are **required** to:

- ❑ Conduct a [daily health screening](#) of any person entering the building, including children, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.

## It is **recommended** that child care programs:

- Not allow [people to enter the child care facility](#) if:
  - They have tested positive for COVID-19;
  - They are showing the following COVID-19 symptoms (fever, chills, shortness of breath, difficulty breathing, new cough, or new loss of taste or smell);
- They have recently had [close contact](#) (within 6 feet, for 15 minutes or more) with a person with COVID-19.
- Educate staff and families about the [signs and symptoms](#) of COVID-19 and when people should stay home and when they can return to child care.
- Develop plans for backfilling positions of employees on sick leave, and consider cross-training to allow for changes of staff duties.
- Support staff to stay at home as appropriate with flexible sick leave and paid leave policies.

	If a person screens positive for COVID-19 symptoms at entrance or develops COVID-19 symptoms during the day at the facility	If a person who was at the facility tests positive for COVID-19
<b>Isolation at the Facility</b>	Immediately <a href="#">isolate</a> the person that screens positive for or develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible.	If it is identified that a person in the facility has tested positive for COVID-19, immediately <a href="#">isolate</a> the person and send them and any family members home as soon as possible.
<b>Waiting with a Child Who Needs to be Picked Up</b>	While waiting for a child who is sick or has tested positive for COVID-19 to be picked up, have a caregiver stay with the child in a place isolated from others and if possible ventilated to outside air. If possible, allow for air flow throughout the room where the child is waiting by opening windows or doors to the outside. The caregiver should remain as far away as safely possible from the child (preferably 6 feet or more) while maintaining visual supervision. The caregiver should wear a cloth face covering or a surgical mask, if available. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering or a surgical mask if available. <a href="#">Cloth face coverings</a> should not be placed on: <ul style="list-style-type: none"> <li>• Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance; or</li> <li>• Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.</li> </ul>	
<b>Notification to Local Health Departments</b>	N/A	<ul style="list-style-type: none"> <li>• Notify your local health department of laboratory-confirmed COVID-19 case(s) among children and staff (as required by <a href="#">NCGS § 130A-136</a>).</li> <li>• Have a plan to work with <a href="#">local health departments</a> to identify close contacts of confirmed cases in the child care setting.</li> <li>• Work with local health departments for follow-up and contact tracing.</li> </ul>

## Monitoring for Symptoms continued

	If a person screens positive for COVID-19 symptoms at entrance or develops COVID-19 symptoms during the day at the facility	If a person who was at the facility tests positive for COVID-19
<b>Exposures</b>	Children and staff who have been in close contact with a person who screens positive for COVID-19 symptoms or develops symptoms during the day should be kept in a contained cohort that is separate from others, ideally in another room. For example, if there was a symptomatic child in a classroom, the staff and children who were in the classroom should remain together and not mingle with other staff or children from a separate classroom. This should continue until a negative COVID-19 test result is obtained. As this could take several days, the children and staff who were close contacts with the symptomatic person should continue to remain in a separate cohort. If children and staff who were close contacts are not able to remain in a separate cohort, they should quarantine for 14 days since last exposure to the symptomatic person. Children and staff in that cohort should be screened carefully and monitored closely for symptoms throughout each day, and any of them developing COVID-19 symptoms should be immediately sent home and assessed by their healthcare provider. Consult with the Local Health Department for further guidance.	The <a href="#">Local Health Department</a> will determine who is a close contact to a person with laboratory confirmed COVID-19, and what the next steps should be. To prevent further spread, close contacts should remain in quarantine at home for 14 days after their last known exposure to the person, unless they test positive (in which case, criteria in the <a href="#">“Returning to Child Care”</a> section would apply). They must complete the full 14 days of quarantine even if they test negative.
<b>Cleaning</b>	<p>Close off areas used by the person who had symptoms of COVID-19 and do not use these areas until after <a href="#">cleaning and disinfecting</a>. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. In most cases, it will not be necessary to close down an entire building.</p> <ul style="list-style-type: none"> <li>• People should not be in the classroom while it is being cleaned (the staff and children in that classroom may need to stay home while cleaning is occurring).</li> <li>• Follow <a href="#">NCDHHS Environmental Health Section guidance</a> for cleaning and disinfection recommendations.</li> <li>• Use an <a href="#">EPA-registered disinfectant that is active against coronaviruses</a>. Clean all areas used by the sick person, focusing especially on frequently touched surfaces such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.</li> <li>• Cleaning staff should follow all Personal Protective Equipment (PPE) and hand hygiene <a href="#">CDC recommendations</a> for cleaning.</li> <li>• Ensure <a href="#">safe and correct</a> storage and cleaning and disinfection products, including storing them securely away from children.</li> </ul>	Close off areas used by the person who tested positive for COVID-19 and do not use them until after <a href="#">cleaning and disinfecting</a> . Wait at least 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning.
<b>Closure</b>	There may be no need to close the child care facility if the LHD determines that close contacts are excluded, child/teacher ratios are appropriate, and there is sufficient space to continue normal operations. The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.	
<b>Vehicles</b>	Follow guidance provided in the <a href="#">Transportation</a> section. As with buildings, wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible). Do not use the vehicle until after cleaning and disinfection.	
<b>Notification to Parents and Staff</b>	If follow up information obtained from a healthcare provider for the sick individual requires it, the Local Health Department will work with the child care facility to inform parents and staff as appropriate.	The <a href="#">Local Health Department</a> will assist to notify staff and families that there was an individual who was in the child care facility that has tested positive with COVID-19 and that a public health professional may contact them, if staff or their child is identified as a close contact to the individual who tested positive. The notice to staff and families should maintain confidentiality in accordance with <a href="#">NCGS § 130A-143</a> and all other state and federal laws.

	<b>If a person screens positive for COVID-19 symptoms at entrance or develops COVID-19 symptoms during the day at the facility</b>	<b>If a person who was at the facility tests positive for COVID-19</b>
<b>What Public Health Will Do</b>	The <a href="#">Local Health Department</a> will determine the next steps based upon the healthcare provider's evaluation of the sick individual. On a case-by-case basis, other considerations may also be taken into account, such as whether possible exposure to COVID-19 may have occurred. If testing results are positive for COVID-19, then the Local Health Department will work with staff and families to implement control measures for COVID-19 as described to the right.	The <a href="#">Local Health Department</a> staff will interview the person who tested positive for COVID-19 (or their family member, if it is a child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer). Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19. Public health staff will recommend the close contacts be tested to identify additional positive cases. Close contacts testing negative will still need to complete the full original 14 day quarantine.



## Returning to Child Care

### Child care programs are required to:

- Adhere to the following guidelines for allowing a child or staff member to return to child care.

<b>Situation(s) determined by Daily Health Screening:</b>	<b>Criteria to return to child care:</b>
<p><b>Person has symptoms of COVID-19 and has not been tested</b></p> <p><b>OR</b></p> <p><b>Person has symptoms of COVID-19 and has been diagnosed with or tested positive for COVID-19</b></p>	<p>Person can return to the child care facility when they can answer yes to ALL three questions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has it been at least 10 days since symptoms first appeared?</li> <li><input type="checkbox"/> Has it been at least 24 hours since the person had a fever (without using fever reducing medicine)?</li> <li><input type="checkbox"/> Has there been symptom improvement, including cough and shortness of breath?</li> </ul> <p>Once the criteria above are met, it is not necessary to require a negative COVID-19 test in order to return to child care.</p>
<p><b>Person has not had symptoms of COVID-19 but has been diagnosed with COVID-19 based on a positive test</b></p>	<p>Person can return to the child care facility once</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 10 days passed since the date of their first positive test</li> </ul> <p>However, if the person develops symptoms of COVID-19 after their positive test, they must be able to answer yes to ALL three questions listed above before returning to child care.</p>
<p><b>Person has been excluded because of COVID-19 symptoms but then tests negative for COVID-19</b></p>	<p>Person can return to the child care facility once they can answer yes to both questions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has it been at least 24 hours since the person had a fever without the use of fever-reducing medicines?</li> <li><input type="checkbox"/> Has the person felt well for at least past 24 hours?</li> </ul>
<p><b>Person has been in close contact with someone with symptoms of COVID-19 or diagnosed with COVID-19</b></p>	<p>Person can return to the child care facility after completing at least 14 days of quarantine at home. Quarantine should begin immediately after any known exposure and quarantine will end 14 days after the date of last exposure. For more details and scenarios, including quarantine requirements when a person shares a household with someone with COVID-19, refer to <a href="#">CDC guidelines</a>.</p> <p>The purpose of quarantine is to determine if a person who has been exposed to someone with COVID-19 will get infected. They must complete the full 14 days of quarantine even if they test negative. However, if the person tests positive or develops COVID-19 symptoms, return to child care must follow criteria above.</p>



# Preventing Spread in the Classroom



[Social distancing](#) can decrease the spread of COVID-19. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home. Stay at least 6 feet (about 2 arms’ length) from other people; do not gather in groups; stay out of crowded places and avoid mass gatherings.

## Child care programs are required to:

- ❑ Post signage in key areas throughout the facility to remind people to keep 6 feet of distance whenever feasible, use face coverings and wash hands (Wear, Wait, Wash). Know Your W’s signs are available in [English and Spanish](#).

- ❑ Maintain ratios and adhere to the [Revised Flexibility in Policy and Regulatory Requirements for Child Care Providers](#).

## It is recommended that child care programs:

- Follow [social distancing strategies](#).
- Only allow children and staff who are required for daily operations and ratio inside the building and classrooms with the following exceptions (these individuals can enter once screened):
  - Health professionals who support children with special health care needs, early intervention service coordinators and providers for children with Individualized Family Services Plans (IFSP), and itinerant teachers and related service providers for children with Individual Education Plans (IEP) working in compliance with their agency protocols are allowed to be in the classroom once screened. Providers are encouraged to work collaboratively with professionals to safely meet the needs of children in their care.
  - Mothers who are breastfeeding to meet the nutritional needs of breastfeeding infants.
- Restrict teachers to one classroom with one group of children. To reduce the number of people coming in and out of classrooms, limit the use of “floater” teachers to one per classroom to provide coverage for staff at meal time and breaks.
- Waiting areas should have 6 feet spacing markings.
- Keep each group of children in their assigned rooms throughout the day with the same child care providers, including at naptime and for meals.
- Limit mixing of children as much as possible (e.g., staggering playground times, keeping groups separate for activities such as art and music).
- At nap time, ensure that children’s naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Place children head to toe to help prevent the virus from spreading.
- Prohibit water play using water tables and sensory play such as rice, beans, sand, or playdough activities.
- Outdoor water play using sprinklers is considered similar to playground usage and is allowed. However, water for outdoor play cannot be collected or recirculated and must drain quickly to avoid puddling.
  - Any structure, chamber, or tank containing an artificial body of water used by the public for swimming, diving, wading, recreation, or therapy, together with buildings, appurtenances, and equipment used in connection with the body of water must be approved and permitted according to the Rules Governing Public Swimming Pools, 15A NCAC 18A.2500.
- Keep a designated bin for separating mouthed toys and maintain awareness of children’s behaviors. When a child is finished with a mouthed toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and sanitize toys before returning to children’s area.
- Discontinue activities that involve bringing together large groups of children or activities that don’t allow for social distancing, including in-person field trips, large groups using playground equipment simultaneously, etc.
- Discontinue use of drinking directly from water fountains, [post signs](#) requesting water fountains be used for bottle filling stations only.

- Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (field trips, performances, etc.).
- Limit nonessential visitors and activities involving external groups or organizations.
- If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils. Avoid serving food from common dishes or with

common utensils. [Ensure the safety of children with food allergies.](#)

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to people using the facility.
- Arrange for administrative staff to telework from their homes.



## Cloth Face Coverings



There is growing evidence that wearing face coverings can help reduce the spread of COVID-19, especially for those who are sick but may not know it. Cloth face coverings are not surgical masks, respirators (“N-95”), or other medical personal protective equipment. Recent studies on types of face coverings suggest that multi-layered cotton face coverings provide good coverage to keep droplets from spreading when we speak, sneeze, or cough. Individuals should be reminded frequently not to touch their face covering and to wash their hands.

Cloth face coverings should **not** be placed on:

- Children under the age of 2;
- Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance; or
- Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.

### Child care programs are required to:

- Have all workers, all other adults, and school-age children five (5) years or older (i.e., kindergarten and up) on site wear a face covering when they are or may be within six (6) feet of another person, unless the person (or family member, for a child) states that an exception applies. Note: It is recommended, but not required, that children who are five years old

but are not yet in kindergarten wear face coverings if they can reliably wear, remove, and handle masks following CDC guidance..

- Visit [NCDHHS COVID-19 response site](#) for more information about the [face covering guidance](#) and to access sign templates that are available in English and Spanish.

### It is recommended that child care programs:

- Provide cloth face coverings for staff, other adults, and children five (5) years or older and ask them (or their families) to properly launder using hot water and a high heat dryer between uses.
- Face coverings are encouraged for children two (2) years of age and up to the age of five (5), if it is determined they can reliably wear, remove, and handle masks following CDC guidance throughout the day.
- Consider building in time throughout the day when staff and children can take short breaks from wearing cloth face coverings at times and in settings where risk for transmission is lower (e.g., outside, where windows are open, and when people are consistently 6 feet apart).
- Use [strategies](#) to assist children with becoming comfortable wearing face coverings.

There are exceptions, not all children should wear cloth face coverings.



NOTE: Younger children may be unable to wear a face covering properly, particularly for an extended period of time. Child care program staff can prioritize having children wear face coverings at times when it is difficult for children to maintain a distance of 6 feet from others (e.g., during pick-up or drop-off, when standing in line). Staff should make sure face coverings fit children properly and provide children with frequent reminders and education on the importance and proper way to wear face coverings. Additionally, small children are more likely to touch their face covering, so caretakers should wash children's hands often.



# Cleaning and Hygiene



## Child care programs are required to:

- ❑ Follow [NCDHHS Environmental Health Section guidance](#) for cleaning and disinfection recommendations.
- ❑ Use an [EPA-registered disinfectant that is active against coronaviruses](#). Clean and disinfect frequently touched surfaces

throughout the day and at night. Remember items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.

## It is recommended that child care programs:

- Have adequate supplies to support healthy hygiene behaviors (e.g., soap, paper towels, tissues, and hand sanitizer with at least 60 percent alcohol for safe use by staff and older children).
- Allow time between activities for proper cleaning and disinfection of high-touch surfaces.
- Teach and reinforce hand hygiene guidance for [adults](#) and [children](#) such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice). Monitor to ensure both children and staff are washing hands correctly. In addition to usual handwashing, everyone should wash hands:
  - Upon arrival in classroom in the morning;
  - Before and after eating meals and snacks;
  - After blowing noses, coughing, or sneezing or when in contact with body fluids; or
  - After toileting or changing diapers
- Encourage people to cough and sneeze into their elbows, or to cover with a tissue. Encourage people to avoid touching eyes, nose, and mouth. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Incorporate frequent handwashing and sanitation breaks into classroom activity.
- Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors. Hand sanitizer should be stored out of reach of children when not in use. Cannot be used for diapering or eating, preparing, or serving food.
- Clean and sanitize all toys at the end of the day.
- Consider removing soft toys that cannot be easily cleaned. Soft toys that are machine-washable should be washed often, at the warmest temperature recommended on the label and dried thoroughly.
- Toys and other items that cannot be cleaned and sanitized/disinfected should not be used. (Children’s books are not considered a high risk for transmission and do not need additional cleaning or disinfection.)
- Use disposable food service items such as plates and utensils or ensure that all non-disposable food service items are minimally handled and washed according to current child care and sanitation rules. Individuals should wash their hands immediately after handling used food service items.
- Wash linen items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces. In child care centers, linen used in rooms where children in care are less than 12 months old must be changed and laundered when soiled and at least daily. Otherwise, bedding that touches a child’s skin should be cleaned whenever soiled or wet, before use by another child and at least weekly.
- Clean and disinfect shared tools, supplies, and equipment.
- Minimize use of shared supplies and label individual supplies and items.
- Routinely check and refill/replace hand sanitizer at entries, soap, and paper towels in bathrooms.
- Limit sharing of supplies where possible, such as toys. Ensure adequate supplies to assign for individual use, or limit use to small groups and disinfect between uses. Keep children’s personal items separate and in individually labeled cubbies or boxes.



# Protecting Vulnerable Populations



Information on who is at higher risk for severe illness due to COVID-19 is available from the [CDC](#) and [NCDHHS](#).

Individuals who are considered high-risk include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
  - Chronic lung disease or moderate to severe asthma;
  - Heart disease with complications;
  - Compromised immune system;
  - Severe obesity - body mass index (BMI) of 30 or higher; or
  - Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure, or liver disease
- Staff concerned about being at higher risk should discuss with their supervisor. They may want to speak with their medical provider to assess their risk.

## It is **recommended** that child care programs:

- Enable staff that self-identify as high-risk from COVID-19 to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.



# For Facilities Planning to Reopen After Extended Closure



## It is **recommended** that child care programs:

- Refer to the following CDC guidance:
  - Guidance for [Schools and Child Care Programs](#)
  - [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- Take steps to ensure [water systems and devices](#) (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' Disease and other diseases associated with water. When reopening a building after it has been closed for a long period of time, it is important to keep in mind that reduced use of water and ventilation systems can pose their own health hazards. There is an increased risk for exposure to Legionella and other bacteria that come from stagnant or standing water.
- Train all staff and communicate with families on the following:
  - Enhanced sanitation practices;
  - Social distancing guidelines;
  - Screening practices; and
  - COVID-19 specific exclusion criteria.
- Make sure adequate supplies are available to meet cleaning requirements.



# Transportation



The following guidance should be followed in addition to the rules listed in [NC Child Care Rules .1000 - TRANSPORTATION STANDARDS](#).

## Child care programs are **required** to:

- Ensure that all adults and school-age children five (5) years or older (i.e., kindergarten and up) riding public or private transportation regulated by the State of North Carolina wear face coverings when they are or may be within 6 feet of another person on a bus or other transportation vehicle, unless the person (or family member, for a child) states that an exception applies. Note: It is recommended, but not required, that children who are five years old but are not yet in kindergarten wear face coverings if they can reliably wear, remove, and handle masks following CDC guidance

## It is **recommended** that child care programs:

- [Clean and disinfect](#) transportation vehicles regularly:
  - Children should not be present when a vehicle is being cleaned.
  - Ensure [safe and correct use](#) and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
  - At a minimum, clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) at the beginning and end of each trip.
  - Doors and windows should remain open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Follow screening process guidelines for anyone boarding the vehicle:
  - The driver and any accompanying adults should follow the symptom screening protocol outlined above for any person entering a child care facility. Individuals must stay home if they are experiencing symptoms of COVID-19 or have been exposed to someone who has been diagnosed with COVID-19.
- Before entering a vehicle, all children should be screened following the steps outlined in the [Daily Health Screening for COVID-19 for Anyone Entering the Building](#). Children who demonstrate symptoms, have been diagnosed with COVID-19, or who have been in contact with someone who has been diagnosed with COVID-19 should not board the vehicle, until they meet the criteria for returning to child care.
- Vehicles should park in a safe location away from the flow of traffic so that the screening can be conducted safely.
- Upon arrival at the child care facility, children do not need to be rescreened if proper screening was followed prior to entry into the vehicle.
- Enforce that if a child becomes sick during the day, he or she should not use group transportation to return home and should follow protocols outlined above.
- Enforce that if a driver becomes sick during the day, he or she should follow protocols outlined above and should not return to drive children.
- Identify at least one adult to accompany the driver to assist with screening and/or supervision of children during screening of on-boarding passengers, and to monitor children during transport.
- Have adequate supplies to support healthy hygiene behaviors (e.g., hand sanitizer with at least 60 percent alcohol for safe use by staff and older children).
- Separate children with as much space as the vehicle allows while maintaining safe transportation practices, ideally more than 6 feet away (e.g. one rider per seat in every other row).
- Consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.



# Communication and Combating Misinformation

Help ensure that the information staff, children, and their families are getting is coming directly from reliable resources. Use resources from a trusted source like the [CDC](#) and [NCDHHS](#) to promote behaviors that prevent the spread of COVID-19.

## It is **recommended** that if child care programs choose to share information on COVID-19, they should:

- Use reliable sources including: [NCDHHS COVID-19 Webpage](#); [Know Your Ws: Wear, Wait, Wash](#); [NCDHHS COVID-19 Latest Updates](#); [NCDHHS COVID-19 Materials & Resources](#); and the additional resources listed at the end of this guidance document.
- Share COVID-19 information with staff and families in multiple ways such as websites, social media, newsletters that include videos, hosting online webinars, or distributing printed materials like FAQs. Ensure that families are able to access communication channels to appropriate staff at the child care facility with questions and concerns.



## Additional Considerations

### It is **recommended** that child care programs:

- Support coping and resilience by:
  - Encourage people (including children) to talk with people they trust about their concerns and how they are feeling.
  - Provide staff and families with information or help lines to access information or other support in reference to COVID-19, such as 211, Hope4NC Helpline for all North Carolinians (1-855-587-3463), and Hope4Healers Helpline for child care staff (919-226-2002).
- Consider the ongoing need for regular training among all staff on updated health and safety protocols.
- Partner with other institutions in the community to promote communication and cooperation in responding to COVID-19.



## Resources

- NCDHHS: [North Carolina COVID-19](#)
- NC Child Care Health and Safety Resource Center: [Child Care Health Consultant Network](#)
- Local Health Departments: [Contact Information by County](#)
- NCDHHS: [Interim Guidance for Safe Application of Disinfectants](#)
- CDC: [Guidance for Child Care Programs that Remain Open](#)
- CDC: [Cleaning and Disinfecting Your Facility](#)
- CDC: [Reopening Guidance](#)
- CDC: [Coping with Stress](#)
- EPA: [Disinfectants for Use Against SARS-CoV-2](#)
- FDA: [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#)
- HHS/OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

# Daily Health Screening for COVID-19 for Anyone Entering the Building

The person conducting screenings should maintain 6 feet distance while asking questions. Ask these questions to anyone entering the facility or transportation vehicle (including children, staff, family members, or other visitors). If no person is accompanying the child during drop-off, use your best judgment if the child can respond on their own.

**People should not be at the child care facility if they may have been exposed to COVID-19 or are showing symptoms of fever, chills, shortness of breath, difficulty breathing, new cough, or new loss of taste or smell.**

**1. Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone with symptoms of COVID-19 or diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- Yes > The individual should not be at the child care facility. The individual can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The individual can be at the child care facility if he or she is not experiencing symptoms.

**2. Do you or do any of the children you are dropping off have any of these symptoms?**

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If an individual has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider. Household members (e.g., siblings) should also quarantine for 14 days from last exposure, unless the symptomatic person is cleared as a result of a negative test for COVID-19.

**3. Since they were last at the child care facility, have you or have any of the children you are dropping off been diagnosed with COVID-19?**

- Yes | If a person is diagnosed with COVID-19 based on a test or their symptoms, they should not be at child care and should stay home until they meet the criteria below.
- No

**Returning to Child Care**

Situation(s) determined by Daily Health Screening:	Criteria to return to child care:
<p><b>Person has symptoms of COVID-19 and has not been tested</b></p> <p><b>OR</b></p> <p><b>Person has symptoms of COVID-19 and has been diagnosed with or tested positive for COVID-19</b></p>	<p>Person can return to the child care facility when they can answer yes to ALL three questions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has it been at least 10 days since symptoms first appeared?</li> <li><input type="checkbox"/> Has it been at least 24 hours since the person had a fever (without using fever reducing medicine)?</li> <li><input type="checkbox"/> Has there been symptom improvement, including cough and shortness of breath?</li> </ul> <p>Once the criteria above are met, it is not necessary to require a negative COVID-19 test in order to return to child care.</p>

Situation(s) determined by Daily Health Screening:	Criteria to return to child care:
<b>Person has not had symptoms of COVID-19 but has been diagnosed with COVID-19 based on a positive test</b>	Person can return to the child care facility once <ul style="list-style-type: none"> <li><input type="checkbox"/> 10 days passed since the date of their first positive test</li> </ul> However, if the person develops symptoms of COVID-19 after their positive test, they must be able to answer yes to ALL three questions listed above before returning to child care.
<b>Person has been excluded because of COVID-19 symptoms but then tests negative for COVID-19</b>	Person can return to the child care facility once they can answer yes to both questions: <ul style="list-style-type: none"> <li><input type="checkbox"/> Has it been at least 24 hours since the person had a fever without the use of fever-reducing medicines?</li> <li><input type="checkbox"/> Has the person felt well for at least past 24 hours?</li> </ul>
<b>Person has been in close contact with someone with symptoms of COVID-19 or diagnosed with COVID-19</b>	Person can return to the child care facility after completing at least 14 days of quarantine at home. Quarantine should begin immediately after any known exposure and quarantine will end 14 days after the date of last exposure. For more details and scenarios, including quarantine requirements when a person shares a household with someone with COVID-19, refer to <a href="#">CDC guidelines</a> .  The purpose of quarantine is to determine if a person who has been exposed to someone with COVID-19 will get infected. They must complete the full 14 days of quarantine even if they test negative. However, if the person tests positive or develops COVID-19 symptoms, return to child care must follow criteria above.

**Screen those entering the facility by:**

- Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.
- (RECOMMENDED) Conducting temperature screening using the protocol below.
- (RECOMMENDED) Recording temperature and/or symptoms on the [Daily Health Screening Log](#).

Health screenings should be repeated periodically throughout the day to check for new symptoms developing.

**Temperature protocol if facility chooses to take temperatures:**

[CDC temperature screening guidance](#)

- Individuals waiting to be screened should stand six feet apart from each other. Use tape on the floor for spacing.
- For the staff person taking temperatures, cloth face coverings should be worn. Stay six feet apart unless taking temperature.
- If possible, parents, family members, or legal guardians should bring a thermometer from home to check their own child’s temperature at drop off. A facility can choose to allow families to take and document temperature at home before dropping off.
- Use a touchless thermometer if one is available. If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer.

Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.

**If using the facility’s thermometer:**

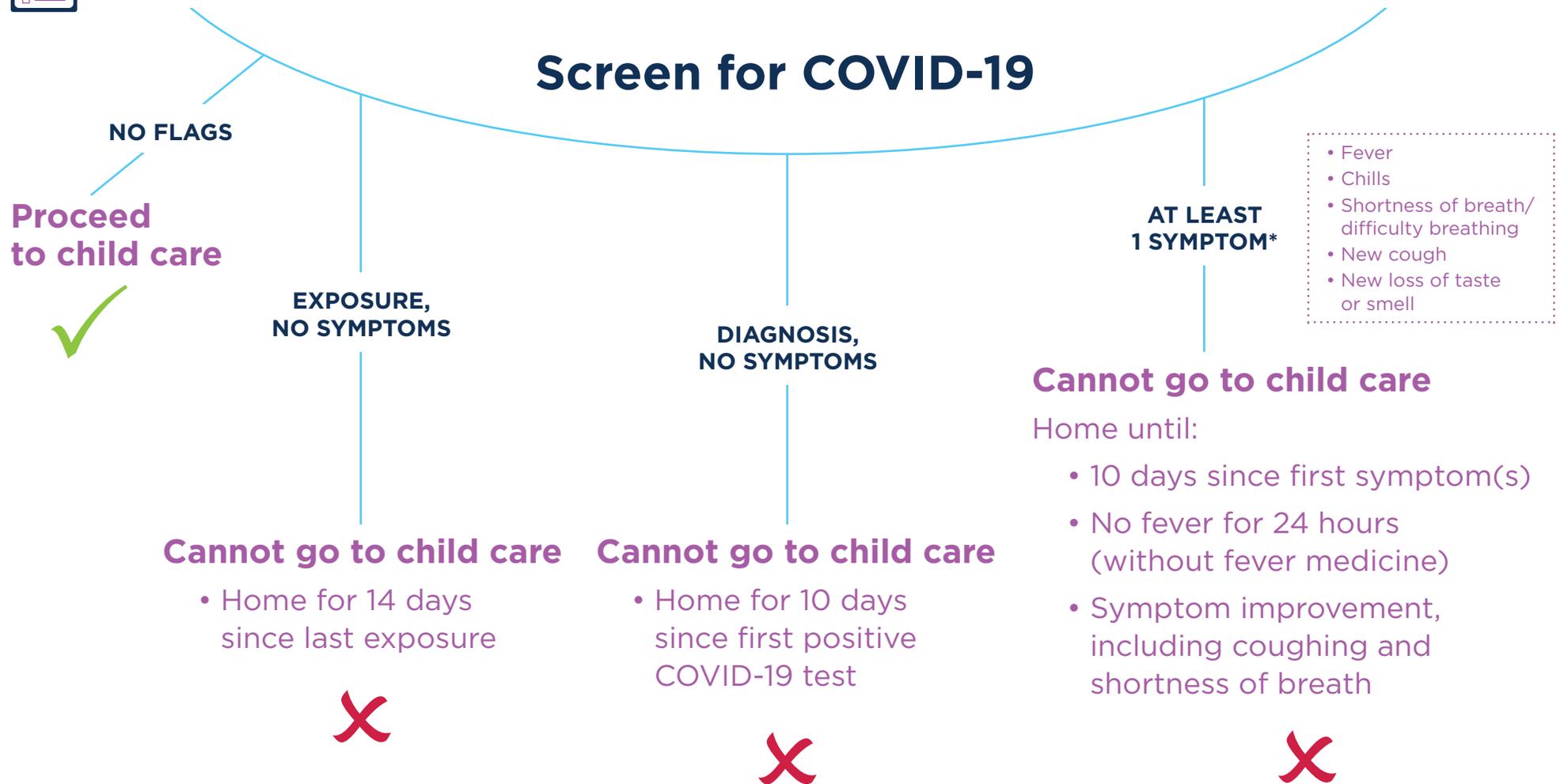
- Wash hands or use hand sanitizer before touching the thermometer.
- Wear gloves if available and change between direct contact with individuals.
- Let staff take their own temperature and parents take their child’s temperature.
- Use disposable thermometer covers that are changed between individuals.
- Clean and sanitize the thermometer using manufacturer’s instructions between each use.
- Wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.



# Handling Suspected, Presumptive or Confirmed Cases of COVID-19 Flow Chart and Protocol



## Screening Flow Chart



•The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from child care facilities.

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

**Board Responsibility**

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

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

**August 31, 2020**

**1 Balance Sheet**

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

**2 Smart Start Grant [State Funds]**

- a. PFC's Smart Start grant budgets are reflected at 85% of full allocation effective 07-01-2020.
- b. The total allocation for FY2020-2021 at 85% is \$5,587,090 including DSS and WAGE\$.
- c. PFC is anticipated to be in 100% full allocation in September 2020.
- d. PFC is anticipated to receive 100% of the reverted FY1920 Smart Start Services Funds totaling \$425,261.

**3 NC Pre-Kindergarten Grant [State and Federal Funds]**

- a. PFC is in full contract with DCDEE effective 07-01-2020
- b. The total grant is \$9,098,063 which currently consists of \$3,766,081 of federal funds and \$5,331,972 of state funds.
- c. Historically this distribution of state and federal funds is amended by DCDEE before yearend.
- d. PFC anticipates to receive 1/10th of the administrative plus direct services grant in September 2020. The amount will be \$892,309.

**4 DCDEE - Region 5 Grants [Federal Funds]**

- a. PFC's three Region 5 grants are NOT yet in contract effective 07-01-20.
- b. The Region 5 Healthy Social Behaviors [HSB] Contract was amended and extended by two months making it a 14-month contract effective 07-01-2019 through 08-31-2020. The FY20-21 contract is anticipated to be a 10-month contract effective 09-01-2020 through 06-30-2021.

**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. Grant based reimbursements are anticipated to be timely.

**6 Unrestricted State Revenues (USR) - Fund 208**

- a. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.
- b. The cash equivalent balances in Fund 208 consists of the following at the end of the month:

PNC Bank Money Market Account	220,095.41	<i>Does not include interest earned in Fund 899</i>
Select Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Checking Account [from investments]	125.00	<i>Deposited \$100, fees of \$40 refunded, Deposited \$25</i>
E-Trade Funds Account	68,000.00	<i>Gains/Losses are not reflected in the financial statements</i>
	<u><b>488,220.41</b></u>	

Interest Earned - Fund 899	
PNC Bank Money Market	23,768.05
Select Bank - CD	3,126.82
Lumbee Bank - CD	2,285.66
	<u><b>29,180.53</b></u>

Investments - Fund 208	488,220.41
Interest Earned - Fund 899	29,180.53
<b>TOTAL INVESTMENTS PLUS INTEREST</b>	<u><b>517,400.94</b></u>

- c. There is currently a sufficient balance in the operating funds portion of the USR funding stream for the upcoming fiscal year.

**7 Cash and In-kind Report**

- a. The 19% match amount reflected on the monthly report is reflected at 85% of the full allocation.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to meet our match requirement. PFC did not meet the 19% match requirement for FY1920, FY1819, FY1718 nor for FY1617.
- c. Since the 19% required match was not met for the FY ended June 30, 2020, there will be no contribution to the PFC endowment.
- d. The penalty for not meeting the match in FY1920 has been waived due to COVID-19.

# PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

## FOOTNOTES FOR FINANCIAL REPORTS August 31, 2020

### FOOTNOTES - BALANCE SHEET

A. The cash accounts at August 31, 2020 total \$1,408,342.17.

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	\$243,863.46	n/a	n/a	n/a	.50%
Select Bank	CD	\$103,126.82	15	05/20/21	1.10%	1.11%
Lumbee Bank	CD	\$102,285.66	15	05/21/21	.55%	.55%
Lumbee Bank	Checking	\$125.00	n/a	n/a	n/a	n/a
E-Trade	Financial Trades	\$68,000.00	n/a	n/a	n/a	n/a
Cumberland Community Foundation	Beneficial Interest in Endowment Fund	\$31,384.00	n/a	n/a	n/a	n/a
<b>TOTAL</b>		<b>\$548,784.94</b>				

B. Employees' payroll deductions at August 31, 2020 from the current month and from prior months total \$(7,643.51) which includes \$8,150.00 of pre-funded HRA/FSA anticipated to be deducted by Blue Cross and Blue Shield in November 2020. These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for.

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

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

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

## FOOTNOTES FOR FINANCIAL REPORTS

August 31, 2020

### FOOTNOTES - SMART START GRANT SPREADSHEET

**SERVICES (In-House Activities):** The Smart Start grants for all of the Service budgets are in contract at 85% of full allocation effective July 1, 2020.

**DIRECT SERVICE PROVIDERS:** The Smart Start grants for all of the Direct Service Providers (DSPs) budgets are in contract at 85% of full allocation effective July 1, 2020.

**ADMINISTRATION:** The Smart Start grant for the Administration budget is in contract at 85% of full allocation effective July 1, 2020.

**Partnership for Children of Cumberland County, Inc.**  
**Balance Sheet**  
**August 31, 2020**

**Assets**

Bank of America Checking Account	\$ 859,157.23	}	<b>A</b>
PNC Bank - Money Market Reserve	243,863.46		
Select Bank - Certificate of Deposit	103,126.82		
Lumbee Bank - Certificate of Deposit	102,285.66		
Lumbee Bank - Checking Account [from investments]	125.00		
E-Trade Funds Account	68,000.00		
Petty Cash, Change Funds, Undeposited Receipts	400.00		
Beneficial Interest in Community Foundation	31,384.00		
	<u>1,408,342.17</u>		
<b>Total Assets</b>	<b><u>1,408,342.17</u></b>		

**Liabilities and Net Assets**

Forfeited FSA and HRA Pre-Funding	(7,049.58)	}	<b>B</b>
COBRA Insurances	(0.40)		
Flex-Spending Payable	(593.44)		
AFLAC Payable	0.23		
Dental Insurance Payable	(0.10)		
Vision Payable	(0.20)		
Legal Shield Payable	(0.02)		
Tenant Security Deposits	23,349.30		
Unrestricted Net Assets	1,052,898.95		
Temporarily Restricted Net Assets	149,030.53		
Permanently Restricted Net Assets	31,384.00		<b>C</b>
Excess Revenues over (under) Expenditures	159,322.90		
	<u>\$ 1,408,342.17</u>		
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 1,408,342.17</u></b>		

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

FY 20/21 SMART START 85% ALLOCATION		\$5,587,090
<b>TOTAL ALLOCATION FOR ADMINISTRATION -----&gt;</b>		
TOTAL ALLOCATION FOR ADMINISTRATION ----->		\$325,958
FY 20/21 Smart Start Admin Base Allocation		\$270,087
FY 20/21 Addition of 1% Fundraising Grant [9200-990]		\$55,871
<b>TOTAL ALLOCATION FOR SERVICES -----&gt;</b>		
TOTAL ALLOCATION FOR SERVICES ----->		\$5,261,132
FY 20/21 Smart Start Services Allocation :		\$5,317,003
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]		\$ (55,871)
Carryforward Funds from FY19/20 to be used in FY20/21		\$0

AS OF AUGUST 2020

										If monthly spending was equal, at month-end, the percentages should be:	
										17%	83%
										AS OF AUGUST 2020	
										EXPENDITURES	
Activity	Agency		07/01/20 Budget	Advances	July	August	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds	
<b>Early Care &amp; Education Subsidy - TANF Only</b>											
1	Subsidized Child Care	Dept. of Social Services	\$ 1,895,760.00		\$ 315,760.00	\$ 338,781.00	\$ 654,541.00	\$ 1,241,219.00	35%	65%	
2	CCR&R - Subsidy	IH Partnership for Children	\$ 311,413.00		\$ -	\$ -	\$ -	\$ 311,413.00	0%	100%	
3	Child Care Scholarships	Fayetteville Tech. Com. College	\$ 176,171.00		\$ -	\$ -	\$ -	\$ 176,171.00	0%	100%	
4	NC Pre-K Susidy TANF	IH Partnership for Children	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
			<b>ECE Subsidy TANF Total:</b>	45%	\$ 2,383,344.00	\$ -	\$ 315,760.00	\$ 338,781.00	\$ 654,541.00	\$ 1,728,803.00	27%
			<b>Minimum of 39% Required</b>								
<b>Early Care &amp; Education Subsidy - Non-TANF</b>											
5	CCR&R - Non-TANF Dual Subsidy	IH Partnership for Children	\$ 50,575.00		\$ -	\$ -	\$ -	\$ 50,575.00	0%	100%	
6	Spainhour/Child Play	Easter Seals UCP	\$ 77,957.00		\$ -	\$ -	\$ -	\$ 77,957.00	0%	100%	
7	NC Pre-K Subsidy Non-TANF	IH Partnership for Children	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
			<b>ECE Subsidy Non-TANF Total:</b>	2%	\$ 128,532.00	\$ -	\$ -	\$ -	\$ 128,532.00	0%	
<b>Early Care &amp; Education Subsidy - Administration</b>											
8	Subsidy Support Staff	Dept. of Social Services	\$ 135,836.00		\$ 56,322.68	\$ 79,513.32	\$ 135,836.00	\$ -	100%	0%	
9	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College	\$ 9,733.00		\$ -	\$ 398.65	\$ 398.65	\$ 9,334.35	4%	96%	
10	CCR&R - Subsidy Administration	IH Partnership for Children	\$ 29,877.00		\$ 6.29	\$ -	\$ 6.29	\$ 29,870.71	0%	100%	
			<b>ECE Subsidy Administration Total</b>	3%	\$ 175,446.00	\$ -	\$ 56,328.97	\$ 79,911.97	\$ 136,240.94	\$ 39,205.06	78%
<b>Early Care &amp; Education Quality &amp; Affordability</b>											
11	CCR&R - Core Services	IH Partnership for Children	\$1,180,820.00		\$ 139,366.53	\$ 97,952.28	\$ 237,318.81	\$ 943,501.19	20%	80%	
12	WAGE\$	Child Care Svcs. Association	\$ 315,821.00		\$ -	\$ 77,316.27	\$ 77,316.27	\$ 238,504.73	24%	76%	
			<b>ECE Quality Total:</b>	28%	\$ 1,496,641.00	\$ -	\$ 139,366.53	\$ 175,268.55	\$ 314,635.08	\$ 1,182,005.92	21%
			<b>Minimum of 70% Total Required</b>	80%							

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

<b>FY 20/21 SMART START 85% ALLOCATION</b>		<b>\$5,587,090</b>
<b>TOTAL ALLOCATION FOR ADMINISTRATION -----&gt;</b>		
TOTAL ALLOCATION FOR ADMINISTRATION ----->		<b>\$325,958</b>
FY 20/21 Smart Start Admin Base Allocation		<b>\$270,087</b>
FY 20/21 Addition of 1% Fundraising Grant [9200-990]		<b>\$55,871</b>
<b>TOTAL ALLOCATION FOR SERVICES -----&gt;</b>		
TOTAL ALLOCATION FOR SERVICES ----->		<b>\$5,261,132</b>
FY 20/21 Smart Start Services Allocation :		<b>\$5,317,003</b>
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]		<b>\$ (55,871)</b>
Carryforward Funds from FY19/20 to be used in FY20/21		<b>\$0</b>

**AS OF AUGUST 2020**

										If monthly spending was equal, at month-end, the percentages should be:	
										17%	83%
										EXPENDITURES	
Activity	Agency		07/01/20 Budget	Advances	July	August	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds	
<b>Health and Safety</b>											
13	Assuring Better Health and Development (ABCD)	Carolina Collaborative Community Care (4C)	\$ 78,402.00		\$ 7,883.07	\$ 6,064.69	\$ 13,947.76	\$ 64,454.24	18%	82%	
14	Family Connect	IH Partnership for Children	\$ 85,000.00		\$ -	\$ -	\$ -	\$ 85,000.00	0%	100%	
15	Kindermusik & Music Therapy [NEW PSC FOR FY1819 effective 7-1-18 per NCPC]	Kerri Hurley	\$ 48,628.00	\$ 8,488.50	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 46,628.00	4%	96%	
<b>Health &amp; Safety Total:</b>			4%	\$ 212,030.00	\$ 8,488.50	\$ 8,883.07	\$ 7,064.69	\$ 15,947.76	8%		
<b>Family Support</b>											
16	Autism Outreach & Resource Ctr.	Autism of CC	\$ 38,250.00		\$ 6,581.96	\$ 7,859.38	\$ 14,441.34	\$ 23,808.66	38%	62%	
17	PFC Family Resource Center	IH Partnership for Children	\$ 134,422.00		\$ 15,632.37	\$ 12,683.01	\$ 28,315.38	\$ 106,106.62	21%	79%	
18	All Children Excel [ACE]	IH Partnership for Children	\$ 170,808.00		\$ 21,852.97	\$ 8,781.38	\$ 30,634.35	\$ 140,173.65	18%	82%	
19	Child Passenger Safety Car Seat	IH Partnership for Children	\$ 4,250.00		\$ -	\$ -	\$ -	\$ 4,250.00	0%	100%	
20	Community Engagement & Resource Development	IH Partnership for Children	\$ 215,900.00		\$ 25,462.51	\$ 19,131.17	\$ 44,593.68	\$ 171,306.32	21%	79%	
21	Reach Out & Read Grant	Carolina Collaborative Community Care (4C)	\$ 14,025.00		\$ 906.00	\$ 519.15	\$ 1,425.15	\$ 12,599.85	10%	90%	
<b>Family Support Total:</b>			11%	\$ 577,655.00	\$ -	\$ 70,435.81	\$ 48,974.09	\$ 119,409.90	21%		
<b>System Support</b>											
22	P&E - Planning & Evaluation	IH Partnership for Children	\$ 287,484.00		\$ 36,132.97	\$ 35,104.66	\$ 71,237.63	\$ 216,246.37	25%	75%	
<b>System Support Total:</b>			5%	\$ 287,484.00	\$ -	\$ 36,132.97	\$ 35,104.66	\$ 71,237.63	25%		
<b>Total of Approved Projects:</b>				\$ 5,261,132.00	\$ 8,488.50	\$ 626,907.35	\$ 685,104.96	\$ 1,312,012.31			
23	<b>Administration</b>	IH Partnership for Children	\$ 270,087.00	\$ -	\$ 46,287.95	\$ 31,157.79	\$ 77,445.74	\$ 192,641.26	29%	71%	
24	<b>1% Fundraising</b>	IH Partnership for Children	\$ 55,871.00	\$ -	\$ 1.00	\$ 266.10	\$ 267.10	\$ 55,603.90	0%	100%	
<b>Unallocated Smart Start SERVICES Funds</b>				\$ -							
<b>Unallocated Smart Start ADMINISTRATION Funds</b>				\$ -							
<b>Total Smart Start Funds Expended</b>				\$ 8,488.50	\$ 673,196.30	\$ 716,528.85	\$ 1,389,725.15				
<b>Total Allocated Smart Start Funds Remaining</b>								\$ 4,197,364.85			

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

Fiscal Year 2020/ 2021

FY 20/21 Revenues per Contract	
\$ 8,398,200	NC Pre-k Grant Payments to Providers
\$ 174,963	2% CCDF Quality Funds
\$ 174,963	2% New Capacity Building Funds
\$ 349,927	4% Administrative Fee
\$ 9,098,053	Total NC Pre-k Grant

as of August 31, 2020

SHOULD BE

17% 83%

FUND	Activity	FY 20/21 Budget					Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
		7/1/2020	July	August	September					
211	9100-999 Administrative Operations	\$ 5,565.00	\$ 5,560.33	\$ 4.67	\$ -	\$ 5,565.00	\$0.00	100%	0%	
	3104-001 CCR&R - Core	\$ 92,383.00	\$ 12,125.90	\$ 8,194.58	\$ -	\$20,320.48	\$72,062.52	22%	78%	
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 251,979.00	\$ 24,324.63	\$ 18,794.02	\$ -	\$43,118.65	\$208,860.35	17%	83%	
	<b>Fund 211 Sub-Total</b>	<b>\$ 349,927.00</b>	<b>\$42,010.86</b>	<b>\$26,993.27</b>	<b>\$0.00</b>	<b>\$69,004.13</b>	<b>280,922.87</b>	<b>20%</b>	<b>80%</b>	
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 452,862.00	\$ -	\$ -	\$ -	\$0.00	\$452,862.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 99,409.00	\$ -	\$ -	\$ -	\$0.00	\$99,409.00	0%	100%	
	<b>Fund 206 Sub-Total</b>	<b>\$ 552,271.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$552,271.00</b>	<b>0%</b>	<b>100%</b>	
210	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,488,945.00	\$ -	\$ -	\$ -	\$0.00	\$3,488,945.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 765,866.00	\$ -	\$ -	\$ -	\$0.00	\$765,866.00	0%	100%	
	<b>Fund 210 Sub-Total</b>	<b>\$ 4,254,811.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,254,811.00</b>	<b>0%</b>	<b>100%</b>	
319	2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 2,980,628.00	\$ -	\$ 37,050.00	\$ -	\$37,050.00	\$2,943,578.00	1%	99%	
	2348-015 NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 610,490.00	\$ -	\$ 9,750.00	\$ -	\$9,750.00	\$600,740.00	2%	98%	
	<b>Fund 319 Sub-Total</b>	<b>\$ 3,591,118.00</b>	<b>\$0.00</b>	<b>\$46,800.00</b>	<b>\$0.00</b>	<b>\$46,800.00</b>	<b>\$ 3,544,318.00</b>	<b>1%</b>	<b>248%</b>	
328	3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 174,963.00	\$ 32,785.37	\$ 3,338.54	\$ -	\$36,123.91	\$138,839.09	21%	79%	
212	3323-017 NC Pre-K New Capacity Building Funds - State Funds	\$ 150.00	\$ 150.00	\$ -	\$ -	\$150.00	\$0.00	100%	0%	
212	9100-999 NC Pre-K New Capacity Building Funds - State Funds	\$ 174,813.00	\$ 18,481.30	\$ 19,600.85	\$ -	\$38,082.15	\$136,730.85	22%	78%	
	<b>Fund 212 Sub-Total</b>	<b>\$ 174,963.00</b>	<b>\$18,631.30</b>	<b>\$19,600.85</b>	<b>\$0.00</b>	<b>\$38,232.15</b>	<b>\$136,730.85</b>		<b>78%</b>	

Total Budget Remaining \$8,907,892.81

Total NC Pre-K Grant	\$ 9,098,053.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$93,427.53 \$96,732.66 \$0.00 \$190,160.19
Total State Funds	\$5,331,972
Total Federal Funds	\$3,766,081
Total NC Pre-K Grant	\$9,098,053.00

Partnership for Children of Cumberland County, Inc.

Region 5 DCDEE Lead Agency Grant  
Fiscal Year 2020 - 2021

TOTAL FY 2020 - 2021 REGION 5 LEAD AGENCY ALLOCATION

\$0.00

FY 2020 - 2021 10% Overhead / Administration Allocation

\$0.00

FY 2020 - 2021 Program/Services Allocation

\$0.00

										as of August 31, 2020	
EXPENDITURES										17%	83%
Activity			Effective 7/1/2020	07/01/20 Budget	July	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Lead Agency - Core Services			\$0.00	\$ -	\$ 21,576.49	\$ 16,888.30	\$ -	\$ 38,464.79	\$ (38,464.79)	#DIV/0!	#DIV/0!
Core Services - 10% Overhead/Administration for CCR&R			\$0.00	\$ -	\$ 82.63	\$ 89.73	\$ -	\$ 172.36	\$ (172.36)	#DIV/0!	#DIV/0!
Core Services - 10% Overhead/Administration for Admin Ops			\$0.00	\$ -	\$ 6.26	\$ 43.29	\$ -	\$ 49.55	\$ (49.55)	#DIV/0!	#DIV/0!
Contracts & Grants - Anson County			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Contracts & Grants - Montgomery County			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Contracts & Grants - Moore County			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Contracts & Grants - Richmond County			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		#DIV/0!	\$ -	\$ -	\$ 21,665.38	\$ 17,021.32	\$ -	\$ 38,686.70	\$ (38,686.70)	#DIV/0!	#DIV/0!
Region 5 Infant Toddler Project			\$0.00	\$ -	\$ 7,367.79	\$ 6,614.01	\$ -	\$ 13,981.80	\$ (13,981.80)	#DIV/0!	#DIV/0!
Infant Toddler - 10% Overhead/Administration for CCR&R			\$0.00	\$ -	\$ 31.95	\$ 15.56	\$ -	\$ 47.51	\$ (47.51)	#DIV/0!	#DIV/0!
Infant Toddler - 10% Overhead/Administration for Admin Ops			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		#DIV/0!	\$0.00	\$ -	\$ 7,399.74	\$ 6,629.57	\$ -	\$ 14,029.31	\$ (14,029.31)	#DIV/0!	#DIV/0!
Region 5 Healthy Social Behaviors Project			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Healthy Social Behavior - 10% Overhead/Administration for CCR&R			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops			\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		#DIV/0!	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
<b>Total Allocated DCD Funds Remaining</b>									\$ (52,716.01)		
<b>Summary for 10% Overhead / Administration</b>	<b>PFC</b>		\$0.00	\$ -	\$ 120.84	\$ 148.58	\$ -	\$ 269.42	\$ (269.42)	#DIV/0!	#DIV/0!

**Region 5 DCDEE Lead Agency HEALTHY  
SOCIAL BEHAVIORS Grant [14-  
MONTHS]**

**Partnership for Children of Cumberland County, Inc.**

TOTAL FY JULY 1 2019 - AUGUST 31, 2020 REGION 5 HSB ALLOCATION \$244,414.00

FY 2019 - 2021 10% Overhead / Administration Allocation \$22,218.00

FY 2019 - 2020 Program/Services Allocation \$222,196.00

								as of August 31, 2020	
<b>EXPENDITURES</b>								100%	0%
Activity		08/01/20 Budget	12 months at 06-30-20	July	August	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Healthy Social Behaviors Project		\$ 222,196.00	\$ 184,922.23	\$ 14,269.47	\$ 10,102.79	\$ 209,294.49	\$ 12,901.51	94%	6%
Healthy Social Behaviors - 10% Overhead/Administration for CCR&R		\$ 1,132.00	\$ 748.98	\$ 46.54	\$ 336.34	\$ 1,131.86	\$ 0.14	100%	0%
Healthy Social Behaviors - 10% Overhead/Administration for Admin Ops		\$ 21,086.00	\$ 17,743.24	\$ 877.54	\$ 660.48	\$ 19,281.26	\$ 1,804.74	91%	9%
		<b>\$ 244,414.00</b>	<b>\$ 203,414.45</b>	<b>\$ 15,193.55</b>	<b>\$ 11,099.61</b>	<b>\$ 229,707.61</b>	<b>\$ 14,706.39</b>	<b>94%</b>	<b>6%</b>
<b>Total Allocated DCD Funds Remaining</b>							<b>\$ 14,706.39</b>		
<b>Summary for 10% Overhead / Administration</b>	<b>PFC</b>	<b>\$ 22,218.00</b>	<b>\$ -</b>	<b>\$ 924.08</b>	<b>\$ 996.82</b>	<b>\$ 20,413.12</b>	<b>\$ 1,804.88</b>	<b>92%</b>	<b>8%</b>

# Partnership for Children of Cumberland County, Inc.

## All Funding Sources Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
<b>RESTRICTED FUNDS</b>											
206	NC Pre-K Grant - State Funds (per child)	\$ 11,224.00	\$ -	\$ -	\$ -	\$ -	\$ 11,224.00	\$ -	\$ -	\$ 11,224.00	\$ -
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ 2,614.45	\$ -	\$ -	\$ -	\$ -	\$ 44,625.31	\$ 26,993.27	\$ -	\$ 71,618.58	\$ (69,004.13)
	<b>1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
212	NC Pre-K Capacity Building Grant - State Funds	\$ (25,234.78)	\$ 25,234.78	\$ -	\$ -	\$ 25,234.78	\$ 18,631.30	\$ 19,600.85	\$ -	\$ 38,232.15	\$ (38,232.15)
319	NC Pre-K Grant (per slot) - Federal Funds	\$ 800.00	\$ 46,800.00	\$ -	\$ -	\$ 46,800.00	\$ 800.00	\$ 46,800.00	\$ -	\$ 47,600.00	\$ -
	<b>1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ (27,851.21)	\$ 27,851.20	\$ -	\$ -	\$ 27,851.20	\$ 32,785.37	\$ 3,338.54	\$ -	\$ 36,123.91	\$ (36,123.92)
	<b>Sub-total for NC Pre-K</b>	<b>\$ (38,447.54)</b>								<b>Sub-total</b>	<b>\$ (143,360.20)</b>
301	Family CareGivers Program	\$ (2,067.12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.80	\$ -	\$ 2.80	\$ (2,069.92)
307	DCD Grant - SWCDC	\$ 43,760.32	\$ -	\$ -	\$ -	\$ -	\$ 65,425.67	\$ 17,021.32	\$ -	\$ 82,446.99	\$ (38,686.67)
312	Region 5 - Infant/Toddler Project	\$ 4,600.46	\$ -	\$ -	\$ -	\$ -	\$ 12,000.16	\$ 6,629.57	\$ -	\$ 18,629.73	\$ (14,029.27)
313	Region 5 - Healthy Social Behavior	\$ (19,631.60)	\$ -	\$ 53,343.58	\$ -	\$ 53,343.58	\$ 15,193.55	\$ 11,099.61	\$ -	\$ 26,293.16	\$ 7,418.82
807	Region 5 - Program Income	\$ -	\$ 18.60	\$ -	\$ -	\$ 18.60	\$ 2,049.59	\$ 1,614.67	\$ -	\$ 3,664.26	\$ (3,645.66)
	<b>Sub-total for Other Restricted</b>	<b>\$ 26,662.06</b>								<b>Sub-total</b>	<b>\$ (51,012.70)</b>
147	Smart Start - Admin. (FY 19/20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (76.80)	\$ -	\$ -	\$ (76.80)	\$ 76.80
148	Smart Start - Services (FY 19/20)	\$ 423,177.17	\$ -	\$ -	\$ -	\$ -	\$ 422,895.57	\$ -	\$ -	\$ 422,895.57	\$ 281.60
149	Smart Start - Admin. (FY 20/21)	\$ -	\$ 47,916.00	\$ 31,062.00	\$ -	\$ 78,978.00	\$ 46,288.95	\$ 31,423.89	\$ -	\$ 77,712.84	\$ 1,265.16
150	Smart Start - Services (FY 20/21)	\$ -	\$ 428,316.00	\$ 277,665.00	\$ -	\$ 705,981.00	\$ 238,453.64	\$ 190,930.07	\$ -	\$ 429,383.71	\$ 276,597.29
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -	\$ 16,352.00	\$ -	\$ 16,352.00	\$ 8,852.20	\$ 6,495.53	\$ -	\$ 15,347.73	\$ 1,004.27
216	Dolly Parton's Imagination Library	\$ 1,281.70	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ 8,781.70
801	Program Income (SS Related)	\$ 68,725.43	\$ 3,002.57	\$ 6,554.19	\$ -	\$ 9,556.76	\$ 6,708.39	\$ 254.19	\$ -	\$ 6,962.58	\$ 71,319.61
804	GEMS Shared Services (PI SS Related)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
902	COBRA - Employee Insurance Withholdings	\$ 34.87	\$ 88.22	\$ 53.75	\$ -	\$ 141.97	\$ 88.22	\$ 88.22	\$ -	\$ 176.44	\$ 0.40
	<b>Sub-total for Smart Start &amp; Related</b>	<b>\$ 494,519.17</b>								<b>Sub-total</b>	<b>\$ 360,626.83</b>

# Partnership for Children of Cumberland County, Inc.

All Funding Sources  
Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
<b>UNRESTRICTED FUNDS</b>											
208	Unrestricted State Revenues - For Operating Purposes	\$ 15,140.22	\$ -	\$ -	\$ -	\$ -	\$ 2,163.46	\$ 1,704.37	\$ -	\$ 3,867.83	\$ 11,272.39
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 488,220.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,220.41
501	Individual Gifts & Donations	\$ 50,620.59	\$ 775.00	\$ 1,963.25	\$ -	\$ 2,738.25	\$ (1,838.70)	\$ (77.12)	\$ -	\$ (1,915.82)	\$ 55,274.66
515	Vending Machine Commissions	\$ 340.38	\$ 41.41	\$ 13.13	\$ -	\$ 54.54	\$ -	\$ -	\$ -	\$ -	\$ 394.92
518	Kohl's Corporate Grants	\$ 4,356.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,356.34
536	The CarMax Foundation Grant	\$ 9,834.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,834.10
537	Foundation for the Carolinas Grant via Long Leaf Foundation	\$ 2,010.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,010.81
539	Foundation for the Carolinas Grant - Operation Restoration	\$ 90,712.50	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 165,712.50
543	CC Foundation - Family Connect Grant	\$ 33,922.64	\$ -	\$ -	\$ -	\$ -	\$ 5,913.18	\$ 4,379.89	\$ -	\$ 10,293.07	\$ 23,629.57
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
545	CC Foundation - Toilet Training Grant	\$ 7,572.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,572.00
802	PFCRC II (Non-Smart Start)	\$ 85,333.91	\$ 12,545.66	\$ 18,758.05	\$ -	\$ 31,303.71	\$ 8,816.29	\$ 8,140.11	\$ -	\$ 16,956.40	\$ 99,681.22
806	Forward March Conference	\$ 42,408.25	\$ -	\$ (7,250.00)	\$ -	\$ (7,250.00)	\$ -	\$ -	\$ -	\$ -	\$ 35,158.25
809	Hoke County Consumer Ed (not program income)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,787.23	\$ -	\$ 1,787.23	\$ (1,787.23)
812	PFCRC II - Administration	\$ 34,462.52	\$ 4,750.00	\$ 4,750.00	\$ -	\$ 9,500.00	\$ 6,453.15	\$ 4,301.66	\$ -	\$ 10,754.81	\$ 33,207.71
815	Hoke - Contracted Eval (not program income)	\$ 19,099.46	\$ -	\$ -	\$ -	\$ -	\$ 3,903.51	\$ 138.43	\$ -	\$ 4,041.94	\$ 15,057.52
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,448.15
820	Fundraising - PFC Annual Soiree	\$ 108,763.71	\$ 3,702.27	\$ -	\$ -	\$ 3,702.27	\$ 8,051.83	\$ 250.00	\$ -	\$ 8,301.83	\$ 104,164.15
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 3,702.27	\$ (3,702.27)	\$ -	\$ -	\$ (3,702.27)	\$ -	\$ -	\$ -	\$ -	\$ -
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 139.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139.52
828	Fundraising - Early Care & Education Initiatives	\$ 1,804.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,804.28
897	Sales Tax	\$ (10,066.79)	\$ -	\$ -	\$ -	\$ -	\$ 282.24	\$ 1,005.27	\$ -	\$ 1,287.51	\$ (11,354.30)
899	Interest Income (from Investment Funds)	\$ 29,160.94	\$ 10.33	\$ 9.26	\$ -	\$ 19.59	\$ -	\$ -	\$ -	\$ -	\$ 29,180.53

# Partnership for Children of Cumberland County, Inc.

All Funding Sources  
Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
904	Forfieted FSA	\$ (7,022.87)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,022.87)
905	Employee Withholding	\$ (1,046.13)	\$ 39,684.19	\$ 24,592.14	\$ -	\$ 64,276.33	\$ 39,412.59	\$ 24,438.65	\$ -	\$ 63,851.24	\$ (621.04)
	<b>Sub-total for Unrestricted Funds</b>	<b>\$ 1,046,082.29</b>								<b>Sub-total</b>	<b>\$ 1,102,498.67</b>
<b>INFORMATION TECHNOLOGY</b>											
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417.42	\$ 260.72	\$ -	\$ 678.14	\$ (678.14)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
994	IT - Outside Agencies	\$ 113,633.77	\$ 6,666.85	\$ 6,925.53	\$ -	\$ 13,592.38	\$ 10,233.17	\$ 8,109.27	\$ -	\$ 18,342.44	\$ 108,883.71
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Sub-total for Information Technology</b>	<b>\$ 113,633.77</b>								<b>Sub-total</b>	<b>\$ 108,205.57</b>
<b>OTHER FUNDS</b>											
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,384.00
	<b>Sub-total for Other Funds</b>	<b>\$ 31,384.00</b>								<b>Sub-total</b>	<b>\$ 31,384.00</b>
	<b>TOTAL</b>	<b>\$ 1,673,833.75</b>								<b>TOTAL</b>	<b>\$ 1,408,342.17</b>

ADDITIONAL SUMMARIZED INFORMATION
<b>USR</b>
<i>Operating Cash</i> 11,272.39
<i>Investments</i> 488,220.41
<b>\$ 499,492.80</b>

NCPK
<i>Operating Cash</i> (143,360.20)
<i>Cash Advance</i> -
<b>\$ (143,360.20)</b>

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.**

Cash & In-Kind Contributions Report  
Fiscal Year 2020/2021

Total Smart Start Allocation: \$ 5,587,090.00  
 Target Cash & In-Kind Required (19%): \$ 1,061,547.10  
 Target Cash Required (≥13%): \$ 726,321.70  
 Target In-Kind Required (±6%): \$ 335,225.40

**1**

CASH DONATIONS		July	August	September	Y-T-D
<b>Cash Donations - In-House</b>					
Board & Committee Donations	501-4410	\$ 20.00	\$ 590.00		\$ 610.00
Staff Donations	501-4410	\$ -	\$ 128.00		\$ 128.00
Donations - General Admin Operations	501-4410	\$ 755.00	\$ 1,245.25		\$ 2,000.25
Donations - Vending Machine Proceeds	515-4410	\$ 41.41	\$ 13.13		\$ 54.54
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -		\$ -
Donations - Forward March Conference	806-4830	\$ -	\$ -		\$ -
Donations - Fundraising Events 2018	820-4611	\$ -	\$ -		\$ -
Donations - Fundraising Events 2019	820-4611	\$ -	\$ -		\$ -
Donations - Fundraising Event Sales 2019	820-4601	\$ -	\$ -		\$ -
Donations - Fundraising Event Sales 2020	820-4601	\$ -	\$ -		\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 2,787.57	\$ 5,589.19		\$ 8,376.76
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -		\$ -
Program Income - Nurturing Parenting Workshop Fees	801-4836	\$ -	\$ -		\$ -
Program Income - Tenant Copier Fees	801-5311	\$ 96.52	\$ -		\$ 96.52
Program Income - CCR&R Workshop Fees	801-4823	\$ 215.00	\$ 965.00		\$ 1,180.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ -	\$ -		\$ -
Program Income - PDCC IACET Workshop Fees	801-4822	\$ -	\$ -		\$ -
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	\$ 4,750.00	\$ 4,750.00		\$ 9,500.00
Cost Reduction - Car Seat Program Parent Fees	146-6902	\$ -	\$ -		\$ -
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -		\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -		\$ -
					\$ -
<b>Total Cash Donations - In-House</b>		<b>\$ 8,665.50</b>	<b>\$ 13,280.57</b>	<b>\$ -</b>	<b>\$ 21,946.07</b>

<b>Cash Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ -
2nd Quarter (October - December)					\$ -
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
PFC Child Care Subsidy Parent Fees		\$ -			\$ -
<b>Total Cash Donations - Direct Service Providers</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL CASH DONATIONS</b>		<b>\$ 8,665.50</b>	<b>\$ 13,280.57</b>	<b>\$ -</b>	<b>\$ 21,946.07</b>
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GRANTS		July	August	September	Y-T-D
Carmax Foundation (100% Private Grants)	536-4426				\$ -
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				\$ -
<b>TOTAL GRANTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

0.4%

IN-KIND DONATIONS		July	August	September	Y-T-D
<b>In-Kind Donations - In-House</b>					
In-Kind Donations - Volunteer Time		\$ 63.15			\$ 63.15
Discounts on Materials - Kaplan					\$ -
Discounts on Materials - Brame					\$ -
Discounts on Materials - Discount School Supply					\$ -
Discounts on Materials - Lakeshore					\$ -
Discounts on Software - Techsoup Stock					\$ -
Donations - Other In-Kind					\$ -
PFC Staff Donations - Supplies and Mileage					\$ -
PFC Board Member Donations - Supplies and Mileage					\$ -
					\$ -
<b>Total In-Kind Donations - In-House</b>		<b>\$ 63.15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63.15</b>

<b>In-Kind Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ -
2nd Quarter (October - December)					\$ -
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
<b>Total In-Kind Donations - Direct Service Providers</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL IN-KIND DONATIONS</b>		<b>\$ 63.15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63.15</b>
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0.0%

<b>GRAND TOTAL</b>		<b>\$ 8,728.65</b>	<b>\$ 13,280.57</b>	<b>\$ -</b>	<b>\$ 22,009.22</b>
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0.4%

**\$ (1,039,537.88)**

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

**4**

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.**

Cash & In-Kind Contributions Report  
Fiscal Year 2019/2020

Total Smart Start Allocation: \$ 6,819,643.00  
 Target Cash & In-Kind Required (19%): \$ 1,295,732.17  
 Target Cash Required (≥13%): \$ 886,553.59  
 Target In-Kind Required (±6%): \$ 409,178.58

**1**

CASH DONATIONS		April	May	June	Y-T-D
<b>Cash Donations - In-House</b>					
Board & Committee Donations	501-4410	\$ 20.00	\$ 120.00	\$ 535.00	\$ 2,145.00
Staff Donations	501-4410	\$ 50.00	\$ 24.50	\$ 58.00	\$ 213.60
Donations - General Admin Operations	501-4410	\$ 865.00	\$ 68.31	\$ 570.00	\$ 9,207.61
Donations - General CCR&R	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - Reach Out & Read	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PD&C	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PFCRC	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - PD&C KidStuff	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - NC Pre-K SS Allowable	501-4420	\$ -	\$ -	\$ -	\$ 2,000.00
Donations - Vending Machine Proceeds	515-4410	\$ 50.90	\$ -	\$ -	\$ 512.80
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference	806-4830	\$ -	\$ -	\$ -	\$ 11,250.00
Donations - Fundraising Events 2018	820-4611	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2019	820-4611	\$ -	\$ -	\$ -	\$ 2,500.00
Donations - Fundraising Event Sales 2019	820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2020	820-4601	\$ -	\$ -	\$ 6,500.00	\$ 24,373.00
Program Income - Rent from Resource Center I	801-4824	\$ 4,548.23	\$ 7,476.62	\$ 4,316.78	\$ 49,978.56
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -	\$ 50.00	\$ 2,100.00
Program Income - Nurturing Parenting Workshop Fees	801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees	801-5311	\$ -	\$ -	\$ -	\$ 331.59
Program Income - CCR&R Workshop Fees	801-4823	\$ -	\$ 405.00	\$ 610.00	\$ 13,900.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ -	\$ -	\$ -	\$ 747.69
Program Income - PDCC IACET Workshop Fees	801-4822	\$ -	\$ -	\$ -	\$ 1,730.00
Program Income - PD&C Services	801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C KidStuff	801-4834	\$ -	\$ -	\$ -	\$ 125.00
Program Income - Summer Camp Expo	801-4833	\$ -	\$ -	\$ -	\$ -
Program Income - Other	801-4827	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 57,000.00
Cost Reduction - Car Seat Program Parent Fees	146-6902	\$ -	\$ -	\$ -	\$ 280.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Total Cash Donations - In-House</b>		<b>\$ 10,284.13</b>	<b>\$ 12,844.43</b>	<b>\$ 17,389.78</b>	<b>\$ 178,394.85</b>

<b>Cash Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ -
2nd Quarter (October - December)					\$ 28,698.62
3rd Quarter (January - March)					\$ 108,318.04
4th Quarter (April - June)	\$ -		\$ 189,657.86		\$ 189,657.86
PFC Child Care Subsidy Parent Fees	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Cash Donations - Direct Service Providers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,657.86</b>	<b>\$ -</b>	<b>\$ 326,674.52</b>

<b>TOTAL CASH DONATIONS</b>	<b>\$ 10,284.13</b>	<b>\$ 12,844.43</b>	<b>\$ 207,047.64</b>	<b>\$ 505,069.37</b>
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**2**

GRANTS		April	May	June	Y-T-D
Carmax Foundation (100% Private Grants)	536-4426				\$ -
WalMart Foundation (100% Private Grants)	533-4423				\$ -
Raising A Reader (100% Private Grants)	534-4420				\$ -
Kohl's Corporate Grants (100% Private Grants)	518-4420				\$ 930.00
Cumberland Community Foundation (100% Private Grants)	535-4425				\$ 50,000.00
<b>TOTAL GRANTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,930.00</b>

8.2%

IN-KIND DONATIONS		April	May	June	Y-T-D
<b>In-Kind Donations - In-House</b>					
In-Kind Donations - Volunteer Time					\$ 30,275.37
Discounts on Materials - Kaplan					\$ -
Discounts on Materials - Brame					\$ -
Discounts on Materials - Discount School Supply					\$ -
Discounts on Materials - Lakeshore					\$ -
Discounts on Software - Techsoup Stock		\$ 60,954.00			\$ 60,954.00
Donations - Other In-Kind					\$ 65.00
PFC Staff Donations - Supplies and Mileage					\$ -
PFC Board Member Donations - Supplies and Mileage					\$ -
					\$ -
<b>Total In-Kind Donations - In-House</b>		<b>\$ -</b>	<b>\$ 60,954.00</b>	<b>\$ -</b>	<b>\$ 91,294.37</b>

<b>In-Kind Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ -
2nd Quarter (October - December)					\$ 27,922.84
3rd Quarter (January - March)					\$ 8,547.96
4th Quarter (April - June)			\$ 16,389.36		\$ 16,389.36
<b>Total In-Kind Donations - Direct Service Providers</b>			<b>\$ 16,389.36</b>	<b>\$ -</b>	<b>\$ 52,860.16</b>

<b>TOTAL IN-KIND DONATIONS</b>	<b>\$ -</b>	<b>\$ 60,954.00</b>	<b>\$ 16,389.36</b>	<b>\$ 144,154.53</b>
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2.1%

<b>GRAND TOTAL</b>	<b>\$ 10,284.13</b>	<b>\$ 73,798.43</b>	<b>\$ 223,437.00</b>	<b>\$ 700,153.90</b>
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10.3%

**3**

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

<b>TARGET REMAINING</b>	<b>\$ (595,578.28)</b>
-------------------------	------------------------

**4**

\* Parent Fees estimated as of Dec 2910 and Jun 2020 per NCPC



August 1, 2020 - August 31, 2020

Account Number: [REDACTED]  
Account Type: NON-PROFIT

### Customer Update:

Based on when the statement was generated, the value of certain unsettled trades and/or pending transactions (e.g., transactions that take place or settle after the last business day of the month) may not be reflected on your statement. To review your most current portfolio value, visit [etrade.com](http://etrade.com).

**E\*TRADE Securities LLC**  
P.O. Box 484  
Jersey City, NJ 07303-0484  
1-800-ETRADE-1 (1-800-387-2331)  
etrade.com Member FINRA/SIPC

**E\*TRADE Securities**  
Investment Account

#### IMPORTANT INFORMATION:

**Want to get important documents faster?**  
Get your statements, confirms, and tax forms online with paperless delivery. Enroll at [etrade.com/paperless](http://etrade.com/paperless).



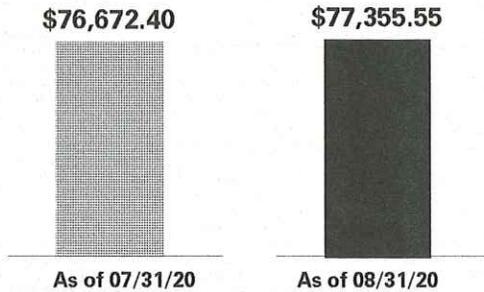
0021128 01 AB 0.416 01 TR 00098 EFAD0302 000000



PARTNERSHIP FOR CHILDREN OF CU  
351 WAGONER DRIVE SUITE 200  
FAYETTEVILLE NC 28303-4672



### Account At A Glance



**Net Change: \$683.15**

**E\*TRADE**

▲ DETACH HERE  
PARTNERSHIP FOR CHILDREN OF CU  
351 WAGONER DRIVE SUITE 200  
FAYETTEVILLE NC 28303-4672

▲ DETACH HERE  
**Use This Deposit Slip** [REDACTED]

**Please do not send cash**

Make checks payable to E\*TRADE Securities LLC

Dollars	Cents

**TOTAL DEPOSIT**

Mail deposits to:



E\*TRADE SECURITIES LLC  
P.O. Box 484  
Jersey City, NJ 07303-0484

083120200001 111450253427



Account Number: [REDACTED]

Statement Period : August 1, 2020 - August 31, 2020

Account Type: NON-PROFIT

**Customer Update:**

Based on when the statement was generated, the value of unsettled trades or pending transactions (e.g. those that occur or settle after the last business day of the month) may not be reflected on your statement. To see your most current portfolio value, visit [etrade.com](http://etrade.com).

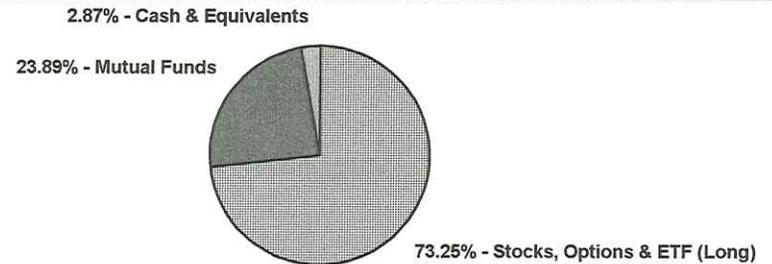
**ACCOUNT OVERVIEW**

Last Statement Date: July 31, 2020

Beginning Account Value (On 07/31/20): \$ 76,672.40  
 Ending Account Value (On 08/31/20): \$ 77,355.55  
 Net Change: \$ 683.15

For current rates, please visit [etrade.com/rates](http://etrade.com/rates)

**ASSET ALLOCATION (AS OF 08/31/20)**



**ACCOUNT VALUE SUMMARY**

	AS OF 08/31/20	AS OF 07/31/20	% CHANGE
Cash & Equivalents	\$ 2,217.05	\$ 2,141.97	3.51%
<b>Total Cash/Margin Debt</b>	<b>\$ 2,217.05</b>	<b>\$ 2,141.97</b>	<b>3.51%</b>
Stocks, Options & ETF (Long)	\$ 56,660.90	\$ 56,157.60	0.90%
Mutual Funds	\$ 18,477.60	\$ 18,372.83	0.57%
<b>Total Value of Securities</b>	<b>\$ 75,138.50</b>	<b>\$ 74,530.43</b>	<b>0.82%</b>
<b>Net Account Value</b>	<b>\$ 77,355.55</b>	<b>\$ 76,672.40</b>	<b>0.89%</b>

Securities products and services are offered by E\*TRADE Securities LLC, Member FINRA/SIPC. Sweep Deposit Account is a bank deposit account with E\*TRADE Bank, a Federal savings bank, Member FDIC. Sweep deposit accounts at each bank are FDIC-insured up to a maximum of \$250,000. Securities products and cash balances other than Sweep Deposit Account funds are not FDIC-insured, are not guaranteed deposits or obligations of E\*TRADE Bank, and are subject to investment risk, including possible loss of the principal invested.

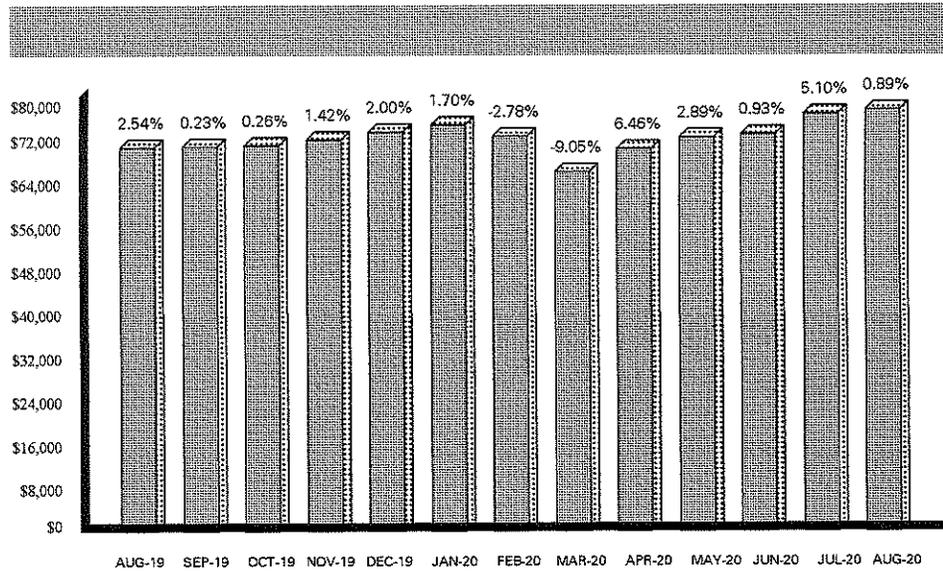


Account Number [REDACTED]

Statement Period : August 1, 2020 - August 31, 2020

Account Type: NON-PROFIT

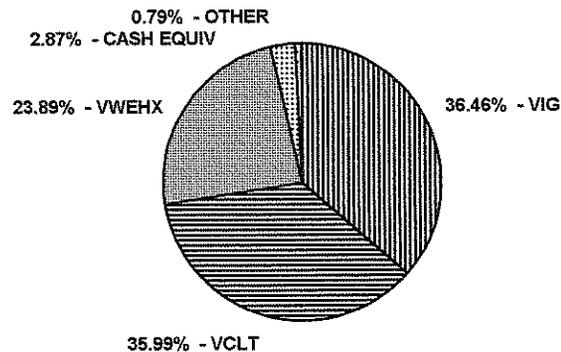
## NET ACCOUNT VALUE BY MONTH END



## ACCOUNT TRANSACTION SUMMARY

DESCRIPTION	THIS PERIOD	YEAR TO DATE
<u>Interest Received</u>		
Taxable	\$ 0.02	\$ 0.11
<u>Dividends Received</u>		
Taxable	\$ 148.24	\$ 1,304.72

## TOP 10 ACCOUNT HOLDINGS (AS OF 08/31/20)




**Account Number:** ██████████

**Statement Period :** August 1, 2020 - August 31, 2020

**Account Type:** NON-PROFIT

**ACCOUNT HOLDINGS**
**CASH & CASH EQUIVALENTS (2.87% of Holdings)**

DESCRIPTION	PORTFOLIO %	AMOUNT
<b>Extended Insurance Sweep Deposit Account</b>		
Opening Balance		2,141.97
Closing Balance	2.87	2,217.05
Average Balance		2,192.02
<b>Extended Insurance Sweep Deposit Account Balance by Bank as of August 31, 2020</b>		
ETRADE BANK		2,217.05

Under the Extended Insurance Sweep Deposit Account (ESDA) Program, cash balances from your brokerage account into the ESDA Program may shift from one program bank to another on a daily basis and a different combination or subset of the Program Banks may be used from day to day with dynamic deposit limits. Your ESDA Program cash balances will be FDIC-insured up to an aggregate of at least \$1,250,000. Uninvested cash balances in the ESDA program are not covered by SIPC. The balance in your bank deposit sweep account may be withdrawn on your order and proceeds returned to your securities account or remitted to you. To see a list of Program Banks please visit [www.etrade.com/esdaagreement](http://www.etrade.com/esdaagreement) or call us at 1-800-ETRADE-1 (1-800-387-2331).

<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b>2.87%</b>	<b>\$2,217.05</b>
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<b>TOTAL CASH &amp; CASH EQUIVALENTS YTD INTEREST (CREDIT INTEREST ONLY)</b>	<b>\$0.06</b>
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**STOCKS, OPTIONS & EXCHANGE-TRADED FUNDS (73.25% of Holdings)**

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO (%)	EST. ANNUAL INCOME	EST. ANNUAL YIELD (%)
***THOMSON REUTERS CORP COM NEW	TRI	Cash	8	76.3700	610.96	0.79	12.00	1.96%
VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF	VCLT	Cash	259	107.5000	27,842.50	35.99	969.00	3.48%
VANGUARD SPECIALIZED FUNDS VANGUARD DIVIDEND APPRECIATION ETF	VIG	Cash	216	130.5900	28,207.44	36.46	481.00	1.71%
<b>TOTAL STOCKS, OPTIONS &amp; ETF</b>					<b>\$56,660.90</b>	<b>73.25%</b>	<b>\$1,462.00</b>	<b>2.58%</b>



Account Number: [REDACTED]

Statement Period : August 1, 2020 - August 31, 2020

Account Type: NON-PROFIT

**MUTUAL FUNDS (23.89% of Holdings)**

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO (%)	EST. ANNUAL INCOME
**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL	VWEHX	Cash	3,158.564	5.8500	18,477.60	23.89	\$929.00
<b>TOTAL MUTUAL FUNDS</b>					<b>\$18,477.60</b>	<b>23.89%</b>	<b>\$929.00</b>
<b>TOTAL PRICED PORTFOLIO HOLDINGS (ON 08/31/20)</b>					<b>\$77,355.55</b>		
<b>TOTAL ESTIMATED ACCOUNT HOLDINGS ANNUAL INCOME</b>					<b>\$2,391.00</b>		

**TRANSACTION HISTORY**

**DIVIDENDS & INTEREST ACTIVITY**

DATE	TRANSACTION TYPE	DESCRIPTION	SYMBOL/ CUSIP	AMOUNT DEBITED	AMOUNT CREDITED
08/03/20	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 07/31/20 PAY 07/31/20	VWEHX		73.18
08/06/20	Dividend	VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF CASH DIV ON 259 SHS REC 08/04/20 PAY 08/06/20 NON-QUALIFIED DIVIDEND	VCLT		75.06
08/26/20	Interest	EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT INTEREST			0.02
<b>TOTAL DIVIDENDS &amp; INTEREST ACTIVITY</b>					<b>\$148.26</b>
<b>NET DIVIDENDS &amp; INTEREST ACTIVITY</b>					<b>\$148.26</b>

**OTHER ACTIVITY**

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
08/03/20	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL REINVEST PRICE \$ 5.84	VWEHX	Reinvest	12.531		73.18	
<b>TOTAL OTHER ACTIVITY</b>						<b>\$73.18</b>	
<b>NET OTHER ACTIVITY</b>						<b>\$73.18</b>	



Account Number: [REDACTED]

Statement Period : August 1, 2020 - August 31, 2020

Account Type: NON-PROFIT

**EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT (ESDA) ACTIVITY ( 0.0100% APY/0.0100%APY Earned as of 08/31/20)**

Under the Extended Insurance Sweep Deposit Account (ESDA) Program, cash balances from your brokerage account into the ESDA Program may shift from one program bank to another on a daily basis and a different combination or subset of the Program Banks may be used from day to day with dynamic deposit limits. Your ESDA Program cash balances will be FDIC-insured up to an aggregate of at least \$1,250,000. Uninvested cash balances in the ESDA program are not covered by SIPC. The balance in your bank deposit sweep account may be withdrawn on your order and proceeds returned to your securities account or remitted to you. To see a list of Program Banks please visit [www.etrade.com/esdaagreement](http://www.etrade.com/esdaagreement) or call us at 1-800-ETRADE-1 (1-800-387-2331).

DATE	TRANSACTION TYPE	DESCRIPTION	TRANSACTION AMOUNT
08/01/20		OPENING BALANCE	\$2,141.97
08/06/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	75.06
08/26/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	0.02
08/31/20		CLOSING BALANCE	\$2,217.05



Requested Contract Activity Description Changes  
Board of Directors  
September 24, 2020

**Child Care Resource and Referral**

Activity ID# 001

PSC: 3104

PBISID: PLA40

**CURRENT**

CCR&R staff support childcare providers through technical assistance (TA), professional development advising, structured learning events, and the mobile resource unit. Families are supported through consumer education and referral services. Additionally, a lending library for families and early childhood professionals to have access to and borrow learning and instructional materials. TA and structured learning events will be offered to all childcare facilities in the county. TA will be provided using a variety of assessment tools (e.g. ERS, PAS, and BAS). Childcare facilities may receive a one-time bonus for achieving a specific goal, such as a star level increase to four or five stars or an assessment score increase as documented through pre- and post-assessment. Higher education supports may be provided in the form of financial assistance to cover tuition, books and activity fees. An additional higher education support may include the provision of education bonuses for the completion of three semester credits with a GPA of 3.0 or better. The CCR&R hosts external meetings to engage community stakeholders, such as the CCR&R Advisory Committee and DCDEE Childcare Consultants. Other services will include data collection/analysis and public awareness regarding early childhood issues. As allowable according to the cost principles, Smart Start funds may be used for meeting/structured learning event expenses, topic related materials, assessment tools, food, and other contracted services to include presenters. If funding is available, committee member(s) may attend trainings.

**Requested Changes for FY 2020-21**<sup>[PF1]</sup>

CCR&R staff support childcare providers through technical assistance (TA), ~~professional development advising, structured learning events, and the mobile resource unit~~ and training to include coordination of CEU opportunities. Families are supported through consumer education and referral services. ~~Additionally, a~~ lending library ~~is provided~~ for families and early childhood professionals to have access to and borrow learning and instructional materials. TA and ~~structured learning events~~ training on child care related topics will be offered to all licensed childcare facilities in the county. ~~TA will be provided using a variety of assessment tools (e.g. ERS, PAS, and BAS)~~ The TA provided may include focusing on improving learning environments, teacher/child interactions, leadership skills, Star Rated License education points, and business practices. Childcare facilities may receive a one-time bonus for achieving a specific goal, such as a star level increase to four or five stars or an assessment score increase as documented through pre- and post-assessment. Higher education supports may be provided in the form of ~~financial assistance to cover tuition, books and activity fees. An additional higher education support may include the provision of~~ education bonuses to child care staff receiving TA on increasing their education points for the completion of three semester credits with a GPA of 3.0 or better. ~~The CCR&R hosts external meetings to engage community stakeholders, such as the CCR&R Advisory Committee and DCDEE Childcare Consultants. Other services will include data collection/analysis and public awareness regarding early childhood issues.~~ As allowable according to the cost principles, Smart Start funds may be used for meeting/structured learning event expenses, topic related materials, assessment tools, food, and other contracted services to include presenters. ~~If funding is available, committee member(s) may attend trainings.~~

**FINAL VERSION WITH EDITS REMOVED**

CCR&R staff support childcare providers through technical assistance (TA) and training to include coordination of CEU opportunities. Families are supported through consumer education and referral services. A lending library is provided for families and early childhood professionals to have access to and borrow learning and instructional materials. TA and training on child care related topics will be offered to all licensed childcare facilities in the county. The TA provided may include focusing on improving learning environments, teacher/child interactions, leadership skills, Star Rated License education points, and business practices. Childcare facilities may receive a one-time bonus for achieving a specific goal, such as a star level increase to four or five stars or an assessment score increase as documented through pre- and post-assessment. Higher education supports may be provided in the form of education bonuses to child care staff receiving TA on increasing their education points for the completion of three semester credits with a GPA of 3.0 or better. As allowable according to the cost principles, Smart Start funds may be used for meeting/structured learning event expenses, topic related materials, assessment tools, food, and other contracted services to include presenters.

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**Family Connects**

Activity ID# 032

PSC: 5413

PBISID: FS30

**CURRENT & REQUESTED CHANGE FOR FY 2020-21 (in line, last sentence)**[PF2]

The Partnership for Children of Cumberland County will initiate a contract with Family Connects International in support of planning and initial implementation of the Family Connects model, in Cumberland County within a three-year period commencing July 1, 2018. The program is designed for universal community coverage in order to promote community-wide change for families. Over the three-year period, the Cumberland Family Connects Team will follow a 6-step process to achieve initial program certification. All steps include regularly scheduled communication with the Family Connects International team at Duke University and build in a step-wise approach. Within the first year of contracting, it is expected that all deliverables within the first step of program certification. Step 1: Readiness Assessment & Implementation Plan Development. This phase encompasses stakeholder engagement, organizational modeling, community-level mapping and readiness assessment leading to a final site implementation plan. Step 2: Program Installation. In this phase, program staff will train in the model development to support initiation of services to families. This will include installation of the locally run database for program documentation and reporting. Step 3: Initial Implementation In this phase, local providers implement the Family Connects model and receive ongoing consultation for clinical home visits (fidelity and reliability checks) and community engagement and alignment activities. Step 4: On-site Assessment and Initial Program Certification. Within this phase of implementation, observation and review by the Family Connects International team will be scheduled in Cumberland County upon successful completion of the Initial Implementation phase. Step 5: Full Operation. All components of the program will be in effect and operating throughout this phase of the project and will be assessed through standard data collection and reporting protocol as defined by Family Connects International. Step 6: On-site Review. Following 6-12 months of full operations, with timing determined by the Family Connects International and local teams, an on-site audit will occur. Meetings/trainings may be provided on-site or at community learning events and may include food, topic related materials, site rental, and outside presenters. Contingent on funding contracted services such as temps and may be utilized. Multiple funding streams will be used to support the staffing, purchase of materials and coordination of this activity.[PF3]



**Family Resource Center**

**Activity ID# 027**

PSC: 5506

PBISID: FS30

**NOTE: The Family Resource Center was removed from the EB/EI list by NCPC in the most recent update.**

**CURRENT**

The Family Resource Center (FRC) will serve as a community hub for connecting families with children birth to age 5 to the information, resources, and services they need to support their child's optimal health and development. The FRC will provide a highly coordinated system of family services and supports for the purpose of improving family well-being. The Information & Referral Assistant (IRA) will establish and maintain rapport, and will provide appropriate information and referrals to connect families to services. Family intake will be conducted to assess each family's needs using a comprehensive and culturally responsive process. The FRC Manager, and related program staff, will utilize a variety of formal and informal mechanisms to facilitate coordination of services among community partners. The FRC will encompass the following evidence-based/evidence-informed family support programs, activities, and strategies to include: Diaper Bank of North Carolina, Dolly Parton Imagination Library, Nurturing Skills for Families Programs, and Nurturing Parent Program for Parents and their Infants, Toddlers & Preschoolers. The Program Features as listed in the Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices will be utilized in the design, implementation, and evaluation of the FRC services. Additionally, the IRA will seek I&R certification through the Alliance of Information and Referral Systems (AIRS). Funds will be used to support an FRC Manager and Information Referral Assistant, and as funds allow, attendance at the AIRS Conference and/or participation in AIRS Online Training Courses.

**Requested Changes for FY 2020-21**

[PF4]

The Family Resource Center (FRC) will serve as a community hub for connecting families with children birth to age ~~5~~ five to the information, resources, and services ~~they need~~ ed to support their child's optimal health and development. The FRC will provide a highly coordinated system of family services and supports ~~for the purpose of improving to improve~~ family well-being. The Information & Referral Assistant (IRA) will establish and maintain rapport, and will provide appropriate information and referrals to connect families to services. Family intake will be conducted to assess each family's needs using a comprehensive and culturally responsive process. The FRC Manager, and related program staff, will utilize a variety of formal and informal mechanisms to facilitate coordination of services among community partners. Additionally, the FRC will support the facilitation of parent/child playgroups using Kaleidoscope Play and Learn, as well as the following other evidence-based/evidence-informed family support programs, activities, and strategies to include: ~~Diaper Bank of North Carolina, Dolly Parton Imagination Library, Nurturing Skills for Families Programs, and Nurturing Parent Program for Parents and their Infants, Toddlers & Preschoolers, and other programs such as the Diaper Bank of North Carolina. The Program Features as listed in the Smart Start Resource Guide of Evidence-Based and Evidence-Informed Programs and Practices will be utilized in the design, implementation, and evaluation of the FRC services. Additionally, the IRA will seek I&R certification through the Alliance of Information and Referral Systems (AIRS).~~ Funds will be used to support an FRC Manager and, Information Referral Assistant, and program materials and staff support for Kaleidoscope, and as funds allow, attendance at the AIRS Conference and/or participation in AIRS Online Training Courses.

**FINAL VERSION WITH EDITS REMOVED**[PF5]

The Family Resource Center (FRC) will serve as a community hub for connecting families with children birth to age five to the information, resources, and services needed to support their child's optimal health and development. The FRC will provide a highly coordinated system of family services and supports to improve family well-being. The Information & Referral Assistant (IRA) will establish and maintain rapport, and will provide appropriate information and referrals to connect families to services. Family intake will be conducted to assess each family's needs using a comprehensive and culturally responsive process. The FRC Manager, and related program staff, will utilize a variety of formal and informal mechanisms to facilitate coordination of services among community partners. Additionally, the FRC will support the facilitation of parent/child playgroups using Kaleidoscope Play and Learn, as well as other evidence-based/evidence-informed family support programs, activities, and strategies to include: Dolly Parton Imagination Library, parenting programs for high risk families, and other programs such as the Diaper Bank of North Carolina. Funds will be used to support an FRC Manager, Information Referral Assistant, and program materials and staff support for Kaleidoscope.

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**Kindermusik & Music Therapy**

Activity ID# 220

PSC: 5417

PBISID: H10

**CURRENT & REQUESTED CHANGE FOR FY 2020-21**[PF6]

Kindermusik will provide one-on-one training and coaching in utilizing music in daily lesson plans by modeling during 7 weekly sessions for classes of at-risk pre-kindergarten children and their teachers. Each teacher and child will receive Kindermusik curriculum materials including a parent/child magazine with story and CD allowing parents and children to build upon classroom experiences and other appropriate supplies. Preschool teachers/assistants will learn methods through observing all class presentations so that concepts and musical activities can be integrated into the teacher's daily lesson plans. The music professional/licensed Kindermusik Instructor will explore ideas and help develop activities with the preschool teacher utilizing music through numbers, shapes, colors, and letters; explore ways to share music in the child's world in the classroom and at home; and may provide follow-up consultation with preschool teachers to explore ways of enhancing daily experiences with the children. Music Therapy will be provided through one-on-one training and mentoring to improve teacher practice by a contracted Music Therapist for special needs preschoolers at Dorothy Spainhour, and special needs preschoolers in Early Intervention classes, and other childcare settings for a minimum of 8 weeks and 16 week-series-per classes. When funding is available, children receiving Music Therapy may receive a Kindermusik home kit and other appropriate supplies. If available, children ages 3 and 4 at Dorothy Spainhour may receive a Kindermusik home kit.

**FINAL VERSION WITH EDITS REMOVED**

Kindermusik will provide one-on-one training and coaching in utilizing music in daily lesson plans by modeling during 7 weekly sessions for classes of at-risk pre-kindergarten children and their teachers. Each teacher and child will receive Kindermusik curriculum materials including a parent/child magazine with story and CD allowing parents and children to build upon classroom experiences and other appropriate supplies. Preschool teachers/assistants will learn methods through observing all class presentations so that concepts and musical



activities can be integrated into the teacher's daily lesson plans. The music professional/licensed Kindermusik Instructor will explore ideas and help develop activities with the preschool teacher utilizing music through numbers, shapes, colors, and letters; explore ways to share music in the child's world in the classroom and at home; and may provide follow-up consultation with preschool teachers to explore ways of enhancing daily experiences with the children. Music Therapy will be provided through one-on-one training and mentoring to improve teacher practice by a contracted Music Therapist for special needs preschoolers at Dorothy Spainhour, special needs preschoolers in Early Intervention classes, and other childcare settings for a minimum of 8 weeks per class. When funding is available, children receiving Music Therapy may receive a Kindermusik home kit and other appropriate supplies.

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**Autism Circle of Parents Support Program**

Activity ID# 232

PSC: 5505

PBISID: FS30

**CURRENT & REQUESTED CHANGE FOR FY 2020-21 (in line, first sentence)**<sup>[PF7]</sup>

The Autism Society of Cumberland County will provide family support services to children with Autism Spectrum Disorders (ASD) and other disabilities as defined by the Americans with Disability Act (ADA) in Cumberland County. This activity will serve children ages birth through five or their siblings with the Circle of Parents Curriculum. Support services provided may include resource, referral, parent education/training, support groups, conference scholarships, monthly newsletters, or resource directories. Services may be delivered by Autism Society of Cumberland County staff, board members, or parent and community volunteers. The program will fund a part-time Director of Programs and Outreach and a part-time Administrative Coordinator. Services may be provided at limited daytime and evening hours at various community locations. A childcare worker will be contracted to provide childcare services during weekly support group meetings, exceptions include but not limited to holiday, weather-related, or staffing issues. Refreshments will be provided at program sessions.

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

Unit:		Partnership for Children of Cumberland County, Inc. Child Care Resource and Referral		Activity Name: Requested Effective Date:		Child Care Resource and Referral Core Services [3104-001] 10/15/2020	
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective 07/01/20	Explanation		
11	Personnel	\$ 739,695.00	\$ (27,121.00)	\$ 712,574.00	Decrease for the allocated portion of personnel costs for the Resource Services Consultant for time spent administering the Kaleidoscope educational curriculum. This portion is moved to the Smart Start Family Resource Center budget.		
12	Contracted Professional Services	\$ 159,653.00		\$ 159,653.00			
14	Office Supplies & Materials	\$ 45,000.00		\$ 45,000.00			
15	Service Related Supplies	\$ 3,500.00		\$ 3,500.00			
17	Travel	\$ 15,000.00		\$ 15,000.00			
18	Communications & Postage	\$ 17,000.00		\$ 17,000.00			
19	Utilities	\$ 15,000.00		\$ 15,000.00			
20	Printing and Binding	\$ 300.00		\$ 300.00			
21	Repair and Maintenance	\$ 35,000.00		\$ 35,000.00			
22	Meeting/Conference Expense	\$ -		\$ -			
23	Employee Training (no travel)	\$ 20,000.00		\$ 20,000.00			
24	Advertising and Outreach	\$ 10,000.00		\$ 10,000.00			
25	Board Member Expense	\$ -		\$ -			
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -			
28	Furniture Rental	\$ -		\$ -			
29	Equipment Rental (Phones, Computers, etc.)	\$ 10,000.00		\$ 10,000.00			
30	Vehicle Rental	\$ 2,000.00		\$ 2,000.00			
31	Dues, Subscriptions and Fees	\$ 2,000.00	\$ (2,000.00)	\$ -	Decrease for the Kaleidoscope Learn and Play Affiliation annual dues to be paid by June 2021. This amount is moved to the Smart Start Family Resource Center budget.		
32	Insurance & Bonding	\$ 4,000.00		\$ 4,000.00			
33	Book/Library Reference Materials	\$ -		\$ -			
34	Mortgage Interest/Bank Fees	\$ -		\$ -			
35	Other Expenses	\$ -		\$ -			
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ 2,000.00		\$ 2,000.00			
40	Computer Equipment/Printers, \$500+ per item	\$ 4,000.00		\$ 4,000.00			
41	Furniture/Eqpt. under \$500 per item	\$ 2,000.00		\$ 2,000.00			
43	Purchases of Services	\$ -		\$ -			
45	Stipends/Scholarships	\$ 30,000.00		\$ 30,000.00			
46	Cash Grants and Awards	\$ -		\$ -			
47	Non-Cash Grants and Awards	\$ 64,672.00		\$ 64,672.00			
	<b>Total</b>	<b>\$ 1,180,820.00</b>	<b>\$ (29,121.00)</b>	<b>\$ 1,151,699.00</b>			

Department Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Fiscal Year 2020/2021

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

Unit:		Partnership for Children of Cumberland County, Inc.			Activity Name:	Family Resource Center [5506-027]
					Requested Effective Date:	10/15/2020
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective 07/01/20	Explanation	
11	Personnel	\$ 61,278.00	\$ 27,121.00	\$ 88,399.00	Increase for the allocated portion of personnel costs for the Resource Services Consultant for time spent administering the Kaleidoscope educational curriculum. This portion is moved from the Smart Start Child Care Resource and Referral budget.	
12	Contracted Professional Services	\$ 22,000.00		\$ 22,000.00		
14	Office Supplies & Materials	\$ 1,500.00		\$ 1,500.00		
15	Service Related Supplies	\$ -		\$ -		
17	Travel	\$ -		\$ -		
18	Communications & Postage	\$ 1,500.00		\$ 1,500.00		
19	Utilities	\$ 15,544.00		\$ 15,544.00		
20	Printing and Binding	\$ -		\$ -		
21	Repair and Maintenance	\$ 25,000.00		\$ 25,000.00		
22	Meeting/Conference Expense	\$ -		\$ -		
23	Employee Training (no travel)	\$ -		\$ -		
24	Advertising and Outreach	\$ -		\$ -		
25	Board Member Expense	\$ -		\$ -		
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -		
28	Furniture Rental	\$ -		\$ -		
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,000.00		\$ 1,000.00		
30	Vehicle Rental	\$ -		\$ -		
31	Dues, Subscriptions and Fees	\$ 1,100.00	\$ 2,000.00	\$ 3,100.00	Increase for the Kaleidoscope Learn and Play Animation annual dues to be paid by June 2021. This amount is moved from the Smart Start Child Care Resource and Referral budget.	
32	Insurance & Bonding	\$ 2,500.00		\$ 2,500.00		
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	\$ 2,500.00		\$ 2,500.00	Two computers to replace obsolete and/or out of warranty equipment	
41	Furniture/Eqpt. under \$500 per item	\$ 500.00		\$ 500.00	Items necessary for efficiency such as printers, scanners, tools, etc.	
43	Purchases of Services	\$ -		\$ -		
45	Stipends/Scholarships	\$ -		\$ -		
46	Cash Grants and Awards	\$ -		\$ -		
47	Non-Cash Grants and Awards	\$ -		\$ -		
	<b>Total</b>	<b>\$ 134,422.00</b>	<b>\$ 29,121.00</b>	<b>\$ 163,543.00</b>		

Department Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Fiscal Year 2020/2021

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.**  
**FAMILY RESOURCE CENTER BUILDING**  
**CAPITAL REPAIRS PROJECT**  
**FISCAL CONSIDERATIONS**  
**As of September 23, 2020**

1. One of the calculations for determining possible Unrelated Business Income Tax [UBI] is for PFC to maintain an 85%/15% balance of square footage occupancy on debt-financed property. The 85% refers to the use of the property that is related to PFC's mission and tax-exempt purpose.
2. Currently PFC has exceeded the not-greater than 15% limit because maintaining this percentage was unnecessary since PFC has not carried debt since October 2010 when the building purchase was paid off in full.
3. The FRC building is currently occupied at 35% of non-like mission entities. Non-like mission entities consists of for-profit businesses and non-profits with unrelated missions. If a tenant is for profit, it does not matter what their mission is. If a tenant is non-profit and is not like PFC's mission, they also fall into this category.
4. If we have the opportunity for new tenants, we can be safer to accept additional non-profit/like-mission organizations. However, we should NOT turn away any reputable tenants because their rent payments will surely be greater than any UBI tax by far.
5. The only time PFC paid UBI federal taxes was for June 2006 and the amount was only \$147.
6. It is highly unlikely that we would have to pay UBI taxes even if we had relevant taxable income due to past years' carryforward losses. The IRS previously allowed 20 years to use the carryforward but they have now removed the time limit. There is an elaborate calculation to determine UBI. It is not just net rent income per our Form 990 times a tax rate.
7. If PFC acquires debt before June 30, 2021, a Form 990-T will also be required because we have exceeded the 15% limit for this fiscal year. Currently PFC is only required to file an annual Form 990 form because it is not debt-financed.
8. Our CPAs are not discouraging PFC from going into debt prior to June 30, 2021 if necessary to keep the building project going. The tax returns [Form 990 and Form 990-T] will just take additional time and calculations....and money to pay for their services.

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.**  
**FAMILY RESOURCE CENTER BUILDING**  
**CAPITAL REPAIRS PROJECT**  
**FISCAL CONSIDERATIONS**  
**As of September 23, 2020**

9. If PFC begins the building project, the following funds are currently available.

FUND CODE - NAME	CASH BALANCE
Fund 537 - Foundation for the Carolinas Grant	\$2,010.81
Fund 539 - Foundation of the Carolinas-Operation Restoration Grant	\$165,712.50
Fund 825 - FRC Capital Projects Fund	\$21,578.00
Fund 501 - NCPC's Disaster Relief Funds received on 02-15-2019	\$7,000.00
<b>TOTAL CURRENT FUNDS AVAILABLE</b>	<b>\$196,301.31</b>

10. If PFC acquires a debt, the loan payments will be considered unallowable to be paid from grants and thus will have to be paid from unrestricted funds.

- a. Fund 802 - FRC II Rent Income is currently the primary source of recurring unrestricted funds.
- b. This funding stream currently supports other unallowable expenditures related to the building upkeep as well as supporting administrative costs that are not funded or under funded by other grants.
- c. The current cash balance in Fund 802 as of August 31, 2020 is \$107,013.99.

11. If PFC acquires a debt, there are currently investments that can be redeemed. These investments are currently being held to support the Partnership for unknown future funding constraints.

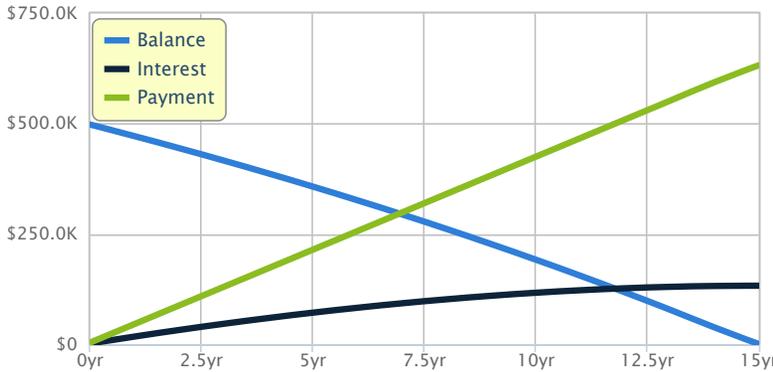
FUNDING TYPE	AMOUNT
Select Bank CD	\$103,126.82
Lumbee Bank CD	\$102,285.66
PNC Bank - Money Market Reserve Account	\$243,863.46
E-Trade Funds Account - current market value	\$77,355.55
<b>TOTAL</b>	<b>\$526,631.49</b>

# Amortization Calculator

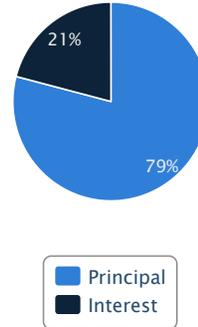
Loan Amount   
 Loan Term  years  
 Interest Rate (APR)

**Monthly Pay: \$3,513.34**  
 Total of 180 Loan Payments \$632,401.89  
 Total Interest \$132,401.89

**Loan Amortization Graph**



**Payment Breakdown**



## Annual Amortization Schedule

	Beginning Balance	Interest	Principal	Ending Balance
1	\$500,000.00	\$15,860.55	\$26,299.53	\$473,700.42
2	\$473,700.42	\$14,992.96	\$27,167.12	\$446,533.25
3	\$446,533.25	\$14,096.75	\$28,063.33	\$418,469.87
4	\$418,469.87	\$13,171.00	\$28,989.08	\$389,480.73
5	\$389,480.73	\$12,214.66	\$29,945.42	\$359,535.28
6	\$359,535.28	\$11,226.81	\$30,933.27	\$328,601.97
7	\$328,601.97	\$10,206.36	\$31,953.72	\$296,648.22
8	\$296,648.22	\$9,152.28	\$33,007.80	\$263,640.37
9	\$263,640.37	\$8,063.39	\$34,096.69	\$229,543.63
10	\$229,543.63	\$6,938.59	\$35,221.49	\$194,322.09
11	\$194,322.09	\$5,776.69	\$36,383.39	\$157,938.65
12	\$157,938.65	\$4,576.45	\$37,583.63	\$120,354.97
13	\$120,354.97	\$3,336.60	\$38,823.48	\$81,531.46
14	\$81,531.46	\$2,055.90	\$40,104.18	\$41,427.22
15	\$41,427.22	\$732.89	\$41,427.19	\$0.00

by Calculator.net

## Human Resources Committee Meeting of September 15, 2020

### RECOMMENDATIONS

- A. The Human Resources Committee recommends accepting the following policies as presented:
  - 1. HR 413 – Shared Leave Program (*Revised*) // Effective July 1, 2020
- B. The Human Resources Committee recommends accepting the following personnel changes as presented:
  - 1. Organizational Chart (*Revised*) // Effective September 26, 2020
  - 2. Visual Communications Designer job description (*Revised*) // Effective September 26, 2020
  - 3. Programs (formerly CCR&R) dept. job descriptions and title changes // Effective September 26, 2020
    - a. Division Administrator
    - b. Program Manager
    - c. Lead Coach
    - d. Coach
    - e. Executive Specialist (Programs)

**FACILITY AND TENANT COMMITTEE RECOMMENDATIONS**  
**MEETING 9-21-2020**

**RECOMMENDATIONS:**

1. To approve the scope of services to be provided by Fleming & Associates as needed for bidding of phase 1 of FRC Infrastructure Repair Project.
2. Approve allowing tenants extended hours for seeing clients on two evenings during the weekdays and one Saturday each month (Excluding holidays recognized by PFC) during phase 2.5 of NC COVID 19 restrictions, beginning October, 2020.

# CCR&R Advisory Committee Recommendation Meeting for September 17, 2020

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## Information:

- 1) Wanda Wesley, Committee Chair, called the CCR&R Committee meeting to order.
- 2) Mary Sonnenberg, President, shared highlights from the President's Report during the joint CCR&R and PED Committee Meeting. The report included the following information:
  - NC Legislative & State Budget updates
  - Fiscal and Contracts
  - NC DCDEE Updates
  - Grant Opportunities
  - COVID-19 Updates
- 3) Candy Scott, CCR&R Vice President, and Michelle Hearon, Program Administrator, provided an overview of the CCR&R Administration Report & Updates. The Report included information regarding:
  - FY 19-20 Smart Start Year-End Report
  - Staff Updates
  - CCR&R Department Restructure
  - Changes to Family Services
- 4) CCR&R Department Units gave the following programmatic updates:
  - Family Support –
    - School-Age State Hotline
    - Protective Factors Trainings
  - NC Pre-K –
    - FY20/21 Allocation
    - NC Pre-K Re-opening
    - Programs Participation and Closing
    - Capacity Building
  - Professional Development Career Center –
    - Virtual Learning Events
    - T.E.A.C.H Scholarships
    - Regional Learning Events
    - In-person Learning Events Guidelines
    - Upcoming trainings/workshops by Zoom.
  - Region 5- Overview Regional goals/deliverables and Special Initiative Projects updates.
  - Technical Assistance –
    - On-site Technical Assistance
    - Technical Assistance Application available online