

## Virtual Board of Directors

### Meeting Agenda

*Quorum is 13 = 50% + 1 Attendee (Total Board Members = 23)*

Thursday, January 14, 2021

PFC Board – 9:00 am – 11:00 am

### 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. Determination of Board Quorum & Call to Order – Ayesha Neal [9:00]**

A. Welcome (Board, Facility & Tenant Committee, Finance Committee, Guests from Fleming & Associates and Charles Morris)<sup>Δ</sup>

#### **II. Ensuring Adequate Resources & Engagement [9:05]**

A. Contracts

1. Phase I of Building Construction\*
2. Bank Financing for Infrastructure Construction Project\*!
3. Hiring Agency for Nurse Home Visitors for Family Connects (related to Preschool Development Grant Family Connects Regional Pilots and Smart Start Family Connects Activity)\*

#### **III. Adjourn [2:00]**

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

° Electronic Copy (Hard copies available upon request)



FLEMING & ASSOCIATES, PA  
STRUCTURAL ENGINEERING • FORENSICS • ROOFING DESIGN

Principals: Stephen Fleming, PE, RBEC ■ J. Ben Rogers, PE ■ Sarah Duncan, PE ■ John Kells, PE, SE

January 12, 2021

Partnership for Children of Cumberland County

Attn: Mary F. Sonnenberg, M.Ed.

351 Wagoner Drive, Suite 200

Fayetteville, NC 28303

Re: Family Resource Center Exterior Wall Repairs Phase I

Our Job No.: 19-58b

Dear Ms. Sonnenberg,

Enclosed you will find a Certified Bid Tabulation Form for the above-referenced project.

Three bid packages were received by the Partnership for Children. Hayes, Inc.'s package did not include the required bid form. R&R Homes Inc's package did not include the required bid security. I recommend both bids be considered non-responsive.

I recommend that the Partnership for Children of Cumberland County enter into a construction contract with WxProofing, LLC for a contract sum of \$284,470.00. The bidder's validity and limitation have been verified with the NC Licensing Board for General Contractors' website and is enclosed.

Please call if you have questions or comments.

Sincerely,

Fleming & Associates, PA

Stephen Fleming, PE, RBEC

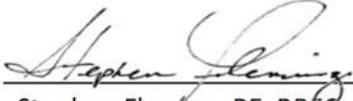


**Bid Tabulation Form**

Family Resource Center Exterior Wall Repairs Phase I  
Partnership for Children of Cumberland County  
Bid Opening Date and Time: January 12, 2021 at 12pm  
Engineer's Project Number: 19-58b

<b>Contractor</b>	<b>Addendum #1</b>	<b>Base Bid</b>	<b>Bid Security</b>
Hayes, Inc License # 42892	Bid form not submitted with bid package		
R&R Homes Inc License # provided is not a Qualifier for R&R Homes Inc	Acknowledged	\$139,925.00	Not Included
<b>WxProofing LLC</b> <b>License # 77045</b>	<b>Acknowledged</b>	<b>\$284,470.00</b>	<b>Included</b>

I certify that the above bids were submitted properly and are accurate as received.

  
Stephen Fleming, PE, RBEC

1/12/21  
Date

**Boldface** type indicates the apparent lowest responsive bidder.



# NORTH CAROLINA LICENSING BOARD FOR GENERAL CONTRACTORS

Name: WxProofing LLC  
Number: 77045  
Status: Valid  
Last Renewal Date: 2021-01-01  
Address: 309 Gallimore Dairy Rd, Ste 106  
City: Greensboro  
State: NC  
Zip: 27409  
County: GUILFORD  
Telephone: (336) 544-2600  
limitation: Unlimited  
Classifications : Building  
Qualifiers : Dorsey Wharton Daniel, Jr.  
Robert Wayne McDowell  
John David Greiner



January 8, 2021

Partnership for Children  
351 Wagoner Drive, Suite 200  
Fayetteville, NC 28303  
Attn: Anna Marie Hall, Contracts Coordinator

Subject: Family Connects Grant Nursing Staff Agency

Carolina Collaborative Community Care (4C) respectfully submits the Family Connects Grant Nursing Staff Agency RFP and requested attachments for consideration. All staffing requirements have been reviewed and shall be met to fulfill program requirements. Monitoring and supervision will be conducted accordingly to provide and support the required staff, as well as meet the required expectations.

Sincerely,



Karin A. Suess, MS, MBA, PharmD  
4C Executive Director



**FAMILY CONNECTS GRANT – NURSING STAFF AGENCY  
REQUEST FOR PROPOSALS  
ATTACHMENT I**

**Organization Name:** Carolina Collaborative Community Care (4C)

**Physical Address:** 225 Green Street, Suite 1006 Fayetteville, NC 28301

**Mailing Address:** Same as physical address  
*(if different)*

**Primary POC:** Karin A. Suess, MS, MBA, PharmD  
**Email:** [ksuess@carolinacc.com](mailto:ksuess@carolinacc.com)

**Title:** Executive Director  
**Phone:** 910-890-0438

**Medical Director:** Rita Gunter, MD, FAAP  
**Email:** [rgunter@carolinacc.com](mailto:rgunter@carolinacc.com)

**Title:** Ped Physician Champion  
**Phone:** 910-485-1250

**Contracts POC:** Karin A. Suess, MS, MBA, PharmD  
**Email:** [ksuess@carolinacc.com](mailto:ksuess@carolinacc.com)

**Title:** Executive Director  
**Phone:** 910-890-0438

**Fiscal POC:** Robert de Graaf  
**Email:** [rdegraaf@carolinacc.com](mailto:rdegraaf@carolinacc.com)

**Title:** Accountant  
**Phone:** 910-487-8459

**Program POC:** Cacilie, Glasgow-LeBatard, RN, CCM  
**Email:** [clebatard@carolinacc.com](mailto:clebatard@carolinacc.com)

**Title:** Ped/OB Coordinator  
**Phone:** 910-977-7560

**Other Staff:** *Pending*  
**Email:**

**Title:**  
**Phone:**

**Other Staff:** *Pending*  
**Email:**

**Title:**  
**Phone:**

**Other Staff:** *Pending*  
**Email:**

**Title:**  
**Phone:**

**Name and Title of Person(s) Authorized to Sign Contracts:**

**Name:** Karin A. Suess, MS, MBA, PharmD

**Title:** Executive Director

**Name:** Rueben Rivers, MD

**Title:** 4C Medical Director

**Are multiple signatures required on contracts?**  Yes  No

**If so, how many?** \_\_\_\_\_

## ESTIMATE OF COSTS: FAMILY CONNECTS

Cost Factors	Comments	FTE	\$/week	\$/month	\$/quarter	\$/year	22 months	33 Months
Medical Director	e.g. Dr. Gunter	0.100	\$ 420	\$ 1,820	\$ 5,460	\$ 21,840	\$ 40,040	\$ 60,060
Nurse Supervisor	e.g. Cacilie	0.250	\$ 409	\$ 1,772	\$ 5,317	\$ 21,268	\$ 38,991	\$ 58,487
Clinical Data Manager	e.g. Berly	0.500	\$ 477	\$ 2,067	\$ 6,201	\$ 24,804	\$ 45,474	\$ 68,211
Home Visit RNs	e.g. P.Brown, M.Stanhope	1.875	\$ 2,312	\$ 10,017	\$ 30,050	\$ 120,198	\$ 220,363	\$ 330,545
Benefits (all employees)	Employer Portion		\$ 375	\$ 1,623	\$ 4,869	\$ 19,476	\$ 35,705	\$ 53,558
Miles	State Rate; 250 miles/wk		\$ 144	\$ 623	\$ 1,869	\$ 7,475	\$ 13,704	\$ 20,556
New Laptops (3)	Exclusively for Family Connects		\$ -	\$ -	\$ -	\$ 2,400	\$ 2,400	\$ 2,400
Supplies etc.	Only for Family Connects		\$ 200	\$ 867	\$ 2,600	\$ 10,400	\$ 19,067	\$ 28,600
Phone/Mobile/Internet/HotSpot	Portion of 4C Costs; 40 FTE		\$ 221	\$ 958	\$ 2,875	\$ 11,499	\$ 21,082	\$ 31,623
Rent	Portion of 4C Costs; 40 FTE		\$ 484	\$ 2,098	\$ 6,293	\$ 25,171	\$ 46,148	\$ 69,221
Payroll Taxes (ER expense)	7.07%		\$ 256	\$ 1,108	\$ 3,325	\$ 13,299	\$ 24,382	\$ 36,573
Training (up to 6 Trainees)						\$ 5,000	\$ 5,000	\$ 5,000
<b>TOTALS</b>		<b>2.725 FTE</b>	<b>\$ 5,297</b>	<b>\$ 22,953</b>	<b>\$ 68,858</b>	<b>\$ 282,831</b>	<b>\$ 512,357</b>	<b>\$ 764,835</b>

Note: names listed above are for estimation purposes.