

## Virtual Board of Directors

### Meeting Agenda

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

Thursday, March 25, 2021

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 – 65%
    2. PFC 10-10 Club / Circle of Friends
- V. **Approval of Minutes – Ayesha Neal [12:40]**
  - A. January 28, 2021\*
- VI. **Consent Agenda – Providing Oversight\* (See Section X.) – 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 / RFPs
  - C. COVID-19 Updates
  - D. PFC Updates
  - E. Events
- VIII. **Establishing a Strategic Direction for the Future [1:00]**
  - A. Board Development – Mary Sonnenberg / Dr. Meredith Gronski
    1. New Potential Board Member\*
      - a. Haja Jallow-Konrat – Caring Hearts Behavioral Services, LLC. – 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
    3. FY 2021/2022 Board Officers <sup>Δ</sup>
    4. FY 2021/2022 Executive Committee <sup>Δ</sup>
    5. FY 2021/2022 Committee Chairs <sup>Δ</sup>

- B. Board Priorities <sup>Δ</sup>
  - 1. Capacity Building (NC Pre-K)
  - 2. Sustainability (Community Engagement)
  - 3. Community Collaboration Leader (Infrastructure)

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

- A. Financial Summary: February 2021 <sup>Δ</sup> – Marie Lilly
- B. February Cash and In-Kind Report <sup>Δ</sup> – Anna Hall
- C. FY 21/22-23/24 Smart Start Allocation Recommendations\*! – Marie Lilly
- D. Bank Financing\* – Mary Sonnenberg
- E. Update on Building Construction <sup>Δ</sup> – Mary Sonnenberg / Mike Yeager
- F. PFC Final Audit <sup>Δ</sup> – Mary Sonnenberg
- G. PFC Bylaws\* – Mary Sonnenberg

**X. Consent Agenda Items\***

- A. *Finance Committee – (March 16, 2021) – Steve Terry*
  - 1. *FY 21/22-23/24 Smart Start Allocation Recommendations (See Section IX.C.)*
  - 2. *PFC Fixed Assets*
- B. **Committee Information (Non-Action) <sup>A</sup>**
  - 1. *Executive Committee (Acting as Board) Minutes*
    - a. *August 27, 2020*
    - b. *October 29, 2020*
    - c. *December 17, 2020*
  - 2. *Finance Committee*
    - a. *Financial Reports: February 2021*
      - i. *Smart Start*
      - ii. *NC Pre-Kindergarten*
      - iii. *South West Child Development Commission (SWCDC) – Region 5*
      - iv. *All Funding Sources*
      - v. *Cash and In-Kind Report (Deferred from Finance to Board)*
    - b. *February E-Trade Statement*

**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**  
**January 28, 2021 (12:17 pm – 1:22 pm)**  
***Be the Driving Force***



**MEMBERS PRESENT:** Lonnie Ballard, Lisa Childers, Angela Crosby, Robin Deaver, Terrasine Gardner, Jim Grafstrom, Dr. Meredith Gronski, Alana Hix (D), Brenda Jackson (left at 1:08 pm), Cotina Jones, Jami McLaughlin (left at 1:00 pm), Tre’vone McNeill, Perry Melton, Ayesha Neal, Steve Terry and Wanda Wesley  
**MEMBERS ABSENT:** Dr. Pamela Adams-Watkins, Amy Cannon, Sandee Gronowski, Brian Jones, Karen McDonald, Tawnya Rayman and Ebone Williams  
**NON-VOTING ATTENDEES:** Shona Bannister (D), Dr. Marvin Connelly, Jr., Dorothy Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Julanda Jett, Marie Lilly, Anthony Ramos, Candy Scott, 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. Determination of NC Pre-K Quorum & Call to Order		None	None
III. Adjourn NC Pre-K		None	None
IV. Determination of Board Quorum & Call to Order A. Volunteer Forms <sup>Δ</sup> 1. Board Donations - 61% 2. PFC 10-10 Club / Circle of Friends	<p>The meeting of the Board of Directors was held via ZOOM on January 28, 2021 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 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.</p> <p>A.1. Ayesha reported that board donations are currently at 61%. All board members are required to donate annually. Anna Hall included a link in the Chat Box for board members to give their donation.</p> <p>A.2. The PFC 10-10 Club is available for anyone to join. This consist of the giving of volunteer time and providing a donation. Donations given through the PFC 10-10 Club are considered a board donation. Circle of Friends is also a way to provide board donations.</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>
V. Approval of Minutes* A. November 19, 2020*	A.1. The minutes of the November 19, 2020 Board of Directors meeting were previously distributed electronically and reviewed by the board members.		



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<p>1. Open Session 2. Closed Session B. January 14, 2021 – Called Meeting*</p>	<p>Angela Crosby moved to accept the November 19, 2020 Board Meeting minutes as presented. Cotina Jones 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>A.2. The minutes of the November 19, 2020 Closed Session of the Board meeting were presented electronically in breakout room by Anthony Ramos and reviewed by the board members only. Angela Crosby moved to accept the November 19, 2020 Closed Session Board meeting minutes as presented. Tawnya Rayman 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. The minutes of the January 14, 2021 Called Board of Directors meeting were previously distributed electronically and reviewed by the board members. Steve Terry moved to accept the January 14, 2021 Called Board Meeting minutes as presented. Angela Crosby 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>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p> <p>None</p>
<p>VI. Consent Agenda – Providing Oversight* (See Section X.)</p>	<p>Ayesha Neal requested a motion to accept the Consent Agenda Section X. Jami McLaughlin moved to accept the Consent Agenda Section X. 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.</p>	<p>Motion Carried</p>	<p>None</p>
<p>VII. President’s Report<sup>Δ</sup></p>	<p>The President’s Report was included in the packet.</p>		
<p>VIII. Establishing a Strategic Direction for the Future A. Board Development 1. New Potential Board Member* a. Shanay Eason – Child Care Provider – Licensed Home Representative 2. Board Resignations / Position Opening <sup>Δ</sup> a. Patricia Crouch – DSS Designee i. Shona Bannister – New DSS Designee</p>	<p>A.1. Dr. Meredith Gronski reported that the Board Development Committee recommends accepting Shanay Eason to serve on the PFC Board of Directors beginning FY 21/22 in the position of Child Care Provider – Licensed Home Representative. Ms. Eason will be asked to serve on a committee prior to her service on the board. Angela Crosby moved to accept Shanay Eason as a new board member for FY 21/22 as presented. Cotina Jones 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</p>	<p>Motion Carried</p>	<p>None</p>



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<ul style="list-style-type: none"> <li>b. Chas Sampson – Business Leader</li> <li>c. Community at Large – Dr. Phyllis Dunham’s Position</li> <li>3. Board Members 2nd Term Ending June 30, 2021<sup>Δ</sup> <ul style="list-style-type: none"> <li>a. Amy Cannon – County Manager’s Office</li> <li>b. Lisa Childers – Local Cooperative Extension Agency</li> <li>c. Angela Crosby – Child Care Provider – Licensed Center – <b>NC Pre-K Mandated</b></li> <li>d. Perry Melton – Child Care Provider – Licensed Center – <b>NC Pre-K Mandated</b></li> <li>e. Jim Grafstrom – Business Leader</li> </ul> </li> <li>4. FY 2021/2022 Board Officers<sup>Δ</sup></li> <li>B. Board Priorities<sup>Δ</sup> <ul style="list-style-type: none"> <li>a. Capacity Building (NC Pre-K)</li> <li>b. Sustainability (Community Engagement)</li> <li>c. Community Collaboration Leader (Infrastructure)</li> </ul> </li> <li>C. PFC Allocation Teams<sup>Δ</sup></li> </ul>	<p>were no abstentions. The motion carried.</p> <p>A.2.a.i. Dr. Meredith Gronski stated that due to Patricia Crouch’s resignation, Shona Bannister is now the DSS Designee.</p> <p>A.2.b. Chas Sampson has resigned from the PFC Board of Directors.</p> <p>A.2.c. Due to Dr. Phyllis Dunham’s untimely death, there is an opening in the position of Community at Large.</p> <p>A.3. Due to several board members’ term ending on June 30, 2021, there will be several open positions on the board. The Board Development Committee is working on several ideas for a Succession Plan.</p> <p>A.4. Dr. Gronski reported that Steve Terry and Terrasine Gardner agreed to continue serving as board officers for FY 21/22.</p> <p>B. Updates were provided on the Board Priority Groups:</p> <ul style="list-style-type: none"> <li>○ Capacity Building/NC Pre-K – Recruitment is taking place for NC Pre-K. PFC has received a Realtors List and it is being utilized as a way to build capacity in the community and contacts.</li> <li>○ Community Engagement/Sustainability – Bids have been received from the RFPs for developing the Sustainability Plan. PFC will be moving forward with the bid received from Scottie Seawell, who PFC has worked with in the past on Strategic Planning. Several of bids were received for a Google Ads vendor; PFC has selected Firefly Partnerships.</li> <li>○ Community Collaboration Leader/Infrastructure – Continuing to work with all community partners. The Family Connects Community Advisory Committee met for the first time in December. There are a number of community partners on the PFC Allocation Teams. Each team is looking at how to leverage PFC resources in the community and how to leverage the technology and ways to reach more people.</li> </ul> <p>C. Pamela Federline stated that there are three allocation review teams who are working collaboratively to review proposals. Each team member is asked to review applications and pre-score them prior to the presentations. Final recommendations will be made during the March 9, 2021 meeting.</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>None</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>None</p>
<ul style="list-style-type: none"> <li>IX. Ensuring Adequate Resources &amp; Engagement <ul style="list-style-type: none"> <li>A. Financial Summary: December 2020<sup>Δ</sup></li> <li>B. Easter Seals UCP Contract*</li> <li>C. Update on Bank RFPs / Construction<sup>Δ</sup></li> <li>D. PFC Audit<sup>Δ</sup></li> <li>E. CAD Change*</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A. Marie Lilly provided a brief overview of the December 2020 Financial Summary. Anna Hall provided an overview of the December 2020 Cash and In-Kind Report. Anna reminded board members of how they can provide In-Kind donations to PFC, including Amazon Smile.</li> <li>B. Mary Sonnenberg reported that Easter Seals UCP has not entered into a Smart Start contract this year due to several circumstances. They had previously indicated they would go back into operation in January but have still not opened for any direct services. Since they are not in contract, PFC contacted Easter Seals UCP in writing to inform them that PFC is continuing to review their Smart Start services and will be reallocating their</li> </ul>	<p>None</p>	<p>None</p>



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	<p>funding for the remainder of this fiscal year. It is understood that when they go back into operation, Easter Seals UCP will not be serving infants and toddlers. The recommendation to the Board is to reallocate the Smart Start funding into services for the rest of the 2020-2021 fiscal year.</p> <p>Terrasine Gardner moved to accept the reallocating Easter Seals UCP Smart Start service dollars for the remainder of FY 20/21 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.</p> <p>C. Mary reported that Charles Morris has contacted a couple of the banks but is planning to contact them all. Further discussion will take place at the February 25, 2021 Executive Committee meeting. The contract has been signed for Phase I of the building construction. Lead time for the windows will be the biggest delay.</p> <p>D. The PFC Draft Audit has been received. There were no findings.</p> <p>E. Pamela reported on the PFC CAD Changes for PFC Child Care Subsidy TANF and Non-TANF. The wording, 4 and 5-star child care facilities, was added to the subsidy rate enhancements of the CAD.</p> <p>Dr. Meredith Gronski moved to accept the CAD changes as presented. Robin Deaver 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. The motion carried.</p> <p>Recusals: Angela Crosby, Tre'vone McNeill and Perry Melton</p> <p><i>Not on Agenda: Michelle Hearon reported that PFC is checking with parents on children's eligibility for the Wrap Around Care. Currently there are 48 families and 11 sites interested in this service.</i></p>	<p>Motion Carried</p> <p>None</p> <p>None</p> <p>Motion Carried</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>X. Consent Agenda Items (See Agenda)</p>	<p>The Consent Agenda items were approved in Section VI. Consent Agenda – Providing Oversight.</p>		
<p>XI. Adjourn</p>	<p>As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:22 pm.</p>	<p>Adjourned</p>	<p>None</p>

**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, March 25, 2021  
President's Report**

- A. North Carolina Partnership for Children (NCPC) Updates / DCDEE Updates / Legislative Updates**
- 1. NCPC – Smart Start Legislative Briefing for Legislators and Staff (Virtual) April 12, 2021, 10:00-11:00 am.** Flyer attached.
    - **State Expansion of Child Care Health Consultants – contract signed.** The Health Department has posted the positions.
    - **PDG Grant for Regional Pilots for Family Connects –** contracting in process, effective date March 1. Budget Revisions submitted.
  - 2. DCDEE –** Continue to monitor updated guidance for child care programs and NC Pre-K operation.
    - Approximately 95% of centers and 93% of Family Child Care Homes were open with 60% of their pre-pandemic enrollment. In Cumberland County we currently have 292 licensed facilities.
    - We continue to limit face to face TA visits to issues related to health and safety concerns. Programs began being cited on health and safety violations in March. Virtual options continue to be provided.
    - NC Pre-K – COVID-19 Pandemic Relief for NC Pre-K Classrooms is being provided through DCDEE. This funding will be included in March payments. Programs that have been open for face-to-face operations will receive a higher payment than those who were virtual only. This payment was based on information from a January survey and had at least 1 or more allocated NC Pre-K slots as of February 15, 2021.
    - Vaccine access continues to be expanded. Cumberland County Health Department offered a Saturday clinic with an additional one in April for second vaccines. Cape Fear Valley Health System has expanded vaccines to Group 5.
    - Operations grants are going to open sites March & April and parent fees for parents receiving subsidy are being covered. The state has received \$336M in funds for child care supports that must be utilized by September 2022. Additional funds are coming down from the American Rescue Plan Act.
  - 3. NC General Assembly –** In session, addressing COVID Relief actions with passage of the American Rescue Plan Act.
    - HB262 was filed. The bill focuses on increasing Smart Start funding by \$30M recurring for each year of the 2021-2023 fiscal biennium. Representative John Szoka signed on to the bill as a sponsor. Waiting on a Senate bill to be filed.
    - The defendants in the Leandro case submitted their new recommended action plan for the state's response to the obligation to provide a sound, basic education for every child.
    - **Governor's Budget** presented yesterday. \$137M Early Education funding – Increases in Child Care subsidies, increases in NC Pre-K reimbursement rates and 1,500 additional slots, Early Intervention services and Smart Start funding. \$90M allocated to improve wages for early

childhood and long-term care workforce. Link to the HHS budget recommendations:  
[https://files.nc.gov/ncosbm/documents/files/REC2021-23\\_HHS.pdf](https://files.nc.gov/ncosbm/documents/files/REC2021-23_HHS.pdf).

4. **Federal Level** – The American Rescue Plan Act of 2021 was passed and signed into law. Appropriations are coming to states and the legislature is focused on allocation of funds.

#### B. Grant Opportunities/Updates/RFPs

1. **Infrastructure Project:** The contract has been signed with WxProofing LLC for construction. Staff impacted during construction have moved offices. Bank Financing recommendation to Board today. Met with contractor; change order approved on windows with a savings of \$20,000.
2. **Community Development Block Grant (CDBG) RFP, City of Fayetteville** – Applied February 19. Not recommended for funding.

#### C. COVID-19 Updates

**PFC implemented its HR 110 Communicable Disease Policy on Monday, March 16. Building closed to general public March 30 and this status continues.** As the vaccine becomes more readily available and federal and state health and safety guidelines are updated, we will review PFC Guidelines and the status of the building being closed to the general public.

1. **Executive Order 204:** We are implementing procedures and protocols following federal and state health and safety guidelines for returning to work. On March 23 the Governor eased additional restrictions as NC trends continue to improve and vaccine distribution increases. EO 204 takes effect March 26 at 5:00 pm and is set to expire April 30 at 5:00 pm. The number of people who may gather indoors increases from 25 to 50, and increases from 50 to 100 outdoors. Many businesses, venues and arenas will have increased occupancy both indoors and outdoors. Most of our child care programs continue to be open and operating under enhanced health and safety standards. Face coverings and 6 feet social distancing are still required. Even with the easing of restrictions, establishments must limit the number of occupants so that 6 feet social distancing is maintained.
2. **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 primarily teleworking include TAs and Professional Development staff and staff who are in high-risk categories.
  - c. We have begun discussions on “return to work” to develop a cohesive plan for staff.
  - d. The Consolidated Appropriations Act allowed for voluntary continuation of FFCRA Paid Sick Leave available for those staff who meet the criteria. We have opted to continue this leave. Tax credits for the leave are handled through our payroll system. The CAA also gives employers the option to allow participants to roll over all unused amounts in their health or dependent care flexible spending accounts from 2021 to 2022. Employers can also allow participants to make election changes, including new elections, to their FSA benefits. We are offering both. We are reviewing the American Recovery Plan Act for additional options and requirements.
  - e. Masks provided to all staff to reinforce the 3 Ws. 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. Staff screening questionnaire applies to staff coming into the office or doing



- limited work in the field representing PFC.
- f. Enhanced cleaning of the building throughout the day continues.
  - g. The building is restricted to PFC staff, tenants and tenant clients by appointment only. Access is Monday-Friday during the hours of 8:30 am – 6:00 pm with extended hours two evenings a week until 9:00 pm and one Saturday each month from 9:00 am – 3:00 pm. The building remains closed all other weekends and PFC recognized holidays through Phase 3 Executive Orders.
  - h. Limited utilization of conference room space for groups of no more than 10 people continues under the modified Phase 3 extension. Screening procedures, the 3 Ws and cleaning procedures must be followed by all participants including the facilitator of the group.
  - i. We will be working with the Facilities Committee to make recommendations to the Board on operations as restrictions continue to be eased by the State.
  - j. 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.
  - k. Per Policy HR 110, President maintains regular contact with Board Chair for review and continuation of services. Regular communication going out to Board and staff. Decisions are made based on federal and state guidance and mandates.
  - l. Email Updates and DHHS Guidance documents posted on website: [ccpfc.org](http://ccpfc.org).

#### D. PFC Updates

1. **Audit** – Final Audit received. There were no findings.
2. **ACH payment** – The process is going relatively smoothly in paying our DSPs, NC Pre-K providers and Dual-Subsidy providers. We continue to work on notifications to recipients of their ACH payments.

#### E. Events

1. **Board and Committee Meetings:** Meetings conducted virtually at least through the duration of the COVID emergency due to space limits of conference rooms for social distancing. We are assessing any additional equipment needed to be able to have a virtual option along with face-to-face meetings.
2. **All Staff Virtual meetings:** Scheduled the second and fourth Wednesdays, 2:30-3:30 pm through the duration of the COVID-19 emergency.
3. **NC Pre-K Drive-through Application Days: March 27 and April 24** from 9:00 – 11:00 am at the Partnership. **Applications for School year 21-22 are online NOW!**
4. **Drive-Through Truckload of Hope Diaper Bank: April 10, May 8 and June 12** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti ([dmalvesti@ccpfc.org](mailto:dmalvesti@ccpfc.org)) if you can assist.
5. **Week of the Young Child: April 10-16, 2021.** Staff will celebrate with our child care community to provide hands-on learning activities and lesson plans from NAEYC and PFC staff. **Music Monday**, April 12; **Tasty Tuesday**, April 13; **Work Together Wednesday**, April 14; **Artsy Thursday**, April 15; **Family Friday**, April 16. #WOYC21PFC
6. **Pinwheel Planting Celebration:** April 5-9, 2021 at PFC. Staff who want to plant pinwheels during this week can pick up a pinwheel from the front desk while supplies last.
7. **15<sup>th</sup> Annual Prevent Child Abuse and Neglect Virtual Conference” Saturday, April 24 from 9:00 am – 1:30 pm.** The cost of the event is \$15 or \$10 each for a group of 5 or more. Registration is open now at [www.ccpfc.org](http://www.ccpfc.org).



Smart Start  
*Each Child. Every Community.*

**– You're Invited –**

*Smart Start Legislative Briefing  
for Legislators and Staff*

***April 12, 2021 | 10–11am***

Discover how Smart Start is helping the state's youngest kids and their families recover from the challenges of COVID-19;

Hear directly from community leaders about the needs in the early childhood industry;

Learn how Smart Start impacts each child in every community across North Carolina.

**Register to attend at:  
[www.smartstart.org/april12](http://www.smartstart.org/april12)**

*Questions? Contact Michael Welker [mwelker@smartstart.org](mailto:mwelker@smartstart.org)*



## Nomination Form

### Board of Directors/Committee Membership

#### Contact Information

Nominee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_ Home Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ LinkedIn Account: Yes \_\_\_ No \_\_\_

Children Age 5 or younger: Yes \_\_\_ No \_\_\_

#### Personal Information – *Please use back or additional sheets if necessary.*

Please explain how the nominee would contribute to the Partnership’s mission as a board or committee member:

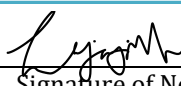
What work experience or expertise would this nominee bring? (attach resume if helpful)

List experiences as a volunteer (including boards, committees, other community service):

Nominee, please list your personal reasons for being willing to serve on the Partnership board or committee:

#### Authorization

*The undersigned certify that the above information is true and accurate and permission is given to use the above information for nomination purposes.*

Printed Name of Nominee	 Signature of Nominee	Date
Printed Name of Board/Committee Member Submitting Application	Signature of Board/Committee Member Submitting Application	Date

## CURRICULUM VITAE

### HAJA JALLOW-KONRAT

#### CONTACT INFO



#### EDUCATION

**The Chicago School of Professional Psychology**  
Ph.D. Applied Behavior Analysis: Current Student  
Thesis: The Effect of Specific Versus Non-specific Reinforcement on Self Control Training in Young Adults

**Spalding University:** Louisville, KY  
M.S. Applied Behavior Analysis: June 1st 2013  
Master's Project: A review of Generalization in Natural Environment Teaching

**Bellarmino University:** Louisville, KY  
B.A. Psychology, Political Science: May 2009

#### CERTIFICATION:

Board Certified Behavior Analyst: Certification # 1-13-14334  
CPR and First Aid

#### EXPERIENCE

Board Certified Behavior Analyst/Supervisor  
Owner

**Company:** Caring Hearts Behavioral Services  
December 2018-Present

Responsibilities include client intake, implement functional assessments, develop and update behavior plans, data collection and behavior management of individuals with intellectual and developmental disabilities, implement skill acquisition procedures including discrete trial teaching and natural environment teaching, supervise behavior technicians and individuals pursuing RBT, BCaBA, and BCBA certification. The use of assessments such as the ABLLS, VBMAPP, AFLS, Jed Baker, and PDDBI. Supervise and develop BCaBAs and QASP-S.

Board Certified Behavior Analyst/Supervisor/Clinical Internal Auditor/Education Coordinator

**Company:** A New Leaf Therapeutic Services  
March 2016-October 2019

Responsibilities include client intake, implement functional

assessments, develop and update behavior plans, data collection and behavior management of individuals with intellectual and developmental disabilities, implement skill acquisition procedures including discrete trial teaching and natural environment teaching, supervise behavior technicians and individuals pursuing RBT, BCaBA, and BCBA certification. The use of assessments such as the ABLLS, VBMAPP, AFLS, Jed Baker, and PDDBI. Supervise the audit committee, which includes making sure client session notes are accurate.  
Supervise and develop BCaBAs and QASP-S.  
Develop curriculum for the training of upcoming supervisors (BCaBAs, QASP-S).  
Manage the audits of insurance mandated paperwork. Audit data and review paperwork by company employees to ensure adherence to insurance mandates.

Board Certified Behavior Analyst/Supervisor

**Company:** Autism Therapeutic Services

January 2014-March 2016

Responsibilities include Client intake, implement functional assessments, develop and update behavior plans, data collection and behavior management of individuals with intellectual and developmental disabilities, implement skill acquisition procedures including discrete trial teaching and natural environment teaching, supervise behavior technicians and individuals pursuing Behavior technician, BCaBA, and BCBA certification. The use of assessments such as the ABLLS, VBMAPP, AFLS.

Behavior Technician

**Company:** Autism Therapeutic Services

July 2013-January 2014

Responsibilities include running skill acquisition procedures including discrete trial teaching and natural environment teaching, implementing behavior plans, data collection. Teaching children with Autism.

Behavior Therapist

**Independent Provider**

**Supervisor:** Jonathan Keefe M.Ed., BCBA

August 2012 – May 2013

Responsibilities include running skill acquisition procedures including discrete trial teaching and natural environment teaching, implementing behavior plans, data collection. Teaching children with Autism.

Behavior Analyst Student Intern

**Company:** Our Lady of Peace, Louisville KY

**Supervisor:** Frank Maynor M.Ed., BCBA

January 2013 – April 2013

Responsibilities include patient intake, implement functional assessments, and develop behavior plans, data collection and behavior management of individuals with intellectual and developmental disabilities ages range from 4-12.

Assistant Teacher

**Company:** The Academy at St. Andrews, Louisville KY

**Supervisor:** Christen Byrne BCaBA, Molly Dubuque M.A.  
BCBA, Lacy Ford M.A, BCBA

January 2012 – January 2013

Responsibilities include running skill acquisition procedures including discrete trial teaching and natural environment teaching, implementing behavior plans, data collection. Teaching children with Autism.

Administrative Assistant

**Company:** AmeriBest Home Health Inc.

November 2009-December 2011

Responsibilities include corresponding with multiple elderly care organizations. Managing and supervising aides who go out to see the clients, processing confidential and non-confidential documents. Recruiting, hiring, orienting and training individuals. Marketing and running the office efficiently.

Outreach Program Director

**Company:** Human Touch Network, Cincinnati OH

February 2011-December 2011

Responsibilities include planning events, running meetings, involving the community in autism awareness and advocacy.

Substitute Teacher

**Company:** Fairfield City Schools, Fairfield, OH

August 2009- June 2010

## **RESEARCH INTEREST**

Decreasing Recidivism in the Justice System using Applied Behavior Analysis

## **SKILLS**

Telemedicine using HIPAA compliant software, Token economies, PECS (picture exchange communication system), DTT (discrete trial teaching), NET (natural environment teaching), data collection, graphing, data analysis, Microsoft Office

**ADDITIONAL INTEREST** Generalization

Natural Environment Teaching  
Delay Discounting  
Choice

**MEMBERSHIPS**

ABAI (Applied Behavior Analysis International)  
October 2015-Present

NCABA (North Carolina Association for Behavior Analysis)  
April 2016-Present

KYABA (Kentucky Association for Behavior Analysis)  
March 2012 – March 2013

**REFERENCES**

Grissel Lloyd, M.A., BCBA



Ayesha Neal, M.A. CCC-SLP



**Board Transition Worksheet - March 10, 2021**

NCPC Suggested Roles - Government		Board Member	1st Term Expires	2nd Term Expires
County Commissioner's Office		Open		
1	County Manager's Office	Cannon, Amy		6/30/2021
2	Department of Social Services - NC Pre-K Mandated	Reid-Jackson, Brenda		NCPK
Local Health Agency or Health Services Provider		Open		
3	School Administrator - NC Pre-K Mandated	Connelly, Dr. Marvin		NCPK
4	Higher Education Institution	Deaver, Robin		6/30/2023
5		Gronski, Dr. Meredith		6/30/2023
6	Local Cooperative Extension Agency	Childers, Lisa		6/30/2021
7	Local Public Library	Jones, Cotina	6/30/2022	6/30/2025
8	Municipal Government	McDonald, Karen		6/30/2023
NCPC Suggested Roles - Services		Board Member	1st Term Expires	2nd Term Expires
9	Child Care Provider - Licensed Center - NC Pre-K Mandated	Crosby, Angela		6/30/2021
10		Melton, Perry		6/30/2021
Child Care Provider - Licensed Home		Open		
Military Child Care Rep		Open		
11	Local Head Start Program Representative - NC Pre-K Mandated	Ballard, Lonnie		NCPK
12	Local Mental Health Community Organization	Gardner, Terrasine	6/30/2022	6/30/2025
13	Child Care Resource & Referral (non-employee) or Another Child-Serving Agency Representative - NC Pre-K Mandated	Wesley, Wanda		6/30/2023
14		Neal, Ayesha	6/30/2021	6/30/2024
15	Other Non-Profit Human Service Agency	Brian Jones	6/30/2023	6/30/2026
16	Public School Exceptional Children's Preschool Program Representative - NC Pre-K Mandated	Dr. Pamela Adams-Watkins		NCPK
NCPC Suggested Roles - Business/Community		Board Member	1st Term Expires	2nd Term Expires
17	Parent of a child 5 or younger - NC Pre-K Mandated	McLaughlin, Jami	6/30/2021	6/30/2024
18	Faith Community	McNeill, Tre'vone	6/30/2022	6/30/2025
19	Inter-Agency Coordinating Council or parent of a child with a disability	Rayman, Tawnya		6/30/2023
Foundation or other philanthropic organization		Open		
20		Grafstrom, James		6/30/2021
21	Business Leader	Stephen Terry	6/30/2023	6/30/2026
22	Military Community Rep	Gronowski, Sandee		6/30/2023
23	Community At Large	Williams, Ebone	6/30/2023	6/30/2026
		Morris, Charles		Emeritus
			1st Term Ending 6/30/21 = 2	
			2nd Term Ending 6/30/21 = 5	
			1st Term Ending 6/30/22 = 3	
			1st Term Ending 6/30/23 = 3	
			2nd Term Ending 6/30/23 = 6	
			2nd Term Ending 6/30/24 = 2	
			2nd Term Ending 6/30/25 = 3	
			2nd Term Ending 6/30/26 = 3	



**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.*

**February 28, 2021**

**1 Balance Sheet**

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

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

- a. PFC's Smart Start grant budgets are reflected at 100% of full allocation effective December 31, 2020.
- b. The total allocation for FY2020-2021 at 100% is \$7,005,760 including DSS and WAGE\$ **AND** \$425,592 of Carryforward funds.

**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 was awarded an additional 2% grant in the amount of \$178,462 to be used to support the administering functions of the NC Pre-K grants. This amount is 100% state funds and is effective from November 1, 2020 through June 30, 2021.

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

- a. PFC's two Region 5 grants for Core and Infant Toddler are now 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 HSB contract is now executed and is 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. All grant based reimbursements are anticipated to be timely, including the HSB Grant.

**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>488,220.41</u>	

<b>Interest Earned - Fund 899</b>	
PNC Bank Money Market	<b>23,779.99</b>
Select Bank - CD	3,126.82
Lumbee Bank - CD	2,285.66
	<u><b>29,192.47</b></u>

Investments - Fund 208	488,220.41
Interest Earned - Fund 899	29,192.47
<b>TOTAL INVESTMENTS PLUS INTEREST</b>	<u><b>517,412.88</b></u>

- c. There is currently a shortfall in the operating funds portion of USR funding stream. This shortfall will be monitored closely and is anticipated to be realigned before the fiscal year is closed out.

**7 Cash and In-kind Report**

- a. The 19% match amount reflected on the monthly report is reflected at 100% of the full allocation.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to 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.**

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

Total Smart Start Allocation: \$ 7,005,760.00  
 Target Cash & In-Kind Required (19%): \$ 1,331,094.40  
 Target Cash Required (≥13%): \$ 910,748.80  
 Target In-Kind Required (±6%): \$ 420,345.60

**1**

CASH DONATIONS		December	January	February	Y-T-D
<b>Cash Donations - In-House</b>					
Board & Committee Donations	501-4410	\$ 210.00	\$ 30.00	\$ 30.00	\$ 1,475.00
Staff Donations	501-4410	\$ 8.00	\$ -	\$ 500.00	\$ 636.00
Donations - General Admin Operations	501-4410	\$ 24,025.00	\$ 405.00	\$ 10,270.23	\$ 37,966.41
Donations - Vending Machine Proceeds	515-4410	\$ 32.98	\$ 44.23	\$ 13.74	\$ 173.42
Donations - Giving Tuesday CCF	501-4420	\$ 453.52	\$ -	\$ -	\$ 453.52
Donations - Forward March Conference	806-4830	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2020	820-4611	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2021	820-4611	\$ -	\$ -	\$ -	\$ (20,000.00)
Donations - Fundraising Event Sales 2020	820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2021	820-4601	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 5,323.55	\$ 3,548.76	\$ 3,670.10	\$ 35,075.50
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -	\$ -	\$ -
Program Income - Nurturing Parenting Workshop Fees	801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees	801-5311	\$ -	\$ -	\$ -	\$ 209.48
Program Income - CCR&R Workshop Fees	801-4823	\$ 375.00	\$ 1,577.87	\$ 1,257.95	\$ 9,390.82
Program Income - CCR&R Resource Library Fees	801-4823	\$ -	\$ -	\$ -	\$ 22.50
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	\$ 33,250.00
Cost Reduction - Car Seat Program Parent Fees	150-6902	\$ -	\$ -	\$ -	\$ 380.00
					\$ -
<b>Total Cash Donations - In-House</b>		<b>\$ 30,428.05</b>	<b>\$ 10,355.86</b>	<b>\$ 20,492.02</b>	<b>\$ 99,032.65</b>

<b>Cash Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ 687.58
2nd Quarter (October - December)		\$ 133.20			\$ 133.20
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
PFC Child Care Subsidy Parent Fees		\$ -			\$ -
<b>Total Cash Donations - Direct Service Providers</b>		<b>\$ 133.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 820.78</b>

<b>TOTAL CASH DONATIONS</b>		<b>\$ 30,561.25</b>	<b>\$ 10,355.86</b>	<b>\$ 20,492.02</b>	<b>\$ 99,853.43</b>
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**2**

GRANTS					
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>

1.4%

IN-KIND DONATIONS					
<b>In-Kind Donations - In-House</b>					
In-Kind Donations - Volunteer Time		\$ 766.80	\$ 900.99		\$ 4,593.66
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>\$ 766.80</b>	<b>\$ 900.99</b>	<b>\$ -</b>	<b>\$ 4,593.66</b>

<b>In-Kind Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ 1,258.55
2nd Quarter (October - December)		\$ 7,646.34			\$ 7,646.34
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
<b>Total In-Kind Donations - Direct Service Providers</b>		<b>\$ 7,646.34</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,904.89</b>

<b>TOTAL IN-KIND DONATIONS</b>		<b>\$ 8,413.14</b>	<b>\$ 900.99</b>	<b>\$ -</b>	<b>\$ 13,498.55</b>
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0.2%

**3**

<b>GRAND TOTAL</b>		<b>\$ 38,974.39</b>	<b>\$ 11,256.85</b>	<b>\$ 20,492.02</b>	<b>\$ 113,351.98</b>
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1.6%

**4**

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

<b>TARGET REMAINING</b>	<b>\$ (1,217,742.42)</b>
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**Smart Start Allocation Review Team Recommendations  
Meeting of March 9, 2021**

**ACTION**

**A. Allocation Process Overview**

PFC staff worked with an external consultant to support the Board review of PFC’s Strategic Plan and upcoming priorities for the next allocation cycle. Feedback from Committees also contributed to the process of refining planning assumptions and priorities. The following describes Board direction supporting allocation:

*Strategic Priorities:*

- Capacity Building
- Community Collaboration Leader
- Sustainability

*Directives to the President:*

- Strategic Planning
- Levering Technology
- Expanding Market Reach
- Program delivery/enhancement of local presence

*Board Focus Areas for Programs:*

- Advancing Children’s Well-Being
- Strengthen the Early Care and Education System
- Empowering Families

These and other guiding factors will help us be laser-focused in our Smart Start funding stewardship across Cumberland County.

1. We held two *2021-2024 Smart Start Application Request for Proposal Bidders Conference* sessions on **October 12, 2020**, via Zoom.
2. Grants were originally due **December 9, 2020**, using an online upload portal through the Smart Start Application Center on the PFC website, with an extension granted to **December 15, 2020**. During the proposal development period, staff provided technical assistance via Zoom, telephone, and email.
3. The total Smart Start Grant requests submitted compared to available funds:

<b>Number of Proposals:</b>	<b>18</b>	<b>Available Service Allocation Funds Available</b>	<b>Smart Start Requested Activities</b>	<b>Amount Over Available Funds</b>
Total Admin \$		\$383,479	\$383,479	\$0
Total Service \$		\$6,189,568	\$6,612,772	\$423,204
Total Budget		\$6,573,047	\$6,996,251	\$423,204

4. The P&E Committee and other PFC staff reviewed and refined the list of Board, Committee, and other community volunteers, inviting 139 people to consider participation as reviewers for the Smart Start Allocation Process. A total of 31 community members accepted, with two that stepped down before the process started, leaving 29. Below are a few key stats about the review team:
  - All three Committee Chairs are current Board members



- Eleven PFC Board and/or Committee members (38%) and four former Board members (14%)
  - Thirteen first-time reviewers (45%)
  - 69% of reviewers participated in all three meetings
5. Three meetings included four PFC staff providing the following support roles to each Review Team: Program, Budget, Zoom, and Timekeeper/Notetaker on the following dates:
- a. **January 12, 2021:** An orientation to the process, review of funding parameters, and an overview of each group's applications during the breakout.
  - b. **February 9, 2021:** Presentations by Direct Service Providers for activities submitted for funding.
  - c. **March 9, 2021:** A budget review of current funding (if applicable), request, and required funding parameters of Smart Start; review team breakouts to make final recommendations; whole team budget negotiation and concurrence on recommended allocations.

The chart below provides each review team's composition, PFC support staff, and the Smart Start grant activities reviewed in each group.

Allocation Panel	Early Care & Education	Family Support / Health	System Support & State Contracts
Breakout Room	1	2	3
Proposals to Review	<ol style="list-style-type: none"> <li>1. PFC Subsidy (TANF/Non-TANF)</li> <li>2. NC Pre-K Enhancements (New)</li> <li>3. Parents for Higher Education (PFHE) Subsidy (TANF)</li> <li>4. Spainhour (Non-TANF)</li> <li>5. Child Care Health Consultant (New)</li> <li>6. Child Care Resource &amp; Referral (CCR&amp;R)</li> <li>7. Lending Library</li> </ol>	<ol style="list-style-type: none"> <li>1. Circle of Parents</li> <li>2. All Children Excel (ACE)</li> <li>3. Kaleidoscope (<b>New</b>)</li> <li>4. Family Connects</li> <li>5. Kindermusik &amp; Music Therapy</li> <li>6. Assuring Better Child Health and Development (ABCD)</li> <li>7. Reach Out and Read (ROR)</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning, Monitoring &amp; Evaluation</li> <li>2. Community Engagement and Development (including the Family Resource Center)</li> <li>3. WAGE\$</li> <li>4. DSS Subsidy** (Budget Only)</li> </ol> <p><i>Note: PFC Admin and 1% Fundraising are exempt from review.</i></p>
Team Leader	<b>Amy Cannon</b> (PFC Board and P&E Chair)	<b>Meredith Gronski</b> (PFC Board)	<b>Cotina Jones</b> (PFC Board and P&E Committee)
Team Members	<i>Mary McCoy (P&amp;E)*</i> <i>Martina Sconiers-Talbot (P&amp;E)</i> <i>Christopher Cauley (City FAY)</i> Sharon Glover (Alliance MH/SOAR) <i>Kathy Jensen (FAY City Council)</i> Amanda Klinck (CCF) Amy Navejas (United Way) Mark Rice (Former Board) Lorna Ricotta (Former Board)	<i>Scott Chase (P&amp;E)</i> <i>Carl Mitchell (P&amp;E)</i> Sean Brost (CCS/ABCD) <i>Dr. Marvin Connelly (Board/CCS)</i> Rebecca Jackson (City of FAY) Shelagh Lane (Community) <i>Kim Nagowski (Former Board)</i> <i>Natasha Scott (Cmte/CCS)</i> Birgit Sexton (City FAY)	Kandy Cox Dillion (P&E) Lauren Arp (FTCC) Jewrine Brown (SOAR) Kristy Curran-Newitt (Cmte/CCS) Alana Hix (Board/CCS) Erica Little (UNCP/Formal Board) Stepheria Nicholson (CCHD) Susan Walz (DPI)
Fiscal Staff	Carole Mangum	Anna Marie Hall	Marie Lilly Dottie Adams
Program Staff	Pamela Federline* Anthony Ramos (Zoom Support)	Mary Sonnenberg Belinda Gainey (Zoom Support) Julanda Jett (Zoom Support)	Rebecca Beck Julanda Jett (Zoom Support)
Recorder/ Timekeeper	Lydia Wiles Julanda Jett (Zoom Support & Floater) Daniele Malvesti	Genelle Blue	Cali Simchuk (Zoom Support)

*Italics indicate review team members who did not participate in all three sessions.*



**B. Allocation Rubric Scores\***

All applications were evaluated by an independent committee of community members using the Smart Start Allocation Rubric. The rubric assessed PFC Strategic Priorities, including alignment to the Strategic Plan and other guiding factors to be considered in the allocation process. For example, applicants were asked to review and consider how they would address equity, alignment to Evidence-Based, Evidence-Informed programs, the impact of the bigger picture of the Leandro ruling and the Early Childhood Action Plan, and their activity’s alignment to the NCPC Early Childhood Profile.

The matrix below provides the average ranking for each activity submitted and reviewed by three teams.

**RFP Allocation Cycle Grant Review Overall Scores**

<b>Activity</b>	<b>Score</b>
Family Connects	90.1
Circle of Parents	86.6
WAGE\$ <sup>3</sup>	86.3
Kindermusik & Music Therapy	86.3
All Children Excel (ACE)	84
Community Engagement & Development (CED)	84
Child Care Health Consultant (CCHC)	83
Child Care Resource & Referral (CCR&R)	82.5
Kaleidoscope	78.4
Reach Out and Read (ROR)	77.1
Assuring Better Health and Development (ABCD)	76
PFC Dual Subsidy	75.7
Parents for Higher Education (PFHE)	73.8
Lending Library	70.8
NC Pre-K Enhancements <sup>1, 2</sup>	62.3
Planning, Monitoring, and Evaluation (PME) <sup>1</sup>	60
Spainhour	53.7
Department of Social Services (DSS) Subsidy <sup>3</sup>	Not Scored

<sup>1</sup> No Logic Model (less 15 points)

<sup>2</sup> Funding usually based on the availability of extra funds

<sup>3</sup> State Contracts usually level-funded unless extra funding becomes available



**C. Early Care and Education & Subsidy (ECE) Allocation Review Team**

1. **Team Members:** Amy Cannon (Chair). Refer to the chart on page 2 for the full team.
2. **Recusals:** Amy Cannon on Child Care Health Consultant
3. **Funding Summary:** The Smart Start requirement is to fund \$4,378,709 in total service dollars toward ECE & Subsidy (70%). ECE & Subsidy service dollar Level is \$4,800,234, or 78% of Service Dollars. <sup>1</sup> EC&E Subsidy is \$3,159,818, or 51% of the total service allocation; EC&E Quality is \$1,640,416, or 27% of the total service allocation.
4. **Allocation Recommendations:**

Activity	Amount Requested	Amount Approved	Difference	Recommendation
PFC Child Care Subsidy (TANF)	\$366,368	\$366,368	\$0	Fully fund
PFC Child Care Subsidy (Non-TANF)	\$60,000	\$60,000	\$0	Fully fund
PFC Child Care Subsidy Support (Admin)	\$41,000	\$41,000	\$0	Fully fund
NC Pre-K Enhancements (TANF)	\$71,000	\$71,000	\$0	Fully fund
NC Pre-K Enhancements (Non-TANF)	\$12,527	\$12,527	\$0	Fully fund
FTCC Parents for Higher Education (PFHE) Child Care Subsidy (TANF)	\$207,260	\$207,260	\$0	Fully fund
FTCC Parents for Higher Education (PFHE) Child Care Subsidy Support (Admin)	\$11,550	\$11,550	\$0	Fully fund
Spainhour / Child Play Subsidy (Non-TANF)	\$68,787	\$0	(\$68,787)	Hold for availability of contingency funding
Child Care Resource & Referral (CCR&R)	\$1,195,000	\$1,195,000	\$0	Fully fund
Lending Library	\$47,325	\$47,325	\$0	Fully fund
Child Care Health Consultant	\$60,348	\$60,348	\$0	Fully fund
Total Reviewed <sup>1</sup>	\$2,225,647	\$2,072,378	(\$153,269)	

<sup>1</sup> DSS Child Care Subsidy and WAGE\$ were reviewed by the System Support & State Contract Review Team and endorsed by the ECE & Subsidy Review Team.

**D. Family Support and Health Allocation Review Team**

1. **Team Members:** Meredith Gronski (Chair). Refer to the chart on page 2 for the full team.
2. **Recusals:** Sean Brost on Kindermusik & Music Therapy
3. **Funding Summary:** Family Support & Health is \$1,002,282 or **16%** of the total service allocation
4. **Allocation Recommendations:**

Activity	Amount Requested	Amount Approved	Difference	Recommendation
Assuring Better Health & Development (ABCD)	\$92,000	\$92,000	\$0	Fully fund
Family Connects	\$369,935	\$100,00	(\$269,935)	Fund at less than full request due to availability of federal PDG grant funds.
Kindermusik & Music Therapy	\$57,209	\$57,209	\$0	Fully fund
Circle of Parents Support Program	\$45,000	\$45,000	\$0	Fully fund
All Children Excel (ACE)	\$157,550	\$157,550	\$0	Fully fund
Kaleidoscope	\$41,300	\$41,300	\$0	Fully fund
Reach Out and Reach (ROR)	\$16,500	\$16,500	\$0	Fully fund
Total Reviewed	\$779,494	\$509,559	(\$269,935)	

**E. System Support & State Contracts Allocation Review Team**

1. **Team Members:** Cotina Jones (Chair). Refer to the chart on page 2 for the full team.
2. **Funding Summary:** System Support is \$819,427 or 13% of the total service allocation. State Contracts make up \$2,788,204 of the total service allocation and are funded under the ECE & Subsidy activity.
3. **Allocation Recommendations:**

Activity	Amount Requested	Amount Approved	Difference	Recommendation
Planning, Monitoring, & Evaluation (PME)	\$387,052	\$387,052	\$0	Fully fund
Community Engagement & Development (including absorption of Family Resource Center)	\$432,375	\$432,375	\$0	Fully fund
DSS Child Care Subsidy (TANF)	\$2,230,306	\$2,230,306	\$0	Fully fund <sup>1</sup>
DSS Child Care Subsidy Support (Admin)	\$159,807	\$159,807	\$0	Fully fund <sup>1</sup>
WAGE\$	\$482,573	\$398,091	(\$84,482)	Fund at less than full request and <b>add</b> additional funds as they become available. <sup>1</sup>
Total Reviewed	\$3,692,113	\$3,607,631	(\$84,482)	

<sup>1</sup> DSS Child Care Subsidy and WAGE\$ were reviewed by the System Support & State Contract Review Team and endorsed by the ECE & Subsidy Review Team.

In total, the Smart Start Allocation Review Team approved **\$6,189,568** in available service dollars (excluding Administrative funds) for recommended funding for consideration by the Finance Committee and PFC Board.



**F. Programmatic Changes**

1. Required Contract Activity Description Templates will be used for:
  - a. DSS Child Care Subsidy (TANF)
  - b. FTCC Parents for Higher Education Subsidy (TANF)
  - c. PFC Child Care Subsidy (TANF)
  - d. PFC Child Care Subsidy (Non-TANF)
  - e. NC Pre-K Enhancements (TANF)
  - f. NC Pre-K Enhancements (Non-TANF)
  - g. Child Care Resource & Referral (CCR&R) – New this year
  - h. Lending Library – New this year
2. Outcomes for each purpose service code (PSC) are either required by NCPC or highly recommended. The recommendation is to treat the NCPC recommendation as required for grantees. Any exception will be made on a case by case by Planning and Evaluation Committee.
3. All activities align with an NCPC Early Childhood Profile indicator.

(Created: January 11, 2021) UPDATED March 8, 2021

		Effective July 1, 2021								
PSC	AC	Activity	Contractor	FY 20/21 Smart Start Allocations at 07/01/20	Increase (Decrease) in Proposal Request	Consolidation/ Separation of Activities	Changes based on Allocation Process	Final Allocation Team Recommendations to Board - Projections for FY 21/22-22/23-23/24 Smart Start Allocations Effective 07-01-2021	Totals and Percentages to Ensure Smart Start Legislative Mandates Are Met	
		<b>EC&amp;E Subsidy [X3XX]</b>								
2341	002	Child Care Subsidy (TANF)	Partnership for Children	\$ 366,368				\$ 366,368		
2342	034	NC Pre-K Enhancements (TANF)	Partnership for Children	\$ -	\$ 71,000			\$ 71,000		
2340	760	DSS Child Care Subsidy (TANF)	Department of Social Services	\$ 2,230,306				\$ 2,230,306		
2341	218	FTCC CC Scholarship (TANF)	Fayetteville Technical Community College	\$ 207,260				\$ 207,260		
										<b>(\$ 2,803,934 required)</b>
									\$ 2,874,934	46%
2361	021	Child Care Subsidy/Admin.	Partnership for Children	\$ 35,150	\$ 5,850			\$ 41,000		
2360	750	DSS CC Subsidy Support/Admin.	Department of Social Services	\$ 159,807				\$ 159,807		
2361	256	FTCC CC Scholarship/Admin.	Fayetteville Technical Community College	\$ 11,450	\$ 100			\$ 11,550		
									\$ 212,357	3%
2347	022	Child Care Subsidy (Non-TANF)	Partnership for Children	\$ 59,500	\$ 500			\$ 60,000		
2347	210	Spainhour/Child Play Subsidy	Easter Seals UCP	\$ 91,716	\$ (22,929)		\$ (68,787)	\$ -		
2348	035	NC Pre-K Enhancements (non-TANF)	Partnership for Children	\$ -	\$ 12,527			\$ 12,527	\$ 72,527	1%
									\$ 3,159,818	51%
		<b>EC&amp;E Quality [X1XX]</b>								
3104	001	Child Care Resource and Referral	Partnership for Children	\$ 1,389,200	\$ (194,200)			\$ 1,195,000		
3107	720	WAGES	Child Care Services Association	\$ 371,554	\$ 111,019		\$ (84,482)	\$ 398,091		
3115	036	Lending Library	Partnership for Children	\$ -	\$ 47,325	*separation		\$ 47,325		
									\$ 1,640,416	27%
									\$ 4,800,234	78%
										<b>(\$ 4,378,709 required)</b>
										<b>70% required/80% target</b>
5410	259	ABCD [Assuring Better Child Health & Development]	4Cs (Carolina Collaborative Community Care)	\$ 92,238	\$ (238)			\$ 92,000		
5413	032	Family Connects	Partnership for Children	\$ 100,000	\$ 269,935		\$ (269,935)	\$ 100,000		
5417	220	Kindermusik	Kerri Hurley	\$ 57,209	\$ -			\$ 57,209		
3414	263	Child Care Health Consultant	Cumberland County Health Dept	\$ -	\$ 60,348			\$ 60,348		
									\$ 309,557	5%
		<b>Family Support [X5XX]</b>								
5505	232	Circle of Parents Support Program	Autism Society of Cumberland County	\$ 45,000	\$ -			\$ 45,000		
5505	031	All Children Excel	Partnership for Children	\$ 200,950	\$ (43,400)			\$ 157,550		
5506	027	PFC Family Resource Center	Partnership for Children	\$ 158,144		\$ (158,144)		\$ -		
5506	033	Child Passenger Safety Car Seats	Partnership for Children	\$ 5,000	\$ (5,000)			\$ -		
5506	037	Kaleidoscope	Partnership for Children		\$ 41,300	*separation		\$ 41,300		
5517	030	Community Engage. & Dev.	Partnership for Children	\$ 254,000	\$ 20,231	\$ 158,144		\$ 432,375		
		<i>*Consolidate FRC and Comm Engage</i>								
5523	262	Reach Out & Read (ROR)	4Cs (Carolina Collaborative Community Care)	\$ 16,500	\$ -			\$ 16,500		
									\$ 692,725	11%

(Created: January 11, 2021) UPDATED March 8, 2021

PSC	AC	Activity	Contractor	FY 20/21 Smart Start Allocations at 07/01/20	Increase (Decrease) in Proposal Request	Consolidation/ Separation of Activities	Changes based on Allocation Process	Final Allocation Team Recommendations to Board - Projections for FY 21/22-22/23-23/24 Smart Start Allocations Effective 07-01-2021	Totals and Percentages to Ensure Smart Start Legislative Mandates Are Met	
		<b>System Support [X6XX]</b>								
5603	007	Planning, Monitoring & Evaluation	Partnership for Children	\$ 338,216	\$ 48,836			\$ 387,052		
		*Consolidate FRC and Comm Engage							\$ 387,052	6%
									\$ 1,389,334	22%
									<b>20% target</b>	
				\$ 6,189,568					\$ 6,189,568	100%
		<b>Requests (Over)/Under Allocation</b>						\$ -	\$ -	
		<b>TOTAL SERVICES</b>		\$ 6,189,568				\$ 6,189,568		
9100	999	<b>Administration</b>	Partnership for Children	\$ 317,749				\$ 317,749	\$ 317,749	5%
9200	990	<b>Fundraising - 1% Allowance of Total Allocation. Maximum amount is \$65,730</b>	Partnership for Children	\$ 65,730				\$ 65,730	\$ 65,730	1%
		<b>TOTAL ADMINISTRATION</b>		\$ 383,479				\$ 383,479		
		<b>TOTAL ALLOCATION</b>		\$ 6,573,047	\$ 423,204	\$ -		\$ 6,573,047	\$ 6,573,047	

\$ 6,573,047	Projected Base Allocation for Annual Funding
\$ -	Projected NEW Smart Start Funding
\$ (6,573,047)	Less Current Requests for Smart Start Funding
\$ -	Unallocated Funds
\$ -	Requests MORE THAN available Smart Start funding

(Created: January 11, 2021) UPDATED March 8, 2021

PSC	AC	Activity	Contractor	FY 20/21 Smart Start Allocations at 07/01/20	Increase (Decrease) in Proposal Request	Consolidation/ Separation of Activities	Changes based on Allocation Process	Final Allocation Team Recommendations to Board - Projections for FY 21/22-22/23-23/24 Smart Start Allocations Effective 07-01-2021	Totals and Percentages to Ensure Smart Start Legislative Mandates Are Met
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THE INFORMATION BELOW IS AN INTEGRAL COMPONENT TO THIS DOCUMENT.

Direct funding towards the highest priority needs, “move the needle” and have a substantial impact with collective strategic investments, and lead to the outcomes PFC desires for children, families, and/or early childhood professionals in the Early Childhood System. These outcomes can be grouped into three categories:

\**Access outcomes* includes the supports and services that all children and families should be able to access.

\**Quality outcomes* underscore what research and practice indicates; access alone does not provide the desired outcomes, high quality supports and services are essential.

\**Equity outcomes* target specific populations. With achievement gaps, disparities in health status, and the geographic and socioeconomic diversities in Cumberland County, there is a need to target resources and services to specific populations.

The FY 21/22 Smart Start Allocation Plan and organizational budget plan will be submitted to the Board for approval.

**Legislative Mandates:**

- (1) Not less than seventy percent (70%) of the funds spent in each year of the direct services allocation must be used for programs child care-related activities and early childhood education
- (2) Not less than thirty percent (30%) of the funds spent in each year of the direct services allocation must be used for child care subsidies
- (3) Because of the \$59m federal funding matching requirement, PFC is required to maintain child care subsidies at not less than \$2,803,934.

A Smart Start allocation reduction in any amount or percentage must come from other activities and not from the activities with PSC 2340 or PSC 2341.

**March 9, 2021**

**Partnership For Children of Cumberland County Inc  
351 Wagoner Dr.  
Fayetteville, NC 28303**

Thank you for your interest in obtaining possible financing from Bank of America, N.A. ("Bank of America" or the "Bank") for Partnership For Children of Cumberland County Inc ("you" or the "Borrower").

We are pleased to provide you with a non-binding Letter of Interest, attached hereto, under which the Bank may extend credit to you. Regarding servicing questions and relationship team, the existing Bank of America client team would be engaged in completing this proposed transaction and maintaining the ongoing relationship with the organization (client team summary attached).

This letter is not a financing commitment and is being submitted to you with the express understanding that it does not, and shall not be deemed to, establish, memorialize or otherwise create or confirm the existence of any binding commitment or agreement on the part of Bank of America or any affiliate thereof, to provide the contemplated financing, whether on terms set forth herein or otherwise or to extend any credit to or on behalf of the Borrower or any of its affiliates.


This non-binding Letter of Interest is confidential and, except for disclosure on a confidential basis to your accountants, attorneys and other professional advisors retained by you in connection with the contemplated financing or as otherwise required by law, may not be disclosed in whole or in part to any person or entity without our prior written consent.

Bank of America hereby notifies you that pursuant to the requirements of the USA PATRIOT Act, Title III of Pub. L. 107-56 (signed into law October 26, 2001) (the "Act"), Bank of America is required to obtain, verify and record information that identifies you, which information includes your name and address and other information that will allow Bank of America to identify you in accordance with the Act.

We are pleased to have the opportunity to work with you in connection with your contemplated financing.

Very truly yours,

**BANK OF AMERICA, N.A.**

By:   
Name: Mark T. Cuppernull  
Title: Senior Vice President

**Letter of Interest Prepared for Partnership For Children of Cumberland County, Inc  
Presented by Bank of America**

- Borrower:** Partnership For Children of Cumberland County, Inc
- Credit Facility:** (1) \$1 million mortgage style financing to be used for physical improvements on the property located at 351 Wagoner Drive Fayetteville, NC 28303. The loan amount will be the Lessor of 50% of appraised value, or \$1,000,000 real estate term loan facility
- Security:** (1) First position UCC filing on all business assets of the Borrower and all subsidiaries  
(2) First position Deed of Trust on subject property and all connected parcels located at 351 Wagoner Drive Fayetteville, North Carolina 28303  
  
(3) In lieu of the Deed of Trust, Bank of America would consider a minimum liquidity covenant and real estate negative pledge to replace the mortgage filing
- Guarantors:** None
- Repayment terms:** (1) Initial 12 months of the transaction (draw period) would be interest only paid monthly by the borrower  
• The Bank would consider an 18 month draw period  
(2) Monthly installments of principal plus interest based on a 180 or 240-month amortization, with the final payment of all amounts outstanding, *plus* accrued interest, due 60 or 120 months after the closing
- Interest Rate:** An indicative interest rate as of today would be:  
• Draw Period-Prime + 0%, as of 3/9/21, 3.25%  
• 5 year-3.25%(Fixed rate as of 3/9/2021)  
○ Fixed Rate 12 month Lock Option would add .15% to indicative rate at borrower's option  
• 10 year-3.40%(Fixed rate as of 3/9/2021)  
Each fixed rate option will require prepayment penalty language
- Fees:** (1) .25% (25 Basis Points) plus standard fees associated with a real estate mortgage transaction. Closing costs for this transaction are estimated to be approximately \$5,000 assuming standard documentation and use of Bank of America internal counsel
- Covenants:** Financial covenants as are usual and customary for this type of transaction and will be determined. Bank of America has completed its required KYC certification for PFCC and would require Borrower's Board of Directors consent and authorization for loan document execution
- Banking Relationship:** Borrower agrees to maintain its primary banking relationship, including deposits and cash management services with Bank of America

*The information contained herein does not represent a commitment to lend by Bank of America or any of its affiliates and is presented for discussion purposes only. Bank of America may withdraw or amend this information at any time at its sole discretion. The actual terms and conditions (including pricing and financial covenants) upon which Bank of America might extend credit is subject to satisfactory completion of due diligence, necessary credit approval and such other terms and conditions as determined by Bank of America in its sole discretion. The terms discussed herein are confidential and, except for disclosure on a confidential basis to your accountants, attorneys and other professional advisors retained by you in connection with this Financing Discussion or as may be required by law, may not be disclosed in whole or in part to any other person or entity without our prior written consent.*

March 5, 2021

Anna Marie Hall, Contracts Coordinator  
Partnership FOR CHILDREN  
351 Wagoner Dr. Suite 200  
Fayetteville, NC 28303

Dear Ms. Hall:

Thank you for allowing First Bank the opportunity to submit a proposal for the financing of Partnership FOR CHILDREN secured by a first deed of trust on the property. The terms of this non-binding proposal are as follows:

1. Borrower: Partnership FOR CHILDREN
2. Purpose: Renovation of 351 Wagoner Dr. Suite 200 Fayetteville, NC 28303
3. Amount: \$1,000,000.00 not to exceed 80% of the appraised value.
4. Interest Rate: 10 year fixed rate of 2.85%.
5. Collateral: First Deed of Trust on the property. ("Collateral"). One Parcel of property, as long as the loan to value is in line.
6. Term: 12 monthly interest only payments through construction/renovation, followed by 108 monthly payments of principal and interest based on a 20-year amortization schedule and one balloon payment.
7. Guarantor: N/A
8. Loan Fee: \$1,000.00 payable at closing.
9. Prepayment Penalty: None
10. Appraisal: An appraisal by a qualified third-party appraiser required.
11. Environmental: We will require third-party verification by a qualified party that the property is free of environmental contamination.
12. Flood Certification: We will require verification that the property is not in a flood zone; if it is in a flood zone then flood insurance will be required.

13. Financial Statements: Borrower shall furnish financial statements annually during the loan, and if requested by First Bank the Borrower shall provide interim financial statements.
14. Organizational Documents: Copies of Borrower Organizational Documents (articles of Incorporation from SOS) and the operating Agreement, certified by an authorized officer or representative of the Borrower and Certificates of Existences shall be furnished to First Bank prior to the loan closing.
15. Miscellaneous: First Bank may require additional documentation, opinions of counsel for Borrower, or other documentation as may reasonably be necessary to assure borrowing authority, capacity and good standing of the Borrower.
16. Assignment: This proposal is not assignable.
17. Deposit Relationship: First Bank will require the Borrower's minor deposit accounts.
18. Other Requirements: Assignment of leases.
19. Expiration: This term sheet shall expire on April 08, 2021.

This is a proposal and not a commitment. The commitment will be based on the bank's review of the Borrower's current financials and obtaining final approval.

Thank you again for allowing First Bank this opportunity to be of service to you. We sincerely hope that you find these proposed terms and conditions to your satisfaction. If you have any questions, please feel free to contact me at 910-818-9211.

Sincerely,



Wendy R. Smith  
Vice President  
Business Development Officer  
First Bank




## **Final recommendation for Construction Perm Style Renovation Loan in the sum of \$1,000,000**

After the Executive Committee meeting, it was determined that the main account at the Partnership was extremely complex and any Institution that made this a requirement for construction perm loan would not be conducive to the organization. Therefore, this left only First Bank and Bank of America as viable options. Under the Executive Committee's direction, a phone call was made to each of the Institutions to provide their best loan commitment to the Partnership or Children of Cumberland County, Inc. Attached are the final proposals from each Institution.

- 1.) Bank of America currently holds the main account.  
First Bank did not require the main account but did require the smaller Specialty accounts.
- 2.) Both Banking Institutions met the One-Million-dollar requirement.
- 3.) Both Institutions agreed on the Construction Perm Style Loan agreement with interest only until converting to a ten-year fixed rate, twenty-year amortization schedule.
- 4.) Bank of America's draw interest rate is 3.25%. First Bank draw interest is 2.85%.  
Permanent interest rate for a period of ten years with a twenty-year amortization, Bank of America is 3.40% and First bank is 2.85%.
- 5.) Each Bank will charge closing costs. Bank of America estimated fees of \$5,000.  
First Bank estimated fees of \$4,000.
- 6.) Bank of America requires the entire complex to secure the loan. First Bank only requires one of the two parcels as security.
- 7.) Bank of America has pre-payment penalties, First Bank has no pre-payment penalties.
- 8.) Both Institutions will require financial statements, organizational documents, and assignment of leases.

In closing, based on the information provided by both banks, it is my recommendation that we utilize First Bank as our Financial Institution of choice for the \$1,000,000 Construction Perm Loan.

Respectfully,

  
Charles C. Morris  
Board Member Emeritus

**By-Laws Review**

Item	Comments	Recommendation
Article III, Section 2	Officers may serve a maximum of two consecutive one-year terms in one position	FYI
Article III, Section 4	Chair will provide a report to the Board on the actions taken in the capacity of the Board at meetings between regular Board meetings.	Change "will" to "may". Minutes document Executive Committee meetings and actions.
Article III, Section 6	The Secretary, with the assistance of the President, shall have the charge of the corporate seal...maintain record of all the persons who are directors...	Perhaps document maintained by Executive Assistant
Article III, Section 7	The Treasurer shall serve as chair of the Finance Committee...with the assistance of the President	Add "or designee"
Article IV, Section 4	...notices shall be delivered by mail, email or hand delivery to each director, shall be announced as a public service announcement through newspaper and radio, and shall be posted on the bulletin board ...	Delete public service announcement, replace with post on website; replace bulletin board with Notice on entry television screens
Article IV, Section 5	In the event of three consecutive unexcused absences in one fiscal year...the director will automatically be removed from the Board.	Change will to may
Article IV, Section 10	Informal Action by the Directors	As written, conflicts with Open Meetings law and action cannot be taken informally. Per NCPC monitoring, delete Section 10
Article V, Section 5	The Human Resource Committee shall work with the Finance Committee, with President as staff liaison and the Corporation Chief Operating Officer (COO).	No longer have a COO. Replace with VP of Finance and HR Manager.
Article V, Section 6	Rare instances may occur where immediate action may be taken by the Executive Committee.	Add "or Full Board".
Article V, Section 8	Revision requested by Public Engagement and Development Committee	Review & accept PED Committee recommendation
Article V, Section 4		Add " The Board Development Committee may recommend guidelines for Board director contributions, to insure 100% donations from the Board of Directors."
Article V, Section 10	Frequency of meeting: states "quarterly"	Add: "at least quarterly" (in order to conduct necessary business)
Article V, Section 11	(NCPK)	Change to NC Pre-K (consistent with other documents)

Article V, Section 12	Audit Committee	Audit is no longer conducted by the Office of the State Auditor. All items under Section 12 fall under the last sentence of the description for the Finance Committee (Section 6) The Finance Committee ensures compliance with state, federal, and non-profit regulations regarding fiscal management and works with the President in carrying out its responsibilities as directed by these by-laws. Recommend deleting Section 12.
"Article VIII, Section 2	Compensation: receive no compensation other than reimbursement to include but not limited to mileage, conference registration, time away from work and child care.	Recommend delete "time away from work"...focus on expenses for out of town conferences.
Article VIII, Section 5	Audits	Recommend delete "by the State Auditor"
Article VIII, Section 8	Relations with Public Bodies - transmission of copy of audit by Chair	Recommend expand to "The Chair or President"

The support you need to help children succeed.



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

# BYLAWS

Adopted by Board of Directors  
December 8, 1994

## Revisions

March 28, 1996	November 25, 2008
March 27, 1997	March 26, 2009
November 21, 1997	June 26, 2009
March 22, 1999	August 28, 2009
July 29, 1999	September 18, 2009
February 3, 2000	March 31, 2011
November 30, 2000	May 30, 2013
May 31, 2001	May 29, 2014
July 26, 2001	March 24, 2016
January 30, 2003	April 28, 2016
May 29, 2003	July 28, 2016
July 29, 2004	June 29, 2017
September 29, 2005	May 24, 2018
January 25, 2007	<b>January 17, 2019</b>
September 27, 2007	
July 31, 2008	

Approved by Board of Directors – ~~January 17, 2019~~ March 25, 2021

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**ARTICLE I  
CORPORATION**

**Section 1.** Name and Seal: The name of the Corporation is Partnership for Children of Cumberland County, Inc. (hereafter referred to as “Corporation”). The seal of the Corporation will be circular in form, which shall bear the legend “Corporate Seal of Partnership for Children of Cumberland County, Inc.” and words indicating that the Corporation was incorporated in North Carolina.

**Section 2.** Purpose: The Corporation is organized and shall be operated exclusively to accomplish charitable and educational purposes, specifically including the following:

- (a) To engage in all lawful activities in which organizations exempt from federal income taxation under 501(c)(3) of the Internal Revenue Code of 1986, as amended, may engage; and in connection therewith and to the extent consistent therewith, to create and implement a comprehensive, outcome-focused plan to enrich the lives of children in Cumberland County, North Carolina, through high quality early childhood education, health care, and related services by bringing together families, communities, churches, businesses, nonprofit organizations and foundations and the state and local government to pursue innovative and collaborative strategies that make better use of existing resources and build and develop upon the experience and expertise of communities and existing institutions therein;
- (b) To promote and encourage the organization and development of other charitable and educational organizations with tax-exempt purposes that are similar, complementary or supportive to or in harmony with those purposes of the Corporation as set forth herein, by providing expertise, services, managerial assistance, and technical and administrative support to such organizations, all for the purpose of accomplishing the Corporation's own proper tax-exempt purposes as set forth herein;
- (c) To provide affordable and cost-effective management and administrative services, support staff, office facilities and other support services, including below-cost services, facilities, and support which would have the effect of allowing such similar or complementary organizations to experience an environment in which their activities and purposes are allowed to develop and flourish;
- (d) To make gifts, grants, contributions, and distributions to other organizations which are exempt from federal income taxation under 501(c)(3) of the Code, particularly to organizations which provide services and support to the general public in Cumberland County, North Carolina, which are similar or complementary to those provided or made available by the Corporation;
- (e) To provide a means by which existing institutions in Cumberland County, North Carolina, and elsewhere may pursue collaborative strategies for the purpose of improving early childhood education, health care, and initiatives all for the purpose of improving the public health and welfare of the citizens and residents of Cumberland County, North Carolina, and elsewhere; and
- (f) To engage in activities incidental to the foregoing. The Corporation shall exercise those statutory powers and authority granted to it by the laws of the State of North Carolina in a manner that is consistent with the foregoing purposes.

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

- Section 3.**     **Offices:** The Corporation continuously shall maintain North Carolina as a registered office at such place as may be designated by the Board of Directors (hereafter referred to as “Board”). The principal office of the Corporation and such other offices as it may establish shall be located at such place(s) either within or without North Carolina, as may be designated by the Board.
- Section 4.**     **Agent:** The Corporation continuously shall maintain within North Carolina a registered agent.
- Section 5.**     **Changes:** Any change in the registered office or registered agent of the Corporation shall be accomplished in compliance with the North Carolina Non-Profit Corporation Act of 1994.
- Section 6.**     **Members:** The Corporation shall have no members.

**ARTICLE II  
BOARD OF DIRECTORS**

**Section 1.**     **General Powers and Duties:** The property, business, and affairs of the Corporation shall be managed, controlled, and directed by the Board of Directors (hereafter referred to as “Board”). The Board shall have, and may exercise, any and all powers provided in the Articles of Incorporation or the North Carolina Non-Profit Corporation Act that are necessary or convenient to carry out the purposes of the Corporation as established in these bylaws.

**Section 2.**     **Composition:** The Board of Directors shall consist of a minimum membership of thirteen (13), but no more than thirty-two (32), representatives or designated representatives from three (3) categories: Government, Services, and Business/Community. There must be at least two (2) members from each of the three (3) categories and no more than 50% of members from any one category.

Government:

- County Commissioners Office
- County Manager’s Office
- \*Department of Social Services
- Local Health Agency or Health Service Provider (community health, dentist, school nurse, physician, etc.)
- School Administrator (includes Charter)
- Higher Education Institute (community or state college)
- Local Cooperative Extension Agency
- Local Public Library
- Municipal Government

Services:

- \*Child Care Provider from a licensed center based child care facility
- Child Care Provider from a licensed family child care home facility
- \*Representative from local Head Start Program
- Local organization offering community mental health service



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- \*Representative from Child Care Resource and Referral Agency (this representative must not be a local partnership employee)
- Representative from another Non-profit Human Services Agency (such as boys & girls, 4H, YMCA....)
- \*Representative from the public school exceptional children’s preschool program

Business Community:

- \*Parent of a child 5 or younger (at the time of appointment) including guardians who are primary care takers of a child 5 or younger.
- Faith community (voluntary or paid role consistent with community norms/titles)
- Inter/agency Coordinating Council or parent of a child with a disability
- Foundation or other philanthropic organization
- Business Leader

\* NC Pre-K mandated positions

**Section 3. Term and Election:** Directors will be elected by the Board to serve a three-year term and shall not be eligible to serve for more than two consecutive three-year terms unless the Board director is elected to serve a second term as a Board officer. NC Pre-K mandated positions have no term limits.

**Section 4. Vacancies:** A director may resign at any time by giving notice thereof in writing to the Chair. As vacancies occur, the Board Development Committee shall recommend candidates to the Board who shall elect new directors by a majority vote. The new director shall complete the term of the resigned director and may be eligible to serve two full terms.

**Section 5. Residency:** There is no residency requirement for service of Board directors of the Corporation.

**ARTICLE III  
OFFICERS OF THE BOARD AND CORPORATION**

**Section 1. Titles:** The officers of the Board and the Corporation shall be the Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, and any other officers that the Board may designate. With the exception of the Chair, whose role is assumed by the Vice-Chair/Chair-Elect, individuals to serve in these capacities shall be elected by the Board and given powers and duties consistent with these bylaws. The Chair may at no time have a conflict of interest related to Smart Start. Any two or more offices may be held by the same person, except the offices of Chair and Secretary; however, no officer shall execute, acknowledge, or verify any instrument in more than one capacity if such instrument is required by law, by the Articles of Incorporation, or by the bylaws to be executed, acknowledged, or verified by two or more officers.

**Section 2. Election, Installation, and Term:** The Board Development Committee shall present nominations for Vice-Chair/Chair-Elect, Secretary, and Treasurer to the Board prior to June 30. The elections shall be held prior to June 30 with installation of officers at the next scheduled Board meeting according to provisions as contained in these bylaws for duration of terms as stated. Officers of the Board are elected to serve a one year term. **Officers of the Board may serve a maximum**

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of two consecutive one year terms in one position. The official term of office shall begin July 1 to coincide with the fiscal year. Each Board director shall serve on one or more committees of the Board. With exception, the Chair will continue for another year as Past Chair for service on the Executive Committee.

**Section 3. Vacancies:** Any officer of the Corporation may be removed from office, without cause, upon two-thirds vote of the Board at any regular or special meeting called for that purpose. Any Officer of the Corporation proposed to be removed shall be entitled to at least five days notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board at such meeting.

An officer may resign at any time by giving notice thereof in writing to the Board. As vacancies occur, the Board Development Committee shall make recommendations to the Board who shall elect new officers by a majority vote. The new officer shall complete the term of the resigned officer.

**Section 4. Chair:** The Chair of the Board shall also serve as Chair of the Corporation. The Chair shall have and exercise general charge and supervision of the affairs of the Corporation. The Chair is authorized under Section 7 of this Article to act on behalf of the Corporation by signing checks or other legal documents. The Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board. The Chair's position is filled by the incumbent of the Vice-Chair/Chair-Elect. The Chair may at no time have a conflict of interest related to Smart Start funds. The Chair will continue to serve on the Executive Committee for an additional year as ex-officio and shall only vote in the event of a tie. The Chair's attendance as ex-officio at such meetings may satisfy the requirements for quorum.

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The Chair is charged with appointing committee members to standing committees and special committees, unless otherwise stated in these bylaws as relates to committee structure. The Chair will also serve as chair of the Executive Committee and will may provide a report to the Board on the actions taken in the capacity of the Board at meetings between regular Board meetings.

The Chair will work in conjunction with the Human Resource Committee and the Executive Committee when selecting a President. The Chair is responsible for assessing the performance of the President (utilizing the evaluation tools and methodology recommended by the Human Resource Committee and approved by the Board) with input from the Executive Committee and will provide this data to the Executive Committee in a summarized report for approval by the Board.

**Section 5. Vice-Chair/Chair-Elect:** The Vice-Chair/Chair-Elect shall also serve as Vice-Chair/Chair-Elect of the Corporation. The Vice Chair/Chair-Elect is authorized under Section 7 of this Article to act on behalf of the Corporation by signing checks. The Vice-Chair/Chair-Elect may at no time have a conflict of interest related to Smart Start. The Vice-Chair/Chair-Elect shall preside at all meetings of the Board when the Chair is absent, and shall assume the position of Chair upon the expiration of the then-current Chair's term or the vacancy of the Chair. If the Vice-Chair/Chair-Elect is unable or unwilling to assume or continue the role of Chair, then the Board Development Committee shall make recommendations to the Board and elections will be held. The Vice-Chair/Chair-Elect shall perform such other duties as may be directed by the Chair or the Board.

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review

**Section 6. Secretary:** The Secretary shall also serve as the Secretary of the Corporation. The Secretary shall preside at all meetings of the Board when the Chair and Vice-Chair/Chair-Elect are absent and who, with the assistance of the President, shall be responsible for keeping an accurate record of the proceedings and actions of the Board at the principal office. The Secretary, with the assistance of the President, shall have the charge of the corporate seal and shall maintain a current

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record of all the persons who are directors, showing their respective places of residence, and such book shall be open for inspection as prescribed by law and kept at the principal office. Subject to the control of the Board, the Secretary shall in general perform all the duties incident to the office of Secretary, and shall perform such other duties as the Board or the Chair may assign.

**Section 7. Treasurer:** The Treasurer shall also serve as the Treasurer of the Corporation. The Treasurer, with the assistance of the President, shall have the charge of all funds, property, and securities of the Corporation, subject to such regulations as the Board may impose. When necessary or proper, the Treasurer, on behalf of the Corporation, may endorse for collections checks, notes, and other obligations, and shall deposit the proceeds to the credit of the Corporation at such bank or banks as the Board may designate by resolution as depository. The Treasurer together with such other officer or officers, as shall be designated by the Board and the President, shall sign checks of the Corporation and all bills of exchange issued by the Corporation, except in cases where the signing and execution thereof shall be expressly assigned by the Board or by these bylaws to some other officer or agent of the Corporation. The Treasurer shall make such payments as may be necessary or proper to be made on behalf of the Corporation. The Treasurer, with the assistance of the President, shall maintain full and accurate books of account reflecting the transactions, assets, and obligations of the Corporation and shall exhibit such books at all reasonable times to any director on application at the principal office of the Corporation. In general, the Treasurer shall perform all the duties incident to the office of Treasurer, subject to the control of the Board.

The Treasurer shall serve as chair of the Finance Committee and provide monthly financial reports to the Board with the assistance of the **President or designee**.

**Section 8. Board Director Emeriti:** The Board Director Emeriti shall be a person who is a former member of the Board of Directors who has served two consecutive terms on the Board of Directors and has rendered exceptional service to the Corporation. The Board Director Emeriti, when elected, shall be entitled to attend the regular meetings of the Board and all other Director opportunities (i.e. Conferences, seminars, banquets, special events, etc.) but shall not have the right to vote.

**ARTICLE IV  
BOARD MEETINGS**

**Section 1. Regular Meetings:** The Board shall meet at such regular times and dates as designated by the Chair, through a written call of the majority of the Board, or upon resolution of the Board. The annual meeting of the Board shall be held each year prior to July 1 of the fiscal year or at such other time as the Chair may see fit, for the purpose of appointing directors and officers and for the transaction of other business.

**Section 2. Special Meetings:** In the event of an emergency or immediate need, a special Board meeting may be called, with the ten-day notice stipulation waived on the condition that quorum requirements be met at the meeting and that the notice provide the full details regarding the purpose of the emergency meeting. Special meetings of the Board may be set at the call of the Chair, upon written call by the majority of the Board, or upon resolution of the Board.

**Section 3. Place of Meetings:** The meetings of the Board shall be held at the principal office of the Corporation, or at such other place as the Chair may designate.

Add or  
designee

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For  
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add PFC  
website

**Section 4. Notice of Meetings:** Written notice of the time, date, and place of regular and special Board meetings shall be given by the Chair to each director at least ten days in advance of the meeting. In accordance with Section 12 of this Article, notices shall be delivered by mail, email, or hand delivery to each director, will be announced as a public service announcement through the newspaper and radio PFC website, and shall be posted on the bulletin board at the principal office.

**Section 5. Attendance and Quorum:** Attendance by a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called. Attendance records of each Board meeting shall be maintained at the principal office. Directors or designees are encouraged to make reasonable effort to attend all meetings. In the event of three consecutive unexcused absences in one fiscal year as determined by the Chair, the director will may automatically be removed from the Board.

A quorum for Board meetings is defined as a majority, or 50% plus one, of the active directors and shall be determined at the beginning of a meeting for all items requiring action at the current meeting or in the future (*Reference Article V, Section 1 regarding Attendance and Quorum requirements for committees*). The act of a majority of the directors present at a Board meeting where a quorum has been established shall be the act of the Board, except as may be otherwise specifically provided by statute, by the Articles of Incorporation, or by these bylaws. If a quorum shall not be present at any meeting of the Board, those present may receive and review any reports which do not require Board action and/or they may adjourn the meeting until a quorum shall be present.

Any one or more or all of the directors may participate in a meeting of the Board by means of a conference telephone or similar communications device that allows all persons participating in the meeting to hear each other. Participation in a meeting by means of a conference telephone or similar communications device shall be deemed presence in person at such meeting.

**Section 6. Notice of Intent to Attend:** Directors and designees of the Board shall be required to notify the Chair of their intent to attend or their inability to attend a lawfully scheduled meeting within three (3) days of receipt of a meeting notice.

**Section 7. Minutes:** Minutes of each Board meeting will be kept at the principal office as an official record of Board action. The minutes will be reviewed by the Board and approved at subsequent meetings.

**Section 8. Consent Agenda:** The Chair may propose a Consent Agenda as part of the main agenda. The Consent Agenda shall contain those routine items of business that do not normally involve debate and that are unanimously approved by the Executive Committee. The Board may approve all items on the Consent Agenda by adopting one motion. A director may transfer an item from the Consent Agenda to the main agenda. A motion to transfer should be made at the beginning of the meeting. The Consent Agenda may include, but is not limited to, the following routine items of business:

- a) Policies and procedures.
- b) Budget amendments/revisions.
- c) Disposition of surplus property.
- d) Resolutions of appreciation, support, and recognition.

**Section 9. Voting:** Unless otherwise provided for in the Articles of Incorporation, each director shall have voting rights and shall be entitled to one vote on each matter submitted to a vote

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at any meeting. The vote of a majority of the directors voting on any matter at a meeting of the Board at which a quorum is present shall be the act of the Board on that matter unless the vote of a greater number is required by law or by the Articles of Incorporation or bylaws of this Corporation. Votes by proxy are prohibited.

The Chair's presence may satisfy the requirements for quorum at any meeting, Board or committee, and will vote only in the event of a tie vote. The chairs of each committee will also satisfy the requirements for quorum and will only vote in the event of a tie vote at committee meetings. Each officer, Board director, and committee member is held accountable to the Conflicts of Interest policy as listed in Article VI of these bylaws and must abstain from voting when such conflicts arise.

~~**Section 10. — Informal Action by Directors:** Any actions required or permitted to be taken at any meeting of the Board may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the directors in office and all of the directors' consent to such action in writing setting forth the action taken. Such consent in writing shall be filed with the minutes of the proceedings of the Board to be kept at the principal office and have the same force and effect as a vote of the Board at a meeting, whether done before or after the action so taken.~~

To be  
deleted  
per Susan  
Clark

**Section 11. Parliamentary Rules:** All meetings shall be conducted in an open, orderly, and fair manner and in accordance with the *Modern Rules of Order – Most Current Edition* published by the American Bar Association circa 1999.

**Section 12. Compliance with State Requirements:** So long as the Corporation receives funding from the State of North Carolina, it shall conduct its operations, including its meetings, in a manner comparable to Article 33C of Chapter 143 of the General Statutes "The Open Meetings Law," Chapter 132 of the General Statutes "The Public Records Law."

**ARTICLE V  
COMMITTEES**

**Section 1. General Committee Guidelines:** The committee structures, except the Executive Committee, act within the authority as delegated by the Board. Committee membership and participation may include both Board directors and non-Board participants, with the exception of the Board Development Committee and Human Resource Committee. These committees shall consist of both current and former Board directors and non-Board participants. Non-Board participants shall have all rights and privileges of Board directors except a vote at Board meetings. Non-Board participants shall have voting rights within the committee process only.

Committee activities are viewed as funnels for the deposit of ideas, interests, and issues for full discussion. Committees should seek opportunities to collaborate with other committees, groups, individuals, agencies, and organizations. The committee process is an open forum supporting full discussion of issues and concerns in preparation for recommendations to the full Board.

All standing committees, special committees, and sub-committees, shall abide by all regulations listed in these bylaws with particular note to Article IV Sections 1-7 and Sections 9-12 with regard to meetings. Due to the fact that all committees recommend action on matters to the Board and have no final approval authority, with the exception of the Executive Committee, and because holding these groups to the strict quorum requirements listed herein which from time to time causes delays in the approval process, quorum for committees, special committees, and sub-committees shall be defined as one-third or 33% of active membership with the exception of the Executive Committee, Finance Committee, Human Resource Committee, and Board Development

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Committee. Quorum for these committees as stated shall be 50% of the active membership. Quorum for the North Carolina Pre-Kindergarten Committee shall be 50% of active membership plus one. Quorum shall be determined at the beginning of a meeting for all items requiring action.

**Section 2. Committees and Membership:** The Chair and/or Board may from time to time establish such standing committees, special committees, sub-committees, or workgroups as it deems necessary to assist the Board in carrying out its duties and responsibilities to the Corporation on a continuing basis. Standing committees will include but are not limited to Executive Committee, Board Development Committee, Human Resource Committee, Finance Committee, Planning and Evaluation Committee, Public Engagement and Development Committee, Child Care Resource and Referral Advisory Committee, Facility and Tenant Committee, North Carolina Pre-Kindergarten Committee and Audit Committee.

The Chair, with input and assistance from the President, shall appoint committee members to each standing committee. The Chair shall review committee membership each year and make new appointments as necessary. The Chair will appoint each committee Chair to serve for that year. Committee Chairs will appoint Vice-Chairs. In order to have full Board participation, the Chair may appoint each Board director to one or more committees. Each member of a committee holds office until his successor is elected, or until he resigns or is removed from the committee. A member of a committee may succeed himself. The Chair, committee chair, or President may invite additional individuals with expertise in a particular area to meet with and assist the committee. Such advisors shall not vote or be counted in determining the existence of a quorum and may be excluded from any closed session of the committee.

**Section 3. Executive Committee:** The Executive Committee shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, the immediate past Chair, standing committee chairs, Cumberland County School Superintendent (or designee) and may include two other directors of the Board to be appointed by the Chair and approved by the Board. If the immediate Past Chair is unable or unwilling to serve, the Board of Directors may approve the service of another Past Chair in the place of the immediate Past Chair. The Executive Committee shall have and may act in the capacity of the Board between meetings of the Board except when acting in matters of bylaws revisions, Board director or officer nominations, and except as limited by N.C.G.S. 55A-8-25. The Executive Committee shall not have the authority to reverse decisions previously made by the full Board. The Chair shall present a report to the Board of the actions taken in its place by the Executive Committee. The Executive Committee may also present a Consent Agenda for the Board's approval as outlined in Article IV Section 8.

The Executive Committee meets bi-monthly or as called by the Chair to review operational, programmatic, and financial matters. It may deal with urgent situations that cannot wait for the next full Board meeting, specific questions referred to the committee by the Board, issues that need preliminary discussion and refinement before the Board considers them, or routine matters that do not require full Board disposition. The Executive Committee is charged with the responsibility of establishing, implementing, and reviewing the bylaws where appropriate. All revisions to these bylaws or Articles of Incorporation are to be approved by the Board with ten days written notice of the review of said revisions.

The Executive Committee will work in conjunction with the Human Resource Committee and the Chair when selecting a President. The Executive Committee members are also responsible for assessing the performance of the President by providing confidential written input to the Chair (utilizing the evaluation tools and methodology recommended by the Human Resource Committee and approved by the Board). The Chair will provide this data to the Executive Committee in a

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summarized report. The President works closely with this committee and members serve as his/her principal support and sounding board.

**Section 4. Board Development Committee:** The Board Development Committee is chaired by the Vice-Chair/Chair-Elect of the Board and membership is limited to six current and former Board directors. The Board Development Committee members must have a minimum of one year Board experience. The President works closely with this committee to provide input on organizational needs and to identify Board leadership. The Board Development Committee meets as called by the chair. In the event the Board Development Committee Chair is removed from office or resigns, any officer may call a meeting for the purposes stated herein.

The Board Development Committee identifies, recruits, and proposes directors and officers to the full Board. The Board Development Committee leads the Board in identifying the type of directors and officers the Corporation needs. With the assistance of the President, the Committee develops written descriptions of directors and officers responsibilities and creates a plan for identifying prospective directors and officers. Once the process is under way, the Committee plays an active part in cultivating new directors and officers, screens candidates, and recommends candidates to the full Board for approval. In addition, it may plan and conduct orientation for new directors and officers, and organize continuing education programs that enhance knowledge of governance responsibilities in general and this Corporation in particular.

**Section 5. Human Resource Committee:** The Human Resource Committee is chaired by a Board member and is composed of a minimum of five current and former Board Directors. The Human Resource Committee will meet a minimum of quarterly or as called by the committee chair. The Human Resource Committee shall may work with the Finance Committee, President as staff liaison, and the Corporation Chief Operating Officer applicable staff.

The Human Resource Committee advises the President on personnel policy issues and develops personnel policy guidelines for approval by the Board. The Human Resource Committee recommends the tools and methodologies to be used in the performance evaluation of all Corporation staff. The Human Resource Committee also keeps the Board informed about labor-related legislative issues at the national, state, and local levels.

In general, the Human Resource Committee will focus its work on policy issues and avoid becoming involved in staff hiring, promotion, and evaluation matters that are the responsibility of the President. The Human Resource Committee works with the Executive Committee and the Board Chair in selecting and evaluating the President.

**Section 6. Finance Committee:** The Finance Committee is chaired by the Board Treasurer. Committee members total a minimum of eight with five Board directors and three non-Board participants. The Finance Committee meets bi-monthly or as called by the chair, and works with the President in carrying out its responsibilities as directed in these bylaws.

The Finance Committee receives, reviews, and recommends proposals for funding to the Board and participates in the interview process with potential grantees. The Finance Committee reviews and presents the Corporation's annual budget for Board approval. Budget amendments and revisions will be processed through the Finance Committee. Rare instances may occur where immediate action may be taken by the Executive Committee or full Board. The Finance Committee will participate in developing and implementing policies and procedures for proposal review, developing and reviewing a financial policy manual, and oversight of contracts management. The Finance Committee will also provide oversight for investment funds.

Monthly statements of income and expenditures for the Corporation are reviewed and the

For review, added may and applicable staff

or Full Board should be added

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Finance Committee presents a financial report to the Board. The Finance Committee ensures compliance with state, federal, and non-profit regulations regarding fiscal management and works with the President in carrying out its responsibilities as directed in these bylaws.

**Section 7. Planning and Evaluation Committee:** The Planning and Evaluation Committee is chaired by a Board director and is comprised of a minimum of eight members to include non-Board participants. The Planning and Evaluation Committee will meet a minimum of quarterly or as called by the chair and works with the President in carrying out its responsibilities as directed in these bylaws.

The Planning and Evaluation Committee advises the Board of the comprehensive evaluation of all contractees. The Planning and Evaluation Committee reviews progress reports, performance audits, and data collected for the Department of Health and Human Services (DHHS) and the North Carolina Partnership for Children. The Planning and Evaluation Committee reviews all requests for proposals and proposals received for planning and evaluation services. The Planning and Evaluation Committee also determines if evaluation services meet Corporation expectations and provides evaluation reports to the Board as well as recommendations to the Finance Committee for continuation of activities. The Planning and Evaluation Committee reports to the Board on the regular evaluation of the Corporation and keeps the Board informed of local, state, and national evaluation and research efforts related to the Corporation's purpose.

The Planning and Evaluation Committee assists the Corporation in strategic planning. The Planning and Evaluation Committee facilitates the active participation of the entire Corporation, those internal and external stake holders, and the planning process. The Planning and Evaluation Committee considers national trends, opportunities, research, best practices, and external realities in relation to the current vision, mission, goals, board policies, structures, services, and outcomes for the Corporation, and makes recommendations for strategic changes. The Planning and Evaluation Committee holds generative discussions of emerging issues and assures overarching positions of the Corporation remain in alignment to the changing environment.

**Section 8. Public Engagement and Development Committee:** The Public Engagement and Development Committee (hereafter referred to as the PED Committee) is chaired by a Board director. Committee members total a minimum of six with two Board directors and four non-Board participants. The Committee will meet a minimum of quarterly or as called by the chair and works with the President in carrying out its responsibilities as directed in these bylaws.

The Public Engagement and Development Committee lead the Board's participation in public education, advocacy, and fund development. The Committee develops policies, plans, procedures, and schedules for Board involvement in public education, advocacy, and fund development. It educates Board directors about the importance of early childhood education, its immediate and positive impact on children and the community, and its importance to our community's future prosperity; and provides ways to use the information to educate the community about the importance of PFC's strategic plan in the area of early childhood development. PFC's progress (Corporation's Program Plans) and the resources needed to realize those plans. It educates Board Directors on early care and education policy at the local state and federal level. It familiarizes Board Directors with fundraising skills and techniques for comfort in raising money. **The Public Engagement and Development Committee shall may recommend guidelines for Board director contributions.** It also plays a role in identifying, cultivating, and approaching major donors.

Recommend  
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Board  
Development  
add may

**Section 9. Child Care Resource and Referral Advisory Committee:** The Child Care Resource and Referral Advisory Committee (hereafter referred to as the CCR&R Advisory



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Committee) is chaired by a Board director. Membership consists of a minimum of 12 representatives (including: agency representatives, a Department of Social Services representatives, business representatives, community representatives, parent representatives, a military representative, and child care provider representatives) to include Board directors and non-Board participants. The CCR&R Advisory Committee will meet a minimum of quarterly or as called by the chair and works with the President in carrying out its responsibilities as directed in these bylaws.

The CCR&R Advisory Committee shall assist in recommending policy, budget planning, and evaluating and making recommendations for the Corporation's goals. The CCR&R Advisory Committee members shall have an understanding of child care resource and referral services department, and be willing to speak on its behalf to the community.

**Section 10. Facility & Tenant Committee:** The Facility & Tenant Committee is chaired by a Board director. At a minimum the Facility & Tenant Committee should consist of four members, representing expertise in: tenant relations, facilities maintenance and lease negotiations. Membership should include Board and non-Board participants. The Facility & Tenant Committee will meet **at least** quarterly or as called by the chair and works with the President in carrying out its responsibilities as directed in these bylaws. The purpose and functions of this Committee are:

- (1) To review the exempt function activities performed by current and proposed tenants of the Corporation's office building for suitability and approval of such tenants by the Board;
- (2) To present formal findings to the Board that any current or proposed tenant has as its proper exempt functions purposes which are complementary or similar to those of the Corporation;
- (3) That such current or proposed tenant is suitable for consideration by the Board to become a tenant of the Corporation;
- (4) To make such recommendations to the Board regarding current, potential, and proposed tenants, leases, and leaseholds in the office building(s) owned by the Corporation as such Committee may deem necessary or appropriate;
- (5) To review the purposes and activities of such tenants for continued suitability and compatibility with the activities and purposes of the Corporation, as it may find necessary or appropriate from time to time; and
- (6) To engage in activities incidental to the foregoing.

Such Committee shall also generally review the use and utilization of the Corporation's property, plant, equipment, facilities, and assets for compliance with the Corporation's exempt functions and purposes, as set forth herein and in the Corporation's Articles of Incorporation.

**Section 11. NC Pre-Kindergarten Committee (NCPK):** The NCPK Committee is co-chaired by the school superintendent (or designee) for Cumberland County and the PFC board chair. The membership consists of the same representatives as the Partnership's Board Directors. The mandated positions includes the co-chairs, a licensed child care center (4- or 5-star license preferred) representative, Head Start program representative, parent of preschool-age children (especially at-risk children) representative, child care resource and referral agency or another child-serving agency representative, Department of Social Services or other child care subsidy funding agency representative, and a public schools exceptional children's preschool program representative. These mandated positions may have designees, unlike the PFC Board which does not consist of any designees. The NCPK designees may have all rights and privileges of the director while in attendance at the NCPK Committee meeting. The designee shall not appear for the director at committee

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be added

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meetings of which the director is a member. The director shall inform the Chair of the NCPK Committee in writing of the designee appointment. The NCPK Committee will meet bi-monthly or as called by the co-chairs.

Purpose of the NCPK Committee: The authorizing legislation for the NCPK Program requires: “a system built upon existing local school boards and systems, private child care providers, and other entities that demonstrate the ability to establish or expand pre-kindergarten capacity.” To comply with this legislative mandate, the NCPK Program requires every county (or region) that chooses to participate in NCPK to establish and maintain a County/Region NCPK Committee. The purpose of the committee is to:

- (1) Select a contractor agency;
- (2) Develop operational policies and procedures;
- (3) Ensure collaboration and shared responsibility for developing, approving, and implementing the local plan for delivering NC PK services at the community level;
- (4) Ensure that services are built on the existing early childhood service delivery system, and that service providers in the community with the ability to provide NCPK services have the opportunity to express interest and be considered;
- (5) Provide ongoing, collaborative advice about local policies and procedures in the implementation of NCPK services; and
- (6) Provide oversight for the local program (both program and fiscal).

**Section 12. Audit Committee:** ~~The Audit Committee is chaired by the Board Chair. Committee members shall consist of the board officers to include the Vice Chair/Chair Elect, Treasurer and Secretary. The Audit Committee meets as called by the Chair and works with the President in carrying out its responsibilities as directed in these bylaws. The Audit Committee:~~

- ~~(1) Reviews the results of each audit to include the audit report, the financial statements, the management letter prepared by the Office of the State Auditor and any other pertinent reports;~~
- ~~(2) Reviews with the Office of the State Auditor any difficulties encountered while performing the audit or disagreements with management;~~
- ~~(3) Conducts private review sessions as requested by the Office of the State Auditor; and~~
- ~~(4) Establishes procedures for reviewing and handling complaints or concerns received by the North Carolina Partnership for Children, Inc. regarding accounting, internal accounting controls or audit matters, including enabling employees to submit concerns confidentially and anonymously.~~

**Section 13. Special Committees, Sub-Committees and Workgroups:** Depending on the needs of the Board and the Corporation, other special committees, sub-committees, or workgroups may be created by the Board. The purpose, tasks, longevity, and composition will be clearly defined by the Board.

**ARTICLE VI  
CONFLICTS OF INTEREST**

Directors of the Board shall be aware of, and the Corporation shall firmly uphold, the following policy in accordance with G.S. 143 - 6.1:

“The undersigned entity is aware that in the process of fund allocation by its

Does not currently function. Audit information added to Article VIII. Section 5.

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

management, employees, members of the Board of Directors' or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may benefit, directly or indirectly, from the entity's disbursement of funds, shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The undersigned entity recognizes the possibility that it may be the recipient of funds that are allocated consistent with the purpose and goal of its programs. If such allocations are made, the undersigned entity will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

The undersigned entity shall not employ any person having such interest during the performance of this Agreement. The undersigned entity shall notify NCCPC in writing of any instances that might have the appearance of a conflict of interest."

PFC will adhere to North Carolina State statues and funding source's requirements.

**ARTICLE VII  
FIDUCIARY RELATIONSHIPS**

Officers, Board directors, and committee members of the Corporation should have a fiduciary relationship to the Corporation (act in the best interest of the organization). The basis of this lies in the public's trust that the Corporation will manage donated funds to fulfill the Corporation's mission.

*Duty of Care* describes the level of competence that is expected of a Board director, and is commonly expressed as "care that an ordinarily prudent person would exercise in a like position and under similar circumstances."

*Duty of Loyalty* is a standard of faithfulness; a Board director must give undivided allegiance when making decisions affecting the Corporation. This means that a Board director can never use information obtained as a director for personal gain but must act in the best interest of the Corporation.

*Duty of Obedience* requires Board directors to be faithful to the Corporation's mission. They are not permitted to act in a way that is inconsistent with the current goals of the Corporation.

**ARTICLE VIII  
MISCELLANEOUS PROVISIONS**

**Section 1. Fiscal Year:** Except as altered by a resolution of the Board, the fiscal year of the Corporation shall begin on the first day of each July and end on the last day of June next ensuing.

**Section 2. Compensation:** The Officers of the Board and Corporation and the Directors of the Board shall receive no compensation other than reimbursement for expenses while in the role of Board Director to include but not limited to conference mileage, conference registration, time away from work, and child care meals per diem. All reimbursements will be made by the Corporation on an expense-basis. No travel advances will be given except to the person(s) holding the Parent Receiving Subsidy position(s) while attending out-of-town conferences. The Chair, under the advisement of the Executive Committee, shall fix the compensation of the President, who will fix the compensation of all other employees of the Corporation.

To be  
reviewed

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

**Section 3. Volunteer Hours:** Each Board Director and committee member shall record volunteer hours for time served on behalf of the Corporation. The hours shall be converted to a dollar figure provided by the North Carolina Partnership for Children at the direction of the General Assembly. The President will maintain a file of the volunteer hours recorded and will process them for submittal with the Quarterly Report to the State.

**Section 4. Contracts, Loans, Checks, Deposits, and Funds:** The Board authorizes the board chair and/or the Corporation President to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation; and such authority may be general or confined to specific instances. When only one signature is required, either the President or the board chair may sign. When two signatures are required, both the President and the board chair must sign. No loans shall be contracted on behalf of the Corporation and no evidence indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

**Section 5. Audits:** On request of a majority of the Board, the accounts of the Corporation shall be audited by a reputable certified public accountant whose report shall be submitted to each director of the Board or, so long as the Corporation receives funding from the State of North Carolina, the Corporation shall be subject to the audit and review ~~by the State Auditor pursuant to Article 5A of Chapter 147 of the General Statutes~~ in accordance to the North Carolina Partnership for Children Smart Start Accountability Plan.

Not State Auditor anymore. Additional information added

Local partnerships shall be subject to an annual or bi-annual financial and compliance audit contracted by NCPC. Failure to comply with a financial and compliance audit will result in a suspension of funding.

**Section 6. Bonds:** At the direction of the Board, any officer, director, or employee of the Corporation shall be bonded. The Corporation shall pay the expense of procuring any such bond.

**Section 7. Acceptance of Gifts:** The Board, or any officer or officers or agent or agents of the Corporation to whom such authority may be delegated by the Board, may accept on behalf of the Corporation any contribution, gift, bequest, or device for the purposes of the Corporation.

**Section 8. Relations with Public Bodies:** The Corporation contemplates that in the conduct of its affairs it will from time to time receive grants or appropriations from public bodies of North Carolina. Expenditures by the Corporation of such grants or appropriations shall be made only for public purposes and only for the charitable purposes of the Corporation and according to law.

Within 30 days after an audit has been completed, a full report shall be delivered to each director of the Board. ~~The Chair shall transmit~~ A copy of the audit report is available to any public body of the State of North Carolina from which any grant or appropriation has been received during the fiscal year to which such audit applies together with a report briefly stating the nature of the activities carried on by the Corporation during that fiscal year and stating the Corporation's compliance, to the best of the knowledge of ~~the Chair, with~~ the provisions of this article.

For review

**Section 9. Corporate Earnings:** No director, officer, employee, or member of a committee of the Board or Corporation, or any other private individual (within the meaning of Section 501 of the Internal Revenue Code or its successor provisions), shall at any time receive any of the net earnings from the activities of the Corporation. This shall not prevent the payment to any

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

person of such reasonable compensation that the Board shall fix for services rendered to or for the Corporation in effecting any of its purposes; and no such person shall be entitled to share in the distribution of any corporate assets on the dissolution of the Corporation. All directors of the Corporation shall be deemed expressly to have consented and agreed that upon such dissolution or similar winding-up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation then remaining in the hands of the Board, after satisfaction of the Corporation's liabilities, shall be transferred, conveyed, delivered, and paid over as provided in the Articles of Incorporation.

**Section 10. Limitations on Use of Property or Funds:** No funds or property of the Corporation shall be devoted to or expended for any purpose or objective not stated in the Corporation's Articles of Incorporation, but all the Corporation's funds and properties shall at all times be used exclusively for said corporate purposes. In no event shall any of the funds or property of the Corporation be used for personal benefit by way of compensation, directly or indirectly, of these directors.

**ARTICLE IX  
INDEMNIFICATION**

Any person who at any time serves or has served as a Director of the Board or Officer of the Board and Corporation, or in such capacity (as officer or director) at the request of the Corporation for any other corporation, whether for profit or non-profit, shall have the right to be indemnified by the Corporation to the fullest extent permitted by law against:

- (a) reasonable expenses, including attorney's fees actually and necessarily incurred by him or her in connection with any threatened, pending, or completed actions, suit, or proceedings, whether civil, criminal, administrative, or investigative, and whether or not brought by or on behalf of the Corporation seeking to hold him or her liable by reason of the fact that he or she is or was acting in such capacity; and
- (b) reasonable payments made by him or her in satisfaction of any judgment, money decree, lien, penalty, or settlement for which he or she may have become liable in any such action, suit, or proceedings.

The Board shall take all such actions as may be necessary and appropriate to authorize the Corporation to pay the indemnification provided by these bylaws including, without limitation, to the extent necessary, making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him or her.

**SECRETARY'S CERTIFICATE**

THIS IS TO CERTIFY that the Bylaws of Cumberland County Partnership for Children, Inc., were duly approved and adopted by the Board of Directors of said Corporation at a meeting held on January 17, 2019.

Signed: \_\_\_\_\_

*Dr. Meredith Gronski Terrasine Gardner, Secretary*

Dated: \_\_\_\_\_

Attested: \_\_\_\_\_

*James Grafstrom Ayesha Neal, Board Chair*

Dated: \_\_\_\_\_

# Finance Committee Recommendations

## Virtual Meeting – March 16, 2021

### RECOMMENDATIONS

- A. FY 21/22-23/24 Smart Start Allocation Recommendations – The Finance Committee recommends accepting the FY 21/22-23/24 Smart Start Allocation recommendation as presented.
- B. Fixed Assets Disposals: The Finance Committee recommends accepting the Fixed Assets Disposals as presented.

### INFORMATION

- A. Cumberland Financial Reports for February 2021 were distributed as an FYI:
  - 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 (*deferred to March 25, 2021 Board of Directors meeting*)
- B. The February E-Trade Statement was provided for information.
- C. The PFC Final Audit Report was received. There were no findings.
- D. Charles Morris recommends PFC utilizes First Bank as the Financial Institution of choice for the \$1,000,000 Construction Perm Loan. This will be taken to the March 25, 2021 Board meeting for action.
- E. A change order is being completed on the windows, with a savings of \$20,000 due to the window selection. Window intallation should be completed by June 2021.
- F. The Monitoring Status updates for Fiscal, Contracts, Program and NC Pre-K were provided during the meeting.





Partnership for Children of Cumberland County, Inc. (PFC)  
Virtual Executive Committee (Acting as Board) Meeting Minutes  
August 27, 2020 (9:04 am - 10:20 am)  
*Be the Driving Force*



	Karen McDonald moved to accept the June 25, 2020 Closed Session Executive Committee meeting minutes. Alana Hix 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 committee members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
III. Consent Agenda – Providing Oversight* (Section VII.A.) (Please Reference Agenda)	Ayesha Neal requested a motion to accept the Executive Committee Consent Agenda Section VII.A. with the exception of VII.A.1.c. This was to be discussed later in the meeting. Karen McDonald moved to accept the Executive Committee Consent Agenda Section VII.A. as presented. Wanda Wesley seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there was any opposals. If any opposals the committee members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
Item VII.A.1.c. from Consent Agenda Rental Rate Increase	Mary Sonnenberg reported that the Facility and Tenant Committee had recommended the increase of rental rates and new leases per square foot. After PFC staff checked with the Certified Public Accountant (CPA) it was determined that by increasing rental space, since PFC is looking at debt financing, it may place PFC in a new category that needs to be looked at closely regarding Form 990 and taxes. The CPA will gather additional information and will inform PFC of the findings. Further discussions regarding rental rate increases will be discussed with the PFC Board of Directors once this information is received. Marie Lilly stated that the CPA also informed PFC staff that the organization needs to be mindful of the tenants who occupy the building. PFC may need to consider that all tenants are non-profit. It is also better to obtain debts at the beginning of the year. If debt is obtained mid-year, two types of the Form 990 will need to be completed. Karen McDonald moved to accept tabling this discussion until further information is received 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 committee members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	Mary Sonnenberg
IV. President's Report <sup>A</sup>	The President's Report was included in the packet.	None	None
V. Establishing a Strategic Direction for the Future A. Board Priorities Update <sup>A</sup> 1. NC Pre-K (Capacity Building) 2. Community Engagement (Sustainability) 3. Infrastructure (Community Collaboration Leader) B. Virtual New Board Orientation, August 28,	An overview was provided on the Board Priorities – NC Pre-K (Capacity Building Leader), Community Engagement (Sustainability) and Infrastructure (Community Collaboration Leader). A.1. Mary stated that one of the goals for the NC Pre-K (Capacity Building Leader) group was creating videos. A video for family services has been created which features NC Pre-K and short video clips for NC Pre-K recruitment have been created by Community Engagement and NC Pre-K staff.	None	None





**Partnership for Children of Cumberland County, Inc. (PFC)  
Virtual Executive Committee (Acting as Board) Meeting Minutes  
August 27, 2020 (9:04 am - 10:20 am)  
*Be the Driving Force***



<p>2020<sup>A</sup> C. PFC FY 19/20 Audit<sup>A</sup></p>	<p>A.2. For Community Engagement (Sustainability) a donate button has been added to the PFC Facebook page. Sharon Moyer posted a link in the Chat Box to the Facebook page and to some short video clips.</p> <p>A.3. Infrastructure (Community Collaboration Leader) is doing work with Family Connects, involved with the Early Childhood Workgroup through Pathways to Prosperity and doing work with a Tier 1 Workgroup.</p> <p>B. Dr. Meredith Gronski informed the committee that the Virtual New Board Orientation is open to everyone.</p> <p>C. Marie stated that the PFC Audit will take place virtually and is taking place prior to the auditors receiving the annual audit package. The initial request was sent to the auditors on August 26, 2020. NCPC Monitoring is taking place in September so that information is being gathered as well.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>
<p>VI. New Business A. Financial Summary: July 2020     I. Cash and In-Kind Report B. CAD Changes<sup>A</sup> C. Family Connects Community Advisory Board<sup>A</sup> D. NC Pre-K Update<sup>A</sup></p>	<p>A. Marie Lilly provided an overview of the July Financial Summary.</p> <p>A.1. Anna provided an overview of the July Cash and In-Kind Report.</p> <p>B. Pamela Federline reported that changes made to the CAD have been submitted to NCPC but additional changes were requested. Pamela provided an overview of the requested changes.</p> <p>C. Mary reported that PFC is seeking members for the Family Connects Community Advisory Board. This could potentially fit with one of the existing committees or a workgroup of an existing committee. Further discussion will take place with the board for direction.</p> <p>D. Ar-Nita Davis reported that 701 children have been placed in the NC Pre-K program and there are 350 files currently being processed. All paperwork is now being processed online. Over 1,000 applications have been received but not all were eligible for the program. Mary stated that providers will be paid their full allocation. A few of the programs have given up classrooms so these slots had to be re-allocated. The first payment to providers will be one-tenth of their allocations. PFC must provide a report to the state every two weeks regarding childcare sites. Ar-Nita stated that the following sites declined participation this year: Kindercare Ramsey – 18 slots, Kindercare Ft. Bragg Road – 18, Harvest Christian Center – 19, FTCC – 18. The re-allocation was to Cumberland County Schools from 320 to 334, Creative Enhancement from 22 to 36, Headstart from 258 to 276, Wee Wonders from 9 to 18, Just Like Moms from 23 to 36 and Mommy Moments from 18 to 27.</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>None</p> <p>None</p>
<p>VII. Consent Items/Items for Information (See Agenda)</p>			
<p>VIII. Adjournment – Ayesha Neal, Chair</p>	<p>As there was no further business, the meeting was adjourned at 10:20 am.</p>	<p>Adjourned</p>	<p>None</p>



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Virtual Executive Committee (Acting as Board) Meeting Minutes**  
**October 29, 2020 (9:05 am - 10:30 am)**  
***Be the Driving Force***



**MEMBERS PRESENT:** Terrasine Gardner, Dr. Meredith Gronski, Alana Hix (D), Brian Jones, Karen McDonald, Perry Melton, Ayesha Neal and Wanda Wesley  
**MEMBERS ABSENT:** Amy Cannon, Angela Crosby, Chas Sampson, Steve Terry and Ebone Williams  
**NON-VOTING ATTENDEES:** Dottie Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Julanda Jett, Marie Lilly, Carole Mangum, Sharon Moyer, Anthony Ramos, 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. Determination of Quorum & Call to Order – Ayesha Neal, Chair A. Fundraising and Friend Raising 1. Board Donations a. Matrix b. PFC 10-10 Club 2. Volunteer Forms	<p>The scheduled meeting of the Executive Committee was held via Zoom, on Thursday, October 29, 2020, and beginning at 9:05 am pursuant to prior written notice to each committee 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.1. Ayesha Neal and Mary Sonnenberg reminded board members that 100% board donations are required. As of now, board donations are at 44%. The donation link was posted in the Chat Box.</p> <p>A.1.a. Mary asked committee members to view the Matrix, which was displayed on the screen, and let her know if they were not comfortable contacting their assigned individuals. The Matrix will be emailed to committee select members after the meeting. The goal is to have 100% board donations by December 2020. Sharon Moyer informed the committee of The Circle of Friends PFC which will be an annual PFC fundraising campaign. This will an opportunity for board members to give and solicit donations.</p> <p>A.1.b. The PFC 10-10 Club is a way to volunteer and give monetarily to PFC. Donations to the PFC 10-10 Club do count towards a board donation.</p> <p>A.2. Ayesha asked the members to fill out the volunteer form if they read the packet prior to coming to the meeting.</p>	<p>Called to Order</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
II. Approval of Minutes A. August 27, 2020 – Open Session*	<p>A. The minutes from August 27, 2020, were previously distributed electronically to committee members for their review.</p> <p>Dr. Meredith Gronski moved to accept the August 27, 2020 Executive Committee meeting minutes. Karen McDonald 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 committee 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>



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Virtual Executive Committee (Acting as Board) Meeting Minutes**  
**October 29, 2020 (9:05 am - 10:30 am)**  
***Be the Driving Force***



<p>III. Consent Agenda – Providing Oversight* (Section VII.A.) <i>(Please Reference Agenda)</i></p>	<p>Ayesha Neal requested a motion to accept the Executive Committee Consent Agenda Section VII.A.</p> <p>Karen McDonald moved to accept the Executive Committee Consent Agenda Section VII.A. 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 oppositions. If any oppositions the committee 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>IV. President’s Report<sup>A</sup></p>	<p>The President’s Report was included in the packet.</p>	<p>None</p>	<p>None</p>
<p>V. Establishing a Strategic Direction for the Future</p> <p>A. Board Priorities Update<sup>A</sup></p> <ol style="list-style-type: none"> <li>1. NC Pre-K (Capacity Building)</li> <li>2. Community Engagement (Sustainability)</li> <li>3. Infrastructure (Community Collaboration Leader)</li> </ol> <p>B. Infrastructure Project<sup>A</sup></p>	<p>An overview was provided on the Board Priorities – NC Pre-K (Capacity Building Leader), Community Engagement (Sustainability) and Infrastructure (Community Collaboration Leader).</p> <p>A.1. Mary provided an overview of the NC Pre-K (Capacity Building Leader) group. An RFA was submitted for the NC Pre-K additional 2% of Admin dollars, in addition to the budget that was already received. Some of the funding will be used for NC Pre-K recruitment and digital marketing.</p> <p>A.2. For Community Engagement (Sustainability): The Circle of Friends fundraising plan will help provide funding. An RFP has been created to help with the sustainability plan. An HSB contract will be submitted once signatures are received.</p> <p>A.3. Infrastructure (Community Collaboration Leader): Pathways to Prosperity, the Early Childhood Workgroup and other organizations are looking at how COVID-19 is affecting small businesses and their sustainability for the short term. They are looking at other collaborations that may support these groups.</p> <p>B. Mary provided an update on the Infrastructure Project. PFC will be moving into Phase I agreement with Steve Fleming, who will design, then PFC will RFP the construction for the first phase. Monies currently available is \$196,301.31. If debt is acquired, then it must be determined how these monies will be repaid. PFC may look into a line of credit. The best strategy must be determined. There may be additional grants that PFC can apply for.</p>	<p>None</p>	<p>None</p>
<p>VI. New Business</p> <p>A. Financial Summary: September 2020</p> <p>B. Projected Reversions/Carry Forward*!</p> <ol style="list-style-type: none"> <li>1. Contingency Reversion Plan</li> <li>2. Activity Budget Amendments</li> <li>3. Proposed Smart Start Allocations</li> </ol> <p>C. Rental Rate Increase*</p> <p>D. Bylaws Discussion <sup>A</sup></p> <ol style="list-style-type: none"> <li>1. PED Committee Name/Description Change</li> </ol> <p>E. NC Pre-K Update <sup>A</sup></p>	<p>A. Marie Lilly provided an overview of the September Financial Summary. Anna Hall provided an overview of the September Cash and In-Kind Report.</p> <p>B. Mary reviewed the Contingency Reversion Plan with the committee. The following had reversions or reserved funds that are now currently available:</p> <ul style="list-style-type: none"> <li>• NCPC – Reverted \$425,592 – return of FY 19/20 funds</li> <li>• MAC Refund Services Allocation - \$6,554</li> <li>• MAC Refund Admin Allocation - \$567</li> <li>• Spainhour Child Care Subsidy – \$45,858</li> </ul> <p>Totaling - \$478,571</p> <p>The following are requests for additional funding:</p>	<p>None</p>	<p>None</p>





**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Virtual Executive Committee (Acting as Board) Meeting Minutes**  
**October 29, 2020 (9:05 am - 10:30 am)**  
***Be the Driving Force***



	<p>E. Alana Hix provided an update on the NC Pre-K program. Alana stated that there is a NC Pre-K Wrap Around and Subsidy Survey that has been completed. Michelle Hearon stated that for the in-house subsidy program there has been a decrease in families participating. For the past few years, PFC has not provided wrap-around care for NC Pre-K children. The survey is to find out if there are any families in need of these services. Some NC Pre-K programs are already offering these services. The goal is to have this in place by December so PFC can pay for the last 6 months of services. So far there are 21 surveys that have been completed. Alana stated that the NC Pre-K program currently consists of 66 sites with 99 classrooms with 996 children which have been placed. Until November 6, 2020, sites can operate in a full remote option. This may be extended based upon the increase in COVID-19 cases. Provider reports due to DCDEE are to be submitted bi-weekly. Administrator meetings are scheduled and all board members are available to attend to learn the ins and outs of the NC Pre-K sites. The next meeting will take place on November 18, 2020 at 12:30pm.</p>	None	None
<p>VII. Consent Items/Items for Information (See Agenda)</p>			
<p>VIII. Adjournment – Ayesha Neal, Chair</p>	<p>As there was no further business, the meeting was adjourned at 10:30 am.</p>	Adjourned	None

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

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

**Belinda Gainey**

Digitally signed by Belinda Gainey  
DN: cn=Belinda Gainey, o, ou,  
email=bgainey@ccpfc.org, c=US  
Date: 2020.12.21 09:38:44 -05'00'

Secretary of Meeting

Date

*Ayesha Neal*

12/21/2020 | 6:21 AM PST

Committee Chair

Date



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Virtual Executive Committee (Acting as Board) Meeting Minutes**  
**December 17, 2020 (9:05 am - 10:17 am)**  
*Be the Driving Force*



**MEMBERS PRESENT:** Alana Hix (D), Brian Jones (arrived 9:15 am), Karen McDonald, Perry Melton, Ayesha Neal, Steve Terry and Wanda Wesley  
**MEMBERS ABSENT:** Amy Cannon, Angela Crosby, Terrasine Gardner, Dr. Meredith Gronski, Chas Sampson, Steve Terry and Ebone Williams  
**NON-VOTING ATTENDEES:** Dottie Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Carole Mangum, Sharon Moyer, Anthony Ramos, Candy Scott, Mary Sonnenberg and Mike Yeager

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<i>This meeting was held via ZOOM due to COVID-19 and the PFC building being closed to the public.</i>			
I. Determination of Quorum & Call to Order – Ayesha Neal, Chair A. Fundraising and Friend Raising 1. Board Donations – <u>56%</u> a. PFC 10-10 Club b. Circle of Friends: Corporate and Community Giving Campaign 2. Volunteer Forms	<p>The scheduled meeting of the Executive Committee was held via Zoom, on Thursday, December 17, 2020, and beginning at 9:05 am pursuant to prior written notice to each committee member. Ayesha Neal, Chair, determined that a quorum was not present and called the meeting to order to discuss items for information only. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.</p> <p>A.1. Ayesha Neal reminded board members that 100% board donations are required. As of now, board donations are at 56%. The donation link was posted in the Chat Box.</p> <p>A.1.a. The PFC 10-10 Club is a way to volunteer and give monetarily to PFC. Donations to the PFC 10-10 Club do count towards a board donation.</p> <p>A.1.b. Sharon Moyer informed the committee of The Circle of Friends is an annual PFC fundraising campaign. This will an opportunity for board members to give and solicit donations. Sharon stated that between the PFC 10-10 Club and The Circle of Friends, PFC has raised \$26,600.</p> <p>A.2. Ayesha asked the members to fill out the volunteer form if they read the packet prior to coming to the meeting.</p>	<p>Called to Order</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
II. Approval of Minutes A. October 29, 2020 – Open Session*	<p><i>Brian Jones arrived at 9:15 am, while the President's Report was being reviewed. After the President's Report, action items were voted upon.</i></p> <p>A. The minutes from October 29, 2020, were previously distributed electronically to committee members for their review. Alana Hix moved to accept the October 29, 2020 Executive Committee meeting minutes. Karen McDonald 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 committee 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>



**Partnership for Children of Cumberland County, Inc. (PFC)  
Virtual Executive Committee (Acting as Board) Meeting Minutes  
December 17, 2020 (9:05 am - 10:17 am)**



***Be the Driving Force***

<p>III. Consent Agenda – Providing Oversight* (Section VII.A.) <i>(Please Reference Agenda)</i></p>	<p>Ayesha Neal requested a motion to accept the Executive Committee Consent Agenda Section VII.A.  Steve Terry moved to accept the Executive Committee Consent Agenda Section VII.A. as presented. Brian Jones 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 committee members were asked to type it in the ZOOM Chat Box. All votes were unanimous. The motion carried. Recusals: Alana Hix, Perry Melton and Wanda Wesley</p>	<p align="center">Motion Carried</p>	<p align="center">None</p>
<p>IV. President’s Report<sup>A</sup></p>	<p>The President’s Report was included in the packet.</p>	<p align="center">None</p>	<p align="center">None</p>
<p>V. Establishing a Strategic Direction for the Future A. Board Priorities Update<sup>A</sup> 1. Capacity Building (NC Pre-K) 2. Sustainability (Community Engagement) 3. Community Collaboration Leader (Infrastructure) B. Infrastructure Project<sup>A</sup> 1. Bid Opening January 11, 2021; Called Board Meeting January 14, 2021, 9:00 am</p>	<p>An overview was provided on the Board Priorities – Capacity Building Leader (NC Pre-K), Sustainability (Community Engagement) and Community Collaboration Leader (Infrastructure). A.1. Mary Sonnenberg provided an overview of the Capacity Building Leader (NC Pre-K) group. PFC is working on plans on how to work with the Child Care providers virtually. NC Pre-K recruitment is still taking place. All centers are not fully enrolled. A.2. Sustainability (Community Engagement): A fair amount of marketing has been taking place with the NC Pre-K program. Sharon Moyer has been working on ads which will be displayed on the FAST buses. Digital marketing is taking place as well, which includes all PFC services. The Circle of Friends has been created as an annual campaign. A.3. Community Collaboration Leader (Infrastructure): Cumberland County is focusing on access to health foods and food insecurity (The Healthiest City and Counties Challenge). Candy Scott, PFC staff, is representing PFC on this initiative. The Community Advisory Committee for Family Connects held its first meeting and more members are needed. Continuing to work with Pathways for Prosperity and the Early Childhood groups. They are working on a survey being sent to employers and their employees to find out what their needs are with questions specifically around access and affordability to childcare. Working with CEED, Center for Economic Empowerment and Development, to add business support for childcare providers. Has been engaged with the Greater Fayetteville United Group periodically. B. Mary provided an update on the Infrastructure Project. The plans from Steve Fleming have been received and emailed to the Executive Committee. The Construction Bids have to be opened publicly. This will take place via ZOOM on January 11, 2021; the bids are due on January 8, 2021. A representative from Steve Fleming’s office will be present at a special called meeting on January 14, 2021 Board meeting, as well as Charles Morris.</p>	<p align="center">None</p>	<p align="center">None</p>
<p>VI. New Business A. Financial Summary: November 2020<sup>A</sup> 1. Smart Start 2. NC Pre-Kindergarten</p>	<p>A.1.-A.5. Dottie Adams provided an overview of the November Financial Summary. Anna Hall provided an overview of the November Cash and In-Kind Report. B. Mary provided an overview of the November E-Trade Statement. The statement was viewed electronically during the meeting.</p>	<p align="center">None</p>	<p align="center">None</p>

<ul style="list-style-type: none"> <li>3. South West Child Development Commission (SWCDC)</li> <li>4. All Funding Services</li> <li>5. Cash and In-Kind Report</li> <li>B. November E-Trade Statement <sup>Δ</sup></li> <li>C. Bank of America Credit Card Awards*</li> <li>D. Bylaws Review <sup>Δ</sup> <ul style="list-style-type: none"> <li>1. PED Committee Name/Description Change</li> </ul> </li> <li>E. NC Pre-K Update <sup>Δ</sup> <ul style="list-style-type: none"> <li>1. Teaching Strategies Licensed Transitions</li> </ul> </li> </ul>	<p>C. Mary stated that PFC has several Bank of America Credit Card points that expire at the end of December 2020. These can be used to collect awards such as gift cards. It is being recommended to redeem these points by obtaining gift cards so they do not expire. These will be tracked.</p> <p>Wanda Wesley moved to accept PFC obtaining gift cards with the Bank of America Credit Card points as presented. Steve Terry 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 committee members were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>D. Mary informed the committee that the PFC Bylaws were emailed to them for review. The highlighted areas are items that are to be reviewed. Article IV. Section 10. will need to be removed from the Bylaws, per Susan Clark. PFC is not allowed to conduct any electronic voting. There may be policies that contain the electronic vote, but PFC may ask that the board approves that if these arise, to go ahead and make that change without bringing it to the board each time. The Public Engagement and Development Committee is looking to align its name with Community Engagement. Further information will be provided at the February Executive Committee. The committee was asked to review the Bylaws before the next meeting so a discussion and recommendations can take place. Recommendations must then go to full board for approval.</p> <p>E. Alana Hix and Ar-Nita Davis provided an update on the NC Pre-K program. Alana reported that as of December 17, 2020, 1,060 children have been placed in the NC Pre-K program. A meeting took place with several PFC staff, Cumberland County School NC Pre-K staff and Head Start to discuss the online NC Pre-K application process moving into next year. Ar-Nita stated that the application is being changed so parents can have access to it directly. As of now, applications are being received by third parties. This will help keep applications organized and them being more accurate. PFC can contact the parent directly instead of going through child care providers. Families will also work with PFC caseworkers to assess other needs and services. Parents will be able to come onsite to complete an application if they do not have access to a computer and to drop off applications Review of the updated application process is also being done at the NC Pre-K Directors' meeting on December 17, 2020.</p> <p>E.1. Mary stated that PFC pays for the license of the assessment piece of Teaching Strategies Gold. Part of the PDG Grant is to provide Teaching Strategies Gold to all NC Pre-K classrooms which gives more than the assessments piece. The state is committed to continuing to provide this. Those who have the license are to come under the state license. Some of our providers may have another license that cover all classrooms, not just NC Pre-K. PFC recommends transferring under the state license but want to make sure that those with other licenses have all they need to continue with those licenses. After the first of the year, PFC will speak with the state to see what needs to take place. The data will follow children as they are being accessed for Kindergarten. Further information will be provided at the January board meeting.</p>	<p>Motion Carried</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
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**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Virtual Executive Committee (Acting as Board) Meeting Minutes**  
**December 17, 2020 (9:05 am - 10:17 am)**  
***Be the Driving Force***



VII. Consent Items/Items for Information (See Agenda)			
VIII. Adjournment – Ayesha Neal, Chair	As there was no further business, the meeting was adjourned at 10:17 am.	Adjourned	None

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

*Brenda Gay*

*3/18/21*

Secretary of Meeting

Date

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

*Ayesha Neal*

3/18/2021 | 2:28 PM PDT

Committee Chair

Date

# PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

## FOOTNOTES FOR FINANCIAL REPORTS February 28, 2021

### FOOTNOTES - BALANCE SHEET

A. The cash accounts at February 28, 2021 total \$2,723,002.10.

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	\$243,875.40	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>\$548,796.88</b>				

B. Employees' payroll deductions at February 28, 2021 from the current month and from prior months total \$(8,779.53) which includes \$7,050.00 of pre-funded HRA/FSA anticipated to be deducted by Blue Cross and Blue Shield in April 2021. 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

February 28, 2021

### FOOTNOTES - SMART START GRANT SPREADSHEET

**SERVICES (In-House Activities):** The Smart Start grants for all of the Service budgets are in contract at 100% of full allocation effective February 28, 2021.

**DIRECT SERVICE PROVIDERS:** The Smart Start grants for all of the Direct Service Providers (DSPs) budgets are in contract at 100% of full allocation effective February 28, 2021.

**ADMINISTRATION:** The Smart Start grant for the Administration budget is in contract at 100% of full allocation effective February 28, 2021.

**Partnership for Children of Cumberland County, Inc.**  
**Balance Sheet**  
**February 28, 2021**

**Assets**

Bank of America Checking Account	\$ 2,173,805.22	} <b>A</b>
PNC Bank - Money Market Reserve	243,875.40	
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	
<b>Total Assets</b>	<b>2,723,002.10</b>	

**Liabilities and Net Assets**

Forfeited FSA and HRA Pre-Funding	(7,598.36)	} <b>B</b>
COBRA Insurances	96.86	
Health Insurance Payable	0.08	
Flex-Spending Payable	(1,278.56)	
AFLAC Payable	1.01	
Dental Insurance Payable	(0.48)	
Legal Shield Payable	(0.08)	
Tenant Security Deposits	21,323.03	
Unrestricted Net Assets	1,054,926.88	
Temporarily Restricted Net Assets	149,030.53	
Permanently Restricted Net Assets	31,384.00	<b>C</b>
Excess Revenues over (under) Expenditures	1,475,117.19	
<b>Total Liabilities and Net Assets</b>	<b>\$ 2,723,002.10</b>	

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

FY 20/21 SMART START 100% ALLOCATION [plus Carryforward funds]	\$7,005,760
<b>TOTAL ALLOCATION FOR ADMINISTRATION -----&gt;</b>	<b>\$384,046</b>
FY 20/21 Smart Start Admin Base Allocation	\$318,316
FY 20/21 Addition of 1% Fundraising Grant [9200-990]	\$65,730
<b>TOTAL ALLOCATION FOR SERVICES -----&gt;</b>	<b>\$6,621,714</b>
FY 20/21 Smart Start Services Allocation :	\$6,261,852
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]	\$ (65,730)
Carryforward Funds from FY19/20 to be used in FY20/21	\$425,592

AS OF FEBRUARY 2021

										If monthly spending was equal, at month-end, the percentages should be:		
										67%	33%	
										Remaining Budget	% of Budget Expended	% of Available Funds
										EXPENDITURES		
Activity	Agency		3/15/2021 Budget	Advances	December	January	February	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	\$ 2,430,306.00		\$ 202,371.00	\$ 162,981.00	\$ 137,795.00	\$ 1,931,221.00	\$ 499,085.00	79%	21%	
2	CCR&R - Subsidy	IH Partnership for Children	\$ 366,368.00		\$ 12,074.44	\$ 23,388.42	\$ 30,450.15	\$ 73,661.33	\$ 292,706.67	20%	80%	
3	Child Care Scholarships	Fayetteville Tech. Com. College	\$ 207,260.00		\$ 21,683.88	\$ 20,881.93	\$ 21,352.40	\$ 121,843.23	\$ 85,416.77	59%	41%	
4	NC Pre-K Suidy TANF	IH Partnership for Children	\$ 71,000.00		\$ -	\$ -	\$ 16,385.00	\$ 16,385.00	\$ 54,615.00	23%	77%	
		<b>ECE Subsidy TANF Total:</b>	<b>46% \$ 3,074,934.00</b>	<b>\$ -</b>	<b>\$ 236,129.32</b>	<b>\$ 207,251.35</b>	<b>\$ 205,982.55</b>	<b>\$ 2,143,110.56</b>	<b>\$ 931,823.44</b>	<b>70%</b>		
		<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	\$ 59,500.00		\$ 2,483.96	\$ 3,934.49	\$ 7,115.00	\$ 15,176.88	\$ 44,323.12	26%	74%	
6	Spainhour/Child Play	Easter Seals UCP	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	
7	NC Pre-K Subsidy Non-TANF	IH Partnership for Children	\$ 12,527.00		\$ -	\$ -	\$ -	\$ -	\$ 12,527.00	0%	100%	
		<b>ECE Subsidy Non-TANF Total:</b>	<b>1% \$ 72,027.00</b>	<b>\$ -</b>	<b>\$ 2,483.96</b>	<b>\$ 3,934.49</b>	<b>\$ 7,115.00</b>	<b>\$ 15,176.88</b>	<b>\$ 56,850.12</b>	<b>21%</b>		
<b>Early Care &amp; Education Subsidy - Administration</b>												
8	Subsidy Support Staff	Dept. of Social Services	\$ 169,807.00		\$ -	\$ -	\$ -	\$ 135,836.00	\$ 33,971.00	80%	20%	
9	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College	\$ 11,450.00		\$ 1,141.96	\$ 872.06	\$ 1,059.00	\$ 6,743.91	\$ 4,706.09	59%	41%	
10	CCR&R - Subsidy Administration	IH Partnership for Children	\$ 35,150.00		\$ 1,753.10	\$ 2,070.27	\$ 3,648.09	\$ 15,860.61	\$ 19,289.39	45%	55%	
		<b>ECE Subsidy Administration Total</b>	<b>3% \$ 216,407.00</b>	<b>\$ -</b>	<b>\$ 2,895.06</b>	<b>\$ 2,942.33</b>	<b>\$ 4,707.09</b>	<b>\$ 158,440.52</b>	<b>\$ 57,966.48</b>	<b>73%</b>		
<b>Early Care &amp; Education Quality &amp; Affordability</b>												
11	CCR&R - Core Services	IH Partnership for Children	\$1,360,079.00		\$ 125,744.42	\$ 115,705.67	\$ 78,539.98	\$ 832,992.01	\$ 527,086.99	61%	39%	
12	WAGES	Child Care Svcs. Association	\$ 521,554.00		\$ 9,816.67	\$ 5,406.25	\$ 109,350.05	\$ 273,407.99	\$ 248,146.01	52%	48%	
		<b>ECE Quality Total:</b>	<b>28% \$ 1,881,633.00</b>	<b>\$ -</b>	<b>\$ 135,561.09</b>	<b>\$ 121,111.92</b>	<b>\$ 187,890.03</b>	<b>\$ 1,106,400.00</b>	<b>\$ 775,233.00</b>	<b>59%</b>		
		<b>Minimum of 70% Total Required</b>	<b>79%</b>									

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

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**AS OF FEBRUARY 2021**

										If monthly spending was equal, at month-end, the percentages should be:	
										67%	33%
										% of Budget Expended	% of Available Funds
										EXPENDITURES	
Activity	Agency		3/15/2021	Advances	December	January	February	Y-T-D	Remaining Budget		
			Budget								
<b>Health and Safety</b>											
13	Assuring Better Health and Development (ABCD)	Carolina Collaborative Community Care (4C)	\$ 92,238.00		\$ 5,968.17	\$ 7,939.24	\$ 6,546.34	\$ 53,611.23	\$ 38,626.77	58%	42%
14	Family Connect	IH Partnership for Children	\$ 100,000.00		\$ 207.70	\$ 22,603.85	\$ 103.85	\$ 46,012.81	\$ 53,987.19	46%	54%
15	Kindermusik & Music Therapy [NEW PSC FOR FY1819 effective 7-1-18 per NCPCC]	Kerri Hurley	\$36,350.00	\$ 8,488.50	\$ 2,900.00	\$ 3,167.17	\$ 4,715.40	\$ 24,655.62	\$ 11,694.38	68%	32%
<b>Health &amp; Safety Total:</b>			<b>3% \$ 228,588.00</b>	<b>\$ 8,488.50</b>	<b>\$ 9,075.87</b>	<b>\$ 33,710.26</b>	<b>\$ 11,365.59</b>	<b>\$ 124,279.66</b>	<b>\$ 104,308.34</b>	<b>54%</b>	
<b>Family Support</b>											
16	Autism Outreach & Resource Ctr.	Autism of CC	\$ 45,000.00		\$ 483.02	\$ 812.46	\$ 671.43	\$ 34,463.37	\$ 10,536.63	77%	23%
17	PFC Family Resource Center	IH Partnership for Children	\$ 213,584.00		\$ 17,735.16	\$ 18,373.61	\$ 11,543.06	\$ 119,995.44	\$ 93,588.56	56%	44%
18	All Children Excel [ACE]	IH Partnership for Children	\$ 200,950.00		\$ 13,587.33	\$ 11,214.56	\$ 8,640.01	\$ 96,888.57	\$ 104,061.43	48%	52%
19	Child Passenger Safety Car Seat	IH Partnership for Children	\$ 5,000.00		\$ (340.00)	\$ -	\$ 1,839.67	\$ 2,819.45	\$ 2,180.55	56%	44%
20	Community Engagement & Resource Development	IH Partnership for Children	\$ 328,875.00		\$ 26,474.80	\$ 24,989.30	\$ 16,923.56	\$ 178,343.41	\$ 150,531.59	54%	46%
21	Reach Out & Read Grant	Carolina Collaborative Community Care (4C)	\$ 16,500.00		\$ 692.73	\$ 780.80	\$ 1,140.05	\$ 5,002.58	\$ 11,497.42	30%	70%
<b>Family Support Total:</b>			<b>12% \$ 809,909.00</b>	<b>\$ -</b>	<b>\$ 58,633.04</b>	<b>\$ 56,170.73</b>	<b>\$ 40,757.78</b>	<b>\$ 437,512.82</b>	<b>\$ 372,396.18</b>	<b>54%</b>	
<b>System Support</b>											
22	P&E - Planning & Evaluation	IH Partnership for Children	\$ 338,216.00		\$ 29,905.32	\$ 24,858.93	\$ 19,483.58	\$ 211,797.03	\$ 126,418.97	63%	37%
<b>System Support Total:</b>			<b>5% \$ 338,216.00</b>	<b>\$ -</b>	<b>\$ 29,905.32</b>	<b>\$ 24,858.93</b>	<b>\$ 19,483.58</b>	<b>\$ 211,797.03</b>	<b>\$ 126,418.97</b>	<b>63%</b>	
<b>Total of Approved Projects:</b>			<b>\$ 6,621,714.00</b>	<b>\$ 8,488.50</b>	<b>\$ 474,683.66</b>	<b>\$ 449,980.01</b>	<b>\$ 477,301.62</b>	<b>\$ 4,196,717.47</b>	<b>\$ 2,424,996.53</b>		
23	<b>Administration</b>	IH Partnership for Children	5% \$ 318,316.00	\$ -	\$ 45,950.46	\$ 27,314.15	\$ 8,278.70	\$ 239,180.23	\$ 79,135.77	75%	25%
24	<b>1% Fundraising</b>	IH Partnership for Children	1% \$ 65,730.00	\$ -	\$ 429.27	\$ 2,751.88	\$ -	\$ 3,687.66	\$ 62,042.34	6%	94%
<b>Unallocated Smart Start SERVICES Funds</b>			\$ -								
<b>Unallocated Smart Start ADMINISTRATION Funds</b>			\$ -								
<b>Total Smart Start Funds Expended</b>				<b>\$ 8,488.50</b>	<b>\$ 520,634.12</b>	<b>\$ 477,294.16</b>	<b>\$ 485,580.32</b>	<b>\$ 4,439,585.36</b>			
									<b>\$ 2,566,174.64</b>		
										<b>Total Allocated Smart Start Funds Remaining</b>	

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

FY 20/21 Revenues per Contract		Fiscal Year 2020/ 2021	
\$ 8,398,200	NC Pre-k Grant Payments to Providers		
\$ 174,963	2% CCDF Quality Funds		
\$ 174,963	2% New Capacity Building Funds		
\$ 178,462	2% New Capacity Building Funds [November 2020]		
\$ 349,927	4% Administrative Fee		
\$ 9,276,515	Total NC Pre-k Grant		
		as of February 2021	
		SHOULD BE	
		67%	33%

FUND	Activity	FY 20/21 Budget					Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
		11/1/2020	December	January	February					
211	3323-999 Administrative Operations	\$ 5,565.00	\$ -	\$ (53.28)	\$ 6.96	\$5,518.68	\$46.32	99%	1%	
	3323-001 CCR&R - Core	\$ 92,383.00	\$ 12,042.10	\$ 9,167.29	\$ 7,314.11	\$74,577.35	\$17,805.65	81%	19%	
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 251,979.00	\$ 24,746.15	\$ 16,239.82	\$ 14,263.82	\$150,684.92	\$101,294.08	60%	40%	
	<b>Fund 211 Sub-Total</b>	<b>\$ 349,927.00</b>	<b>\$ 36,788.25</b>	<b>\$ 25,353.83</b>	<b>\$ 21,584.89</b>	<b>\$230,780.95</b>	<b>119,146.05</b>	<b>66%</b>	<b>34%</b>	
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 552,271.00	\$ -	\$ 297,682.00	\$ 254,589.00	\$552,271.00	\$0.00	100%	0%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ -	\$ -	\$ -	\$ -	\$0.00	\$0.00	#DIV/0!	#DIV/0!	
	<b>Fund 206 Sub-Total</b>	<b>\$ 552,271.00</b>	<b>\$0.00</b>	<b>\$297,682.00</b>	<b>\$254,589.00</b>	<b>\$552,271.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>0%</b>	
210	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,488,945.00	\$ -	\$ -	\$ 564,661.00	\$564,661.00	\$2,924,284.00	16%	84%	
	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>\$564,661.00</b>	<b>\$564,661.00</b>	<b>\$3,690,150.00</b>	<b>13%</b>	<b>87%</b>	
319	2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 3,581,368.00	\$ 1,265,650.00	\$ 521,568.00	\$ -	\$3,581,368.00	\$0.00	100%	0%	
	2348-015 NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 9,750.00	\$ -	\$ -	\$ -	\$9,750.00	\$0.00	100%	0%	
	<b>Fund 319 Sub-Total</b>	<b>\$ 3,591,118.00</b>	<b>\$ 1,265,650.00</b>	<b>\$ 521,568.00</b>	<b>\$ -</b>	<b>\$3,591,118.00</b>	<b>\$ -</b>	<b>100%</b>	<b>114%</b>	
328	3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 174,963.00	\$ 5,491.75	\$ 5,084.25	\$ 3,362.56	\$63,743.35	\$111,219.65	36%	64%	
212	3323-017 NC Pre-K New Capacity Building Funds - State Funds	\$92,865	\$ 1,422.00	\$ 3,880.00	\$ 6,145.48	\$11,597.48	\$81,267.52	12%	88%	
212	3323-001 NC Pre-K New Capacity Building Funds - State Funds	\$ 12,735.00	\$ -	\$ -	\$ -	\$0.00	\$12,735.00	0%	100%	
212	3323-999 NC Pre-K New Capacity Building Funds - State Funds	\$ 247,825.00	\$ 25,463.02	\$ 20,191.54	\$ 10,987.25	\$153,823.53	\$94,001.47	62%	38%	
	<b>Fund 212 Sub-Total</b>	<b>\$ 353,425.00</b>	<b>\$26,885.02</b>	<b>\$24,071.54</b>	<b>\$17,132.73</b>	<b>\$165,421.01</b>	<b>\$188,003.99</b>		<b>53%</b>	

Total Budget Remaining \$4,108,519.69

Total NC Pre-K Grant	\$9,276,515
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$1,334,815.02
Total State Funds	\$5,510,434
Total Federal Funds	\$3,766,081
Total NC Pre-K Grant	\$9,276,515

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 **\$745,312.00**

FY 2020 - 2021 10% Overhead / Administration Allocation **\$67,355.00**

FY 2020 - 2021 Program/Services Allocation **\$677,957.00**

							as of February 28, 2021		
<b>EXPENDITURES</b>							<b>67%</b>	<b>33%</b>	
Activity		07/01/20 Budget	December	January	February	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Lead Agency - Core Services		\$ 246,166.00	\$ 18,710.53	\$ 15,298.76	\$ 14,822.68	\$ 135,427.44	\$ 110,738.56	55%	45%
Core Services - 10% Overhead/Administration for CCR&R		\$ 1,100.00	\$ 75.61	\$ 2.30	\$ 24.15	\$ 615.32	\$ 484.68	56%	44%
Core Services - 10% Overhead/Administration for Admin Ops		\$ 29,299.00	\$ 1,238.73	\$ 2,558.57	\$ 2,816.10	\$ 14,673.11	\$ 14,625.89	50%	50%
Contracts & Grants - Anson County		\$ 9,954.00	\$ -	\$ 4,977.00	\$ 829.50	\$ 5,806.50	\$ 4,147.50	58%	42%
Contracts & Grants - Montgomery County		\$ 8,345.00	\$ -	\$ -	\$ -	\$ -	\$ 8,345.00	0%	100%
Contracts & Grants - Moore County		\$ 29,399.00	\$ -	\$ -	\$ 13,647.36	\$ 13,647.36	\$ 15,751.64	46%	54%
Contracts & Grants - Richmond County		\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%
		<b>\$ 338,791.00</b>	<b>\$ 20,024.87</b>	<b>\$ 22,836.63</b>	<b>\$ 32,139.79</b>	<b>\$ 170,169.73</b>	<b>\$ 168,621.27</b>	<b>50%</b>	<b>50%</b>
Region 5 Infant Toddler Project		\$ 136,642.00	\$ 14,077.30	\$ 10,925.49	\$ 10,852.74	\$ 82,766.79	\$ 53,875.21	61%	39%
Infant Toddler - 10% Overhead/Administration for CCR&R		\$ 1,545.00	\$ 74.69	\$ 1.38	\$ 14.98	\$ 306.75	\$ 1,238.25	20%	80%
Infant Toddler - 10% Overhead/Administration for Admin Ops		\$ 12,119.00	\$ 1,017.75	\$ 1,454.09	\$ 973.36	\$ 7,773.40	\$ 4,345.60	64%	36%
		<b>\$ 150,306.00</b>	<b>\$ 15,169.74</b>	<b>\$ 12,380.96</b>	<b>\$ 11,841.08</b>	<b>\$ 90,846.94</b>	<b>\$ 59,459.06</b>	<b>60%</b>	<b>40%</b>
Region 5 Healthy Social Behaviors Project	<b>10 month contract for FY20-21 [Effective 09/01/2020 - 06/30/2021]</b>	\$ 232,923.00	\$ 25,025.76	\$ 22,307.83	\$ 17,542.16	\$ 99,614.89	\$ 133,308.11	43%	57%
Healthy Social Behavior - 10% Overhead/Administration for CCR&R		\$ 1,000.00	\$ 2.76	\$ 2.76	\$ 29.65	\$ 438.74	\$ 561.26	44%	56%
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops		\$ 22,292.00	\$ 11.90	\$ 7,707.84	\$ 1,664.74	\$ 9,384.48	\$ 12,907.52	42%	58%
		<b>\$ 256,215.00</b>	<b>\$ 25,040.42</b>	<b>\$ 30,018.43</b>	<b>\$ 19,236.55</b>	<b>\$ 109,438.11</b>	<b>\$ 146,776.89</b>	<b>43%</b>	<b>57%</b>
<b>Total Allocated DCD Funds Remaining</b>							<b>\$ 374,857.22</b>		
<b>Summary for 10% Overhead / Administration</b>	<b>PFC</b>	<b>\$ 67,355.00</b>	<b>\$ 2,421.44</b>	<b>\$ 11,726.94</b>	<b>\$ 5,522.98</b>	<b>\$ 33,191.80</b>	<b>\$ 34,163.20</b>	<b>49%</b>	<b>51%</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
			December	January	February	YTD	December	January	February	YTD	
<b>RESTRICTED FUNDS</b>											
<b>NC PRE-KINDERGARTEN FUNDS</b>											
206	NC Pre-K Grant - State Funds (per child)	\$ 11,224.00	\$ 318,252.00	\$ -	\$ 234,019.00	\$ 552,271.00	\$ -	\$ 297,682.00	\$ 254,589.00	\$ 563,495.00	\$ -
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS		\$ -	\$ -	\$ 1,404,481.00	\$ 1,404,481.00	\$ -	\$ -	\$ 564,661.00	\$ 564,661.00	\$ 839,820.00
211	NC Pre-K Grant - 4% Admin Fees	\$ 2,614.45	\$ 27,386.54	\$ -	\$ 61,607.83	\$ 210,010.37	\$ 36,889.51	\$ 25,353.83	\$ 21,584.89	\$ 181,007.66	\$ 31,617.16
211	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ 52,489.00	\$ -	\$ -	\$ -	\$ 52,489.00	\$ -
212	NC Pre-K Capacity Building Grant - State Funds	\$ (25,234.78)	\$ 17,481.30	\$ -	\$ 51,163.88	\$ 172,381.82	\$ 26,885.02	\$ 24,071.54	\$ 17,132.73	\$ 165,421.01	\$ (18,273.97)
319	NC Pre-K Grant (per slot) - Federal Funds	\$ 800.00	\$ 500,998.00	\$ -	\$ -	\$ 2,751,298.00	\$ 1,265,650.00	\$ 521,568.00	\$ -	\$ 2,752,098.00	\$ -
319	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ 839,820.00	\$ -	\$ -	\$ -	\$ 839,820.00	\$ -
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ (27,851.21)	\$ 3,329.43	\$ -	\$ 10,314.50	\$ 87,970.49	\$ 5,498.05	\$ 5,084.25	\$ 3,362.56	\$ 63,749.65	\$ (3,630.37)
<b>Sub-total for NC Pre-K</b>		<b>\$ (38,447.54)</b>								<b>Sub-total</b>	<b>\$ 849,532.82</b>
<b>FEDERAL RESTRICTED FUNDS</b>											
301	Family CareGivers Program	\$ (2,067.12)	\$ -	\$ -	\$ -	\$ 558.00	\$ 6.23	\$ 1.20	\$ 172.93	\$ 739.36	\$ (2,248.48)
307	DCD Grant - SWCDC	\$ 43,760.32	\$ 14,376.89	\$ 14,457.74	\$ 28,169.53	\$ 136,929.88	\$ 20,024.87	\$ 22,836.63	\$ 32,139.79	\$ 213,930.02	\$ (33,239.82)
312	Region 5 - Infant/Toddler Project	\$ 4,600.46	\$ 9,854.47	\$ 12,016.86	\$ 16,010.14	\$ 78,009.80	\$ 15,169.74	\$ 12,380.96	\$ 11,841.08	\$ 95,447.36	\$ (12,837.10)
313	Region 5 - Healthy Social Behavior	\$ (19,631.60)	\$ -	\$ -	\$ 89,417.06	\$ 135,858.18	\$ 25,040.42	\$ 30,018.43	\$ 19,236.55	\$ 136,247.61	\$ (20,021.03)
807	Region 5 - Program Income	\$ -	\$ 480.00	\$ 1,272.10	\$ 1,230.00	\$ 4,179.30	\$ 25.51	\$ 31.63	\$ 30.67	\$ 378.05	\$ 3,801.25
<b>Sub-total for Federal Restricted</b>		<b>\$ 26,662.06</b>								<b>Sub-total</b>	<b>\$ (64,545.18)</b>
<b>SMART START AND RELATED FUNDS</b>											
147	Smart Start - Admin. (FY 19/20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123.19	\$ -	\$ -	\$ -	\$ -
148	Smart Start - Services (FY 19/20)	\$ 423,177.17	\$ -	\$ -	\$ -	\$ -	\$ 505.04	\$ -	\$ -	\$ 423,177.17	\$ -
149	Smart Start - Admin. (FY 20/21)	\$ -	\$ 37,304.00	\$ 27,616.00	\$ 24,697.00	\$ 262,806.00	\$ 46,379.73	\$ 30,066.03	\$ 31,934.14	\$ 266,523.33	\$ (3,717.33)
150	Smart Start - Services (FY 20/21)	\$ -	\$ 333,457.00	\$ 300,849.00	\$ 226,374.00	\$ 2,408,803.00	\$ 264,615.96	\$ 280,458.86	\$ 229,125.61	\$ 1,828,256.36	\$ 580,546.64
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ 16,352.00	\$ -	\$ 16,352.00	\$ 65,408.00	\$ 9,082.97	\$ 7,460.60	\$ 6,331.19	\$ 54,647.11	\$ 10,760.89
216	Dolly Parton's Imagination Library	\$ 1,281.70	\$ -	\$ 7,500.00	\$ -	\$ 22,500.00	\$ 657.00	\$ 675.00	\$ 1,618.66	\$ 5,371.66	\$ 18,410.04
801	Program Income (SS Related)	\$ 68,725.43	\$ 5,798.55	\$ 5,086.63	\$ 4,928.05	\$ 43,866.82	\$ 494.21	\$ 1,627.78	\$ 4,529.89	\$ 14,253.80	\$ 98,338.45
804	GEMS Shared Services (PI SS Related)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
902	COBRA - Employee Insurance Withholdings	\$ 34.87	\$ 88.22	\$ 88.22	\$ 203.96	\$ 787.03	\$ 88.22	\$ 88.22	\$ 107.51	\$ 725.04	\$ 96.86
<b>Sub-total for Smart Start &amp; Related</b>		<b>\$ 494,519.17</b>								<b>Sub-total</b>	<b>\$ 705,735.55</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	
		December	January	February	YTD	December	January	February	YTD		
<b>TEMPORARILY RESTRICTED FUNDS - RESTRICTED FOR TIME TO SPEND FUNDS</b>											
537	Foundation for the Carolinas Grant via Long Leaf Foundation [APRIL 16, 2021]	\$ 2,010.81	\$ -	\$ -	\$ -	\$ -	\$ 2,010.81	\$ -	\$ -	\$ 2,010.81	\$ -
539	Foundation for the Carolinas Grant - Operation Restoration [APRIL 16, 2021]	\$ 90,712.50	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 14,239.19	\$ -	\$ -	\$ 14,239.19	\$ 151,473.31
543	CC Foundation - Family Connect Grant [DECEMBER 31, 2024]	\$ 33,922.64	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 6,301.32	\$ 4,966.98	\$ 4,465.11	\$ 39,216.08	\$ 44,706.56
545	CC Foundation - Toilet Training Grant [MARCH 1, 2021]	\$ 7,572.00	\$ -	\$ -	\$ -	\$ -	\$ 624.00	\$ 6,212.00	\$ 16.00	\$ 7,572.00	\$ -
809	Hoke County Consumer Ed (not program income) [JUNE 30, 2021]	\$ -	\$ 4,725.73	\$ -	\$ 11,161.80	\$ 26,233.18	\$ 6,684.20	\$ 5,951.98	\$ 4,813.00	\$ 34,614.42	\$ (8,381.24)
	<b>Sub-total for Temporarily Restricted</b>	<b>\$ 134,217.95</b>								<b>Sub-total</b>	<b>\$ 187,798.63</b>
<b>UNRESTRICTED FUNDS or NO RESTRICTION OF TIME TO SPEND I</b>											
208	Unrestricted State Revenues - For Operating Purposes	\$ 15,140.22	\$ -	\$ -	\$ -	\$ -	\$ 2,158.51	\$ 1,913.98	\$ 1,560.81	\$ 14,125.13	\$ 1,015.09
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 488,220.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,220.41
501	Individual Gifts & Donations	\$ 50,620.59	\$ 24,083.00	\$ 435.00	\$ 10,800.23	\$ 40,102.41	\$ 73.99	\$ 8.84	\$ 1.04	\$ (1,441.04)	\$ 92,164.04
515	Vending Machine Commissions	\$ 340.38	\$ 32.98	\$ 44.23	\$ 13.74	\$ 173.42	\$ -	\$ -	\$ 412.98	\$ 412.98	\$ 100.82
518	Kohl's Corporate Grants	\$ 4,356.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,623.30	\$ -	\$ 1,623.30	\$ 2,733.04
526	Unrestricted Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
531	PFC Annual Engagements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
536	The CarMax Foundation Grant	\$ 9,834.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,834.10
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
546	CC Foundation - Diaper Bank Grant	\$ -	\$ 453.52	\$ -	\$ -	\$ 453.52	\$ -	\$ -	\$ -	\$ -	\$ 453.52
802	PFCRC II (Non-Smart Start)	\$ 85,333.91	\$ 24,700.33	\$ 12,244.77	\$ 15,602.39	\$ 123,212.93	\$ 15,350.93	\$ 21,903.25	\$ 17,252.83	\$ 130,627.72	\$ 77,919.12
803	Proceeds From Sale of Property & Equipment (not program income)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
805	Misc. Unrestricted Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
806	Forward March Conference	\$ 42,408.25	\$ -	\$ -	\$ -	\$ (8,750.00)	\$ 2.84	\$ 3.52	\$ 3.41	\$ 12.02	\$ 33,646.23

**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
			December	January	February	YTD	December	January	February	YTD	
812	PFCRC II - Administration	\$ 34,462.52	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 38,000.00	\$ 6,581.05	\$ 5,304.16	\$ 4,322.12	\$ 39,341.87	\$ 33,120.65
815	Hohe - Contracted Eval (not program income)	\$ 19,099.46	\$ -	\$ -	\$ -	\$ -	\$ 0.63	\$ 451.61	\$ 403.56	\$ 4,895.67	\$ 14,203.79
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,448.15
820	Fundraising - PFC Annual Soiree	\$ 108,763.71	\$ (20,000.00)	\$ -	\$ -	\$ 3,702.27	\$ 1,560.69	\$ 14.06	\$ 5,013.63	\$ 14,905.06	\$ 97,560.92
821	Fundraising - PFC Annual Soiree - GMAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 3,702.27	\$ -	\$ -	\$ -	\$ (3,702.27)	\$ -	\$ -	\$ (3,000.00)	\$ (3,000.00)	\$ 3,000.00
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
826	Fundraising - PFC Annual Soiree - Family Focus Guides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
827	Fundraising - Mission Moments	\$ 139.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139.52
828	Fundraising - Early Care & Education Initiatives	\$ 1,804.28	\$ -	\$ -	\$ -	\$ -	\$ 127.33	\$ -	\$ -	\$ 127.33	\$ 1,676.95
897	Sales Tax	\$ (10,066.79)	\$ -	\$ -	\$ 4,501.16	\$ 14,567.95	\$ 457.23	\$ 2,039.21	\$ 798.10	\$ 7,338.47	\$ (2,837.31)
899	Interest Income (from Investment Funds)	\$ 29,160.94	\$ 2.07	\$ 1.94	\$ 1.87	\$ 31.53	\$ -	\$ -	\$ -	\$ -	\$ 29,192.47
904	Forfieted FSA	\$ (7,022.87)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416.62	\$ 4.25	\$ 575.49	\$ (7,598.36)
905	Employee Withholding	\$ (1,046.13)	\$ 27,467.58	\$ 24,222.04	\$ 23,060.17	\$ 213,948.39	\$ 27,502.73	\$ 23,866.96	\$ 23,479.19	\$ 214,180.29	\$ (1,278.03)
	<b>Sub-total for Unrestricted Funds</b>	<b>\$ 911,864.34</b>								<b>Sub-total</b>	<b>\$ 909,880.20</b>
<b>INFORMATION TECHNOLOGY</b>											
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298.60	\$ 427.21	\$ 294.01	\$ 2,172.69	\$ (2,172.69)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
994	IT - Outside Agencies	\$ 113,633.77	\$ 10,704.26	\$ 9,461.00	\$ 17,248.65	\$ 66,936.72	\$ 10,717.35	\$ 10,896.53	\$ 7,274.68	\$ 73,266.85	\$ 107,303.64
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99.98	\$ 271.02	\$ (271.02)
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46.99	\$ 1,643.85	\$ (1,643.85)
	<b>Sub-total for Information Technology</b>	<b>\$ 113,633.77</b>								<b>Sub-total</b>	<b>\$ 103,216.08</b>
<b>PERMANENTLY RESTRICTED FUNDS</b>											
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,384.00
	<b>Sub-total for Permanently Restricted 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>\$ 2,723,002.10</b>




**Account Number:** [REDACTED]

**Statement Period :** February 1, 2021 - February 28, 2021

**Account Type:** NON-PROFIT

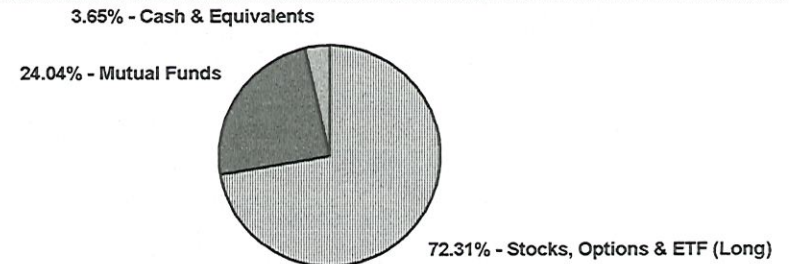
**Customer Update:**

 Visit the E\*TRADE Tax Center to access tax forms, plus tips and tools to help with your tax preparation. Bookmark [etrade.com/tax](http://etrade.com/tax) today.

**ACCOUNT OVERVIEW**

Last Statement Date: January 31, 2021

 Beginning Account Value (On 01/31/21): \$ 80,239.32  
 Ending Account Value (On 02/28/21): \$ 79,817.88  
 Net Change: \$ -421.44

 For current rates, please visit [etrade.com/rates](http://etrade.com/rates)
**ASSET ALLOCATION (AS OF 02/28/21)**

**ACCOUNT VALUE SUMMARY**

	AS OF 02/28/21	AS OF 01/31/21	% CHANGE
Cash & Equivalents	\$ 2,916.43	\$ 2,844.38	2.53%
<b>Total Cash/Margin Debt</b>	<b>\$ 2,916.43</b>	<b>\$ 2,844.38</b>	<b>2.53%</b>
Stocks, Options & ETF (Long)	\$ 57,716.02	\$ 58,214.25	-0.86%
Mutual Funds	\$ 19,185.43	\$ 19,180.69	0.02%
<b>Total Value of Securities</b>	<b>\$ 76,901.45</b>	<b>\$ 77,394.94</b>	<b>-0.64%</b>
<b>Net Account Value</b>	<b>\$ 79,817.88</b>	<b>\$ 80,239.32</b>	<b>-0.53%</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.

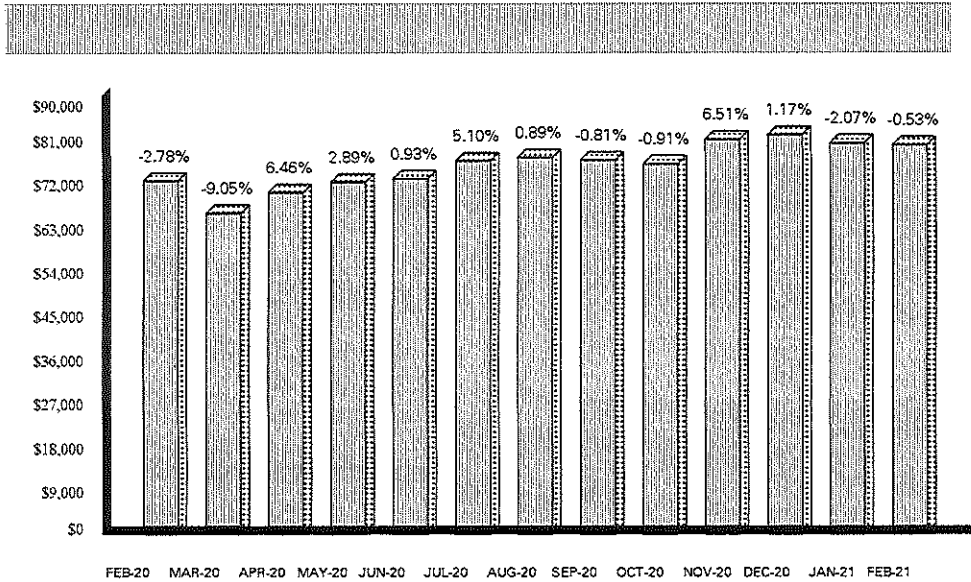


Account Number: [REDACTED]

Statement Period : February 1, 2021 - February 28, 2021

Account Type: NON-PROFIT

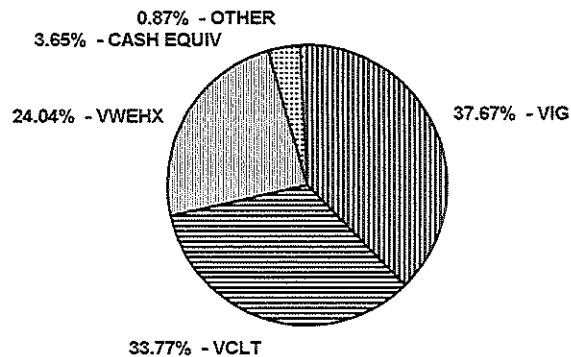
### NET ACCOUNT VALUE BY MONTH END



### ACCOUNT TRANSACTION SUMMARY

DESCRIPTION	THIS PERIOD	YEAR TO DATE
<u>Interest Received</u>		
Taxable	\$ 0.02	\$ 0.04
<u>Dividends Received</u>		
Taxable	\$ 141.37	\$ 141.37

### TOP 10 ACCOUNT HOLDINGS (AS OF 02/28/21)




**Account Number:** [REDACTED]

**Statement Period :** February 1, 2021 - February 28, 2021

**Account Type:** NON-PROFIT

**ACCOUNT HOLDINGS**
**CASH & CASH EQUIVALENTS (3.65% of Holdings)**

DESCRIPTION	PORTFOLIO %	AMOUNT
<b>Extended Insurance Sweep Deposit Account</b>		
Opening Balance		2,844.38
Closing Balance	3.65	2,916.43
Average Balance		2,895.51
<b>Extended Insurance Sweep Deposit Account Balance by Bank as of February 28, 2021</b>		
ETRADE BANK		2,916.43

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).

**TOTAL CASH & CASH EQUIVALENTS** 3.65% **\$2,916.43**

**STOCKS, OPTIONS & EXCHANGE-TRADED FUNDS (72.31% 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	86.8900	695.12	0.87	13.00	1.87%
VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF	VCLT	Cash	259	104.0600	26,951.54	33.77	887.00	3.29%
VANGUARD SPECIALIZED FUNDS VANGUARD DIVIDEND APPRECIATION ETF	VIG	Cash	216	139.2100	30,069.36	37.67	496.00	1.65%
<b>TOTAL STOCKS, OPTIONS &amp; ETF</b>					<b>\$57,716.02</b>	<b>72.31%</b>	<b>\$1,396.00</b>	<b>2.42%</b>



Account Number: [REDACTED]

Statement Period : February 1, 2021 - February 28, 2021

Account Type: NON-PROFIT

**MUTUAL FUNDS (24.04% 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	3,229.87	5.9400	19,185.43	24.04	882.00
<b>TOTAL MUTUAL FUNDS</b>					<b>\$19,185.43</b>	<b>24.04%</b>	<b>\$882.00</b>
<b>TOTAL PRICED PORTFOLIO HOLDINGS (ON 02/28/21)</b>					<b>\$79,817.88</b>		
<b>TOTAL ESTIMATED ACCOUNT HOLDINGS ANNUAL INCOME</b>					<b>\$2,278.00</b>		

**TRANSACTION HISTORY**

**DIVIDENDS & INTEREST ACTIVITY**

DATE	TRANSACTION TYPE	DESCRIPTION	SYMBOL/ CUSIP	AMOUNT DEBITED	AMOUNT CREDITED
02/01/21	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 01/31/21 PAY 01/29/21	VWEHX		69.34
02/04/21	Dividend	VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF CASH DIV ON 259 SHS REC 02/02/21 PAY 02/04/21 NON-QUALIFIED DIVIDEND	VCLT		72.03
02/26/21	Interest	EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT INTEREST			0.02
<b>TOTAL DIVIDENDS &amp; INTEREST ACTIVITY</b>					<b>\$141.39</b>
<b>NET DIVIDENDS &amp; INTEREST ACTIVITY</b>					<b>\$141.39</b>

**OTHER ACTIVITY**

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
02/01/21	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL REINVEST PRICE \$ 5.96	VWEHX	Reinvest	11.634		69.34	
<b>TOTAL OTHER ACTIVITY</b>						<b>\$69.34</b>	





Account Number: [REDACTED]

Statement Period : February 1, 2021 - February 28, 2021

Account Type: NON-PROFIT

**OTHER ACTIVITY (Continued)**

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
<b>NET OTHER ACTIVITY</b>						<b>\$69.34</b>	

**EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT (ESDA) ACTIVITY ( 0.0100% APY/0.0100%APY Earned as of 02/28/21)**

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
02/01/21		<b>OPENING BALANCE</b>	<b>\$2,844.38</b>
02/04/21	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	72.03
02/26/21	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	0.02
02/28/21		<b>CLOSING BALANCE</b>	<b>\$2,916.43</b>

THIS STATEMENT IS FOR INFORMATIONAL PURPOSES ONLY