

**Planning & Evaluation Committee**

Tuesday, April 12, 2022

1:00 pm – 3:00 PM

Virtual Meeting via Zoom Invitation

*Be the Driving Force . . .*

*. . . to engage partners to achieve lasting positive outcomes for all children, beginning at birth.*

**I. Determination of Quorum & Call to Order – Chair**

*Quorum = 3 of 8 total committee members or 33%*

A. Chair's Comments

**II. Approval of Minutes – February 8, 2022\***

**III. Planning, Monitoring, and Evaluation – Pamela Federline**

A. All Children Excel (ACE) - CAD change\*

B. Circle of Parents (COP) program – Discontinuation\*

C. City of Fayetteville ARPA Proposal - Child Care Workforce Support<sup>Δ</sup>

D. Hunt Institute local data-informed strategic planning training application<sup>Δ</sup>

**IV. President's Report – Mary Sonnenberg**

**V. Information<sup>Δ</sup>**

A. ASA update

B. Mosaic / GEMS update

C. Sustainability Planning update

**VI. Adjournment**

*A. Next meeting – 1:00 p.m. to 3:00 p.m.*

*a. June 14, 2022*

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



**Partnership for Children of Cumberland County, Inc.**  
**Allocation Committee Meeting Minutes**  
**February 8, 2022 (1:00 pm - 3:00 pm)**



**P&E MEMBERS PRESENT:** Cotina Jones, Carl Mitchell, Mary McCoy, Birgit Sexton  
**P&E MEMBERS ABSENT:** Amy Cannon, Martina Sconiers-Talbot, Kandy Dillion  
**STAFF SUPPORT PRESENT:** Genelle Blue, Lydia Wiles, Pamela Federline, Mary Sonnenberg, Heather Gallagher  
**Guest:** Scottie Sewell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Meeting called to Order	Cotina Jones called the meeting to order at 1:03 p.m. and thanked everyone for coming.	Called to Order	
II. Review of Minutes	The Planning and Evaluation (P&E) Committee meeting minutes of October 12, 2021, were reviewed and unanimously approved as presented.	Motion for approval submitted by Carl Mitchell, seconded by Birgit Sexton, and unanimously approved.	None
III. Planning, Monitoring and Evaluation	<p><i>Pamela Federline provided an overview of the following topics:</i></p> <p><b>A. Second Quarter Report:</b> Reviewed Output data for all programs. Carl Mitchell asked about the Circle of Parents spending and if the rest of the State was experiencing the same Outputs. Pamela explained that Circle of Parents has only seen one family from July 1<sup>st</sup> to December 31<sup>st</sup> and explained that this program has been red flagged due to their output data. Regarding data from across the State, Pamela explained that Output data from other agencies is not available.</p> <p><b>B. Mosaic/GEMS Update:</b> Pamela provided an update on the upgrade to the system, modules being built and that the contract had been approved and signed.</p> <p><b>C. Home Child Care Facilities and Child Care Pre- and Current Pandemic Data:</b> The report compiled for Cumberland County was presented and explained, indicating that Cumberland County is currently down 1,072 slots in available childcare. The decrease is a direct result of lack of available staff.</p>		
IV. President's Report	Mary Sonnenberg reviewed the report. The information was provided as an Attachment in the package.		
V. Information	<b>Sustainability Update:</b> Scottie Seawell advised as to her findings and stated that the members of the first focus group had been selected and their attention will be focused on the area of Deepening Measures of Impact, which will be supported through PFC applying for the Hunt Institute opportunity for collaborative planning.		



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**Guest:** Scottie Sewell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
VI. Meeting Adjourned	Cotina adjourned the meeting at 1:58 p.m. The next P&E meeting will be April 12, 2022, at 1:00 p.m.	None	Heather Gallagher will send invitations.

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

\_\_\_\_\_

Committee Chair

\_\_\_\_\_

Date

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

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date

**Partnership CAD Report for Partnership for Children of Cumberland  
County, Inc. for Fiscal Year 2021 - 2022  
Activity Descriptions**

**Cumberland**

**All Children Excel (ACE)**

**Activity ID# 031**

PSC: 5505

PBISID: FS30

All Children Excel (ACE) provides tertiary treatment and secondary prevention parenting services. The Nurturing Parent curricula targets families whose children are at risk or have experienced abuse and/or neglect, and/or other programs such as Triple P may be implemented. The program also collaborates with community partners focused on primary prevention parenting education. Additionally, ACE staff may offer Protective Factors training to providers that impact children. Non-cash grants for books may be given to parents participating in the program. Training may be provided on-site or at community learning events, including food, topic-related materials, site rental, and outside presenters.



## Circle of Parents Support Program (COP) 2021-2022 - Formal Site Visit – Final Report

<b>Organization:</b> Autism Society of Cumberland County	<b>Activity:</b> Circle of Parents Support Program (COP)	<b>Program Contact:</b> Brandy Mello	<b>PSC</b> 5505	<b>FSV Date:</b> March 10, 2022 - Virtually
<b>Monitor(s):</b> Administration: Mary Sonnenberg, Anna Hall; Program Evaluation and Planning: Pamela Federline, Genelle Blue				
<b>Activity Staff Present:</b> Brandy Mello, Crystal Harrell				
<b>Direct Service Provider (DSP):</b> <p>This report documents our recent monitoring site visit. Every effort has been made to accurately represent visit observations and findings. Please review the information, sign, date and return within <b>14 business days</b>. Mail, fax or email a scanned copy to: Partnership for Children of Cumberland County, Attention: Pamela Federline, 351 Wagoner Drive, Fayetteville, N.C. 28303 or scan and email to <a href="mailto:pfederline@ccpfc.org">pfederline@ccpfc.org</a>.</p> <p>If you have any questions or concerns you want addressed before signing, contact Pamela Federline at 910-826-3109 to set up a phone call or meeting. <b>Please note: If the report is not received signed and dated within 14 business days, it will be assumed that all the information contained is accurate and accepted without dispute.</b> We appreciate your assistance and cooperation.</p>				

**Contract Activity Description (CAD):**

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

### I. Contract Activity Compliance

**Is the Local Partnership - DSP activity providing services consistent with the approved CAD?**  Yes  No

If not, explain below:

## II. CAD Requirements Tested (these are specific to each DSP's CAD)

#	CAD / Program or Activity Requirements	Supporting Documentation	Tasks for Monitoring/Evaluation	Status of Implementation
1	The Autism Society of Cumberland County will provide family support services to children with Autism Spectrum Disorders (ASD) and other disabilities, as defined by the Americans with Disability Act (ADA), in Cumberland County.	<b>Review of:</b> <input checked="" type="checkbox"/> Family Support Services <ul style="list-style-type: none"> <li>Welcome Packet – on file for review</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Autism Society of Cumberland County has agreed to provide family support services to families of children with Autism Spectrum Disorders (ASD) and other disabilities through the Circle of Parents Support Program (COP).</li> <li>✓ To date – the Circle of Parents Support Program has not assisted any children who have disabilities other than those with Autism Spectrum Disorders (ASD).</li> <li>✓ Note: please see attached formal site visit report</li> </ul>	<input type="checkbox"/> Implemented as described <input checked="" type="checkbox"/> Partially as described <input type="checkbox"/> Not as described <input type="checkbox"/> Not implemented
2	This activity will serve children ages birth through five or their siblings with the Circle of Parents Curriculum.	<b>Review of:</b> <input checked="" type="checkbox"/> GEMS Lite Target Reports and Quality Assurance Reports. <input checked="" type="checkbox"/> Circle of Parents® Facilitator Manual <input checked="" type="checkbox"/> Circle of Parents® Children’s Program Manual	<ul style="list-style-type: none"> <li>✓ We reviewed the GEMS Lite Target Report and Quality Assurance Report for July 1, 2021 – February 28, 2022, which showed there is currently <u>1</u> child whose parent has participated in the program this year in the birth through five age range.</li> <li>✓ Due to all meetings being virtual – COP has not been able to have any interaction with the children, only the parents.</li> <li>✓ Note: please see attached formal site visit report</li> </ul>	<input type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described <input checked="" type="checkbox"/> Not implemented
3	Support services provided may include resource, referral, parent education/training, support groups, conference scholarships, monthly newsletters, or resource directories.	<b>Review of:</b> <input checked="" type="checkbox"/> Resources <ul style="list-style-type: none"> <li>Welcome Packet – on file for review</li> <li>ECHO - Monthly Newsletter – December 2021</li> </ul> <input checked="" type="checkbox"/> Referrals <ul style="list-style-type: none"> <li>Cumberland County Schools with strong AU (autism) programs</li> <li>Locations where families can get official diagnosis/evaluation for</li> </ul>	<ul style="list-style-type: none"> <li>✓ Per Staff interview, the support services the activity has been able to offer this year are:               <ol style="list-style-type: none"> <li>Welcome Packet</li> <li>Referrals</li> <li>Resource Directory – Currently being updated</li> <li>Circle of Parents Private Facebook Page</li> <li>Monthly Newsletter</li> </ol> </li> </ul>	<input checked="" type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described

#	CAD / Program or Activity Requirements	Supporting Documentation	Tasks for Monitoring/Evaluation	Status of Implementation
		Autism, Autism Spectrum Disorder (ASD) friendly services like local Dentist offices or salons/barbershops.		
4	Services may be delivered by Autism Society of Cumberland County staff, board members, or parent and community volunteers.	<b>Documentation Viewed:</b> <input checked="" type="checkbox"/> Certificates of staff and board members are on file for review.	<ul style="list-style-type: none"> <li>✓ COP is a peer-led mutual self-help parent support group that meets weekly using the Circle of Parents® Model.</li> <li>✓ Both staff members and two board members have attended the North Carolina Circle of Parents Network Core Training Workshop.</li> <li>✓ Crystal Harrell, Parent Leader, Board secretary is the main facilitator for the meetings.</li> <li>✓ Brandy Mello, Board Vice President, attended the training this year.</li> </ul>	<input checked="" type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described
5	The program will fund a part-time Director of Programs and Outreach and a part-time Administrative Coordinator.	<b>Review of Job Descriptions for:</b> <input checked="" type="checkbox"/> Director of Programs and Outreach <input checked="" type="checkbox"/> Administrative Coordinator	<ul style="list-style-type: none"> <li>✓ At the time of the formal site visit, both Adrienne Trego (Director of Programs and Outreach) and Joy Sprague (Administrative Coordinator) had resigned.</li> <li>✓ The activity is currently advertising to hire someone for the Director of Programs and Outreach position. The program's plans are to use Indeed as their advertising platform</li> <li>✓ Job descriptions on file for review.</li> </ul>	<input checked="" type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described
6	Services may be provided at limited daytime and evening hours at various community locations.	<b>Review of:</b> <input checked="" type="checkbox"/> Board Interview	<ul style="list-style-type: none"> <li>✓ The program is continuing to serve their families virtually. However, they continue to notice that families are still experiencing a real "digital fatigue," and it has been a challenge to recruit new families that are willing to participate in a group in a virtual context.</li> <li>✓ As a result of the pandemic and issues with suitable child care space, the activity has not met with their families in person since March 2020.</li> <li>✓ Note: please see attached formal site visit report</li> </ul>	<input type="checkbox"/> Implemented as described <input checked="" type="checkbox"/> Partially as described <input type="checkbox"/> Not as described

#	CAD / Program or Activity Requirements	Supporting Documentation	Tasks for Monitoring/Evaluation	Status of Implementation
7	A childcare worker will be contracted to provide childcare services during weekly support group meetings, exceptions include but not limited to holiday, weather-related, or staffing issues. Refreshments will be provided at program sessions.	<b>Review of:</b> <input checked="" type="checkbox"/> No Child Care Services have been rendered this fiscal year	<ul style="list-style-type: none"> <li>✓ All support group meetings have been virtual, so they have not needed child care services this fiscal year.</li> <li>✓ Since group meetings have been virtual, they have not purchased any refreshments this fiscal year.</li> </ul>	<input type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described <input checked="" type="checkbox"/> Not implemented
8	Multiple funding streams will be used to support the staffing, purchase of materials, and coordination of this activity.	<b>Review of:</b> <input checked="" type="checkbox"/> Board Interview <input checked="" type="checkbox"/> Please refer to the Fiscal Audit provided by the Partnership for Children of Cumberland County for a more detailed fiscal report.	<ul style="list-style-type: none"> <li>✓ Per Board Interview, multiple funding streams are used to support this program.               <ul style="list-style-type: none"> <li>a) Vera Bradley Bingo Fundraiser</li> <li>b) Kate Beard Organization</li> <li>c) Systel – special printing services</li> <li>d) Recurring Monthly Donations</li> </ul> </li> <li>✓ Examples of how other funding sources support the program:               <ul style="list-style-type: none"> <li>a) Offset Salaries</li> <li>b) Zoom Registration</li> <li>c) Materials for meetings</li> <li>d) Part of the child care workers' salary</li> <li>e) Partial Website Costs</li> </ul> </li> <li>✓ For a more detailed explanation of this section, please refer to the program's Fiscal Audit.</li> </ul>	<input checked="" type="checkbox"/> Implemented as described <input type="checkbox"/> Partially as described <input type="checkbox"/> Not as described

**III. Other Requirements:**

#	Other Requirements	Supporting Documentation	Documents/Measures	Results of Testing
9	<b>Staff/Service Provider's Qualification; Professional Development</b>	<b>Review of:</b> <input checked="" type="checkbox"/> Job Descriptions for all funded positions <input checked="" type="checkbox"/> Applicable certifications/licensures <input checked="" type="checkbox"/> Program Guidelines staffing expectations <input checked="" type="checkbox"/> Professional Development attended specific to program operations	<ul style="list-style-type: none"> <li>✓ Staff meets the required minimum education - documentation on file with Personnel Office, Autism Society of Cumberland County..</li> <li>✓ Staff must attend the North Carolina Circle of Parents Network Core Training Workshop in order to facilitate the Parent Group Meetings. There is no renewal process.</li> </ul>	<input checked="" type="checkbox"/> Fully Met <input type="checkbox"/> Not Fully Met <input type="checkbox"/> Recommendation



<b>Circle of Parents Staff</b>	<b>Title</b>	<b>Credentials / Professional Development</b>
Brandy Mello	Vice President, Board of Directors	<b>Professional Development Attended:</b> <i>North Carolina Circle of Parents Network Core Training Workshop, January 20-21, 2022</i>
Adrienne Trego	Director of Programs and Outreach	<b>Professional Development Attended:</b> <i>Adrienne resigned in December and was not able to attend any training beforehand</i>
Joy Sprague	Administrative Coordinator	<b>Professional Development Attended:</b> <i>Joy resigned in October and was not able to attend any trainings beforehand</i>

<b>#</b>	<b>Other Requirements</b>	<b>Supporting Documentation</b>	<b>Documents/Measures</b>	<b>Results of Testing</b>
10	<b>Customer/Targeted Population</b>	<b>Review of:</b> <input checked="" type="checkbox"/> Eligibility Criteria based on: <ul style="list-style-type: none"> <li>• Program Guidelines as applicable</li> </ul> <input checked="" type="checkbox"/> Examples of marketing materials <ul style="list-style-type: none"> <li>• ECHO Monthly Newsletter – December 2021</li> <li>• Circle Of Parents Flyer</li> <li>• Website: <a href="https://www.autismcc.org">https://www.autismcc.org</a></li> </ul>	<input checked="" type="checkbox"/> Per Board Interview - The Circle of Parents Program heavily relies on word of mouth and referrals from other organizations and professionals. <input checked="" type="checkbox"/> The Circle of Parents Program has multiple methods of outreach to the community, such as: <ol style="list-style-type: none"> <li>a) Echo Newsletter</li> <li>b) Autism Society Cumberland County Website</li> <li>c) Facebook Page – Private to COP</li> <li>d) Flyers</li> <li>e) Constant Contact</li> </ol> <input checked="" type="checkbox"/> The program is only reaching children with Autism Spectrum Disorders (ASD). They have yet to reach any families of children with other disabilities, as defined by the Americans with Disability Act (ADA). The program is in the process of rebranding to clearly define its function.	<input type="checkbox"/> Fully Met <input checked="" type="checkbox"/> Not Fully Met <input type="checkbox"/> Recommendation
11	<b>Program Management/ Evaluation/Monitoring/ Continuous Quality Improvement</b>	<b>Review of:</b> <input checked="" type="checkbox"/> Quarterly Reports (GEMS Lite Target Report and Quality Assurance Report) <input type="checkbox"/> Surveys/Questionnaires <input checked="" type="checkbox"/> Assessments (will be available in July)	<input checked="" type="checkbox"/> The program relies on the annual data collection completed by <i>Prevent Child Abuse North Carolina (PCANC)</i> to assess its program. However, they must have a minimum participation of 5 parents in order to participate in the data collection process.	<input type="checkbox"/> Fully Met <input checked="" type="checkbox"/> Not Fully Met <input type="checkbox"/> Recommendation

#	Other Requirements	Supporting Documentation	Documents/Measures	Results of Testing
		<input checked="" type="checkbox"/> Mid-Year/Annual Report <input checked="" type="checkbox"/> Circle of Parents Program Support Group – Parent Participant Log sample	<input checked="" type="checkbox"/> The program also uses data from parent interviews and conversations through Facebook to assess which areas they need to improve in. <input checked="" type="checkbox"/> Record keeping and reporting systems are in place to provide accurate and timely program data, however documentation suggests number of children served in the target population may be a few more than reported. <input checked="" type="checkbox"/> The evaluation plan is implemented as described. <input checked="" type="checkbox"/> Quarterly output and outcome reports are submitted in a timely manner	
12	<b>Community Partnership/Collaboration</b>	<p><b>Review of:</b></p> <input checked="" type="checkbox"/> List of partnering organizations showing activity is well connected to other services in the community and part of an overall community response. <p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Sandhills Autism Collaborative</li> <li>• Autism Advisory Council (FSU initiative)</li> <li>• Children’s Developmental Services Association (CDSA)</li> <li>• Children’s Organizations Linking Opportunities, Resources and Support (COLORS) of Cumberland County</li> <li>• Autism Society of North Carolina (ASNC)</li> <li>• Cumberland County Department of Social Services</li> </ul> <input checked="" type="checkbox"/> List of partnering organizations showing the activity fits into the continuum of services available to their selected target population: See list above. <input type="checkbox"/> Agenda and/or Sign-In Sheet sample for related workgroups.	<input checked="" type="checkbox"/> The program offers referrals to other community services. Some examples are: <ol style="list-style-type: none"> <li>a) Autism Society of North Carolina (ASNC) – they refer many families to ASNC, particularly those with adults with Autism Spectrum Disorders (ASD)</li> <li>b) Partnership for Children of Cumberland County – they often have families looking for child care specifically for special needs children</li> </ol> <input checked="" type="checkbox"/> Families are informed that services are funded through Smart Start and the Cumberland County Partnership for Children. <input checked="" type="checkbox"/> The Autism Circle of Parents Program engages the community through the ECHO Monthly Newsletter.	<input checked="" type="checkbox"/> Fully Met <input type="checkbox"/> Not Fully Met <input type="checkbox"/> Recommendation

#	Other Requirements	Supporting Documentation	Documents/Measures	Results of Testing
		<input checked="" type="checkbox"/> Community Education, Awareness, and Involvement		
13	Does the provider attend scheduled meetings as requested by the funder?	<b>Dates of meetings attended:</b> DSP In-Service (Virtual): 8/23/2021	<b>Monitoring Notes:</b> Adrienne Trego, Director of Programs and Outreach, and Joy Sprague, Administrative Specialist, attended the Direct Service Provider (DSP) In-Service meeting on August 23, 2021, representing the Circle of Parents Support Program.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14	Does the provider publicize activities performed under the contract as being funded by the Local Partnership and Smart Start?	<b>Samples provided:</b> <input checked="" type="checkbox"/> ECHO – Newsletter – December 2021 <input checked="" type="checkbox"/> Website: <a href="https://www.autismcc.org">https://www.autismcc.org</a>	<b>Monitoring Notes:</b> ✓ The Partnership’s Logo is on their website and in their monthly Newsletter – the ECHO - which is emailed to families and the public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15	Does the provider participate in the LP’s evaluation process using measurable outcomes for evaluating funded activities?	<b>The program uses the:</b> <input checked="" type="checkbox"/> GEMS Lite - Data Management System	<b>Monitoring Notes:</b> ✓ Two Board Members: Brandy Mello, Vice President, and Crystal Harrell, Secretary, were present for the virtual Formal Site Visit. ✓ We reviewed the GEMS Lite Target Report and the GEMS Lite Quality Assurance Report from July 1, 2021 – February 28, 2022.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

IV. NCPIC Output/Outcome Measurements for each DSP

Outputs	Projected for the Year	Quarter 1	Quarter 2	Quarter 3 (January 1 – February 28)	2020-2021 Year to Date	Notes for Follow-up
Number of Parents/Guardians Participating	20	1	0	0	1	
<b>Outcomes</b>						
<b>Protective Factors Survey Partial Scale: Social Support</b>	Pre			Post/Annual		
Average score Social Emotional Support scale	<b>The activity uses the Prevent Child Abuse North Carolina (PCANC) Protective Factors survey, which is not distributed until late February/Early March and runs through April. They will have final results to report in Quarter 4.</b>					
# of adults						

RESULTS OF THE MONITORING			
<input checked="" type="checkbox"/> <b>Partially in Compliance:</b> Please see attached formal site visit report. The program is recommended to be suspended through the balance of FY 2021-22 and not funded throughout the remainder of the current allocation cycle.			
<u>Model Fidelity</u> X Clear recruitment strategy for: <ul style="list-style-type: none"> <li>▪ Children with Autism Spectrum Disorders (ASD): <b>YES</b></li> <li>▪ Children with other disabilities, as defined by the Americans with Disability Act (ADA): <b>NO</b></li> </ul> ✓ Has a definition and criteria for the target population ✓ Identified client referral sources X <i>Is <b>not</b> On-Track for serving the enrollment estimate: 20 Parents / 20 children</i> X <i>Partially Complies with explicit eligibility criteria</i>	<u>Evaluation</u> ✓ Data collections strategy/measures adequate ✓ Record keeping and reporting systems in place to provide accurate and timely program data ✓ Evaluation plan implemented partially as described ✓ Quarterly Output and Outcome reports submitted in a timely manner X <i>Activity's service delivery is partially in accordance with funded goals/objectives</i>		
FOLLOW UP ITEMS		WHO IS RESPONSIBLE?	Due Date
N/A			
<b>DSPs RESPONSE</b>			
A response in writing is required regarding any follow-up items or recommendations that were noted in the formal report and attached to the report. If you agree with the monitoring issues and recommendations, a typical response would be, "We agree with the monitoring issues and will implement the recommendations." If you have items that you have already corrected, you are encouraged to note that in your response.			
AUTHORIZED SIGNATURES		Signature	Date
<b>Submitted By:</b> Pamela Federline, Vice President, Planning and Evaluation, Partnership for Children of Cumberland County			
<b>Direct Service Provider (DSP):</b> Brady Mello, Vice President, Autism Society of Cumberland County			
<b>Partnership for Children of Cumberland County:</b> Mary Sonnenberg, President			
<b>Partnership for Children of Cumberland County:</b> Dr. Meredith Gronski, Board Chair			

**Circle of Parents Support Program Monitoring Review**  
**3/10/2022**

<b>Overall Participation</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22*</b>	<b>% Change*</b>
Total number qualifying children	8	8	4	1	-88%
Total number qualifying parents served	22	16	6	1	-95%
# Completing Protective Factor Survey (Outcome Requirement for COP - 5 minimum)	5	6	0	NA	

\*At mid-year

**Multiple Allocation Cycle Review**

<b>Who Was Served?</b>	<b>Projected for Year Most recent</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22*</b>
# parents with children suspected of or on the autism spectrum participating in support group meetings [SRV1489, TRGT514]	10	12	23	9	22	16	6	1
	<b>Average</b>	14.7			14.7			
# of Program Participant - Unduplicated Child(ren) Served (SRV2378, TRGT1889)  <i>NOTE: The definition of which children were counted has shifted over the last six years. The statement above in 2020-21.</i>	12	26	26	6	8	8	4	1
	<b>Average</b>	19.3			6.7			

What Services Were Provided?	Projected for Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22*
# of Certified Circle of Parents Leaders (Parent/Guardian)	1	1	1	1	1	1	1	1
# of Circle of Parents (COP) Support Group Sessions Offered (TRGT771)	30	39	33	9	34	35	39	23
<i>*At mid-year</i>	<b>Average</b>	27			36			

#### Smart Start Allocation Investment History

Allocation Cycles	Fiscal Year	Budget Planned	Budget	Proportion of Final Allocation Expended
			Final Expended	
Previous Allocation Cycle 2015-16 through 2017-18	2015-2016	\$45,000	\$46,500	103%
	2016-2017	\$45,000	\$46,100	102%
	2017-2018	\$45,000	\$46,100	102%
<b>Total Expenditure</b>			<b>\$138,700</b>	
Previous Allocation Cycle 2018-19 through 2020-21	2018-2019	\$45,000	\$47,100	105%
	2019-2020	\$45,000	\$45,000	100%
	2020-2021	\$45,000	\$45,000	100%
<b>Total Expenditure</b>			<b>\$137,100</b>	

#### Service Cost Analysis:

	FY 2015-2018	FY 2018-2021	% Change	FY 2021-22*
# Parents Served	44	44	0.00%	1
Expenditure	\$138,700	\$137,100	-1.15%	\$ 39,745.55
Calculation	\$138,700/44	\$137,100/44	NA	NA
Service Cost per Participant	\$3,152.27 per unduplicated participant	\$3,115.91 per unduplicated participant	-1.15%	\$39,745.55* per unduplicated participant
Range of Service Cost	\$2,004.35-\$5,122.22	\$2,140.91-\$7,500		

*\*At mid-year based on qualifying parent served.*

Note:

Due to inaccuracies in GEMS reporting over time (pre-Adrienne), staff reviewed emails to make sure we accurately identified numbers served.

From the Target Report for mid-year for 2017-2018 it appears that the number for children is: \_# of children attending CoP's Children's Program (SRV1491, TRGT1116). There was no Target Report for quarters 3 and 4 to completely verify. However, in the Target Report for this fiscal year, this was the only Target to capture number of children. See screenshot adjacent to comment.

2	2.1_# of children attending CoP's Children's Program (TRGT1116)	<p><b>Measured as <u>count of unique clients</u> for the following services:</b></p> <ul style="list-style-type: none"> <li>SRV1491 (Active): 2.1_Child Afttend Circle of Parents (CoP) children's program [Participant: Child]</li> </ul>	<p><b># Service Records Entered:</b></p> <ul style="list-style-type: none"> <li>Children (SRV1491): 23</li> </ul>	15	6	40.00%	Not Met
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From the Target Reports for 2018-19 and 2019-20 it appears that the number for children is: # of Children Impacted (SRV498, TRGT462) and in 2020-21 the wording changed to: 2.1\_# of Program Participant - Unduplicated Child(ren) Served (SRV2378, TRGT1889) - in order for the program to distiguish between older and younger children. See screenshot adjacent to comment.

12	2.1_# of Program Participant - Unduplicated Child(ren) Served (TRGT1889)	<p><b>Measured as <u>count of unique clients</u> for the following services:</b></p> <ul style="list-style-type: none"> <li>SRV2367 (Active): 2.1_# of Program Participant - Unduplicated Child(ren) Served (Ages 0-5) [Participant: Child]</li> <li>SRV2368 (Active): 2.1_# of Program Participant - Unduplicated Child(ren) Served (Ages 6-18) [Participant: Child]</li> </ul>	<p><b># Service Records Entered:</b></p> <ul style="list-style-type: none"> <li>Children (SRV2367): 4</li> </ul>	12	4	33.33%	Not Met
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## Circle of Parents Support Group Virtual Formal Site Visit – March 10, 2022

### Summary

The attached report provides the questions, and general responses from ASCC Board Members about the Circle of Parents Support Program during their formal site visit on March 10, 2022. The program has been funded by Partnership for Children in some form since 2000. Using the EB/EI framework, ASCC chose to implement the Circle of Parents program through Prevent Child Abuse NC.

A detailed program review indicated a significant decline in program participation during the last two allocation cycles and into the mid-year FY 2021-22. Since July 1, 2021, only one qualifying<sup>1</sup> parent participated in a support group meeting during Quarter 1. Since then, the two full-time staff left ASCC by year-end 2021, creating a management vacuum for the program and agency. Generally, while the agency knew the Director's plan to resign three months before her departure, no effort was made to advertise the position while she was still available for training. Subsequent advertising is through word of mouth and one online platform that yielded few candidates. The passive approach to hiring and lag time is creating a drag on Board decision-making and program outreach.

During summer 2020, PFC P&E staff worked with the Director to expand the population of eligible families for COP through a revised Contract Activity Description submitted with the RFP for the current allocation cycle. The Director needed and obtained ASCC Board support for this recommendation. The associated CAD change was made in Fall 2020 (NCPC executed January 2021) to be implemented January 2021 – June 2021 and used by ASCC in the updated Request for Proposal for the 2021-2024 allocation cycle grant due in December 2020 and funded in April 2021. The PFC team also provided recommended actions and access to a broader network of opportunities to reach parents of children under this expanded definition.

Despite the extended length of time since this approval by their Board and approval by PFC's Board and NCPC, none of the ASCC's materials have officially included the modification to expanded access and support for all families of children with disabilities (website, Facebook, newsletter, etc.). One noted comment during the site visit is the Board is planning to 'rebrand' the COP program to help with reaching the broader audience of parents with children meeting ADA definitions for children with special needs. However, they have held up that process pending hiring a new Director. Further, through discussion with the key community partner with access to these families, we were disheartened to learn that no communication from ASCC was ever received directly or via a request to share information with families of young children with disabilities *other than those on the autism spectrum*.

The significant delay in more comprehensive outreach to families has resulted in a spiraling down of the program. It is offered weekly with virtually no participation, even for children older than the birth to five target population undergirding their funding. The continued mantra is that parents are 'zoomed' out, and the only way to manage the program effectively is face to face, but that has had to wait due to no location for the children's component of the program. Yet, the program made little effort to look beyond their current location when the space previously used for childcare became unavailable during construction on the building.

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<sup>1</sup> 'Qualifying' indicates that the parent has a child birth to five (not yet in kindergarten).



Of equal or more concern is the apparent financial instability of ASCC. Independent assessment by their accountant indicated that Circle of Parents is currently the organization's only 'functioning' program. Additional financial considerations need to be addressed. While typically ASCC has historically spent their Smart Start funds down the first part of the year and matched salaries in the second half of the year, that would be unlikely to happen this year given their current lack of staff. Smart Start funds two ½ time positions. Documentation requirements associated with payments are still needed to justify how staff spent their time since July. Please refer to the Fiscal Monitoring report for additional information.

**Recommendation:**

Despite the more than 20-year history supporting ASCC and their work with families experiencing the autism spectrum, Partnership for Children has kept the agency on some form of a system of support for at least the last two allocation cycles. While the extenuating circumstances of COVID and the pandemic cannot be discounted in creating barriers for ASCC, we now feel compelled to consider the broader picture of organization health, lack of stability, overall lack of momentum for program implementation and participation, and their general inability to effectively pivot as detrimental to successful use of Smart Start funding.

Therefore, using the NCPC recommended decision tree on when to suspend or terminate a program, we elect to terminate Circle of Parents effective before the end of FY 2021-22 and for the remainder of this allocation cycle through FY 2023-24. Termination is pending required documentation and a final recommendation by the Partnership for Children Board of Directors.

## Questions / Documents Needed / To-Do for Circle of Parents Support Group Virtual Formal Site Visit – March 10, 2022

### **In Attendance:**

Brandy Mello	ASCC Vice President (and recently trained COP Facilitator)
Crystal Harrell	ASCC Secretary and Volunteer COP Parent Facilitator
Mary Sonnenberg	PFCCC, President
Pamela Federline	PFCCC, Vice President, Planning & Evaluation
Genelle Blue	PFCCC, Quality Assurance Specialist II
Lydia Wiles	PFCCC, Quality Assurance Specialist II
Heather Gallagher	PFCCC, Quality Assurance Specialist I

### **Questions:**

1. Per the Contract Activity Description (CAD) it states:  
*"Support services provided may include resource, referral, parent education/training, support groups, conference scholarships, monthly newsletters, or resource directories."*

- a. Can you give us some examples of the support services you have provided this year to the target population served with Smart Start funds?

*Resource and referral is available. Created a private Facebook page for COP families, which is closely monitored; monthly newsletters. However, have not distributed a newsletter since December 2021. Will have conferences, but have not held any in person, but will hold virtually. We maintain a resource directory that had been on the backburner but was updated by Joy before she left last October. It has not been updated since due to staff vacancy. Parent education trainings and the support group continue. Brandy got certified as a COP facilitator in January 2022.*

2. Per the Contract Activity Description (CAD) it states:  
*"Services may be delivered by Autism Society of Cumberland County staff, board members, or parent and community volunteers."*

- a. Since both positions for the activity are currently vacant, what are the plans to have someone in place to continue offering services to the community?

*They have contacted the ASNC for fill-in assistance and will meet with Chris to fill in the gaps.*

- b. What is the current hiring plan for these vacant positions, and are adequate funds available to maintain these positions through the end of the fiscal year if hired?

*Posted the positions on Zip Recruiter (fee for this was \$600). They will post an ad on Indeed next due to insufficient applicants on Zip Recruiter. They also asked families put the word out that they are looking to fill the positions and have received a couple applications, but there are no potential applicants at this time. Their president also spoke with ASNC to ask about assistance. A meeting is pending.*

3. Per the Contract Activity Description (CAD) it states:  
*"The program will fund a **part-time** Director of Programs and Outreach and a **part-time** Administrative Coordinator."*

- a. How much time per week is each position allotted to Circle of Parents activities?

*Things are different since Covid and the need to be virtual. No direct answer as to the amount of time or what a typical work week looks like at this point.*

*What does a typical work week look like for Circle of Parents Activities? For example, describe some routine tasks completed each week to provide COP to the birth to five target populations.*

*See above.*

4. Per the Contract Activity Description (CAD) it states:  
*"Services may be provided at limited daytime and evening hours at various community locations."*

- a. According to your Website: Circle of Parents meets every Thursday from 10:00-12:00 at the Partnership.

#### **Circle of Parents**

Circle of Parents meets every Thursdays from 10:00 a.m. – 12:00 pm at the Partnership for Children (PFC) Resource Center, 351 Wagoner Drive . Focus: Families of young children with ASD ages 0-5 years. Free childcare is provided See our Calendar for the next available meeting.

However, according to the COVID Impact Survey you completed for the 1<sup>st</sup> quarter – you stated that:

*"The ASCC is continuing to offer our weekly COP meetings in a virtual format. However, we continue to struggle to have families attend, and it seems to be hardest now that many in-person programs are starting once again.*

With the two different statements above, please describe your schedule for offering services this fiscal year and in what format (virtually, face to face, etc.). How is this being promoted to families?

*Meetings are still virtual from 10 am-12 pm on Thursdays. They offer more meetings, but parents are not showing up. There has only been one qualifying parent show up for one meeting during first quarter. Joy reaches out to child care facilities twice a week to inquire on utilizing space. They still do not have a space to hold meetings. They sent out an e-mail on 02-01-22 to 'the person who handles that for PFC' and have not received any responses. Space at PFC is not available due to construction. Mary advised that the conference rooms at PFC are available. Crystal stated that the meeting space that is available is not adequate for "our kind of children." COP requires children and parent programs to run parallel. Their goal is that once staff is in place, they will find another location. They have made limited efforts to look for other possible space (with the exception of the old Dorothy Spainhour Center for use with their summer program and may have offered useful space, which they were told was not available); some suggestions discussed (churches, public schools). They have halted looking for additional locations until they have staff hired.*

5. Per the Contract Activity Description (CAD), it states, "A childcare worker will be contracted to provide childcare services during weekly support group meetings, exceptions include but not limited to holiday, weather-related, or staffing issues. Refreshments will be provided at program sessions.

- a. Has this happened this fiscal year? If so, please provide proof?

*No. The child care worker they had found another position. They are looking to fill the vacant staff position first, then will identify child care staff.*

- b. According to the COVID Impact Survey you completed for the 1<sup>st</sup> quarter – you stated that:

*However, until we are able to offer childcare along with our COP program, meeting in-person is not feasible.*

Can you please explain this statement?

*Parents are not utilizing the Zoom meetings. Brandy stated they are "Zoomed out." It is hard to engage the children through Zoom meetings.*

6. Per the Contract Activity Description (CAD), it states, "*Multiple funding streams will be used to support the staffing, purchase of materials, and coordination of this activity.*"

- a. Please describe the multiple funding streams that support your program? In what ways have these funding streams supported Circle of Parents?

*Personal fundraiser; during Covid they did their popular handbag bingo as a virtual fundraiser; Cape Beard (501(3)(c)) donated money; in April they will have another fundraiser; people in office previously went to businesses (Food Lion, Walmart and other local businesses) for gift cards for supplies and food for meetings; various individuals donate on a monthly basis as well as in-kind donations.*

- b. In particular, what proportion of ASCC's overall budget comes from your Smart Start grant?

*Total yearly budget is approximately \$180,000 and Smart Start provides for \$45,000 (25%). [Note: The ASCC annual budget is ~\$180,000; the program budget submitted for allocation was ~\$121,540. Smart Start represents 37% of the total program budget and 25% of total ASCC budget. The combined salary line submitted was \$90,460, of which \$34,050 was Smart Start, and \$56,460 was ASCC – except that is not what actually happened this fiscal year].*

7. Other than the expectation of parents completing the Protective Factors Survey, please describe the types of evaluation ASCC uses to determine the success of your program(s).

*They review information provided by parents through conversations and Facebook comments.*

8. Besides the ECHO Newsletter, your Facebook Page, and Website, are there any other avenues by which the Circle of Parents Program is advertised to the community?

*They have flyers out at various places and businesses around the community. They also have "new parent packets" that are delivered to various places in the community.*

9. How are families referred to your program for services? For example, please provide examples of communication with various partners such as the school system Early-In Program or others to promote the program?

*Word-of-mouth; they advertise on their website, but since it does not address special needs other than autism, they are discussing re-naming their group to include other special needs children to have the program be more easily recognized by parents. However, they have put this on hold, because they do not have a space to meet.*

10. Other than on the Autism Society of Cumberland County website and in the ECHO Newsletter, does your program publicize activities performed under the contract as being funded by the Partnership for Children of Cumberland County and/or Smart Start?

*Teachers and various therapy offices have information they send out. They also send out emails, but their email system has been down. They do not advertise COP through Early-In, because they believe children are not eligible due to being over 5 and in Kindergarten.*

**[NOTE: Pamela clarified what Early-In means and that advertising with this group is precisely the group they should have been reaching out to – and that connection to the ABCD Stakeholders Group was provided to make this happen more easily.]**

**Documents Needed:**

1. **Circle of Parents Weekly Meetings:** Copies of all Parent Participant Logs.  
*Brandy will provide.*
2. **Policies and Procedures** – Have these changed since last year? If so, please provide an updated copy.  
*No changes.*
3. **Job Descriptions** – Have these changed since last year? If so, please provide updated copies.  
*Job descriptions were updated and submitted last year. No changes this year.*
4. **Professional Development attended** - Please complete the table below as applicable for professional development that was completed this fiscal year specific to your Smart Start activity.

**Staff Professional Development Summary**

Please complete the following for each staff member or volunteer funded by Smart Start funds:

Staff Name	Dates of Professional Development	Name of Training	# Total Hours of Training	Licensure or Certificate provided? (If yes, please provide a copy of the certificate)
Brandy Mello	January 20-21, 2022	COP Facilitator	NA	North Carolina Circle of Parents Network Core Training Workshop

## To Do:

1. When viewing your website – we noticed that in the announcement for Circle of Parents - there was no mention of "other disabilities" as defined in your CAD.

### Circle of Parents

Circle of Parents meets every Thursdays from 10:00 a.m. – 12:00 pm at the Partnership for Children (PFC) Resource Center, 351 Wagoner Drive . Focus: Families of young children with ASD ages 0-5 years. Free childcare is provided See our Calendar for the next available meeting.

### Contract Activity Description

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

Please update your website to be more in line with your CAD. We use your website to document the Smart Start advertisement required in your contract as part of your Formal Site Visit Report.

## Board of Directors Meeting (Virtual Meeting) Thursday, March 31, 2022 President's Report

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

#### 1. NCPC

- **New State funds** – Hot off the presses the new State funds are available and we submitted our amendment request 3/29.
- **NCPC** – Annual Submission of Activities has opened. Final submission is due at the end of April. Budgets for FY 22-23 will be reviewed as part of this process. Activities will be reviewed through our monitoring process and the Planning & Evaluation Committee.
- **State Expansion of Child Care Health Consultants** – The Health Department has two contracts for providing CCHC services, one through the expansion grant and one through our Smart Start Allocation. Staff are in the process of required training and will soon be out in the field. Interviews are in process for the third position.
- **PDG Grant for Regional Pilots for Family Connects** – 4C has one nurse vacancy currently and is recruiting. Recruitment of families is currently limited to phone calls into the room. Home visits continue to be virtual. Procedures for in-hospital recruitment and actual home visits are being reviewed so that field staff are ready for the transition. **Eligible births\*** are those from Cumberland, Hoke and Robeson Counties. We continue to review data for potential scaling up of the pilot. Staff participated in a Virtual Fidelity Assessment with Family Connects, International on March 10. We had a very positive meeting and have moved to the Implementation Phase. In addition, based on the data on births, Cumberland County is only second to Chicago for total births to date. Through budget revisions and amendment for Year 2, PFC received an additional Program Support Specialist due to the high volume of births. NCPC will be monitoring this activity in April.

	10/4/2021	1/25/2022	2/15/2022	3/15/2022
Total Births	0	1130	1367	1615
<b>Eligible*</b>	0	<b>967</b>	<b>1169</b>	<b>1381</b>
Not Eligible	0	163	198	234
Decline		138 14.27%	155 13.26%	180 13.03%
Scheduled		377 38.99%	449 38.41%	539 39.03%
Completed		270 27.92%	348 29.77%	445 32.22%
Pending		102 10.55%	140 11.98%	137 9.92%
Unable to Contact		80 8.27%	77 6.59%	80 5.79%
<b>County of Residency</b>	<b>Goal</b>	<b>1/25/2022</b>	<b>2/15/2022</b>	<b>3/15/2022</b>
Cumberland	<b>56%</b>	83%	83%	84%
Hoke	<b>28%</b>	12%	11%	11%
Robeson	<b>16%</b>	5%	6%	6%



## 2. DCDEE

- Enrollment continues to be down in child care programs and impacted by the ability to hire staff in child care programs. The number of available slots in child care facilities (Family Child Care Homes and Centers) has decreased by over 1,000 from January 2019 through December 2021.
  - We continue to follow guidance from DCDEE and utilize the ChildCareStrongNC Public Health Toolkit. The toolkit was updated March 7, 2022 to be in alignment with state guidance from DHHS. (<https://covid19.ncdhhs.gov/media/220/download>).
  - All licensing requirements are back to pre-pandemic standards and applicable during monitoring visits by the DCDEE Consultants. Facilities are starting to go through modified ERS assessments.
  - **NC Pre-K**
    - a. Precontracting documents have been submitted for FY 22-23. Budgets will be due in the next month. Site Selection has been completed. Recommendations to Board today.
    - b. Guidance for the Legislative Rate Increase of 2% received and contract amendments are in process.
    - c. Continue to wait for guidance on the \$20M for NC Pre-K start-up, quality and capital expenses.
  - **N95 masks:** Provider Services and Region 5 staff have distributed masks across our eight-county region. Staff is continuing to distribute the masks in Cumberland County.
  - **Approved Stabilization Grants (November 1, 2021):** Eligible, approved providers from the first round have received payments and reporting is due with each quarterly payment. Recertification by programs who are currently eligible for continuing to receive the grants is due by April 4. Programs who have not applied may still apply for Stabilization Grants and can apply at any time and will be reviewed on a rolling basis. Region 5 staff has been tasked with following up with those who did not apply.
  - Parent fees for subsidy are waived through June 2022. Our dual-subsidy programs follow suit with waiving parent fees.
3. NC General Assembly – Short session will begin in May.
  4. Federal Level
    - Approval of the COVID vaccine for children under 5 has been delayed pending additional data. The Health Department anticipates that approval may come out in April and have implementation plans in place.
    - The FDA has authorized second booster shots for adults age 50 and older, as early as 4 months after your first booster.

## B. Grant Opportunities/Updates/RFPs

1. Continue to research capital grant opportunities.
2. City of Fayetteville ARPA (American Rescue Plan Act) funding – in conversation with city staff on proposal to support the child care workforce.
3. The City of Fayetteville's CDBG proposals – submitted proposal for Phase 2 of the infrastructure project by the January 28 deadline.

## C. COVID-19 Updates

**PFC implemented its HR 110 Communicable Disease Policy on Monday, March 16, 2020. The building reopened to the public on January 3, 2022.** We continue to review PFC operations based on updated federal, state and local health and safety guidelines. Policies have been reviewed and updated through our Board Committee process. Procedures are updated based on reviews of additional guidance from CDC, OSHA, EEOC, and DCDEE as well as local government mandates as we provide services to families and children through PFC and tenants. This has been and will continue to be an evolving process.

1. **Executive Orders:** The state continues to be under a state of emergency.
2. **PFC Guidelines: Detailed updates on Building Operations Procedures presented to Board today outline our guidelines relating to COVID-19, including moving to optional masking in the building.**
  - a. Per Policy HR 110, President maintains regular contact with Board Chair for review and continuation of

services. Regular communication has gone out to Board and staff. Decisions are made based on federal, state and local government guidance and mandates.

#### D. PFC Updates & Highlights

1. **New Staff:** Welcome to Terence Poole, Caseworker who started on March 7.
2. **Position openings posted: website link** (<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County>)
  - Program Specialist, Family Services
  - Program Managers, Provider and Family Services
3. **Infrastructure Project:** We are moving forward with Phase 2 of the project. The RFP for construction has been posted.

#### E. Events

1. **Board and Committee Meetings:** Meetings have been conducted virtually through the duration of the COVID emergency. Equipment to upgrade the Charles Morris Room for hybrid meetings has been installed. Beginning with Board and Committee meetings in April, we will begin offering hybrid meetings.
2. **All Staff Meetings:** We will begin offering hybrid meetings effective with our April meeting.
3. **Tenant Meetings:** We are setting up quarterly meetings with tenants. The next meeting is April 14 to focus on website information with the goal of mirroring our digital and physical door and to provide updates.
  - Caring Hearts will have Sweet Frog Frozen Yogurt at the Partnership on April 13 from 11:00 am – 1:00 pm in support of Autism Awareness Month.
4. **NC Pre-K Recruitment continues:** Applications for the 21-22 school year continue to be online. There is a drop box outside the front door for families to drop off applications. The new multi-program application for the 22-23 school year is up and running. An email invitation to apply was sent to more than 500 families who expressed interest. The marketing campaign, Let's Get Enrolled, has begun (the [letsgetenrolled.com](http://letsgetenrolled.com) URL is live).
5. **Drive-Through Truckload of Hope Diaper Bank: April 9, May 14 and June 11** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti ([dmalvesti@ccpfc.org](mailto:dmalvesti@ccpfc.org)) if you can assist. We are working on a new check in system using Eventbrite.
6. We are planning other events for the fall, including bringing back The Soiree. **The Soiree will be held at the Crown Arena on October 22.** Sharon Moyer ([smoyer@ccpfc.org](mailto:smoyer@ccpfc.org)) will have more information in upcoming meetings.

## MEMORANDUM

**DATE:** March 31, 2022  
**TO:** Board of Director, PFC Staff, Family Resource Center Tenants  
**FROM:** Mary Sonnenberg, President  
**SUBJECT:** Update to Building Operations Procedures – Effective April 4, 2022

- Our goal is to serve children and families at the PFC Family Resource Center (FRC), being safe as possible while being open to the public. Throughout the pandemic we have reviewed the most recent guidance from CDC, OSHA, EEOC, and DCDEE as well as any state and local government mandates or guidance. With recent declines in COVID-19 cases and local abatements of mask mandates as well as state and CDC guidance, we will be making masks optional, though recommended, at the Partnership for Children Family Resource Center. This adjustment aligns with current guidance and is in conjunction with our decision to become a vaccinated organization. North Carolina remains under a State of Emergency.
- We have remained resilient in battling COVID-19 while doing our work on behalf of children and families, being flexible and adaptive as needed. The “mask optional” decision is no different. We will continue to monitor COVID-19 in the communities that we serve and adjust operations as needed.
- While masks are no longer mandatory in the building, please know that wearing a mask in the presence of others, washing your hands – and being fully vaccinated – still remain the best forms of protection against COVID-19. Masks will continue to be available to PFC staff as well as guests who request them at the front desk.
- While we welcome the opportunity to take off our masks, we also acknowledge there are some among us who will continue to wear masks for any number of reasons. We should remain respectful of others in their choices as well as the protocols in place in the communities where we may serve children, families and customers.
- **The Partnership for Children will follow these operational procedures at the Family Resource Center effective Monday, April 4:**

1. PFC is a vaccinated organization.
  - Staff will continue to follow the vaccine policy.
  - The PFC Staff Health Questionnaire will be discontinued. Staff should continue to exercise good judgment and not come to work sick with any symptoms of communicable disease.
  - Masks will be optional, but recommended.
  - Department and Program-specific guidelines to wear masks and/or sanitize will be followed by staff with direct contact with children, families, providers and outside customers.
  - Masks will continue to be available for staff.

<p>2. As the facility owner, PFC will make face coverings optional, but recommended in the building.</p> <ul style="list-style-type: none"> <li>• Tenants will guide requirements within their respective spaces and communicate those with their clients.</li> <li>• New signage will be placed at the front door of the FRC.</li> </ul>
<p>3. The PFC Family Resource Center has been open to the public since January 3, 2022.</p>
<p>4. All visitors will continue to enter through the main lobby entrance.</p> <ul style="list-style-type: none"> <li>• Visitors are to sign in at the KIOSK.</li> <li>• Whoever the visitor is here to see receives an email/text notification that their visitor has arrived.</li> <li>• A staff member will meet the visitor at the front desk and escort them to their visitation location and then accompany them back to the main lobby for exiting.</li> <li>• This applies to tenants, PFC visitors and any contractors.</li> </ul>
<p>5. PFC staff and tenant staff may use respective wing doors for entry and exit purposes.</p> <ul style="list-style-type: none"> <li>• PFC Staff and tenants will not allow guests to enter and exit wing doors unless for emergency egress only.</li> </ul>
<p>6. Enhanced cleaning of high touch and use areas continues.</p> <ul style="list-style-type: none"> <li>• Hand sanitizer is located at every entrance to the building.</li> </ul>
<p><b>7. Current Schedule:</b></p> <ul style="list-style-type: none"> <li>• Monday and Friday: 8:00am – 7:30pm</li> <li>• Tuesday, Wednesday, Thursday: 8:00am – 9:00pm</li> <li>• Saturdays 8:00am – 1:00pm</li> <li>• Extended hours of operation beyond the current schedule (above) will be based on requests from staff and tenants as needed.</li> </ul>
<p>8. Conference rooms must be scheduled through PFC’s normal reservation system.</p> <ul style="list-style-type: none"> <li>• Social distancing guidelines are no longer in place.</li> <li>• Conference rooms shall be cleaned after each use.</li> </ul>
<p>9. Staff who have an exposure or test positive to COVID-19 should notify their supervisor and HR immediately for guidance and to initiate proper cleaning protocols.</p>
<p>10. Tenants who have staff or clients who have an exposure or positive COVID-19 tests should notify Mike Yeager immediately for guidance and to initiate proper cleaning protocols.</p>