


**Planning & Evaluation Committee**

Tuesday, August 10, 2021

2:00 pm – 4:00 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 – Introduction of New P&E Liaison Heather Gallagher

**II. Approval of Minutes – June 8, 2021\***

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

A. FY 2020-21 Reversion Fund Planning

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

A. Fourth Quarter / Year End Report<sup>^</sup>

B. Mosaic / GEMS update<sup>^</sup>

C. Anticipated CAD Change – Kindermusik & Music Therapy<sup>^</sup>

**V. Information<sup>^</sup>**

A. Required Smart Start Direct Service Provider Meeting – August 23, 2021 at 9:00 a.m.

**VI. Adjournment**

A. *Next meetings – 2:00 to 4:00 p.m.*

*a. October 12, 2021*


*b. December 14, 2021*

*c. February 8, 2022*

*d. April 12, 2022*

*e. June 14, 2022*

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

 We anticipate the meeting will be under an hour but is publicly posted as 2:00 – 4:00 p.m.



**Partnership for Children of Cumberland County, Inc.**  
**Allocation Committee Meeting Minutes**  
**June 8, 2021 (2:00 pm – 4:00 pm)**



**P&E MEMBERS PRESENT:** Amy Cannon, Cotina Jones, Martina Sconiers-Talbot, Kandy Cox-Dillion, Birgit Sexton

**P&E MEMBERS ABSENT:** Scott Chase, Kenneth Lawhead, Carl Mitchell

**STAFF SUPPORT PRESENT:** Genelle Blue, Lydia Wiles, Pamela Federline

**Guest:** Scottie Sewell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Meeting called to Order	Amy Cannon called the meeting to order and thanked everyone for coming. Pamela Federline noted that this would be Amy’s last meeting as P&E Chair and thanked her for her long service to the committee and the Partnership Board. Amy will continue serving as a committee member. Cotina Jones will be stepping into the role of Chair effective July 1, 2021.	Called to Order	None
II. Review of Minutes	The Planning and Evaluation (P&E) Committee meeting minutes of April 13, 2021, were reviewed and unanimously approved as presented.	Motion for approval submitted by Cotina Jones, seconded by Kandy Cox-Dillion, and unanimously approved.	None
III. President’s Report	Pamela Federline reviewed the President’s report on behalf of the President. The information was provided as an Attachment in the package.	None	None



**Partnership for Children of Cumberland County, Inc.**  
**Allocation Committee Meeting Minutes**  
**June 8, 2021 (2:00 pm – 4:00 pm)**



**P&E MEMBERS PRESENT:** Amy Cannon, Cotina Jones, Martina Sconiers-Talbot, Kandy Cox-Dillion, Birgit Sexton  
**P&E MEMBERS ABSENT:** Scott Chase, Kenneth Lawhead, Carl Mitchell  
**STAFF SUPPORT PRESENT:** Genelle Blue, Lydia Wiles, Pamela Federline  
**Guest:** Scottie Sewell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
IV. Planning, Monitoring, and Evaluation	<p><i>Pamela Federline provided an overview of the following topics:</i></p> <p><b>A. Monitoring Update for FY 2020-21:</b>            An overview of the current status of all active Smart Start programs’ monitoring reports indicates reports will be completed before June 30, 2021. (Chart provided in packet)</p> <p><b>B. NCPC Third Quarter Updated for FY 2020-21:</b>            All required reports are on target for submission by April 30, 2021.</p> <p><b>C. Planning for Fourth Quarter Closeout FY 20210-21:</b>            Since some programs are not operating in the final quarter, we anticipate closing out the fiscal year data will be less complicated. Reports will be due by July 15<sup>th</sup>, including the last quarter of the COVID Surveys collected each quarter during the FY.</p> <p><b>D. Update on MOSAIC/GEMS next steps:</b>            We anticipate moving ahead with an overhaul to GEMS Lite (possibly including a name change), with some additional supporting applications. The current contract with MOSAIC expires on June 20, 2021. Discussions will continue to develop the scope of work for a new contract.</p> <p><b>E. Planning for FY 2021-22, including Direct Service Provider Meeting:</b>            The Required Smart Start DSP In-Service will be in mid-August (either August 16<sup>th</sup> or 23<sup>rd</sup>).</p>		



**Partnership for Children of Cumberland County, Inc.**  
**Allocation Committee Meeting Minutes**  
**June 8, 2021 (2:00 pm – 4:00 pm)**



**P&E MEMBERS PRESENT:** Amy Cannon, Cotina Jones, Martina Sconiers-Talbot, Kandy Cox-Dillion, Birgit Sexton  
**P&E MEMBERS ABSENT:** Scott Chase, Kenneth Lawhead, Carl Mitchell  
**STAFF SUPPORT PRESENT:** Genelle Blue, Lydia Wiles, Pamela Federline  
**Guest:** Scottie Sewell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
V. Information	<p><b>A. Personnel Update:</b>            Pamela Federline updated the committee on the reclassification of department positions approved by the HR Committee. The Quality Assurance Specialist I is an entry-level position in P&amp;E, while the Quality Assurance Specialist II staff are the senior program monitors. Applications are in review, and interviews are expected by late June/early July.</p> <p><b>B. Next P&amp;E Meeting:</b>            We intend for the next P&amp;E meeting to be a hybrid in-person and Zoom meeting in the Charles Morris Conference Room.</p>	None	
VI. Meeting Adjourned	Amy adjourned the meeting at 2:51 p.m. The next P&E meeting is scheduled for August 10 <sup>th</sup> from 2:00 to 4:00 p.m.	None	Pamela will send invitations and Zoom invitations.

**Board of Directors Meeting  
(Virtual Meeting)  
Thursday, July 29, 2021  
President's Report**

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

**1. NCPC**

- **Contract for FY 21-22** has been executed!
- All documents for year-end reporting, including final Cash & In-Kind numbers and our reversion check were submitted to NCPC on July 26. Final outcome and output data will be submitted by the July 31 deadline.
- **State Expansion of Child Care Health Consultants** – A CCHC nurse has been hired by the Health Department and will start August 16. Two Health Educator positions for CCHC are being posted. NCPC has received written confirmation that the expansion project will be funded for a second year.
- **PDG Grant for Regional Pilots for Family Connects** – Training has begun with nurses and PFC staff. All documents needed for implementation are in process. Anticipate home visits to be offered late August/early September. 4C has been working with Cape Fear Valley Health system on access to the hospital. We have had discussions with them on marketing.
- **Family Engagement & Leadership RFA was released on June 25 for Cohorts 1 & 2** with a deadline of July 26. This grant is funded by federal PDG funds. We are not applying for this phase. There will be another cohort application in Spring 2022.
- **WestEd has provided NCPC with their report on recommendations for allocation methodology for Smart Start funding.** Next steps are to review the report with the NCPC Board and LPAC (Local Partnership Advisory Committee). The report has been shared with network partnerships. Two summary documents are attached to the President's Report.

**2. DCDEE** – Continue to monitor updated guidance for child care programs and NC Pre-K operation.

- **NC Pre-K Contract for FY 21-22** signed and executed!
- **Region 5 Contracts** – initial request for contracting information has been received for our Core contract. We are waiting on our Infant/Toddler and Healthy Social Behavior contracting information.
- Enrollment continues to be down and impacted by ability to hire staff in child care programs. See attached **NC Child Care Report-July 2021** Executive Summary.
- DCDEE allowed face-to-face TA and Professional Development in all topic areas effective July 1, 2021. During face-to-face TA and training, masks must be worn as required in the ChildCareStrongNC Public Health Toolkit; however, there will be no limitation on the length of time spent in the classroom or the number of TA visits conducted each day. In addition, the TA Specialist will contact the facility administrator prior to the visit to gauge comfort levels and ensure priorities are met during the visit.
- Voluntary Temporary ERS Assessment Process announced. These are a COVID-19 modified approach to the ERS. Available June 15 – December 31, 2021. The process will be open to eligible programs and additional guidance will come from DCDEE and NCRLAP.
- NC Pre-K Summer Learning Program – 345 children have been served through this program. Program staff is monitoring and providing support as needed to implement these programs.
- Vaccines are widely available with active campaigns to increase vaccination rates.

- Current Operational grants will continue to be provided to all private, licensed child care centers and homes that are open to serve children and families.
  - Under the ARP, operational grants will continue but will be by application. Guidelines and systems for monitoring for these grants are being developed. They are anticipated to be available in the fall.
  - Parent fees for subsidy are being waived through October. Our dual-subsidy programs will follow suit with waving parent fees.
3. **NC General Assembly** – In session, continuing to address COVID Relief actions with passage of the American Rescue Plan Act and the budget.
- House budget still to come and then goes to conference committee. It is anticipated that the budget process will go into August/September. There is much activity around Early Childhood initiatives, including increases to funding for Smart Start.
4. **Federal Level** – With the increase in COVID cases, the CDC has issued new guidance recommending wearing of masks, regardless of vaccination status, indoors in areas where rates are substantial. The recommendation is for everyone in K-12 settings to wear masks, regardless of vaccination status.

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

1. Continue to research capital grant opportunities.

## **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 continue to review PFC operations.

1. **Executive Order 220:** We are implementing procedures and protocols following federal and state health and safety guidelines for returning to work. EO 220 was effective June 11 at 5:00 pm and set to expire July 31 at 5:00 pm. This order is an “Extension of COVID-19 Measures to reflect Public Health Recommendations”. The State of Emergency continues to be in effect. Last week DHHS released updated guidance for school districts for re-opening, with a priority of having schools open in person. The Governor is scheduled for a press conference today following the updated CDC guidance.
2. **PFC Guidelines:**
  - a. We continue to review additional guidance from CDC, OSHA, DCDEE and others as we provide services to families and children through PFC and tenants. Our mask policies remain in effect as additional guidance continues to be developed. This will be an evolving process.
  - b. Department heads developed “return to work” plans. Staff has been working throughout the pandemic. Staggered schedules and teleworking are part of the “return to work” plans as we adjust for the needs of employees and business operations.
  - c. Coordinating with the Facilities Committee to make recommendations to the Board on operations as restrictions continue to be eased by the State. Tenants were surveyed for input on re-opening.
  - d. FFCRA Paid Sick Leave has been extended to September 30 through the American Recovery Plan for those staff who meet the criteria. We have opted to continue this leave.
  - e. The screening questionnaire for COVID-19 prior to entry into the building continues to be in place for PFC staff, tenants and their clients, and contractors (i.e. cleaning and security). The staff screening questionnaire applies to staff coming into the office or doing work in the field representing PFC.
  - f. Vaccination for PFC staff: We are not requiring vaccination at this point, but are strongly encouraging it and supporting staff to do so.
  - g. Enhanced cleaning of the building throughout the day continues.
  - h. 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.
  - i. Virtual options for contact with families and providers continue, with face-to-face contact with families and providers available July 1 per DCDEE guidance. Purchases have been made to enhance health and safety in offices.

- j. 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 and state guidance and mandates.

#### D. PFC Updates & Highlights

1. **New Staff** – Heather Gallagher will join the staff on August 9 as the new Quality Assurance Specialist I for the Planning and Evaluation Department.
2. **Position openings posted: website link** (<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County>).
  - a. Case Worker, Family Services
  - b. Parent Educator (2), ACE Program
  - c. Provider Services Coach
  - d. Library Program Specialist, Provider Services
  - e. Community Support Specialist, Family Connects
  - f. Program Support Specialist, Family Connects
3. **Infrastructure Project:** Phase 1 of the project has been completed. Impacted offices are now being painted and new carpet installed. Provided First Bank with all additional requested information. The appraisal is in process. Anticipate closing on loan in August. Continue to research capital grant opportunities. As we complete painting and carpeting in the offices, the Multi-purpose Conference Room remains off the schedule for use.
4. **The audit process has begun.** The second list of files was received and submitted to the auditors. **Marie Lilly** leads the fiscal team and efforts for the audit.

#### 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 this week. We anticipate being able to have the September Board meeting in person with a hybrid option.
2. **All Staff meetings:** We will continue virtual meetings as we monitor rates of COVID cases. Meetings have moved to the fourth Wednesday of the month from 2:30-3:30 pm
3. **NC Pre-K Recruitment continues. Applications for School year 21-22 are online NOW!** Our new drop box has been installed outside the front door.
4. **Drive-Through Truckload of Hope Diaper Bank: August 14, September 11, October 9, November 13, December 11 and January 8** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti ([dmalvesti@ccpfc.org](mailto:dmalvesti@ccpfc.org)) if you can assist.
5. **Readers Choice Awards Gala: We made it to the TOP THREE!** The event will be on August 27, at 6:00 pm at the Crown. Dr. Meredith Gronski and Marie Lilly will represent PFC at the event. Keep your fingers and toes crossed!
6. **Little Land** (a family outreach event and fundraiser): **Tentatively scheduled for October 23, 10:00 am-2:00 pm at the Crown Arena. More details to come.** For information or sponsorships, contact Sharon Moyer ([smoyer@ccpfc.org](mailto:smoyer@ccpfc.org)).