

HYBRID Board of Directors Meeting

Agenda

Quorum is 12 = 50%+ 1 Attendee (Total Board Members = 23)

Thursday, October 26, 2023

NC Pre-K – 12:00 pm – 12:30 pm

PFC Board – 12:30 pm – 2:00 pm

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

	Topic	Presenter
I.	Networking [12:00]	
II.	Determination of North Carolina Pre-Kindergarten Planning Committee (NC Pre-K) Quorum & Call to Order [12:10]	Brian Jones Maria Ford
III.	Adjourn NC Pre-K [12:30]	Maria Ford
IV.	Determination of Board Quorum & Call to Order [12:30]	
	A. Volunteer Forms B. Board Donations – 9 out of 23 (www.ccpfc.org/donate) C. Fund Development	Brian Jones Brian Jones Mary Sonnenberg
V.	Consideration of Consent Agenda – Action* [12:30]	Brian Jones
	A. Rental Rate Increases (<i>See Section VI.F.</i>) B. Rent Status – Letter of Intent for Back Rent/Late Fees (<i>See Section VI.G.</i>) C. Holiday Schedule for Leases – Add Juneteenth to Leases D. Building Ownership Study of Sustainability (<i>See Section VI.C.</i>) E. HR Policies Changes Memo (Effective November 1, 2023) (<i>See Section VI.H.</i>) F. President’s Succession Plan (Revised, Effective November 1, 2023) (<i>See Section VI.I.</i>) G. VP of Programs Job Description (Revised, Effective November 1, 2023) H. Bi-Annual Investment Review Recommendations (<i>See Section VI.B.</i>)	
VI.	Action* [12:45]	
	A. Board of Director Minutes – August 24, 2023 B. Bi-Annual Investment Review Recommendations C. Sweep from E-Trade to Morgan Stanley (<i>for discussion from Section VII.A.</i>) D. Building Ownership Study of Sustainability E. Family Connects Nurse Partner Contract to 4C FY 23-24/	Brian Jones Charles Morris Charles Morris Charles Morris Mary Sonnenberg

	<p><i>(Recusal: Terrasine Gardner)</i></p> <p>F. FY 24-25 County Community Funding Grant for Family Connects / Universal Newborn Home Visiting – County Support for Sustainability</p> <p>G. First Citizens Bank Grant Opportunity</p> <p>H. Rental Rate Increases! <i>(Recusals: Haja Jallow-Konrat and Ayesha Neal)</i></p> <p>I. Rent Status – Letter of Intent for Back Rent/Late Fees</p> <p>J. HR Policies Changes Memo (Effective November 1, 2023)</p> <p>K. President’s Succession Plan (Revised, Effective November 1, 2023)</p> <p>L. Fixed Assets Disposals</p>	<p>Mary Sonnenberg</p> <p>Mary Sonnenberg Mike Yeager</p> <p>Mike Yeager Anthony Ramos Anthony Ramos</p> <p>Marie Lilly</p>
VII.	Discussion^Δ [1:15]	
	<p>A. Sweep from E-Trade to Morgan Stanley</p> <p>B. Financial Summary: September 2023</p> <p>C. September Cash and In-Kind Report</p> <p>D. Building Incident – Structural Damage October 22, 2023</p> <p>E. Building Construction, Phase 2 – Update</p> <p>F. Board Orientation – IT Services</p> <p>G. An Affair to Remember, January 26, 2024 – Opportunity to Collaborate with Kathy Jensen</p> <p>H. President’s Report</p>	<p>Charles Morris Marie Lilly / Taylor Mobley Michelle Downey Mary Sonnenberg / Mike Yeager Mary Sonnenberg / Mike Yeager Jeremy Julch Mary Sonnenberg</p> <p>Mary Sonnenberg</p>
VIII.	Consent Agenda – Information Only^Δ	Brian Jones
	<p>A. Executive Committee (Acting as Board) Minutes</p> <p>1. June 29, 2023</p> <p>B. Facility and Tenant Committee</p> <p>1. Space Availability Report</p> <p>C. Finance Committee</p> <p>1. Sweep from E-Trade to Morgan Stanley (<i>See Section VII.A.</i>)</p> <p>2. Financial Reports: September 2023</p> <p>a. Smart Start</p> <p>b. NC Pre-Kindergarten (Discussed in NC Pre-K Committee)</p> <p>c. South West Child Development Commission (SWCDC) – Region 5</p> <p>d. All Funding Sources</p> <p>e. Unrestricted State Revenues</p> <p>D. Family Connects Advisory Committee</p> <p>1. Information Sheet Attached</p> <p>E. Planning and Evaluation – Cancelled Due to Lack of Action</p> <p>F. Community Engagement and Development</p> <p>1. Information Sheet Attached</p>	
IX.	Adjourn [2:00]	Brian Jones
<p>* Needs Action ^DPossible Conflict of Interest (Recusals) ^ΔInformation Only [°]Electronic Copy (Hard copies available upon request)</p> <p>^D Document Included in Packet</p>		

FY 2023-2024 Board Donations

	Last Name	First Name	Donation Received	Donation NOT Yet Received
1	Adams-Watkins	Dr. Pamela	1	
2	Ballard	Lonnie		1
3	Childers	Lisa		1
4	Connelly	Dr. Marvin		1
5	Fecher	Patricia	1	
6	Gardner	Terrasine		1
7	Gronowski	Sandee	1	0
8	Gunter	Van		1
9	Jackson	Brenda		1
10	Jallow-Konrat	Haja	1	
11	Jones	Brian	1	
12	Klinck	Amanda		1
13	Lada	Katherine	1	
14	Long	Wynne		1
15	Mathis	Mary		1
16	McNeill	Tre'vone		1
17	Mobley	Taylor	1	
18	Neal	Ayesha	1	
19	Sexton	Birgit		1
20	Skeens	Heather		1
21	Smith	Betty	1	
22	Warren	Darlisha		1
23	Williams	Ebone		1

FACILITY AND TENANT COMMITTEE RECOMMENDATIONS

MEETING October 16, 2023

RECOMMENDATIONS: Submitted to the Board Of Directors for approval:

1. Rental Rate Increases as follows:
 - Rent rate increase of 10% for all categories of new leases beginning November 1, 2023:
Non-Profit- \$18.50 to \$20.35
For-Profit, leasing more than 300 square feet- \$19.50 to \$21.45
For-Profit, leasing less than 300 square feet- \$23.50 to \$25.85
 - Rent rate increases for current leaseholders at a 10% increase of the existing rate for one-year renewal at the time of renewal, effective November 1, 2023
 - Rent rate increases for current leaseholders, for multiple-year leases at a 7% increase of the existing rate per year, up to three-year lease contracts, at the time of renewal, effective November 1, 2023
2. Add Rent Status action to the F&T agenda
3. Staff to send Delmar Counseling a letter of intent to collect late back rent and late fees, and if not paid within 30 days of the letter date that PFC intends to evict based on Section 34: DEFAULT of the lease agreement
4. Add the Juneteenth holiday to all lease and service contracts as a PFC holiday that the Family Resource Center will be closed for business.
5. Support having the Board Of Directors appoint a committee to study the sustainability of building ownership due to rising costs and the mission of the PFC.



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

OF CUMBERLAND COUNTY

Human Resources Committee Meeting of October 17, 2023

RECOMMENDATIONS

- A. The HR Committee recommends accepting the policy revisions as presented on the HR Policy Changes Memo, effective November 1, 2023.
- B. The HR Committee recommends accepting the revisions as presented to the President's Succession Plan, effective November 1, 2023.
- C. The HR Committee recommends accepting the revisions as presented to the VP of Programs job description, effective November 1, 2023.

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



a partner
in the

Smart Start
network

Be the Driving Force.

Vice-President of Programs

Reports To

The Vice-President of Programs will report to the President.

Classification and Hiring Range

Regular full-time // Exempt // \$67,027 - \$75,404

Job Overview

We are looking for a highly skilled, non-profit professional to provide strategic direction and leadership to the Programs Department focused on providing services for young children, families, and child care providers. Candidates should be mission-focused, forward thinking, and process-minded with experience in managing a variety of grant-funded activities.

To be successful as the Vice-President of Programs, candidates should have experience supporting committees, leading a team of program managers, implementing evidence-based programming, cultivating a performance culture, and handling fiscal responsibilities. Most importantly, the Vice President of Programs should be a convener of community stakeholders for the purpose of working collaboratively to improve outcomes for young children.

Vice-President of Programs Responsibilities

- Assisting the president and the board of directors to design the Partnership's overall mission, values, and strategic goals.
- Leading, guiding, directing, and evaluating the work of department leaders, such as program managers, and ensuring a healthy working environment where teams are implementing systems for delivery of high-quality services and accountability.
- Aligning department strategic goals with the Partnership's overall mission, values, and strategic goals and guiding department leaders with aligning team goals.
- Overseeing and guiding department leaders with the design and implementation of evidence-based programs, with preparing annual budgets, with analyzing expenditure reports, and with proper use of funds following grant requirements and guidelines, as well as internal policies and procedures.
- Evaluating the success of programs in meeting deliverables and formulating plans to correct any issues if deliverables are not being met, including working with department leaders to address individual or team performance concerns.
- Maintaining awareness of community needs, trends, resources, and program expansion or development opportunities
- Leading or assisting with the grant or program proposal process, and building partnerships with internal departments and community stakeholders to help ensure sustainability and success of programs in meeting community needs.

Vice-President of Programs

- Attending meetings with the board of directors and other relevant committees, and supporting teams with coaching committee chairs, developing committee agendas, sharing relevant information, and conducting successful meetings.

Vice-President of Programs Requirements

- A Bachelor's degree (graduate degree preferred). Degrees in Early Childhood, Human Services or Public Administration preferred.
- 5 or more years of experience with program, personnel and budget management.
- Experience with nonprofit, public or early childhood administration strongly preferred.
- Current working knowledge of the early childhood field, program development and grant writing, and the willingness to maintain knowledge.
- Strong communication, interpersonal, public speaking, and leadership skills.
- Excellent management, decision-making, and problem-solving skills.
- Experience working with diverse community stakeholders.
- Experience working with or on committees and workgroups.

About Partnership for Children

We are an established, family-focused, and child-centered non-profit serving Fayetteville, NC, and surrounding counties. We offer our employees a wide range of core and family-focused benefits like health, vision and dental, flexible schedules, paid child involvement leave, and parental leave.

Partnership for Children has received numerous awards and recognition for the great care we take in improving outcomes for young children and their families. Most recently, we were voted Best Non-Profit for several consecutive years by the Fayetteville Observer's Readers' Choice Awards.



Partnership for Children of Cumberland County, Inc.
Hybrid Board of Directors Meeting Minutes
August 24, 2023 (12:00 pm – 12:15 pm) and (12:40 pm – 2:02 pm)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard (left @ 1:15 pm), Shona Bannister (D) (left @ 1:35 pm), Patricia Fecher*, Maria Ford (D)*, Terrasine Gardner* (left @ 1:40 pm), Van Gunter*, Haja Jallow-Konrat (left @ 1:35 pm), Brian Jones*, Amanda Klinck*, Katie Lada*, Wynne Long (left @ 1:35 pm), Mary Mathis, Tre’vone McNeill (arrived @ 12:30 pm, left @ 1:40 pm), Taylor Mobley, Birgit Sexton, Heather Skeens (left @ 1:35 pm), Betty Smith*, and Darlisha Warren*

MEMBERS ABSENT: Dr. Pamela Adams-Watkins, Lisa Childers, Sandee Gronowski, Ayesha Neal, and Ebone Williams

NON-VOTING MEMBERS: Dr. Marvin Connelly, Jr. (arrived @ 12:57pm)

NON-VOTING MEMBERS ABSENT: Brenda Jackson

NON-VOTING ATTENDEES: Dorothy Adams*, Ar-Nita Davis*, Michelle Downey*, Pamela Federline, Belinda Gainey*, Julanda Jett, Marie Lilly*, Sharon Moyer*, Anthony Ramos, Candy Scott*, and Karen Staab*

*Attended in person

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Networking		None	None
II. Introductions A. Fiscal Year (FY) 2023/2024 Board Officers 1. Brian Jones – Chair 2. Haja Jallow-Konrat – Vice-Chair 3. Taylor Mobley – Treasurer 4. Ayesha Neal – Secretary B. New Board Members 1. Patricia Fecher 2. Van Gunter 3. Amanda Klinck 4. Katherine Lada 5. Wynne Long 6. Taylor Mobley 7. Birgit Sexton 8. Betty Smith 9. Darlisha Warren	A. At 12:00 pm, Brian Jones, PFC Board Chair, introduced himself and Sharon Moyer introduced the other board officers, Board Vice-Chair – Haja Jallow-Konrat, Board Treasurer – Taylor Mobley and Board Secretary – Ayesha Neal, to the board. B. Brian welcomed each new board member to the board: Patricia Fecher, Van Gunter, Amanda Klinck, Katherine (Katie) Lada, Wynne Long, Taylor Mobley, Birgit Sexton, Betty Smith, and Darlisha Warren <i>Due to unforeseen circumstances, Mary Sonnenberg was unable to attend the meeting.</i>	None None	None None
III. Board Responsibilities A. Board Responsibilities / Quorum B. Conflict of Interest C. Volunteer Forms 1. Cash and In-Kind D. Board Donations 1. Fundraising	A. Brian informed board members that board packets will only be available per request at future board meetings. Sharon Moyer informed board members of their responsibilities while serving in their positions. A Board Member Job Responsibilities sheet was included in the packet. B. Sharon informed board members that they are not allowed to vote on any items that either they or their organization receive funding from PFC or have anything PFC building related; they must recuse. It is important that all of the Conflict of Interest Forms are completed and returned. The auditors review this information on an annual basis.	None None	None None



Partnership for Children of Cumberland County, Inc.
Hybrid Board of Directors Meeting Minutes
August 24, 2023 (12:00 pm – 12:15 pm) and (12:40 pm – 2:02 pm)
Be the Driving Force



	<p>C. Sharon informed the board members that Volunteer Forms should be completed monthly for any events related to PFC outside of meetings. These include reading emails, meetings, or phone conversations regarding PFC. PFC is mandated by the State of North Carolina to provide a 19% Cash and In-Kind Match. Donations, such as books or supplies, can be counted as well.</p> <p>D. Sharon informed the board members that 100% board donations are required. Donations can be made on the PFC website. There is a PayPal link on the website that can be used to donate as well. PFC does have a 10-10 Club which is being phased out.</p>	None	None
IV. Determination of NC Pre-K Quorum & Call to Order		None	None
V. Adjourn NC Pre-K		None	None
VI. Determination of Board Quorum & Call to Order	The hybrid meeting of the Board of Directors was held on August 24, 2023, beginning at 12:40 pm, pursuant to prior written notice to each Board member. Brian Jones, Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was the Secretary for the meeting and recorded the minutes.	Called to Order	None
<p>VII. Consideration of Consent Agenda - Action*</p> <p>A. FY 22/23 Final Partnership Umbrella Budget (PUB)</p> <p>B. FY 22/23 Exhibits A&B (See Section VIII.B.)</p> <p>C. Cumberland Community Foundation – Endowment (See Section VIII.C.)</p> <p>D. CAD Changes (See Section VIII.D.)</p> <p>E. Carolina Collaborative Community Care (4C) – Placed on System of Support (SOS)</p> <p>F. Region 5 Family Child Care Homes Contract (See Section VIII.F.)</p> <p>G. Personnel Changes Memo (Effective September 1, 2023) (See Section VIII.F.)</p> <p>H. Organizational Chart (Effective September 1, 2023) (See Section VIII.G.)</p> <p>I. Lease Renewal: Boys and Girls Homes of NC, Suite 125</p>	<p>Brian Jones requested a motion to accept the Consent Agenda action items.</p> <p>Van Gunter moved to accept the Consent Agenda action items as presented. Katie Lada seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposals. Virtual board members who opposed the action were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p>	Motion Carried	None
<p>VIII. Action</p> <p>A. Board of Director Minutes – May 18, 2023</p> <p>B. FY 22/23 Exhibits A&B</p> <p>C. Cumberland Community Foundation - Endowment</p>	<p>A. The minutes of the May 18, 2023 Board of Directors meeting were previously distributed electronically and reviewed by the Board members.</p> <p>Van Gunter moved to accept the May 18, 2023 Board Meeting minutes as presented. Betty Smith seconded the motion. Hearing no further discussion, the Chair put the motion to a</p>	Motion Carried	None



Partnership for Children of Cumberland County, Inc.
Hybrid Board of Directors Meeting Minutes
August 24, 2023 (12:00 pm – 12:15 pm) and (12:40 pm – 2:02 pm)
Be the Driving Force



	<p>may be hard to fill these two positions. Approval is needed for PFC to enter into a contract for this project.</p> <p>Amanda Klinck moved to accept that PFC moves into a contract to support this project as presented. Van Gunter seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposals. Virtual board members who opposed the action were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>F.-G. Anthony Ramos provided an overview of the Position Changes Memo and Organizational Chart which has been updated and includes the hiring of two positions for the Family Child Care Project.</p> <p>Maria Ford moved to accept the Position Changes Memo and Organizational Chart as presented. Amanda Klinck seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposals. Virtual board members who opposed the action were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>H. Marie provided an overview of the Fixed Assets Disposals sheet.</p> <p>Betty Smith moved to accept the Fixed Assets Disposals Sheet as presented. Maria Ford seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposals. Virtual board members who opposed the action were asked to type it in the ZOOM Chat Box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>I. Pamela reported that after a year-end review of program data, staff changes, and identified support needs, the Planning & Evaluation team recommends the following programs for System of Support (SOS): CCR&R, Lending Library, Kaleidoscope, Family Connects, Triple Parenting Program, Parents for Higher Education and Child Care Health Consultant.</p> <p>Betty Smith moved to accept placing these programs on System of Support as presented. Terrasine Gardner seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposals. Virtual board members who opposed the action 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>Motion Carried</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>IX. Discussion^A</p> <p>A. Financial Summary: June 2023</p> <p>B. Financial Summary: July 2023</p> <p>C. June Cash and In-Kind Report</p> <p>D. July Cash and In-Kind Report</p> <p>E. July E-Trade Statement</p> <p>F. Building Construction, Phase 2 – Update</p> <p>G. President’s Report / President’s Goals</p>	<p>A. Marie provided an overview of the June 2023 Financial Report which is the final report for FY 2022-2023. Unspent funds reverted back to NCPC totaled \$862,921.47. These funds will be returned to PFC.</p> <p>B. Marie provided an overview of the July 2023 Financial Report.</p> <p>C. Michelle Downey provided an overview of the June 2023 Cash and In-Kind Report. PFC did not reach the 19% match; the target remaining was \$720,866.86. Sharon stated that Parent Fees were waived for FY 2022-2023; these would have helped PFC come closer to meeting the match.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>



Partnership for Children of Cumberland County, Inc.
Hybrid Board of Directors Meeting Minutes
August 24, 2023 (12:00 pm – 12:15 pm) and (12:40 pm – 2:02 pm)
Be the Driving Force



	D. Michelle provided an overview of the July 2023 Cash and In-Kind Report. E. Marie provided an overview of the July 2023 E-Trade Statement. Van Gunter provided details of why PFC opened the E-Trade account. F. Sharon provided an update on the PFC building construction. The windows should be installed by October 2023. Phase 3 will begin once the current phase is completed. Grants have been received to assist with the costs. G. Sharon provided an overview of the President’s Report in Mary Sonnenberg’s absence. The President’s Goal was provided for information only.	None	None
X. Consent Agenda – <i>Information Only</i> ^A	These items were listed for information only.		
XI. New Board Orientation ^A	Sharon reviewed the New Board Orientation slides with the board members.		
XII. Adjourn	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 2:02 pm.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval. _____
Secretary of Meeting
Date

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

Finance Committee Recommendations

Virtual Meeting – October 17, 2023

RECOMMENDATIONS

- A. Bi-Annual Investment Review Recommendations: The Finance Committee recommends accepting the recommendations to reduce the construction loan to the amount needed to complete Phase 3, lock in the 2-3% construction loan interest rate, and that PFC move \$100,000 from the PNC Money Market account into a First Bank account with similar interest-earning rates and to leave the \$98,648.80 at PNC as presented.

Charles Morris stated that PFC will soon review the building loan with First Bank. When the loan was originally negotiated, First Bank was only going to give the loan to PFC for one year at a certain rate but afterward, PFC negotiated a 2-year low rate at around 2-3%. First Bank will likely allow the loan to remain at this interest rate. Moving the money from the PNC Money Market account will help maintain a lower interest rate with First Bank.

- B. Building Ownership Study of Sustainability: The Finance Committee recommends creating a Building Sustainability Committee to determine the sustainability of the ownership of the PFC building.

INFORMATION

- A. E-Trade has merged with Morgan Stanley and as of September 5, 2023. Funds from E-Trade were automatically transferred into a Morgan Stanley Sweep Account. These are all in-kind transfers; from one entity to another entity. The Sweep Account allows the account to receive more interest.
- B. Cumberland Financial Reports for September 2023 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. Unrestricted State Revenues (USR)
 - 6. Cash and In-Kind Report
- C. PFC FY 22/23 Audit is in process and the auditors recently emailed another list of items needed. The completion deadline is still planned for December 2023.
- D. PFC is still in Phase 2 of building construction. PFC is waiting for the contractor to complete the interior trim of the windows that were recently installed. After completion, painting contractors will be on-site to paint selected areas. Afterward, the carpet will be installed.
- E. PFC's current tenant occupancy rate is 89.5% as of mid-August 2023. The construction project has kept PFC from accepting new tenants; costing approximately \$40,000 in lost revenue

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS

September 30, 2023

FOOTNOTES - BALANCE SHEET

A. The cash accounts at September 30, 2023 total \$2,360,731.76.

- The new First Bank account used for construction loan transactions was opened in April 2022.
- E*TRADE from Morgan Stanley is a business of Morgan Stanley Smith Barney LLC (“Morgan Stanley”) and on September 5, 2023, under the Bank Deposit Program (BDP), the balance in PFC’s self-directed E*TRADE account was deposited into a Morgan Stanley Bank, N.A. Sweep Account.
 - This in-kind transfer by the bank allowed all of the investments to remain the same. The cash amount of PFC funds in the E*TRADE account was \$118,000.00 and thus this same amount will be reflected in the Morgan Stanley Sweep Account.
 - Because PFC follows the modified cash basis of accounting, it is not allowed to report unrealized gains and losses in the financials and thus the \$127,549.15 balance in the E*TRADE account at September 30, 2023, as indicated on the statement, will not be reflected on PFC’s financial reports.
- Included in the cash balance amount are the following investment vehicles:

Description	Investment Type	Current Amount	Term (months)	Maturity Date	Interest Rate	Annual Percentage Yield
PNC Bank	Money Market	\$198,648.80	n/a	n/a	n/a	2.78%
Lumbee Bank	CD#4	209,427.38	13	05/18/24	4.18%	4.27%
Lumbee Bank	Checking	\$200.00	n/a	n/a	n/a	n/a
E*TRADE	Financial Trades	\$0.00	n/a	n/a	n/a	n/a
Morgan Stanley	Sweep Account	\$118,000.00	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
TOTAL		\$557,660.18				

September 5, 2023



036397 MSJ208A1 100000 299 207
PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM
& MARY SONNENBERG
351 WAGONER DRIVE SUITE 200
FAYETTEVILLE NC 28303

PLEASE REVIEW | IMPORTANT UPDATE REGARDING YOUR INITIAL DEPOSIT

E*TRADE from Morgan Stanley values you as a client and is committed to providing you with information related to your Self-Directed account(s). E*TRADE from Morgan Stanley is a business of Morgan Stanley Smith Barney LLC ("Morgan Stanley").

What you need to know:

Your initial deposit **has been swept to the Bank Deposit Program ("BDP").**

Under the BDP, free credit balances in your Self-Directed account(s) will be deposited to Morgan Stanley Bank, N.A. and Morgan Stanley Private Bank, National Association (each a "Morgan Stanley Sweep Bank(s)").

What you need to do:

Please carefully review the Bank Deposit Program Disclosure Statement available at: www.etrade.com/bdpdisclosure for more information about the BDP. Current interest rates are available at www.etrade.com/rates.

Additional information:

- All deposits made through the BDP are reflected on your monthly statement, along with your Self-Directed account balances.
- Funds will be deposited by Morgan Stanley at the Morgan Stanley Sweep Bank(s) to a total deposit amount of \$20,000,000 ("Deposit Maximum") across both Morgan Stanley Sweep Bank(s).
- Any amount over the Deposit Maximum will be swept to the applicable money market mutual fund ("Sweep Fund") as further described in the Bank Deposit Program Disclosure Statement.
- The Deposit Maximum and the Sweep Fund are subject to change with prior notice to you from Morgan Stanley.
- Your Self-Directed account(s) will deposit funds to the Morgan Stanley Sweep Bank(s) through the BDP in the following order:

MORGAN STANLEY SWEEP BANK(S)

ACCOUNT(S)

Morgan Stanley Private Bank, National Association
Morgan Stanley Bank, N.A.



September 1, 2023 - September 30, 2023

Account Number:

Account Type: NON-PROFIT

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

Customer Update:

If there is residual activity in your original E*TRADE Securities LLC (ETS) account after the transfer to Morgan Stanley Smith Barney LLC (MSSB), you may continue to receive monthly statements from both ETS and MSSB until the residual activity is complete. There may be a slight timing difference in the availability of the two statements.

As of July 31, 2023 E*TRADE Securities LLC had net capital of \$2.582B which exceeded the Securities and Exchange Commission's minimum requirement by \$2.274B. A copy of the E*TRADE Securities LLC Consolidated Statement of Financial Condition, as of June 30, 2023 can be viewed online at: https://www.morganstanley.com/about-us-ir/subsidiaries, or may be mailed to you at no cost by calling 1(833) 445-2492, after September 15, 2023.

0082939 01 AB 0.534 01. TR 00314 EFAD0404 000000

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



Account At A Glance

\$127,549.15



As of 08/31/23

As of 09/30/23

Net Change:

-\$127,549.15

DETACH HERE

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

Make checks payable to E*TRADE Securities LLC

Mail deposits to:



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

Use This Deposit Slip

Please do not send cash

Table with 2 columns: Dollars, Cents. Includes a TOTAL DEPOSIT row.

093020230001 111450253427

E*TRADE Securities Investment Account

E*TRADE from Morgan Stanley

082939 EFAD0404 055753

Account Number:

Statement Period : September 1, 2023 - September 30, 2023

Account Type: NON-PROFIT

ACCOUNT OVERVIEW

Last Statement Date: August 31, 2023

Beginning Account Value (On 08/31/23): \$ 127,549.15
 Ending Account Value (On 09/30/23): \$ 0.00
 Net Change: \$ -127,549.15

For current rates, please visit etrade.com/rates

ACCOUNT VALUE SUMMARY

	AS OF 09/30/23	AS OF 08/31/23	% CHANGE
Cash & Equivalents	\$ 0.00	\$ 7,017.05	-100.00%
Total Cash/Margin Debt	\$ 0.00	\$ 7,017.05	-100.00%
Stocks, Options & ETF (Long)	\$ 0.00	\$ 101,476.84	-100.00%
Mutual Funds	\$ 0.00	\$ 19,055.26	-100.00%
Total Value of Securities	\$ 0.00	\$ 120,532.10	-100.00%
Net Account Value	\$ 0.00	\$ 127,549.15	-100.00%

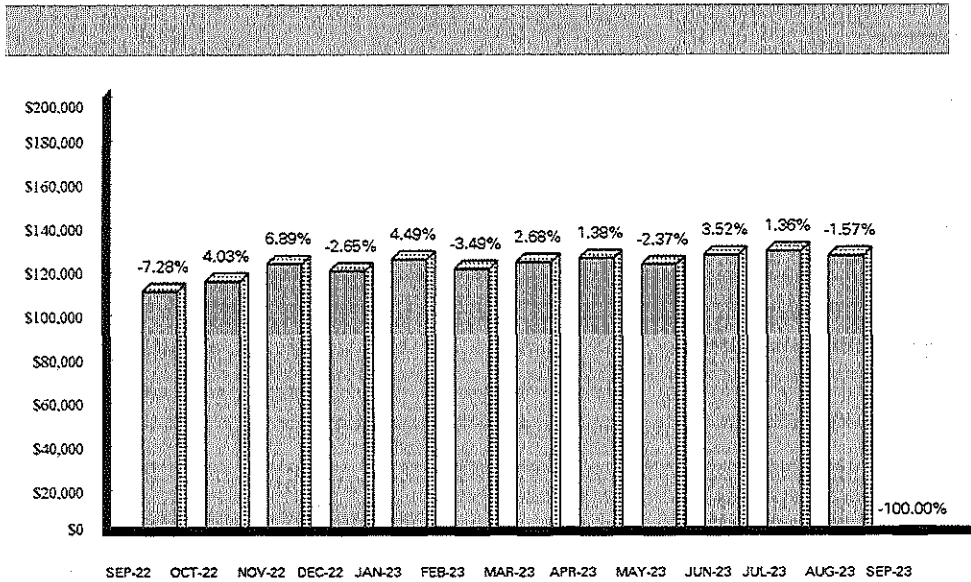
Securities products and services are offered by E*TRADE Securities LLC, Member FINRA/SIPC. Sweep deposits may be swept to Morgan Stanley Bank, N.A., and/or Morgan Stanley Private Bank, National Association, Members FDIC, and depending on the sweep program may also be swept to third party banks. Subject to other funds a customer might maintain at the recipient bank, sweep funds will receive a maximum of \$250,000 in FDIC insurance coverage at each federally insured depository institution to which funds are swept. Securities products and cash balances other than sweep deposits are not FDIC insured, not guaranteed deposits or obligations of Morgan Stanley Bank, Morgan Stanley Private Bank, or any third party bank to which they might be swept, and are subject to investment risk, including possible loss of the principal invested.

Account Number:

Statement Period : September 1, 2023 - September 30, 2023

Account Type: NON-PROFIT

NET ACCOUNT VALUE BY MONTH END



ACCOUNT TRANSACTION SUMMARY

DESCRIPTION	THIS PERIOD	YEAR TO DATE
<u>Interest Received</u>		
Taxable	\$ 0.01	\$ 0.44
<u>Dividends Received</u>		
Taxable	\$ 112.18	\$ 2,464.06

Account Number:

Statement Period : September 1, 2023 - September 30, 2023

Account Type: NON-PROFIT

ACCOUNT HOLDINGS

CASH & CASH EQUIVALENTS (0.00% of Holdings)

DESCRIPTION	PORTFOLIO %	AMOUNT
Extended Insurance Sweep Deposit Account		
Opening Balance		7,017.05
Closing Balance	0.00	0.00
Average Balance		

Extended Insurance Sweep Deposit Account Balance by Bank as of September 30, 2023

NO CURRENT POSITION		0.00
---------------------	--	------

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 \$500,000 for individual accounts and \$1,000,000 for joint accounts. 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 or call us at 1-800-387-2331.

TOTAL CASH & CASH EQUIVALENTS	0.00%	\$0.00
--	--------------	---------------

STOCKS, OPTIONS & EXCHANGE-TRADED FUNDS (0.00% of Holdings)

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO (%)	EST. ANNUAL INCOME	EST. ANNUAL YIELD (%)
***THOMSON REUTERS CORP COM NO PAR	TRI	Cash		122.3200	0.00	0.00		
VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF	VCLT	Cash		71.6200	0.00	0.00		
VANGUARD SPECIALIZED FUNDS VANGUARD DIVIDEND APPRECIATION ETF	VIG	Cash		155.3800	0.00	0.00		

MUTUAL FUNDS (0.00% 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		5.1300	0.00	0.00	

Account Number:

Statement Period : September 1, 2023 - September 30, 2023

Account Type: NON-PROFIT

TRANSACTION HISTORY

DIVIDENDS & INTEREST ACTIVITY

DATE	TRANSACTION TYPE	DESCRIPTION	SYMBOL/CUSIP	AMOUNT DEBITED	AMOUNT CREDITED
09/01/23	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 08/31/23 PAY 09/01/23	VWEHX		95.90
09/01/23	Interest	EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT INTEREST			0.01
09/05/23	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 09/01/23 PAY 09/05/23 CROSS FUND REINVEST	VWEHX		12.85
09/15/23	Dividend	***THOMSON REUTERS CORP COM NO PAR CASH DIV ON 7 SHS REC 08/17/23 PAY 09/15/23 FRGN-W/H@SOURCE	TRI	0.51	3.43
TOTAL DIVIDENDS & INTEREST ACTIVITY				\$0.51	\$112.19
NET DIVIDENDS & INTEREST ACTIVITY					\$111.68

WITHDRAWALS & DEPOSITS

DATE	TRANSACTION TYPE	DESCRIPTION	WITHDRAWALS	DEPOSITS
09/01/23	Conversion	TFR TO MSSB A/C 299422863	0.01	
09/18/23	Conversion	TFR TO MSSB A/C 299422863	2.92	
NET WITHDRAWALS & DEPOSITS			\$2.93	

OTHER ACTIVITY

DATE	DESCRIPTION	SYMBOL/CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
09/01/23	***THOMSON REUTERS CORP COM NO PAR TFR TO MSSB A/C 299422863	TRI	Conversion	-7			
09/01/23	VANGUARD SPECIALIZED FUNDS VANGUARD DIVIDEND APPRECIATION ETF TFR TO MSSB A/C 299422863	VIG	Conversion	-362.5598			

Account Number:

Statement Period : September 1, 2023 - September 30, 2023

Account Type: NON-PROFIT

OTHER ACTIVITY (Continued)

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
09/01/23	VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF TFR TO MSSB A/C 299422863	VCLT	Conversion	-545			
09/01/23	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL REINVEST PRICE \$ 5.23	VWEHX	Reinvest	18.337		95.90	
09/01/23	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL TFR TO MSSB A/C 299422863	VWEHX	Conversion	-3,661.791			
09/05/23	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 09/01/23 PAY 09/05/23 CROSS FUND REINVEST	VWEHX	Dividend			12.85	
TOTAL OTHER ACTIVITY						\$108.75	
NET OTHER ACTIVITY						\$108.75	

EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT (ESDA) ACTIVITY

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 \$500,000 for individual accounts and \$1,000,000 for joint accounts. 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 or call us at 1-800-387-2331.

DATE	TRANSACTION TYPE	DESCRIPTION	TRANSACTION AMOUNT
09/01/23		OPENING BALANCE	\$7,017.05
09/01/23	Conversion	EXTND INS SWEEP ACCT(FDIC-INS) TFR TO MSSB A/C 299422863	-7,017.05
09/30/23		CLOSING BALANCE	\$0.00



CLIENT STATEMENT | For the Period September 1-30, 2023

STATEMENT FOR:

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM
& MARY SONNENBERG

Beginning Total Value (as of 9/1/23)

Ending Total Value (as of 9/30/23)

Includes Accrued Interest

\$122,205.93

Access Your Account Online At

www.etrade.com or call 800-387-2331

*Morgan Stanley Smith Barney LLC. Member SIPC.
E*TRADE is a business of Morgan Stanley.*

#BWNJGWM



0110764 02 AB 0.534 02 TR 00808 MSKDD19B 010000

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM
& MARY SONNENBERG
351 WAGONER DRIVE SUITE 200
FAYETTEVILLE NC 28303



*INVESTMENTS AND INSURANCE PRODUCTS: NOT FDIC INSURED • NOT A BANK DEPOSIT •
NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY • NOT BANK GUARANTEED •
MAY LOSE VALUE • UNLESS SPECIFICALLY NOTED, ALL VALUES ARE DISPLAYED IN USD*



Research Ratings & GIMA Status Definitions

MORGAN STANLEY RESEARCH RATINGS

Morgan Stanley does not assign ratings of Buy, Hold or Sell to the stocks they cover. These ratings, Overweight, Equal-weight, Not-Rated and Underweight, are not the equivalent of Buy, Hold, and Sell, but represent recommended relative weightings. To satisfy regulatory requirements, Morgan Stanley corresponds Overweight, their most positive stock rating, with a Buy recommendation, they correspond Equal-weight and Not-Rated to Hold and Underweight to Sell recommendations, respectively. For ease of comparison, Morgan Stanley Smith Barney LLC has normalized these ratings so that (1) corresponds to Buy recommendations, (2) corresponds to Hold recommendations, and (3) corresponds to Sell recommendations. Research ratings are subject to change and may have changed by the time you read this statement. Please refer to a Morgan Stanley research report for a complete description of Morgan Stanley's rating system and Morgan Stanley's actual proprietary rating on any covered company. Morgan Stanley's ratings are described below:

MORGAN STANLEY SMITH BARNEY LLC NORMALIZED CODE / MORGAN STANLEY RATING: DEFINITION

1 / Overweight (O): The stock's total return is expected to exceed the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months

2 / Equal-weight (E): The stock's total return is expected to be in line with the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months

2 / Not-Rated (NR): Currently the analyst does not have adequate conviction about the stock's total return relative to the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months

3 / Underweight (U): The stock's total return is expected to be below the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months

NAV, NA or ** appearing for Morgan Stanley Research indicates that the ratings for this company are not available because of a Morgan Stanley policy.

MORNINGSTAR, INC. EQUITY RESEARCH RATINGS

For ease of comparison, Morgan Stanley Smith Barney LLC has normalized Morningstar, Inc.'s proprietary research ratings to a 1 (Buy), 2 (Hold), and 3 (Sell), which differs from Morningstar, Inc.'s rating system. Research ratings are subject to change and may have changed by the time you read this statement. Please refer to a Morningstar, Inc. research report for a complete description of Morningstar, Inc.'s rating system and Morningstar, Inc.'s actual proprietary rating on any covered company. Morningstar, Inc. research ratings displayed are for U.S. exchange-listed securities only. Morningstar, Inc.'s ratings are described below:

MORGAN STANLEY SMITH BARNEY LLC NORMALIZED CODE / MORNINGSTAR, INC.'S RATING: DEFINITION

1 / 5-STARS: Appreciation beyond a fair risk-adjusted return is highly likely over a multiyear time frame.

1 / 4-STARS: Appreciation beyond a fair risk-adjusted return is likely.

2 / 3-STARS: Indicates that investors are likely to receive a fair risk-adjusted return (approximately cost of equity).

3 / 2-STARS: Investors are likely to receive a less than fair risk-adjusted return.

3 / 1-STARS: Indicates a high probability of undesirable risk-adjusted returns from the current market price over a multiyear time frame.

Relevant benchmarks: In North America the relevant benchmark is the S&P 500 Index, in Europe and in Asia, the relevant benchmarks are generally the S&P Europe 350 Index and the S&P Asia 50 Index.

MOODY'S INVESTORS SERVICE AND STANDARD & POOR'S CREDIT RATINGS

The credit rating from Moody's Investors Service and Standard & Poor's may be shown for certain securities. All credit ratings represent the "opinions" of the provider and are not representations or guarantees of performance. Please contact us if you require further information or assistance in interpreting these credit ratings.

GIMA STATUS IN INVESTMENT ADVISORY PROGRAMS

Global Investment Manager Analysis (GIMA) reviews certain investment products in various advisory programs. For these programs, a GIMA status will apply:

Focus (FL): Investment products on the Focus List have been subject to an in-depth review and possess GIMA's highest level of confidence.

Approved (AL): Investment products on the Approved List have typically been subject to a less rigorous review process and have been approved for recommendation to investors.

Not Approved (NL): Investment products that were previously on the Focus List or Approved List but are no longer on either of those lists. GIMA no longer covers these products.

For more information, please contact us for the applicable Morgan Stanley ADV brochure.



Expanded Disclosures

Expanded Disclosures, which apply to all statements we send to you, are provided with your first statement and thereafter twice a year.

Questions?

Questions regarding your account may be directed to us by using the contact information on the statement cover page.

Errors and Inquiries

Be sure to review your statement promptly, and immediately address any concerns regarding entries that you do not understand or believe were made in error by contacting us by using the contact information on your statement cover page. Oral communications regarding any inaccuracy or discrepancy in this statement should be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). Your statement will be deemed correct unless we receive a written inquiry of a suspected error. See your account documentation for special rules regarding your rights and responsibilities with respect to erroneous electronic fund transfers, including a description of the transfers covered. For concerns or complaints, contact us.

Senior Investor Helpline

Senior Investor clients or those acting on their behalf have a convenient way to communicate with our Firm by calling us at (800) 280-4534 Monday-Friday 9am-7pm Eastern Time.

Account Valuation

Account values are computed by adding (1) the market value of all priced positions, (2) valuations utilizing industry service providers and/or outside custodians for other positions, and (3) adding any credit or subtracting any debit to your closing Cash, Money Market Funds and/or Deposit balance. Cash, Deposits and Money Market Funds are displayed on a settlement date basis, and other positions are displayed in your account on a trade date basis. The values of fixed income positions in summary displays include accrued interest in the totals. In the "Holdings" section, fixed income market value and accrued interest are also displayed in separate columns. Accrued interest is the interest earned but not yet paid on the bond since its last interest payment. In most cases, it is calculated from the date of the last coupon payment (or "dated date") through the closing date of the statement. Foreign Currency Deposits are reflected in U.S. dollars as of the statement end date. The Annual Percentage Yield (APY) for deposits represents the applicable rate in effect for your deposits at the statement ending date. This APY may be different than the APY that was in effect during the statement period. For current Bank Deposit or Money Market Fund yields, go to www.morganstanley.com/wealth-investmentstrategies/ratemonitor.html.

Additional Retirement Account Information

Tax-qualified account contributions are subject to IRS eligibility rules

and regulations. The Contributions and Distributions information in this statement reflects information for a particular account, without reference to any other account, and is based on information provided by you. The deductibility of an individual contribution depends upon your Modified Adjusted Gross Income and coverage by a retirement plan at work. Check with your tax advisor to verify how much you can contribute, if the contribution will be tax deductible, and if special rules apply. The information included in this statement is not intended to constitute tax, legal or accounting advice. Contact us if any of this information is incorrect.

Availability of Free Credit Balances and Financial Statements

Under the customer protection rules of the SEC [17 CFR §240.15c3-3], we may use funds comprising free credit balances carried for customer accounts here, provided that these funds are payable to customers on demand (i.e., are free of a lien or right of set-off in our favor or on behalf of some third party to whom you have given control). A financial statement of this organization is available for your personal inspection at its offices, or a copy will be mailed to you upon your written request.

Gain/(Loss) Information

Gain/(Loss) is provided for informational purposes. It is not a substitute for Internal Revenue Service (IRS) Form 1099 (on which we report cost basis for covered securities) or any other IRS tax form, and should not be used for tax preparation. Unrealized Gain/(Loss) provided on this statement is an estimate. Contact your own independent legal or tax advisor to determine the appropriate use of the Gain/(Loss) information on this statement. For more information, contact us.

Tax Reporting

Under Federal income tax law, we are required to report gross proceeds of sales (including short sales) on Form 1099-B by March 15 of the year following the calendar year of the transaction for reportable (i.e., non-retirement) accounts. For sales of certain securities acquired on or after January 1, 2011 (or applicable date for the type of security) we are also required to report cost basis and holding period. Under IRS regulations, if you have not provided us with a certification of either U.S. or foreign status on applicable Form W-9 or W-8, your accounts may be subject to either 24% back-up withholding or 30% nonresident alien withholding on payments made to your accounts.

Investment Objectives

The following is an explanation of the investment objective alternatives applicable to your account(s): Income - for investors seeking regular income with low to moderate risk to principal; Capital Appreciation - for investors seeking capital appreciation with moderate to high risk to principal; Aggressive Income - for investors seeking higher returns either as growth or as income with greater risk to principal; Speculation - for

investors seeking high profits or quick returns with considerable possibility of losing most or all of their investment.

Listed Options

Information with respect to commissions and other charges related to the execution of options transactions has been included in confirmations of such transactions previously furnished to you and such information will be made available to you promptly at your request. Promptly advise us of any material change in your investment objectives or financial situation.

Important Information if You are a Margin Customer (not available for certain retirement accounts)

If you have margin privileges, you may borrow money from us in exchange for pledging assets in your accounts as collateral. The amount you may borrow is based on the value of eligible securities in your margin accounts. If a security has eligible shares the number of shares pledged as collateral is indicated below the position. If you have a margin account, as permitted by law, we may use certain securities in your account for, among other things, settling short sales or lending the securities for short sales, for which we may receive compensation.

Margin Interest Charges

We calculate interest charges on margin loans as follows: (1) multiply the applicable margin interest rate by the daily close of business net settled debit balance, and (2) divide by 360 (days). Margin interest accrues daily throughout the month and is added to your debit balance at month-end. The month-end interest charge is the sum of the daily accrued interest calculations for the month. We add the accrued interest to your debit balance and start a new calculation each time the applicable interest rate changes and at the close of every statement month. For interest rate information, log into your account online and select your account with a Margin agreement to view more information.

Information Regarding Special Memorandum Account

If you have a Margin Account, this is a combined statement of your Margin Account and Special Memorandum Account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the Special Memorandum Account as required by Regulation T is available for your inspection at your request.

Money Market Fund (MMF) Pricing

You could lose money in MMFs. Although MMFs classified as government funds (i.e., MMFs that invest 99.5% of total assets in cash and/or securities backed by the U.S. government) and retail funds (i.e., MMFs open to natural person investors only) seek to preserve value at \$1.00 per share, they cannot guarantee they will do so. The price of other MMFs will fluctuate and when you sell shares they may be worth more or less than originally paid. MMFs may impose a fee upon sale or

Expanded Disclosures (CONTINUED)

temporarily suspend sales if liquidity falls below required minimums. During suspensions, shares would not be available for purchases, withdrawals, check writing or ATM debits. A MMF investment is not insured or guaranteed by the Federal Deposit Insurance Corporation or other government agency.

Notice Regarding Global Investment Manager Analysis

The Global Investment Manager Analysis team conducts analysis on various mutual funds and exchange-traded funds for clients holding those funds in certain investment advisory programs. If you have invested in any of these funds in another type of account, such as a brokerage account, you will not receive the same materials and status updates on the funds as we provide to investment advisory clients (including instructions on selling fund shares).

Pricing of Securities

The prices of securities are derived from various sources, and do not necessarily represent the prices at which those securities could have been bought or sold. Although we attempt to use reliable sources of information, we can offer no assurance as to their accuracy, reliability or completeness. Prices are as of the date shown only and are not an offer by us or our affiliates to purchase or sell any instrument or enter into any transaction or a commitment by us or them to make such an offer. Prices of securities not actively traded may not be available, and are indicated by N/A (not available). For additional information on how we price securities, contact us.

Important Information About Auction Rate Securities

For certain Auction Rate Securities there is no or limited liquidity. Therefore, the price(s) for these Auction Rate Securities are indicated by N/A (not available). There can be no assurance that a successful auction will occur or that a secondary market exists or will develop for a particular security.

Structured Investments Risks and Considerations

Structured Investments (Structured Products) are complex products and are subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk and price volatility resulting from actual or anticipated changes to issuer's and/or guarantor's credit ratings/spreads; limited or no appreciation and limits on participation in any appreciation of underlying asset(s); risks associated with the underlying asset(s); no periodic payments; call prior to maturity; early redemption fees for market linked deposits; lower interest rates and/or yield compared to conventional debt with comparable maturity; unique tax implications; limited or no secondary market; and conflicts of interest due to affiliation, compensation or other factors which could adversely affect market value or payout to investors. Investors also should consider the concentration risk of owning the related security and their total exposure to any underlying asset. Structured

Investments, which may appear in various product categories and are identified on the Position Description Details line as "Asset Class: Struct Inv," may not perform in a manner consistent with the product category where they appear, and therefore may not satisfy portfolio asset allocation needs for that category. When displayed, the accrued interest, annual income and yield for structured investments with a contingent income feature (e.g., Range Accrual Notes/Contingent Income Notes) are estimates and assume specified accrual conditions are met during the relevant observation period and payment in full of all contingent interest. Actual accrued interest, annual income and yield will be dependent upon the performance of the underlying asset(s) and may be significantly lower than estimates shown. For more information on the risks and conflicts of interest related to Structured Investments, log in to Morgan Stanley Online at

www.morganstanley.com/structuredproductsrisksandconflicts. For

information on risks specific to your Structured Investments, contact us.

Security Measures

This statement features several embedded security elements to safeguard its authenticity. One is a unique blue security rectangle, printed in heat-sensitive ink on the back of every page. When exposed to warmth, the color will disappear, and then reappear.

SIPC Protection

We are a member of Securities Investor Protection Corporation (SIPC), which protects securities of its customers up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org. Losses due to market fluctuation are not protected by SIPC and assets not held with us may not be covered by SIPC protection. To obtain information about SIPC, including an explanatory SIPC brochure, contact SIPC at 1-202-371-8300 or visit www.sipc.org.

Certain Assets Not Held Here

You may purchase certain assets through us that may be held at another financial institution. Assets not held with us may not be covered by SIPC protection. We may include information about certain assets on this statement solely as a service to you and are not responsible for information provided by external sources. Generally, any financial institution that holds securities is responsible for year-end reporting (e.g., Forms 1099) and separate periodic statements, which may vary from our information due to different reporting periods. In the case of networked mutual funds, we perform all year-end tax reporting.

Total Income

Total income, as used in the income summaries, represents dividends and/or interest on securities we receive on your behalf and credit to your account(s) during the calendar year. We report dividend distributions and taxable bond interest credited to your account to the

IRS. The totals we report may differ from those indicated as "This Year" figures on the last statement for the calendar year. Only information on Forms 1099 should be used for tax reporting. In the case of Corporations, Real Estate Investment Trusts (REITs), Master Limited Partnerships, Regulated Investment Companies and Unit Investment Trusts, some sponsors may reclassify the distribution to a different tax type for year-end reporting.

Transaction Dates and Conditions

Transactions display trade date and settlement date. Transactions are included on this statement on trade date basis (excluding BDP and MMFs). Trades that have not settled as of statement month end will also be displayed in the "Unsettled Purchases/Sales Activity" section. Upon written request, we will give you the date and time of a transaction and the name of the other party to a transaction. We and/or our affiliates may accept benefits that constitute payment for order flow. Details regarding these benefits and the source and amount of any other remuneration received or to be received by us in connection with any transaction will be furnished upon written request.

Tax and Legal Disclosure

We do not provide legal or tax advice. Please consult your own tax advisor.

Revised 11/2022



Account Summary

Self-Directed Brokerage Account

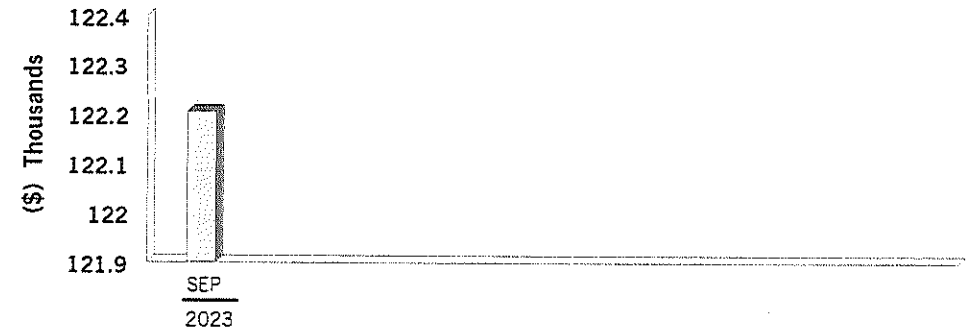
PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM

CHANGE IN VALUE OF YOUR ACCOUNT (includes accrued interest)

	This Period (9/1/23-9/30/23)	This Year (1/1/23-9/30/23)
TOTAL BEGINNING VALUE	—	—
Credits	7,019.98	7,019.98
Debits	—	—
Security Transfers	120,143.46	120,143.46
Net Credits/Debits/Transfers	\$127,163.44	\$127,163.44
Change in Value	(4,957.51)	(4,957.51)
TOTAL ENDING VALUE	\$122,205.93	\$122,205.93

MARKET VALUE OVER TIME

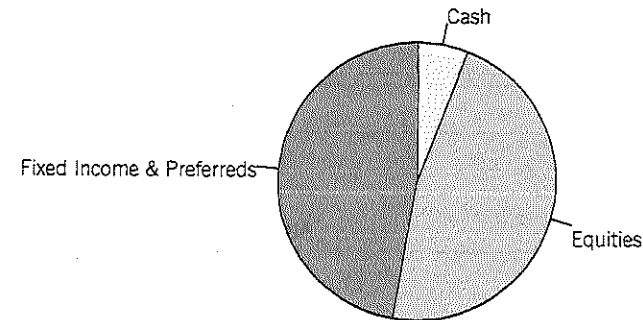
The below chart displays the most recent thirteen months of Market Value.



The percentages above represent the change in dollar value from the prior period. They do not represent account investment performance, as they do not consider the impact of contributions and withdrawals, nor other factors that may have affected performance calculations. No percentage will be displayed when the previous month reflected no value.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$7,184.63	5.88
Equities	57,190.81	46.80
Fixed Income & Preferreds	57,830.49	47.32
TOTAL VALUE	\$122,205.93	100.00%



FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, as a courtesy, and may not be covered by SIPC. Foreign Exchange (FX) is neither FDIC nor SIPC insured. For additional information, refer to the corresponding section of this statement.

This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

Account Summary

BALANCE SHEET (^ includes accrued interest)

	Last Period (as of 8/31/23)	This Period (as of 9/30/23)
Cash, BDP, MMFs	—	\$7,184.63
Stocks	—	856.24
ETFs & CEFs	—	95,367.47
Mutual Funds	—	18,797.59
Total Assets	—	\$122,205.93
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	—	\$122,205.93

INCOME AND DISTRIBUTION SUMMARY

	This Period (9/1/23-9/30/23)	This Year (1/1/23-9/30/23)
Other Dividends	\$164.59	\$164.59
Interest	0.06	0.06
Income And Distributions	\$164.65	\$164.65
Tax-Exempt Income	—	—
TOTAL INCOME AND DISTRIBUTIONS	\$164.65	\$164.65

Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.

CASH FLOW

	This Period (9/1/23-9/30/23)	This Year (1/1/23-9/30/23)
OPENING CASH, BDP, MMFs	—	—
Income and Distributions	164.65	164.65
Total Investment Related Activity	\$164.65	\$164.65
Electronic Transfers-Credits	2.93	2.93
Other Credits	7,017.05	7,017.05
Total Cash Related Activity	\$7,019.98	\$7,019.98
Total Card/Check Activity	—	—
CLOSING CASH, BDP, MMFs	\$7,184.63	\$7,184.63

GAIN/(LOSS) SUMMARY

	Realized This Period (9/1/23-9/30/23)	Realized This Year (1/1/23-9/30/23)	Unrealized Inception to Date (as of 9/30/23)
Short-Term Gain	—	—	\$6.10
Short-Term (Loss)	—	—	(12.51)
Total Short-Term	—	—	\$(6.41)
Long-Term Gain	—	—	9,733.48
Long-Term (Loss)	—	—	(18,436.44)
Total Long-Term	—	—	\$(8,702.96)
TOTAL GAIN/(LOSS)	—	—	\$(8,709.37)

The Gain/(Loss) Summary, which may be subsequently adjusted, is provided for informational purposes and should not be used for tax preparation. For additional detail, please visit www.etrade.com.



Account Detail

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM**Investment Objectives (in order of priority) :** Income

Inform us if your investment objectives, as defined in the Expanded Disclosures, change.

Brokerage Account

HOLDINGS

This section reflects positions purchased/sold on a trade date basis. "Market Value" and "Unrealized Gain/(Loss)" may not reflect the value that could be obtained in the market. Your actual investment return may differ from the unrealized gain/(loss) displayed. Fixed Income securities are sorted by maturity or pre-refunding date, and alphabetically within date. Estimated Annual Income a) is calculated on a pre-tax basis, b) does not include any reduction for applicable non-US withholding taxes, c) may include return of principal or capital gains which could overstate such estimates, and d) for holdings that have a defined maturity date within the next 12 months, is reflected only through maturity date. Actual income or yield may be lower or higher than the estimates. Current Yield is an estimate for informational purposes only. It reflects the income generated by an investment, and is calculated by dividing the total estimated annual income by the current market value of the entire position. It does not reflect changes in its price. Structured Investments, identified on the Position Description Details line as "Asset Class: Struct Inv," may appear in various statement product categories. When displayed, the accrued interest, annual income and current yield for those with a contingent income feature (e.g., Range Accrual Notes or Contingent Income Notes) are estimates and assume specified accrual conditions are met during the relevant period and payment in full of all contingent interest. For Floating Rate Securities, the accrued interest, annual income and current yield are estimates based on the current floating coupon rate and may not reflect historic rates within the accrual period.

For additional information related to Unrealized and Realized Gain/(Loss) and tax lot details, including cost basis, please visit www.etrade.com. The information presented on the statement should not be used for tax purposes.

CASH, BANK DEPOSIT PROGRAM AND MONEY MARKET FUNDS

Cash, Bank Deposit Program, and Money Market Funds are generally displayed on a settlement date basis. You have the right to instruct us to liquidate your bank deposit balance(s) or shares of any money market fund balance(s) at any time and have the proceeds of such liquidation remitted to you. Estimated Annual Income, Accrued Interest, and APY% will only be displayed for fully settled positions. Under the Bank Deposit Program, free credit balances held in an account(s) at Morgan Stanley Smith Barney LLC are automatically deposited into an interest-bearing deposit account(s), at Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association, each a national bank, FDIC member and an affiliate of Morgan Stanley. For more information regarding the Bank Deposit Program, go to www.etrade.com/bdpdisclosure. Interest from required Pattern Day Trader minimum equity amounts retained in Cash Balance Program.

Description	Market Value	7-Day Current Yield %	Est Ann Income	APY %
MORGAN STANLEY PRIVATE BANK NA	\$7,184.63	---	\$0.72	0.010
<hr/>				
	Market Value	Percentage of Holdings	Est Ann Income	
CASH, BDP, AND MMFs	\$7,184.63	5.88%	\$0.72	

110764 MSKDD19B 032651

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM

Account Detail

STOCKS

COMMON STOCKS

Morgan Stanley & Co. LLC (Morgan Stanley) and Morningstar, Inc.'s equity research ratings are shown for certain securities. These ratings represent the opinions of the research provider and are not representations or guarantees of performance. The applicable research report contains more information regarding the analyst's opinions, analysis, and rating, and you should read the entire research report and not infer its contents. For ease of comparison, Morgan Stanley and Morningstar, Inc.'s equity research ratings have been normalized to a 1 (Buy), 2 (Hold), and 3 (Sell). Refer to your June or December statement for a summary guide describing the ratings. We do not take responsibility for, nor guarantee the accuracy, completeness, or timeliness of research prepared for Morningstar, Inc.

Security Description	Quantity	Share Price	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
THOMSON REUTERS CORP (TRI)	7.000	\$122.320	\$332.01	\$856.24	\$524.23	\$13.72	1.60
<i>Rating: Morgan Stanley: 2, Morningstar: 3; Next Dividend Payable 12/2023; Asset Class: Equities</i>							

	Percentage of Holdings	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
STOCKS	0.70%	\$332.01	\$856.24	\$524.23	\$13.72	1.60%

EXCHANGE-TRADED & CLOSED-END FUNDS

Estimated Annual Income for Exchange Traded Funds, is based upon historical distributions over the preceding 12-month period, while Estimated Annual Income for Closed End Funds may be based upon either (a) the most recent dividend or (b) sum of prior 12 months (depending upon whether there is an announced fixed rate). Current Yield is calculated by dividing the total Estimated Annual Income by the current Market Value of the position, and it is for informational purposes only. Distributions may consist of income, capital gains or the returns of capital distributions. EAI is based upon information provided by an outside vendor and is not verified by us. Depending upon market conditions, Current Yield may differ materially from published yields. Investors should refer to the Fund website for the most recent yield information.

Security Description	Quantity	Share Price	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
VANGUARD DIVIDEND APPRECIATION (VIG)	Purchases 351.000	\$155.380	\$45,350.53	\$54,538.38	\$9,187.85		
Reinvestments	11.560		1,768.69	1,796.19	27.50		
Total	362.560		47,119.22	56,334.57	9,215.35	1,146.05	2.03
<i>Next Dividend Payable 10/03/23; Asset Class: Equities</i>							
VANGUARD LONG-TERM CORPORATE (VCLT)	545.000	71.620	54,991.61	39,032.90	(15,958.71)	1,991.43	5.10
<i>Asset Class: FI & Pref</i>							

	Percentage of Holdings	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
EXCHANGE-TRADED & CLOSED-END FUNDS	78.04%	\$102,110.83	\$95,367.47	\$(6,743.36)	\$3,137.48	3.29%



Account Detail

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM

MUTUAL FUNDS

OPEN-END MUTUAL FUNDS

Although share price is displayed only to three decimal places, calculation of Market Value is computed using the full share price in our data base, which may carry out beyond three decimal places. "Share Price" and "Market Value" reflect information available at the time of statement production and may differ from actual month-end values due to a delay in receiving the information from an outside source. Estimated Annual Income is based upon historical distributions over the preceding 12-month period, rather than on the most recent dividend. Current Yield is an estimate for informational purposes only. It is calculated by dividing the total estimated annual income by the current market value of the position, and it is for informational purposes only. Distributions may consist of income, capital gains or the returns of capital distributions. EAI is based upon information provided by an outside vendor and is not verified by us. Depending upon market conditions, Current Yield may differ materially from published Fund yields. Investors should refer to the Fund website for the most recent yield information.

Security Description		Quantity	Share Price	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
VANGUARD HI YLD CORP INV (VWEHX) Reinvestments	Purchases	2,988.805	\$5.130	\$17,500.00 p	\$15,332.57	\$(2,180.03)		
		675.443		3,775.23	3,465.02	(310.21)		
	Total	3,664.248		21,275.23	18,797.59	(2,490.24)	1,084.62	5.77

Dividend Cash; Capital Gains Cash; Asset Class: FI & Pref

MUTUAL FUNDS	Percentage of Holdings	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
	15.38%	\$21,275.23	\$18,797.59	\$(2,490.24)	\$1,084.62	5.77%

TOTAL VALUE	Percentage of Holdings	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
	100.00%	\$123,718.07	\$122,205.93	\$(8,709.37)	\$4,236.54	3.47%

Unrealized Gain/(Loss) totals only reflect positions that have both cost basis and market value information available. Cash, MMF, Deposits and positions stating 'Please Provide' or 'Pending Corporate Actions' are not included.

p - One or more tax lots of this position may either be missing cost basis, or has a Pending Corporate Action event. Unrealized Gain/Loss includes only tax lots for which we have cost basis.

ALLOCATION OF ASSETS

	Cash	Equities	Fixed Income & Preferred Securities	Alternatives	Structured Investments	Other
Cash, BDP, MMFs	\$7,184.63	—	—	—	—	—
Stocks	—	\$856.24	—	—	—	—
ETFs & CEFs	—	56,334.57	\$39,032.90	—	—	—
Mutual Funds	—	—	18,797.59	—	—	—
TOTAL ALLOCATION OF ASSETS	\$7,184.63	\$57,190.81	\$57,830.49	—	—	—

110764 MSKDD19B 032652

CLIENT STATEMENT | For the Period September 1-30, 2023

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM

Account Detail

ACTIVITY

CASH FLOW ACTIVITY BY DATE

Activity Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
							\$0.01
9/1		Funds Received	Rec from ETS A/C 450-25342-1		7,017.050		7,017.05
9/1		Other Credits	BANK DEPOSIT PROGRAM				164.59
9/7		Dividend	VANGUARD LONG-TERM CORPORATE				2.92
9/18		Funds Received	Rec from ETS A/C 450-25342-1				0.06
9/29		Interest Income	MORGAN STANLEY PRIVATE BANK NA	(Period 09/01-09/30)			\$7,184.63

NET CREDITS/(DEBITS)

MONEY MARKET FUND (MMF) AND BANK DEPOSIT PROGRAM ACTIVITY

Activity Date	Activity Type	Description	Credits/(Debits)
			\$0.01
9/5	Automatic Investment	BANK DEPOSIT PROGRAM	164.59
9/8	Automatic Investment	BANK DEPOSIT PROGRAM	2.92
9/19	Automatic Investment	BANK DEPOSIT PROGRAM	0.06
9/29	Automatic Investment	BANK DEPOSIT PROGRAM	\$167.58

NET ACTIVITY FOR PERIOD

TRANSFERS, CORPORATE ACTIONS AND ADDITIONAL ACTIVITY

SECURITY TRANSFERS

Activity Date	Activity Type	Security (Symbol)	Comments	Quantity	Accrued Interest	Amount
9/1	Transfer into Account	THOMSON REUTERS CORP	Rec from ETS A/C 450-25342-1	7.000		\$902.23
9/1	Transfer into Account	VANGUARD DIVIDEND APPRECIATION	Rec from ETS A/C 450-25342-1	362.560		59,278.56
9/1	Transfer into Account	VANGUARD HI YLD CORP INV	Rec from ETS A/C 450-25342-1	3,661.791		19,151.17
9/1	Transfer into Account	VANGUARD LONG-TERM CORPORATE	Rec from ETS A/C 450-25342-1	545.000		40,798.70
9/1	Transfer into Account	VANGUARD LONG-TERM CORPORATE		2.457		12.80
9/5	Transfer into Account	VANGUARD HI YLD CORP INV				\$120,143.46

TOTAL SECURITY TRANSFERS

MESSAGES

Financial Disclosure Statement (in millions of dollars):

At July 31, 2023 Morgan Stanley Smith Barney LLC had net capital of \$3,920 which exceeded the Securities and Exchange Commission's minimum requirement by \$3,707. A copy of the Morgan Stanley Smith Barney LLC Consolidated Statement of Financial Condition at June 30, 2023 can be viewed online at: <https://www.morganstanley.com/about-us-ir/subsidiaries>, or may be mailed to you at no cost by calling 1 (833) 445-2492, after September 15, 2023.

FINRA BrokerCheck

FINRA has established the public disclosure program, known as BrokerCheck, to provide certain information regarding the disciplinary history of FINRA members and their associated persons. The BrokerCheck Hotline Number is 1-800-289-9999. The FINRA website address is www.finra.org. An investor brochure that includes information describing FINRA BrokerCheck may be obtained from FINRA.



Account Detail

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM**Senior Investor Helpline**

For any inquiries or potential concerns, senior investors or someone acting on their behalf may contact our Firm by calling (800) 280-4534.

Tips on Protecting Yourself from Fraudulent Account Activity

The protection of client data is of the utmost importance to us. Scams are on the rise, and they have become more sophisticated. Please remember to never share your personal information including account verification codes, account numbers, passwords or social security numbers with anyone you do not personally know.

Please be cautious opening attachments, clicking on links, or allowing external access to your computer. Scammers will be aggressive and create a sense of urgency. Scammers will promise unbelievable returns using crypto currency investing or sweepstakes/lottery. Scammers will use social media apps to build trust and then make sudden requests for money due to a hardship or emergency.

If you have any questions regarding scams or believe that you are a victim of a scam, please contact us or call 888-454-3965 to report online fraud or security concerns.

Important Information Regarding Your Account Summary

The Account Summary section on this statement reflects information from the date your account was transferred to Morgan Stanley Smith Barney LLC or, if this is a new account, the date the account was opened. To view all historical data, (i.e., Realized Gain/(Loss) information) please visit etrade.com/gainloss.

FINRA RULE 2264 - MARGIN DISCLOSURE

Morgan Stanley Smith Barney LLC ("Morgan Stanley") is furnishing this information to you to provide some basic facts about purchasing securities on margin. Securities purchased on margin are Morgan Stanley's collateral for the loan to you. If the securities in your account decline in value, so does the value of the collateral supporting your loan, and, as a result, Morgan Stanley can take action, such as issue a margin call and/or sell securities or other assets in any of your accounts held with Morgan Stanley, to maintain the required equity in the account. It is important that you fully understand the risks involved in trading securities on margin.

These risks include the following:

- You can lose more funds than you deposit in the margin account.
- Morgan Stanley can force the sale of securities or other assets in your account(s).
- Morgan Stanley can sell your securities or other assets without contacting you.
- If Morgan Stanley takes action to meet a margin call on your behalf, you will not have the ability to choose which securities are liquidated.
- Morgan Stanley can increase your "house" maintenance margin requirements at any time and is not required to provide you advance written notice.
- Morgan Stanley may change margin requirements at any time without prior notice and call for additional collateral, including without limitation on an intraday basis.
- You are not entitled to an extension of time on a margin call.

FINRA RULE 2266 - SIPC INFORMATION

SIPC and Other Coverage. Morgan Stanley is a member of SIPC, which protects securities customers of its members up to \$500,000 (including \$250,000 for claims of cash). Customers may obtain information about SIPC, including the SIPC brochure, by contacting SIPC at sipc.org or calling 1-202-371-8300.

Morgan Stanley also maintains additional insurance with an aggregate firmwide limit of \$1 billion. For additional information about Morgan Stanley's excess of SIPC protection, please go to etrade.com/iai.

Please note that money market mutual fund balances are securities, not cash. As with other securities investments, the market risks associated with investing and any losses resulting therefrom are not covered by SIPC or the additional protection.

FINRA RULE 2267 - BROKERCHECK

FINRA's BrokerCheck allows investors to learn about the professional background, business practices, and conduct of FINRA member firms and their brokers. Records of securities professionals currently associated with a member and persons who have been associated with a member within the last two years are available to the public through BrokerCheck. Information is also available for FINRA-registered securities firms. Information is free to private investors for personal use. The telephone number of BrokerCheck is 1-800-289-9999. For more information about FINRA, visit finra.org. An investor brochure describing the BrokerCheck program is also available on request or at brokercheck.finra.org.

SEA RULE 606 - NOTICE OF AVAILABILITY OF ORDER ROUTING INFORMATION

Morgan Stanley prepares quarterly reports describing its order routing practices for nondirected orders routed to a particular venue for execution. These reports are publicly available at etrade.com. Morgan Stanley will furnish a written copy of the quarterly report on request. In addition, Morgan Stanley will provide on request more-detailed information related to the routing of any order in the six months prior to the request, including the identity of the venue to which the customer's orders were routed for execution, whether the orders were directed or nondirected orders, and the time of any transactions that resulted from such orders.

SEA RULE 607 - PAYMENT FOR ORDER FLOW DISCLOSURE

Morgan Stanley takes a number of factors into consideration in determining where to route customers' orders, including the speed of execution, price improvement opportunities (executions at prices superior to the then prevailing inside market), automatic execution guarantees, the availability of efficient and reliable order-handling systems, the level of service provided, the cost of executing orders, and whether it will receive remuneration from particular broker-dealers and market centers for routing customer orders to them for execution. Morgan Stanley receives remuneration, generally in the form of cash payments and rebates, from particular broker-dealers and market centers for directing customer orders in securities to them for execution.

CLIENT STATEMENT | For the Period September 1-30, 2023

Self-Directed Brokerage Account

PARTNERSHIP FOR CHILDREN OF CU
C/O JAMES GRAFSTROM

Account Detail

MSRB Notice
This notification is provided pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-10 to inform you that (i) Morgan Stanley is registered with the MSRB and the Securities and Exchange Commission (SEC), (ii) information concerning the municipal market can be found at msrb.org, and (iii) a brochure that describes the protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority is available on the MSRB website.



MEMO

HR Policy Changes – Effective 11/01/23

Background

On August 2, 2023, the National Labor Relations Board (NLRB) adopted a new legal standard for evaluating employer work rules challenged as facially unlawful under the National Labor Relations Act (NLRA). The new standard declares that employer work rules that could reasonably be read to restrict Section 7 activity are presumptively unlawful under federal labor law. Section 7 of the NLRA guarantees employees “the right to self-organization, to form, join or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection,” as well as the right “to refrain from any or all such activities.”

Issue

Based on the newly adopted standard, the Partnership should review key employment policies to address NLRA risk. The Partnership secured the services of Poyner & Spruill (Raleigh, NC) to review key policies, determine NLRA risk based on the new standard, and make suggested edits where necessary. Poyner & Spruill suggested edits to the following policies:

1. HR 106 – Business Ethics and Conduct
2. HR 501 – Employee Conduct and Work Rules
3. HR 515 – Use of the Internet
4. HR 517 – Political Activity
5. HR 519 – Customer Relations
6. HR 521 – Conflicts of Interest
7. HR 523 – Social Media

The changes in red on these policies, enclosed with this memo, are recommended by the employment law specialists at Poyner & Spruill to address NLRA risk. All of the policies revised include the addition of an exclusion statement. Other revisions are specific to each policy and include changes to terminology, grammatical fixes, and additional clarity in language use. Please review each of the enclosed policies. The changes would be effective November 1, 2023 if approved.

Action

The Partnership recommends a motion to approve the policy changes as presented on the HR Policy Changes memo to be effective November 1, 2023.

From: Anthony Ramos
To: HR Committee
Dated: 08/15/2023

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

General Employment Policies

Section 106 – Business Ethics and Conduct

1. General Information

- a. The successful business operation and reputation of the Partnership for Children, Inc. (PFC) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws, regulations and required accounting principles as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- b. The continued success of PFC is dependent upon the public's trust, and we are dedicated to preserving that trust. Employees owe a duty to PFC, the public, and the Board of Directors to act in a way that will merit the continued trust and confidence of the public.

2. Policies

- a. PFC will comply with all applicable laws, regulations and required accounting principles and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
- b. Compliance with this policy of business ethics and conduct is the responsibility of every PFC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including possible termination of employment.
- c. Employees may raise questions or complaints about business ethics and conduct with the Human Resources Coordinator or their supervisor without fear of reprisal.

3. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 501 – Employee Conduct and Work Rules

1. General Information

- a. To provide the best possible work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to follow rules of conduct that will protect the interests and safety of all employees, visitors and the organization.

2. Policies

- a. PFC employees must notify the President of all arrests. This includes, but is not limited to, any DWIs, charges (including those where disposition is pending), resolution or detentions by authorities for any violation of the law, misdemeanors related to child endangerment, neglect or abuse. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case-by-case basis.
- b. PFC employees must notify the President if their driver's license is suspended. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case-by-case basis.
- c. Employment with PFC is at the mutual consent of PFC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

3. Guidelines

- a. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, with the President's approval, suspension without pay and/or termination of employment:
 - * Theft or inappropriate removal or possession of property.
 - * Falsification of expense, mileage, timekeeping records and employment applications.
 - * Working under the influence of alcohol or illegal drugs.
 - * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 501 – Employee Conduct and Work Rules

- * Fighting or threatening violence in the workplace.
- * Boisterous or disruptive activity in the workplace. unrelated to concerted activity.
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- * ~~Insubordination or~~ Failing to be respectful and act professionally towards co-workers, clients, business partners, and other ~~disrespectful conduct.~~ third parties.
- * Sexual or other unlawful or unwelcome harassment.
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- * Excessive absenteeism or any absence without notice.
- * Unauthorized absence from work station during the workday.
- * Unauthorized use of telephones, mail system, or other employer-owned equipment.
- * Unauthorized disclosure of business or confidential information.
- * Violation of Human Resources policies.
- * Unsatisfactory performance or conduct.

4. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 515 – Use of the Internet

1. General Information

- a. Internet access to global electronic information resources on the World Wide Web is provided by the Partnership for Children of Cumberland County, Inc. (PFC) to assist employees in obtaining work-related data and technology.
- b. The following policies, guidelines and procedures have been established to help ensure responsible and productive Internet usage: as provided by PFC (“PFC Internet”).

2. Policies

- a. All employees, temporary staff and contractors utilizing the PFC network will abide by the PFC Internet Security Policy, approved by the Board of Directors on 5/30/2002, which provides detailed guidelines of acceptable ~~Internet use on~~ of the PFC ~~network~~ Internet.
- b. All Internet data that is composed, transmitted, or received via ~~PFC computer, iPad~~ PFC’s computers, iPads and iPhone communications systems or PFC Internet is considered to be part of the official records of PFC and, as such, is subject to disclosure to law enforcement, auditors or other third-party officials.
- c. Employees should always ensure that the business information contained in ~~Internet~~ e-mail messages and other transmissions issent via PFC Internet are accurate, ~~appropriate, ethical,~~ and lawful.
- d. The equipment, services, and technology provided to access the PFC Internet remain, at all times, the property of PFC.
- e. While PFC Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.
- f. PFC reserves the right to monitor PFC Internet traffic and retrieve and read any data composed, sent, or received through the online connections and stored in the computer systems or transmitted through iPads or iPhones.
- g. Data that is composed, transmitted, accessed, or received via the PFC Internet must not contain content that ~~could be considered~~ is unlawful, discriminatory, ~~offensive,~~ obscene, ~~threatening,~~ harassing, ~~intimidating,~~ or ~~disruptive to any employee or other person.~~ maliciously false.
- h. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the PFC Internet is expressly prohibited.
- i. Employees are responsible for ensuring that all ~~Internet~~ communications via the PFC Internet are conducted with legal, valid and reputable websites and parties.
- j. Abuse of the PFC Internet access provided by PFC in violation of law or PFC policies will result in disciplinary action, up to and including, termination of employment.
- k. All downloaded files will be checked for viruses; all compressed files will be checked before and after decompression.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 515 – Use of the Internet

- I. Employees may also be held personally liable for any violations of this policy.
- m. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:
- 1) Sending or posting unlawful, discriminatory, harassing, or threatening messages or images via the PFC Internet.
 - 2) Operating or maintaining a business on-line or selling personal property ~~over~~using the PFC Internet.
 - 3) Using the organization's time and resources for personal financial gain ~~and any other manner not previously described~~.
 - 4) Stealing, using, or disclosing account information or password to internal staff or other parties without authorization.
 - 5) Copying, pirating, or downloading software and electronic files without IT approval and supervisor's permission.
 - 6) Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
 - 7) Violating copyright law.
 - 8) Failing to observe licensing agreements.
 - 9) Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted ~~Internet~~internet services and transmissions via the PFC Internet.
 - ~~10) Sending or posting messages or material that could damage the organization's image or reputation.~~
 - ~~11)~~ 10) Participating in the viewing or exchange of pornography or obscene materials.
 - ~~12)~~ 11) Sending or posting messages via the PFC Internet that ~~defame or slander other individuals~~are maliciously false.
 - ~~13)~~ 12) Unauthorized access to the network or computer system of another organization or person.
 - ~~14)~~ 13) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities during actual working time on the PFC Internet.
 - ~~15)~~ 14) Using the PFC Internet for political causes or activities, religious activities, or any sort of gambling during actual working time.
 - ~~16)~~ 15) Jeopardizing the security of the organization's electronic communications systems.
 - ~~17)~~ 16) Passing off personal views as representing those of the organization.
 - ~~18)~~ 17) Engaging in any other illegal activities not already described.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 515 – Use of the Internet

3. Guidelines

- a. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

4. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 517 – Political Activity

1. General Information

- a. Employees are free to inform themselves and vote as they wish on all political issues.

2. Policies

- a. Political activities must be maintained external to the Partnership for Children of Cumberland County, Inc.'s (PFC) offices and must not be associated with the employee's position or conducted in any way which could be understood to be an expression of PFC policy or preference. Political activity does not include discussions on protected topics such as right-to-work legislation.
- b. Employees may not:
 - 1. take any active part in managing a campaign, or campaign for political office, or otherwise engage in political activity ~~while on duty~~ during actual working time or within any period of time when they are expected to perform services for which they receive compensation from PFC;
 - 2. use the authority of their position, or utilize PFC funds, supplies, or equipment, to secure support for or oppose any candidate, party or issue in a partisan selection involving candidates for office or party nomination, or affect the results thereof; and
 - 3. promise rewards, threaten loss of job or coerce any employee to support or contribute to any political issue, candidate or party.
- c. Violation of this policy is grounds for disciplinary action up to and including termination of employment as provided for in Section 502.

3. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 519 – Customer Relations

1. General Information

- a. Children and families are among the organization's most valuable assets. Every employee represents the Partnership for Children of Cumberland County, Inc. (PFC) to the public.
- b. The way employees do their jobs presents an image of the entire organization.
- c. The public judges all by how they are treated with each employee contact.
- d. Positive relations not only enhance the public's perception or image of PFC, but also result in quality services for the children and families of Cumberland County.
- e. ~~Nothing~~ is ~~more~~ important ~~than being to be~~ courteous, friendly, helpful, and prompt in the attention provided.
- f. Personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employees, but also of the professionalism of PFC.

2. Policies

- a. Customers (non-employee) who wish to lodge specific comments or complaints about PFC in general should be directed to the President for appropriate action.
- b. Customers (non-employee) who wish to lodge specific comments or complaints about a staff member or a program should be directed to the department director for appropriate action.

3. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 521 – Conflicts of Interest

1. General Information

- a. The Partnership for Children of Cumberland County, Inc. expects the primary interest of its employees to be the people served. A conflict of interest occurs when the personal interests of an employee interfere — or another outside party actually or potentially affects appear to interfere — with the employee’s ability to make sound business decisions on behalf of PFC in a negative way.
- b. An actual or potentialapparent conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PFC’s business dealings.
- c. This policy does not apply to employee relatives accessing PFC services.
- d. No “presumption of guilt” is created by the mere existence of a relationship with outside firms.

2. Policies

- a. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the President as soon as possible the existence of any actual or potentialapparent conflict of interest so that safeguards can be established to protect all parties.
- b. Because of the appearance of undue influence, relatives of PFC employees are prohibited from participating in any transactions involving purchases, contracts or leases where PFC is a party.
- c. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- d. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PFC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PFC.

OUTSIDE BUSINESS INTERESTS:

- e. Employees may have outside business interests and outside employment so long as these do not interfere with job performance.
- f. Employees may not earn profit from outside employment or business interests that directly results from affiliation with PFC.
- g. If an employee elects to conduct outside employment, no PFC resources, including offices, materials, or equipment may be used.
- h. All outside employment must be conducted exclusive of assigned PFC’s actual working hourtime. See Section 511 – Outside Employment for further information.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 521 – Conflicts of Interest

GIFTS, GRATUITIES:

- i. Employees are not to accept gifts, gratuities, free trips, personal property or other items of more than de minimis value from any outside person or organization as an inducement to provide services.
- j. Any gift of real or perceived value in excess of \$25 from an employment-related individual or business should be reported to the employee's department head. The department head will notify the President.
- k. Gifts, meals and similar items provided by vendors or consultants at a conference or meeting or that occur during the normal course of business relations are acceptable.

PERSONAL BELIEFS:

- l. PFC recognizes that its employees may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent employees from ~~fulfilling their job responsibilities~~making sound business decisions; if employees attempt to use ~~the PFC's actual working~~ time and facilities for furthering them; or if employees continue attempting to convince others of their personal beliefs after they have been asked to stop.

3. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 523 – Social Media

1. General Information

- a. The use of social media has allowed people to connect more and share our lives with an ever expanding group of friends. People can share their life and opinions with family, friends and co-workers anywhere in the world.
- b. The Partnership recognizes that due to the age of the population that we serve, social media is a necessary and effective communication tool.
- c. The use of social media presents certain risks and carries with it certain responsibilities.
- d. The following guidelines and policies are established to assist employees with the impact of sharing information which relates to the Partnership's business, clients, volunteers and employees.

2. Guidelines

- a. Social media is defined as all means of communicating or posting information or content of any sort on the internet, including your own or someone else's web log or blog, journal or diary, web site, social networking or affinity web site, web bulletin board, or chat room, whether or not associated or affiliated with the Partnership, as well as any other form of electronic communication.
- b. Any social media activity should be considered a permanent public record. The Internet archives almost everything; therefore, even deleted postings can be searched. Postings you delete may have already been copied by others.
- c. If the Partnership is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Partnership, other employees or clients served by or volunteers working on behalf of the Partnership. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Partnership for Children of Cumberland County."
- ~~d. Employees shall be sure that what they say electronically is factually correct and does not include inflammatory statements or attempt to engage in an aggressive or defensive way.~~
- e.d. If employees see positive comments/references to the Partnership by media, analysts or other online users, they should share that information and inform the Communications and Development Administrator.
- f.e. If employees see misrepresentations made about the Partnership by media, analysts or other online users, they will inform the President and/or the Chief Financial Officer.
- g.f. It is the responsibility of all staff to contribute to the positive work environment at the Partnership. Please keep in mind that work related complaints are more likely to

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 523 – Social Media

be resolved by speaking directly with the specific co-worker(s) than by posting to a social media outlet.

~~h.g.~~ With its strong belief in transparency and honesty, the Partnership strongly discourages the use of anonymous postings or the use of pseudonyms when employees participate in online conversations, posts or comments that relate to the Partnership or issues with which the Partnership is engaged.

3. Policies

~~a. Employees must remember to fully comply with the confidentiality policies of the Partnership.~~

a. Employees must not disclose confidential financial data, information on minors, or other non-public proprietary Partnership information. Do not share confidential information regarding business partners, vendors or customers, like information related to the development of confidential processes, systems, products, or technologies, or internal procedures or reports.

b. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar unlawful conduct may subject you to disciplinary action up to and including termination.

c. Each employee is solely responsible for what they post online. Before creating online content, keeping in mind that any conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects the Partnership or those we serve may result in disciplinary action up to and including termination. Examples of such conduct include but are not limited to:

1) Posts that could contribute to a hostile work environment on the basis of race, religion, national origin, disability, age, sexual orientation or any other status protected by law or Partnership policy.

2) The use of statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages co-workers, customers or others associated with the Partnership, that might constitute ~~harassment or bullying~~. unlawful harassment or bullying. Examples of such conduct include posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or other status protected by law.

d. Do not use Partnership email addresses to register on social networks, blogs or other online tools utilized for personal use unless necessitated by job duties related to the Partnership.

e. Engagement in social media will vary by job position at the Partnership. Employees are responsible for discussing with their department head and supervisor how much of their job, if any, necessitates their on-the-job participation in social networking of

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 523 – Social Media

any sort and act accordingly.

- f. Only employees authorized to do so by the President may speak on behalf of the Partnership or establish or update a Partnership presence on a public social network.
- g. Do not create a link from your blog, website or other social networking site to the Partnership's website without identifying yourself as a Partnership employee.
- h. The use of social media for personal reasons during work hours or on Partnership equipment should be restricted to breaks and lunch periods, not actual working time.
- i. Employees are prohibited from taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
Employees may raise questions or complaints concerning the use, set up or maintenance of social media with Human Resources Coordinator, their supervisor or the Information Technology staff, as appropriate, without fear of reprisal.

4. Exclusion

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.

President Succession Plan for Partnership for Children of Cumberland County, Inc.

Introduction

The President's position is a central element in the organization's success. Therefore, ensuring that the functions of the President and the goals of PFC are well-understood and shared among the Board of Directors and staff helps to ensure organizational stability and leadership continuity in the event of a change. This kind of succession plan management is equally helpful in facilitating a smooth transition whether it is planned or unplanned.

The Board of Directors of Partnership for Children of Cumberland County (PFC) recognizes that this is a plan for contingencies due to the disability, death or departure of the President. If the organization is faced with the unlikely event of an untimely vacancy, PFC has in place the following succession plan to facilitate the transition to both interim and long-term leadership.

The Board of PFC has reviewed the attached job description of the President. The board has a clear understanding of the President's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

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

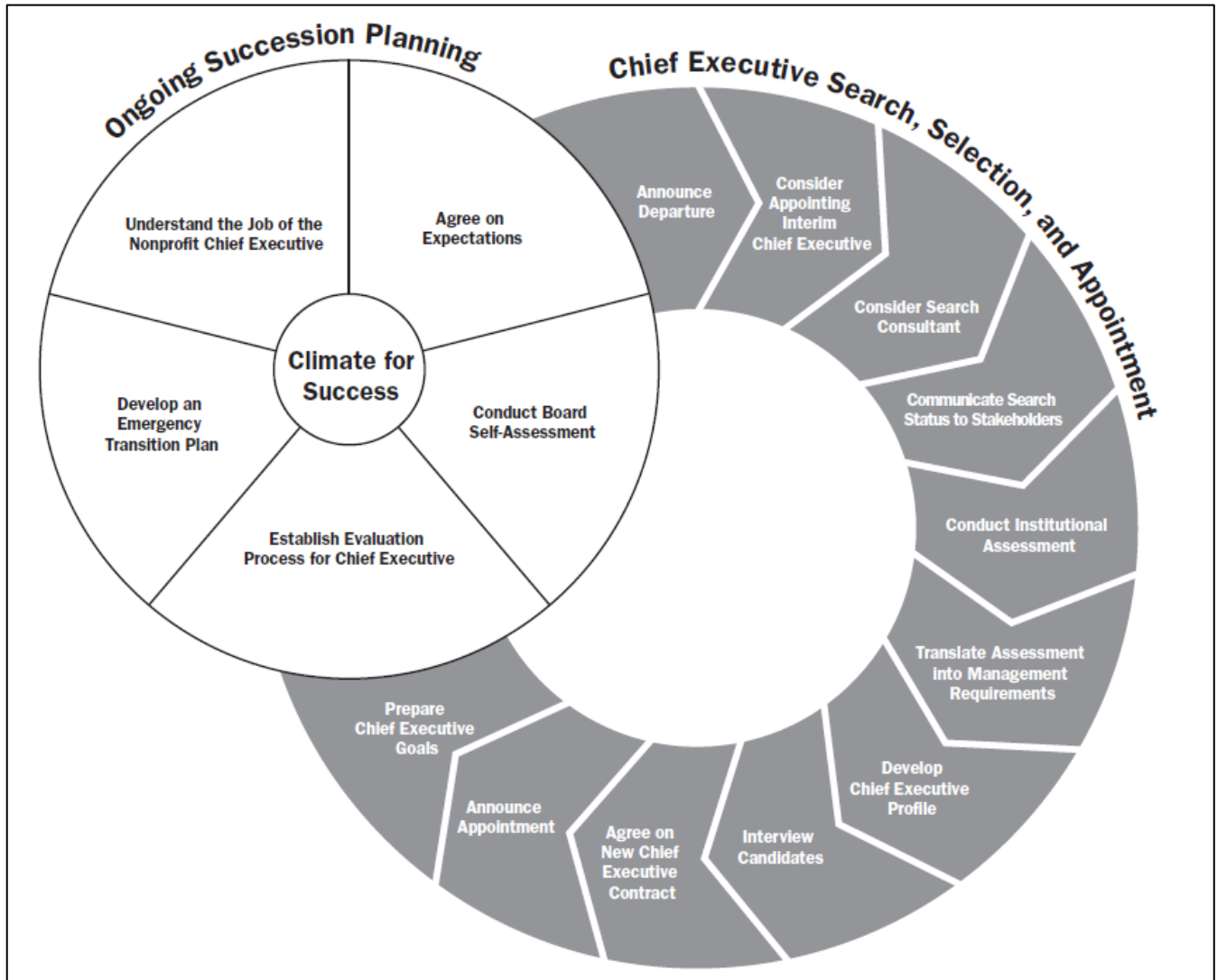


Figure 1. Model for Succession Planning Cycle

I. Short-Term Absence Succession Plan

A short term absence is one of less than three months in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. A short term absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors Chair is authorized (or authorizes the Executive Committee) to implement the terms of this plan in the event of the short term absence of the President.

In the event of a short term absence of the President, the President or the VP of Finance is to inform the Board Chair (or highest ranking volunteer board member) of the absence, both verbally and in writing as soon as it is feasible. The Board Chair should convene a Board of Directors meeting or Executive Committee (quorum is required) to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate. At the time that this plan was approved, the appointee to Acting President is the VP of Finance. Should the standing appointee to the position of Acting President be unable to serve, the first and second back-up appointees for the position of Acting President will be: 1.) the VP of Planning and Evaluation or 2.) an Appointed Board Member. The Acting President will be notified both verbally and in writing at any time during a transition of appointment. The VP of Finance or the VP of Planning and Evaluation will maintain their current direct reports. In the absence of the President, the ~~Executive Specialist will become the Acting President's direct report~~President's direct reports will become the Acting President's direct reports.

If this Acting President is new to his/her position (less than one year) and fairly inexperienced with this organization (less than 2 years), the Board of Directors or Executive Committee may decide to appoint one of the back-up appointees to the Acting President position. This appointment will be both verbal and written. The Board of Directors may also consider the option of splitting executive duties among the designated appointees. Any changes to duties will also be both explained verbally and in writing.

A. Authority and Compensation of the Acting President

The person appointed as Acting President shall have the full authority for decision-making and independent action as the regular President to include but not limited to signing checks, signing contracts and any personnel changes or terminations. The Acting President may be offered a temporary salary increase to the minimum of the current salary range of the President's position or 10% increase in current

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

salary, whichever is greater not to exceed the maximum salary level amount of the Acting President's current salary range. Any changes in temporary salary increase must be in writing and approved by the Board Chair.

B. Board Oversight

The board member responsible for monitoring the work of the Acting President shall be the Board Chair. The Board of Directors and the Executive Committee will be sensitive to the special support needs of the Acting President in this temporary leadership role.

C. Communications Plan

Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority in writing. As soon as possible, after the Acting President has begun covering the unplanned absence, Board members and the Acting President shall communicate in writing the temporary leadership structure to key external supporters of PFC, including, but not be limited to, government contract officers, delegate agencies, foundation program officers, civic leaders, major donors and others as deemed appropriate.

D. Completion of Short-Term Emergency Succession Period

The decision about when the absent President returns to lead PFC should be determined by the President and the Board Chair. They will decide upon a mutually agreed upon schedule and return start date. While the President transitions back to a full-time commitment, a reduced schedule can be allowed for a set period of time with approval of the Board Chair. In the event the absence is due to medical reasons, the date of return and schedule will be determined by a doctor's written release and/or instructions and in accordance with HR Policy 424 – Return to Work after Serious Illness or Injury.

II. Long-Term Absence Succession Plan

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

- Recognizing that it may not be reasonable to expect the Acting President to carry out the duties of two positions for more than three months, the Board of Directors, in consultation with the Acting President, will promptly consider temporarily filling the position left vacant

by the Acting President. The position description of a temporary manager would focus on covering the priority areas in which the Acting President needs assistance.

A. Completion of Long-Term Succession Period

The decision about when the absent President returns to lead PFC should be determined by the President and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. While the President transitions back to a full-time commitment, a reduced schedule can be allowed for a set period of time with approval of the Board Chair. In the event the absence is due to medical reasons, the date of return and schedule will be determined by a doctor's written release and/ or instructions and in accordance with HR Policy 424 – Return to Work after Serious Illness or Injury.

III. Succession Plan in Event of a Permanent Change in President

A permanent change is one in which it is firmly determined that the President will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with the following additions:

- In the event the President retires, resigns or is terminated for any other reason, the Board of Directors Chair or Vice Chair must notify the assigned Program Officer at NCPC by email, providing the following information:
 - The last date of the President's employment;
 - Contact information for the Interim President (an Interim President cannot also serve as a board member);
 - Plans for recruitment and selection of a new President, including who will serve as the transition committee.
- Within 30 days of notification, the Board of Directors Chair will appoint a Transition Committee and Transition Committee Chair and Vice Chair to plan and carry out the transition to a new President. The Transition Committee will select members for an interview subcommittee. The Transition Committee will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition Committee will also determine the need for an Interim President, and plan for the recruitment and selection of an Interim President and/or permanent President.

IV. Checklist for Acceptance of Succession Plan

- Succession plan approval.** This succession plan will be approved by the Board of Directors.
 - *This plan will be reviewed annually.*
- Organizational Development.** Performance management is an ongoing communication process that involves both supervisor and employee on a yearly basis to include the President and the Board of Directors.
 - This includes identifying and describing essential job functions and relating them to the mission and goals of PFC.
 - Developing professional development goals and opportunities to sustain, improve and build on employee work performance and succession.
- Organizational Charts.** Two organizational charts need to be prepared and attached to this plan.
 - Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization.
 - Prepare and attach a second organizational chart that reflects how that structure will change within the context of an unplanned absence of the President.
- Important Organizational Contact Information.** Complete the attached *Information and Contact Inventory* and attach it to this document.
 - Attach a current list of the organization's board of directors (Appendix 1).
- Signatories.** The Board Chair, the President, Vice Chair and Secretary and the appointees designated in this plan shall sign this plan.
 - *This plan will be reviewed and signed with every transition to a new board chair or signatory.*
- Original and Copies.** **The original copy of this plan and all corresponding documents shall be maintained in the Human Resources Manager's office.** Copies of this Succession Plan along with the corresponding documentation shall be maintained by the Board Chair, the President, and the Acting President Appointee.

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

V. Key Information Inventory

Knowing where your organization’s key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

Non-Profit Status	Onsite Location	Offsite Location	Online URL
IRS Determination Letter	X Community <u>Fiscal Drive</u>	<input type="checkbox"/> _____	X www.ccpfc.org
IRS Form 1023	X Exec. Specialist’s Office <u>Fiscal Drive</u>		<input type="checkbox"/> _____
Bylaws	X Exec. Specialist’s Office <u>Community Drive</u>	<input type="checkbox"/> _____	<input type="checkbox"/>
Mission Statement	<input type="checkbox"/> _____	<input type="checkbox"/> _____	X www.ccpfc.org
Board Minutes	X Exec. Specialist’s Office <u>Community Drive</u>	<input type="checkbox"/> _____	<input type="checkbox"/>
Corporate Seal	X Purchasing Specialist’s office in the safe		

Financial Information

Employer Identification Number (EIN) #: 56-1845926

Current Form 990	X VP Finance’s Office <u>Fiscal Drive</u>		<input type="checkbox"/> _____
	X www.ccpfc.org		
Previous Form 990s	X VP Finance’s Office <u>Fiscal Drive</u>		<input type="checkbox"/> _____
	X www.ccpfc.org		
Current audited financial statements	X VP Finance’s Office <u>Fiscal Drive</u>		<input type="checkbox"/> _____
	X www.ccpfc.org		
Previous audited financial statements	X VP Finance’s Office <u>Fiscal Drive</u>		<input type="checkbox"/> _____
	X www.ccpfc.org		
Financial Statements (if not part of the computer system and regularly backed-up)	X MIP Accounting System maintained and backed up by NCPC; hard copies in the Accounting Manager’s Office		
Blank Checks	X Acct. Manager’s Office/	<input type="checkbox"/> _____	<input type="checkbox"/> _____

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

	Business Office Safe			
Computer Key passwords	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> President's User File	
Donor Records	<input checked="" type="checkbox"/> Throughout PFC-	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
	w/appropriate staff			
Client Records	<input checked="" type="checkbox"/> Contract Coordinator's Office	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
Vendor Records	<input checked="" type="checkbox"/> Purchasing Spec's Office <u>A/P file cabinets</u>		<input type="checkbox"/> _____	
	<input type="checkbox"/> _____			
Volunteer Records* Tracking	<input checked="" type="checkbox"/> Contract Coordinator's Office <u>Salesforce</u>	<input type="checkbox"/> _____	<input type="checkbox"/> H:\Volunteer	

**Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).*

Auditor

Name: ~~N/A~~—Assigned by the North Carolina Partnership for Children; currently CohnReznick LLP

Phone Number/Email: (984.500.5483) Tom Mitchell at ttmitchell@ncsmartstart.org

Bank

Banking files are located in the Accounting Manager's office

Name(s): Bank of America

Account Number: 237017330701 (checking)

Branch Representative(s): Sam Norris

Phone Number: 919-829-6580

Email: samuel.norris@bofa.com

Name: First Bank

Account Number: 1221007521 (Checking account for Construction Loan)

Representative: Wendy Smith

Phone Number: 910-475-1319

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

Name: PNC Bank

Account Number: 53-2163-7531 Money Market Account

Representative Name: Lavonne Barbour

Phone Number: 910-868-7504

Email: lavonne.barbour@rbc.com

Name: Lumbree Guaranty Bank

Certificate Number: 15999 (Certificate of Deposit)

Phone Number: 910-424-0010

Name: E-Trade Securities

Account Number: 45025342

Broker Phone Number/Email: Charles Morris

910-323-3161(work); 910-977-3438 (cell phone)

charles@morriscolyer.com

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?

President and VP of Finance (with President's approval). All transfers require two authorized signatures. Board authorized signers include the President, Board Chair, Vice Chair and Treasurer.

Who are the authorized check signers?

President, Board Chair, Vice Chair and Treasurer

Is there an office safe? Who has the combination/keys?

The safe is located in the Purchasing Specialist's office. The **President**, **VP of Finance**, and Executive Specialist each have a set of keys and know the safe combination. The combination is also located electronically with the **VP Finance's/President's** passwords.

Legal Counsel

Attorney: PoynerSpruill

Name: Susanna Gibbons – Employment Compliance Law



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

OF CUMBERLAND COUNTY

Phone Number: [919-783-2813](tel:919-783-2813)

E-mail: SGibbons@poynerspruill.com



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

Human Resources Information

	Onsite Location	Offsite Location	Online URL
Employee Records/ Personnel Info*	X HR Manager’s Office	<input type="checkbox"/> _____	X www.paychexflex.com
I-9s	X HR Manager’s Office		X www.paychexflex.com

**Names, home addresses, phone numbers, email, emergency contacts, etc.*

Payroll

Company Name: Paychex, Inc.
 Account Number: 0429-S237
 Payroll Rep: Jeff Clark
 Phone Number: 833-379-3324 x5123248
 Email: jrclark1@paychex.com

Human Resources External Consultant

Company Name: Carolina Human Resources, Inc.
 Name: Mike Womble
 Phone Number: 919-708-7000
 E-mail: carolinahr@windstream.net

Facilities Information

Office Lease (for renters) **X** Contract Coordinator’s Office
 Building Deed (for owners) **X** Exec. Specialist’s Office

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

Building Management

Building Name: N/A
Facility Operations Manager: Mike Yeager
Phone Number/Email: myeager@ccpfc.org

Office Security System

Company Name: ~~Around the Clock Security~~Special Security Patrol
Account Number: N/A
Representative Phone Number/Email: PFC employee – Mike Yeager/ Facility Manager
Broker Phone Number/Email: N/A

Insurance Information

General Liability / Commercial Umbrella/ Property

Company/Underwriter: Erie Insurance Group
Policy Number Q48 1950612 NC
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice/910-484-6171/mark@callahanrice.com

Unemployment Insurance: Payments processed through

Payroll process with Paychex
Company/Underwriter: N/A
Policy Number _____
Representative Phone Number/Email: _____
Broker Phone Number/Email: _____

Directors & Officers Liability

Company/Underwriter: Executive Risk Indemnity, Inc.
Policy Number 8167-0794
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice/910-484-6171/mark@callahanrice.com

Workers' Compensation

Company/Underwriter: Erie Insurance Group
Policy Number Q96 1600411
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice/910-484-6171/mark@callahanrice.com

Health/Medical Insurance

Company/Underwriter: Blue Cross and Blue Shield
Policy Number 14161945
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Flexible Spending Account

Company/Underwriter: Health Equity
Client ID 30080
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

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

Disability Insurance (long-term)

Company/Underwriter: MetLife
Group Number 5959489
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Life Insurance/AD&D

Company/Underwriter: MetLife
Group Number 5959489
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Dental

Company/Underwriter: MetLife
Group Number 5959489
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Vision

Company/Underwriter: MetLife
Group Number 5959489
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Retirement Plan/401k

Company/Underwriter: The Principal Financial Group
Policy Number 5-22646

Representative Phone Number/Email: N/A
Broker Phone Number/Email: Charles Morris
910-323-3161(work); 910-977-3438 (cell phone)
charles@morriscolyer.com

Fidelity Bond

Company/Underwriter: Erie Insurance Group
Policy Number Q94 6750031 NC
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice/910-484-6171/mark@callahanrice.com

Commercial Auto

Company/Underwriter: Erie Insurance Group
Policy Number Q10 2530303 NC 7
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice/910-484-6171
mark@callahanrice.com

Cyber Security

Company/Underwriter: Travelers
Policy Number: 107596802
Representative Phone Number/Email: N/A
Broker Phone Number/Email: Mark Rice / 910-484-6171
/ mark@callahanrice.com

~~*Disability Insurance (short term) — N/A*~~

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

~~Long Term Care—N/A~~

Date of Completion for Information and Contact Inventory: _____

Name of Person Completing Document: _____

The Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.

VI. Signatures of Approval

_____	_____
Board Chair	Date
_____	_____
President	Date
_____	_____
Vice Chair	Date
_____	_____
Secretary	Date
_____	_____
Individual Selected as Acting President	Date
_____	_____
Acting President's Current Title	Date

We acknowledge the leadership of Transition Guides (notably Tom Adams and Don Tebbe, as well as plan guidance from Karen Gaskins Jones, and Victor Cheers) in guiding The Center for Nonprofit Advancement in grasping the impact of Succession Planning and Executive

Transitions. Additional thanks to Troy Chapman of the Support Center for Nonprofit Management of New York City, Tim Wolfred of CompassPoint Nonprofit Services for their guidance on the development of this document. The Information and Contact Inventory document is adapted by permission from the Nonprofit Coordinating Committee of New York City. Temp 420

Appendix 1 - PFC 2023/2024 BOARD OF DIRECTORS

	Last Name	First Name	Company	Board Position
1	Adams-Watkins	Dr. Pamela	Cumberland County Schools	Public School Exceptional Children's Preschool Program - NC Pre-K Mandated
2	Ballard	Lonnie	Action Pathways	Local Head Start Program - NC Pre-K Mandated
3	Childers	Lisa	NC Cooperative Extension 4-H Youth Development	Local Cooperative Extension Agency
4	Connelly	Dr. Marvin	Cumberland County Schools	School Administrator - NC Pre-K Mandated
		<i>Marie Ford - Designee - CCS</i>		
5	Fecher	Patricia*	Methodist University	Higher Education Institution
6	Gardner	Terrasine	City Block	Organization
7	Gronowski	Sandee	First Citizens Bank	Military Community Rep - Past Board Chair
8	Gunter	Van*	First Bank	Business Leader
9	Jackson	Brenda	Cumberland County DSS	Department of Social Services - NC PreK Mandated
		<i>Shona Bannister - Designee - Department of Social Services</i>		
10	Jallow-Konrat	Haja	Caring Hearts Behavioral Services, LLC	Parent of a Child 5 or Younger - NC PreK Mandated - Board Vice Chair
11	Jones	Brian	Fayetteville Urban Ministry	Other Non-Profit Human Services Agency - Board Chair
12	Klinck	Amanda*	Avanade	Community at Large
13	Lada	Katherine*	Children's Developmental Services Agency	Inter-Agency Coordinating Council
14	Long	Wynne*	PPD	Business Leader
15	Mathis	Mary	Cumberland Community Dev Ctr (dba) Trinity Child Care	Child Care Provider from a Licensed Center-Based Child Care Facility - NC Pre-K Mandated
16	McNeill	Tre'vone	Truevine Ministries	Faith Community
17	Mobley	Taylor*	Haigh, Byrd & Lambert, LLP	Business Leader - Board Treasurer
18	Neal	Ayesha	Gateway Communications, PLLC - Speech Therapy	Rep of Child Care Resource & Referral Agency or Child Care NPO - NC PreK Mandated - Board Secretary
19	Sexton	Birgit*	City of Raleigh	Municipal Government
20	Skeens	Heather	Cumberland County	County Managers Office
21	Smith	Betty*	Retired	Community at Large
22	Warren	Darlisha*	PWC	Community at Large
23	Williams	Ebone	Affinity Therapy Services, PLLC	Rep of Child Care Resource & Referral Agency or Child Care NPO - NC PreK Mandated

*New Board Members

Appendix 2


SAMPLE TRANSITION TIMELINE

Event	Responsible Party	Date
Resignation notice — chief executive gives 90 days notice		Sept. 1
Board/chief executive discuss departure		Sept. 1 - 7
Board appoints transition committee	Board Chair	Sept. 7
Transition committee holds organizing meeting	Transition Committee	Sept. 10
Transition committee plans departure announcement	Transition Committee/ PR Consultant	Sept. 10 – 14
Board chair or VP Finance (VP Finance) meets with staff	Board Chair or VP Finance	Sept. 14
Organization announces departure publicly	Board Chair w/Staff Support	
Transition committee holds planning session with staff	Transition Committee Chair	Sept. 22
Board holds strategic review and leadership planning meeting	Board	Sept. 27
Transition committee holds meeting to develop job profile and search plan	Transition Committee	Oct. 9
Transition committee launches search	Transition Committee	Oct. 12
Transition committee holds check-in meeting(s)	Transition Committee	TBD
Transition committee holds resume review meeting	Transition Committee	Nov. 28

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

Event	Responsible Party	Date
Transition committee holds round one interviews	Transition Committee	Dec. 8
Transition committee holds second planning session with staff	Transition Committee Chair	Dec. 10
Semifinalists visit office and meet with staff	Semifinalists	Week of Dec. 10
Executive committee holds round two interviews	Executive Committee	Dec. 18
Board meets to ratify selection	Board	Dec. 21
Executive gives notice to current employer	–	Dec. 30
Transition committee plans on-boarding process	Transition Committee	Jan. 2
Organization announces new executive	Transition Committee	Feb. 1
New executive starts work	–	March 1
New executive and board embark on orientation/post-hire process	Various Members of the Executive Committee and Management Staff	Mid- to late March
Chief executive completes 90-day plan	Chief Executive	Early to Mid-April
Board chair engages with chief executive in 90-day check-in review	Board Chair Chief Executive	Mid- to late June
Executive committee conducts six-month evaluation of executive	Executive Committee	Mid- to late December
Executive committee conducts annual performance evaluation of executive	Executive Committee	Mid- to late March of the following year

Appendix 3



Do you have what it takes to be a great, non-profit leader? Do you believe in the importance of community, families, and children?

The Partnership for Children of Cumberland County is in search of an energized, passionate individual to lead our local early care and education system towards a future of economic vitality, for our community and state. If you are ready to: engage with others in building effective early childhood programs, inspire the talent development of more than 55 motivated employees, and ensure the continued growth of a dynamic organization with a rewarding mission, the Partnership for Children may be a perfect fit.

Our next **President** must possess:

CORE SKILLS AND ABILITIES:

- Cultivate and develop cooperative relationships with a range of government and community groups to fund and implement effective early childhood systems.
- Engage and develop a staff of 55+ full time employees.
- Maintain a highly accountable program and fiscal operation; budgeting accountability.
- Demonstrate ability to work successfully with a Board of Directors.
- Identify and address appropriate initiatives for PFC funding; financial viability.

JOB REQUIREMENTS:

- A Bachelor's Degree in Business Administration, Public Administration, Public Policy, Education, Human Services, or other related field of study (Master's Degree is preferred).
- Three (3) years of experience in a management position, with at least two (2) years of supervisory experience, including staffing responsibilities, such as performance reviews.
- Three to five years of experience in program management, budgeting, staff development, and supervision.
- A deep understanding of the functions of a non-profit organization.
- Experience in financial administration.
- Proven successful implementation of grant writing/grant awards and fundraising.
- Previous involvement with non-profit boards and committees.
- Above average written and verbal communications skills (traditionally and electronically).

If you meet these qualifications, please submit your cover letter and resume for consideration. Documents can be delivered by mail to: PFCCC, Attention: Stacia Manuel, HR Manager, 351 Wagoner Dr., Suite 200, Fayetteville, NC 28303. This position will be open until filled. **NO PHONE CALLS PLEASE.** The Partnership for Children of Cumberland County is funded by North Carolina's Smart Start, the North Carolina Pre-K School Readiness Program, federal and private sector grants and donations. For further details, please visit our website, www.ccpfc.org. PFC is an equal opportunity employer.

0004689220cs er

Appendix 4



Smart Start Accountability Plan Qualification Requirements for a Local Partnership Executive Director Effective January 1, 2020

The North Carolina Partnership for Children, Inc. (NCPC) is responsible for the Smart Start appropriation from the General Assembly and is charged with ensuring fiscal and programmatic accountability of those public funds. Contracted local partnerships (LPs), who make up the Smart Start network, utilize these funds to advance a high quality, comprehensive, accountable system of care and education for children in all 100 North Carolina counties.

In recognition of the importance an executive director to the well-being and impact of a LP and their role in the Smart Start network, the following minimum qualification requirements have been established for a Smart Start Executive Director.

This document is not intended to provide best practice guidelines and resources for executive director recruitment and hiring. There are numerous sample resources (e.g. transition plans, job descriptions and competencies, checklists, advertisements) available for LP Boards and search committees to use. Many of these were created and used by other LP Boards who were in an executive director recruitment process. Your NCPC Program Officer can send a list of available resources. Additional LP Board resources are available from NCPC's LP Central website around board governance and oversight developed by Board Source and NCPC.

Notice of Transition

LP Boards must notify NCPC (by email to assigned Program Officer) in the event the executive director retires, resigns, or is terminated for any other reason, and provide the following information:

- The last date of the executive director's employment;
- Contact information for the interim executive director (an interim executive director cannot also serve as a board member); and
- Plans for recruitment and selection of new executive director, including who will serve as the selection committee.

Minimum Qualification Requirements

1) Education Requirements

Candidates must possess a bachelor's degree (graduate degree preferred) in business administration or related business field, public administration, public policy, education, or human services-related field.

2) Experience Requirements

Candidates must have a minimum of five years of experience in management and financial administration with at least three years of supervisory experience.

Other key business competencies for executive director that should be considered, but are not a minimum requirement are:

- Experience in nonprofit or state government financial administration and management, including responsibility for developing and managing diversified sources of funding (e.g. federal, State, local, private) and responsibility for regulatory compliance.
- Experience managing early childhood programs.
- Experience convening stakeholders for community impact.
- Working with diverse community stakeholders.
- Experience in nonprofit board governance and working with governing boards.
- Proven fundraising and grant writing experience for the nonprofit sector.

Candidate Vetting Process

LP Boards are responsible for the final selection of a candidate when hiring a local partnership's executive director. However, to maintain fiscal and programmatic integrity within the Smart Start system, LP Boards must provide NCPC with information to demonstrate the candidate meets the minimum qualifications of education and experience. Documentation can vary, but at minimum, the candidate's resume, and verification of education are acceptable forms of documentation. LP Boards will be notified once the minimum qualifications are reviewed by NCPC.

If a candidate has prior experience as an executive director for a Smart Start local partnership, NCPC and the LP Boards will also review a candidate's prior executive director experience with the Smart Start network. NCPC and the LP Boards will jointly review any relevant information and determine if the candidate is still eligible for hire.

A candidate that does not meet the minimum requirements stated above is not necessarily ineligible, however, the candidate's qualifications will be subject to additional review and documentation. NCPC and the LP Boards will jointly meet to review the candidate's commensurate qualification. If accepted, NCPC will approve an exception and notify the Boards.

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

Background Checks

All offers of employment to local partnership executive directors are contingent upon clear results of a thorough background check. Before conducting any background checks, candidates must sign and submit a background authorization and release form to the hiring agency. The background check is the local partnerships responsibility.

[Reference ED Background Check Document.](#)

Salary Schedule

Boards must use the Executive Director Salary Schedule in determining the Executive Directors salary.

[Reference Executive Director Salary Schedule.](#)

Non-Compliance

LP Boards cannot hire a candidate that does not meet the minimum qualifications, unless an exception has been approved by NCPC. If an executive director is hired without the minimum Smart Start executive director qualifications the local partnership will not be in compliance with the terms of their contract with NCPC.

Last Revised: 7/12/2019 Updated: 12/4/2019

Appendix 5

Resume Scoring Sheet

Rank each candidate on a scale from 1-3 using the following criteria.

1 = Meets all criteria. Has all the required experience, skills and education. An excellent match for the position, at least on paper

2 = Meets some of the criteria. Has some of the required experience, skills and education. Maybe a good match for this position. Might be worth exploring further.

3 = Unqualified. Has little relevant experience or skills.

	Mission Experience/ Non-Profit	Senior Leadership Experience	Funding Growth Experience	Organizational Development	Board Experience	Community Engagement	Advocacy	Written Skills	Resume Score
Candidate Name:									
Comments:									
Candidate Name:									
Comments:									
Candidate Name:									
Comments:									
Candidate Name:									
Comments:									

Appendix 6

First Round Interview/ PFC President

Applicant's Name: _____

Interview Date: _____

Interviewer Name: _____

1. Could you give us a brief synopsis on why you applied for this position and how your current/ past experience relate to the responsibilities and duties of the President's position?
2. What is your general knowledge of the state wide early childhood system and/or programs?
3. Please share your current/ past community engagement experience to include your experience working with a non-profit board, working with volunteers and or any personal volunteering experiences.
4. Please share your experience and/or knowledge you have pertaining to fund development, grant writing, fundraising and/or donations and sponsorships.

Appendix 7

Candidate: _____

President Interview Questions Round 2

Competency: Leadership

A. We'd like you to tell us how you define the role as President in relation to the board of directors and the organization as a whole.

1. What are the clear delineators between the board and President responsibilities?

(1) Inadequate	(3) Meets Needs		(5) Excellent	Score: ____

Comments:

B. Hiring, supervision, and development of staff are an integral part of this position. PFC currently has approximately 60 employees

2. How would you describe your leadership style?

(1) Inadequate	(3) Meets Needs		(5) Excellent	Score: ____

Comments:

Competency: Strategic Thinking

A. A primary role for the President is to serve as an advocate and collaborator to help create change for young children and families both locally and on a statewide level. One primary role of our organization to convene or initiate action when needed.

3. Gives us an example of a collaborative initiative/ effort(s) you initiated or participated in? What was your role and who was involved?

4. In a multi-faceted community such as Cumberland County, what would you do to stay informed about the community, and how would you apply it to your job?

				Score: ____
(1) Inadequate	(3) Meets Needs	(4) Good	(5) Excellent	

Comments:

B. Strategic Planning-The President provides leadership to the development, implementation and adjustments to the strategic plan.

5. Describe your role and/ or experience with strategic planning, the process and components of the plan.

(1) Inadequate	(3) Meets Needs	(4) Good	(5) Excellent

Comments:

Competency: Relationship/Public Relations

A. In our current strategic planning process, strengthening community engagement and relations has been identified as a key focus area. Informing the public and advocating for the needs of young children, the importance of early education and the work of the organization is a critical role.

6. Tell us about experiences you have had with public awareness, education and/or engaging others.

				Score: ____
(1) Inadequate	(3) Meets Needs	(4) Good	(5) Excellent	

Comments:

Competency: Operational Excellence

A. Financial Administration: *Financial stability is another key focus area in our strategic plan. Developing multiple sources of revenues is important to sustain and grow the organization.*

- 7. What experiences have you had that are relevant to the fiscal management of a profit or non-profit organization? Please share information about financial planning and oversight.
- 8. Describe your experience with fund development, and specifically what experiences have you had with donors, grants, special events, etc.

_____	_____	_____	_____	Score: ____
(1) Inadequate	(3) Meets Needs		(5) Excellent	

Comments:

B. Program Knowledge and Evaluation: *The Partnership provides leadership on early education and care and is seen as the expert or source of information on young children and families in for our community.*

- 9. How would you evaluate the effectiveness of an organization, programs and/ or operations?

_____	_____	_____	_____	Score: ____
(1) Inadequate	(3) Meets Needs		(5) Excellent	

Comments:

C. Candidate Questions: Thank you for answering all of our questions, now what questions do you have for us?

Comments:

Notes and Rating Sheet:

Competency	Notes	Assessment				
		Weak		Avg	Excellent	
Leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Thinking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship/ Public Relations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Excellence (10)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ASSESSMENT		
Inadequate	Meets needs	Excellent
<ul style="list-style-type: none"> • Few desired behaviors • Lack of clarity or confidence in response • Responses are not evident of having demonstrated this competency at the desired level in the past, or will be able to easily demonstrate it in the ED role. 	<ul style="list-style-type: none"> • Many desired behaviors • Articulate and clear response • Solid knowledge and skills in competency area relevant to the role of ED. 	<ul style="list-style-type: none"> • All (or most)competency behaviors • Exceptionally clear, compelling and confident response to questions • Provides strong evidence they have demonstrated this competency in the past, and will demonstrate it at a high level as an ED.

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

Appendix 8

Date

Candidate Name

Candidate Address

Dear Candidate:

Thank you for your interest in the President position. The committee has narrowed the applicant field and determined which candidates will move forward for the XXXXXXXX round interview. While you are a qualified candidate with many strong attributes, you have not been selected to continue to the next stage of our search. We sincerely thank you for applying for this position and taking the time to interview with us.

Thank you for your commitment to the work you do and we wish you the best in your professional pursuits and goals.

Thank you again for your interest in the Partnership for Children of Cumberland County.

Sincerely,

XXXXXXXXXXXXXXXXXXXX

Partnership for Children Board Chair

29

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



Be the Driving Force.

Appendix 9

Instructions for Presentation to Candidates:

Please utilize Microsoft PowerPoint for the actual presentation and save and bring the document on a personal thumb drive. Please also email the presentation to HR Manager at aramos@ccpfc.org so we can have the presentation ready for you before you arrive. We will provide the laptop and projector for the presentation.

Please prepare and deliver a 20-30 minute presentation on what attracts you to the Partnership for Children of Cumberland County, your "vision of the public- private Partnership as it relates to funding, the importance of community buy-in (facilities, parents, service providers etc.) and legislative perceptions".

Suggestions:

* You may want to include such things as strategies you would use to work through the threat of potential budget cuts and the process of determining what should be done and how.

* You may also want to include strategies you would employ to increase community engagement. This includes PFC events (annual fundraiser), community events and parent/ provider education.

As part of your presentation, please devote 2-3 minutes to tell about your experiences, education, and why you applied for this position.

There will be a 10-minute question/answer period at the end of your presentation.

Also as discussed, the interview is scheduled from XXXX to XXXX. The presentation will be first and then the 10 minute question/ answer period after the presentation. You will then have an informal sit down lunch with the committee and leadership team. After lunch you will have a building tour with our VP of Finance, Marie Lilly. You will have the opportunity to ask any questions you may have at this point.

30

Appendix 10

Name of Candidate:

County:

Position Title: President

Date:

Rate the Candidate	Not Observed*	Poor	Average	Good	Excellent
Professional Expression					
Evidence of Preparation					
Presentation Quality					
Audience Engagement					
Creativity					
Quality of Response to Questions					
Subject Matter/Technical Knowledge					
Communication Proficiency					
Planning/Organization Technique					
Technology Use					

ccpfc.org Leadership Ability					
Experience Working with Volunteers					
Understands Programming Model					
Knowledge of Early Childhood Education					
Teamwork					
Experience/Education Qualifications					
Marketing Skills					
Political Savvy					
Conflict Management Techniques					
Supervisory Experience					
Overall Suitability for the Position					

* Rate the candidate "Not Observed" for any category you cannot determine a rating based on the seminar.

Candidate's Strengths: _____

Candidate's Challenges: _____

Comments: _____

Transition and Selection Procedures for President Succession Plan

The following procedures are to serve as guidance to the current President, Board of Directors, Board of Directors Chair, Transition Committee, Interview subcommittee and the newly appointed incoming President in the event of a permanent change in President.

1. When the outgoing President has made a decision to leave the position he/she will give a minimum 30 days written and verbal notice to the Board Chair.
 - a. The President and Board Chair will use the Transition Timeline (Appendix 2) as guidance for the process.
2. Once notification is received the outgoing President and Board Chair will review the approved succession plan.
 - a. If the departure is unplanned the Board Chair and outgoing President will follow the approved succession plan steps outlined in the succession plan document until a permanent replacement is found for the President's position.
3. The President will personally inform NCPC, the Board of Directors, key community leaders, grantors (if needed), Leadership Team and staff in writing and verbally.
 - a. In collaboration with the Community Engagement department, the President will develop a press release.
4. Once notification has been made, the Board Chair will work with members of the Executive Committee and the Human Resource committee in developing a Transition Committee which is usually comprised of a minimum of 5 and a maximum of 12 individuals. (The Transition Committee's roles and responsibilities are to prepare and execute all aspects of the transition process to include but not limited to Board preparation, hiring processes and onboarding for the newly appointed President).
 - a. Once the committee has been identified the Board Chair will appoint a Transition Committee Chair and Vice-Chair for the Transition Committee process.
 - b. The Human Resources Manager will serve as the Transition Committee's liaison and resource.

5. Once the Transition Committee is formed they will conduct a meeting to determine the next steps of the transition which will include but limited to reviewing the succession plan timeline, the president's job description and communicate with the Board of Directors regarding needs for the organization.
6. The Transition Committee will start the process of developing an Interview subcommittee of the Transition Committee which is usually comprised of approximately 4 individuals. (The interview subcommittee's roles and responsibilities are to conduct the interviews with potential candidates and make recommendation to the Transition Committee for final selection).
 - a. The transition committee will consider multiple factors when making the member selection for the Interview subcommittee to include but not limited to age, ethnicity, education, background and experience and can include members of the Transition Committee.
 - b. The transition committee will express to the Interview subcommittee members that their participation in the interview process will be mandatory to maintain continuity through each interview with each candidate.
 - c. The transition committee will also maintain communication with the Board of Directors reading status of each committee and timeline of the transition.
7. Once both committees are identified, the transition committee will meet to discuss the timeline of the hiring process, resources needed from staff and the search plan. During this process the Committee will discuss the importance of maintaining the integrity and confidentiality of the candidates and the process.
 - a. The HR Manager will provide the support needed on the staff level and fill the role of point person regarding communication among the committee members.
 - b. The HR Manager will supply the transition committee with resources needed for the search plan to include but not limited to example of the job announcement (Appendix 3), resources where the announcement will be posted and the screening tool that will be used to select candidates for interview.
 - c. The transition committee will determine what resources the HR Manager will use when posting the announcement as well as whether to set a closing date for the job announcement.
8. Once the job announcement is posted, both externally and internally, the HR Manager will collect all submitted resumes and log them into the resume log.
 - a. The HR Manager will review each resume for required education and experience requirements according to the job description and requirements set by NCPC (Appendix 4).

351 Wagoner Drive, Suite 200

Fayetteville, NC 28303

P 910-867-9700 / F 910-867-7772

ccpfc.org

- b. Once reviewed by the HR Manager, each resume will be logged into the resume scoring sheet (Appendix 5).
 - c. The HR Manager will forward all resumes and scoring sheets to interview subcommittee members for their review and scoring.
 - d. The interview subcommittee will use the resume scoring sheet to rate each resume according to the competencies that were identified.
 - e. The HR Manager and Committee members will decide on a date to have an initial meeting to review candidates and the scoring sheets.
9. During the initial meeting to review the candidates, the committee will also review the initial interview questions (Appendix 6) and determine dates and times for the candidate's initial interviews. Each initial interview will be scheduled for 30 minutes.
- a. The HR Manager will make contact with all selected candidates and schedule the date, time and location.
 - b. If requested by the candidate, and the committee approves, the initial interview may be conducted remotely (i.e. Skype).
 - c. Once all dates and times are confirmed, the HR Manger will advise the committee on the confirmation.
10. Once the committee has completed the initial interviews they will determine which candidates they will select for a second round interview. The committee will then determine the dates and times of the second round interviews. The committee members will also review the second round interview questions (Appendix 7)
- a. All candidates not chosen for a second round interview will be sent a letter (Appendix 8) with the Board Chair's signature.
 - b. The HR Manager will make contact with all selected candidates and schedule the date and time for each second round interview. All second round interviews must be in person.
11. Once the committee has completed the second round interview, they will determine if any candidates will move to the final presentation interview.
- a. All candidates not chosen for the final presentation interview will be sent a letter signed by the Board Chair.
 - b. In the event that the committee has not made the determination of two final candidates and the HR Manager has received additional qualified resumes the committee will accomplish steps 8 through 11 until the committee has decided on two final candidates to move forward with the final presentation interview.

12. Once the committee decides on the top two candidates they will determine the dates and times for the final presentation interview.
 - a. The HR Manager will advise PFC Leadership Team on the committee's selection.
 - b. The HR Manger will invite PFC Leadership Team and Board members to participate in the presentation interview process.
 - c. The HR Manager will make contact with the candidates explaining the process and requirements of the presentation interview (Appendix 9)
 - d. The HR Manager will also provide each candidate a PFC employment application, background release form and a request of references.
 - e. The HR Manager will send invite Leadership Team and any Board Members to participate in the final presentation interview.
13. Once the interview subcommittee, Leadership Team and Board members complete the final presentation interview all present members will complete the candidate feedback worksheet (Appendix 10).
 - a. All feedback worksheets will be given to the transition committee for final review and selection.
14. After review of feedback forms, the transition committee and interview subcommittee will then advise the HR Manager on the final selection.
 - a. The HR Manager will begin to conduct all reference checks.
 - b. The HR Manager will submit the background check verification.
 - c. The HR Manager will calculate the starting salary of the applicant (s); once the salary is calculated the documents will be reviewed and approved by the Board Chair and transition committee Chair.
 - d. The HR Manager will send a letter, signed by the Board Chair, to the candidate that was not selected.
15. The transition committee chair will make contact with the selected candidate and discuss the offer of employment to include but not limited to salary, on boarding and start date.
 - a. Once the candidate makes a verbal acceptance of the offer the HR Manager will forward the final candidates resume, verification letter, verification of education (either copy of transcript or diploma and background check. to NCPC's Organizational Development Director for review and approval.

16. Once the candidate chosen for the position has been approved by NCPC the Board Chair will call a Board of Directors meeting (Quorum is required) to have a formal action (Closed Session).
 - a. The transition committee chair will advise the Board of their recommendation based on the entire interview process.
 - b. Once the Board approves the candidate, The transition committee chair or HR Manager will advise the candidate on the date of Board approval, official offer letter signing and start date.
 - c. The HR Manager will make contact with both the candidate and the Board Chair to determine a date to sign the offer letter.

17. The transition committee and Board Chair will announce the newly appointed President.
 - a. They will personally inform PFC's Board of Directors, NCPC, key community leaders, grantors (if needed), Leadership Team and staff in writing and verbally.
 - b. The VP Finance will announce the newly appointed President to staff.

18. The newly appointed President will work with the transition committee and outgoing President regarding the onboarding process.
 - a. The outgoing president will supply the newly appointed President a hand off report that includes, but not limited to key contracts, grants, financials, internal and external deadlines, liabilities, staff vacancies and the strategic plan which outlines and future direction of the organization.
 - b. The newly appointed President will develop a 90 day working plan in collaboration with the Board Chair and senior leadership (VP Finance & Vice Presidents).
 - c. The Board Chair will engage with the new President in a 90 day check in review.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
Summary of Fixed Assets for Disposal
To Board for Approval on October 26, 2023

COST						
FIXED ASSET TAG #	STATUS	DESCRIPTION	YEAR PURCHASED	FURNITURE & EQUIPMENT OVER \$500	COMPUTERS & EQUIPMENT OVER \$500	BUILDINGS OVER \$500
20789	<i>The ice machine has had repeated repairs and cleanings over the last 14 years. The service company recommended that we discontinue use of ice due to delamination of the ice cube tray. The machine will be dismantled and disposed of.</i>	Manitowoc SY304A Ice Cube Maker Ice Machine	Jan-09	2,498.00		
				\$ 2,498.00	\$ -	\$ -
TOTAL DISPOSALS				\$2,498.00		

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.

September 30, 2023

1 Balance Sheet

- The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.
- The new First Bank account was opened in April 2022 and will be used for construction loan draw-downs, contractors' payments, interest, etc.

2 Smart Start Grant [State Funds]

- PFC's Smart Start grant budgets are reflected at 100% of full allocation effective July 1, 2023.
- The total allocation for FY2023-2024 at 100% is \$6,832,478, including DSS and WAGE\$ was effective July 1, 2023.
- In July 2023, PFC reverted \$862,921.47 for unspent FY22-23 Smart Start funds. [\$52,341.39 of Administration; \$45,403.69 of Fundraising and \$765,176.39 of Services] All of the reverted funds is anticipated to be received back from NCPC by mid fiscal year.

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

- PFC is in full contract with DCDEE effective July 1, 2023.
- The current year NC Pre-K contract was amended on September 20, 2023 for an additional \$328,170 of federal funds to be effective from July 1, 2023 through June 30, 2024. The federal title of the funds is Emergency Assistance to Non-Public Schools Funds [EANS]. These federal funds are a part of the Governor's Emergency Education Relief [GEER] funds for direct payments to NC Pre-K classrooms. The eligible NC Pre-K classrooms can use the funds for expenses as outlined in the NC Pre-K Guidance. None of the GEER grant funds can be used for the contracting agency's [the Partnership's] administrative expenses.
- The total current year contract is now \$10,399,022 which consists of \$4,127,571 of federal funds and \$6,271,451 of state funds.
- Historically this distribution of state and federal funds is amended by DCDEE before or at yearend.
- PFC requested and received 1/10th of the direct services grant and disbursed funds for four requested advances in September 2023.
- The amount of the total advance received was \$915,532.
- Due to the amount of federal funds received, the Partnership **will be** audited extensively for fiscal responsibility and federal compliances, i.e. an A-133 audit since we have spent at least \$750,000 in federal funds for the fiscal year.

4 Southwestern Child Development Commission, Inc. [SWCDC] - Region 5 Grants [Federal Funds]

- The Region 5 Core grant is in contract effective July 1, 2023 through June 30, 2024; and July 1, 2024 through June 30, 2025. The grant amount is \$395,367 for each of the two years [\$790,734 total]. The contract was executed on August 28, 2023.
- The Region 5 Birth to Three Quality Initiative is anticipated to be in contract effective August 1, 2023 through July 31, 2024. The grant amount is anticipated to be \$171,986.
- The Region 5 Healthy Social Behaviors [HSB] grant is anticipated to be in contract effective July 1, 2023 through June 30, 2024. The grant amount is anticipated to be \$268,003.
- The Region 5 Family Child Care Project [FCC] grant is in contract effective September 1, 2023 through February 14, 2024 ; and February 15, 2024 through February 14, 2025. The contract was executed on September 25, 2023. The grant amount is \$81,584 for the 5.5 months contract period and \$186,900 for the 12 months contract period.

5 NCPC - Non-Fiscal Year Grants [Federal Funds]

North Carolina Partnership for Children (NCPC) Federal Grants to PFC			
Grantor	Grant Name	Period	Amount
NCPC	PDG Family Connects Innovation Grant	03/01/2021 - 11/30/2023	3,735,268.00

Pre-school Development Grant [PDG] Family Connects Innovation Grant

- During FY 21-22, PFC acquired another new federal grant from NCPC. The grant is called PDG Family Connects Innovation Grant and is for the purpose of planning and implementing a telehealth model innovation of the Family Connects evidence-based model in accordance with the requirements of the Family Connects model and current modifications due to COVID-19.
- The grant is for twenty-one months and is effective March 1, 2021 through November 30, 2022.
- The grant amount is \$2,124,110 for the first 21 months with a potential addition of \$1,166,411 for 12 months if it is extended past November 30, 2022.
- The majority of the grant is budgeted to pay Carolina Collaborative Community Care (4C's) \$1,745,506 as the hiring agency to implement the home visiting component by nurses.
- The remaining \$378,604 includes PFC staff directly involved in the grant plus 10% [or \$193,101] for indirect costs for administering the grant.
- NCPC has been awarded a No-Cost Extension for the Year 3 of the Family Connects Pilot. Additional details will be shared later. The contract amount **may** not change.

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.

September 30, 2023

- g. NCPC extended the end date of the PDG grant from November 30, 2022 to November 30, 2023. The Year 3 grant was increased with an additional amount of \$2,021,969. The contract amendment is effective November 30, 2022.

6 All Funding Sources

- a. The cash balance at month-end is as projected and is sufficient for the requirements of the upcoming month and at yearend.

7 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 are not available.
- b. On October 4, 2021, \$50,000 was transferred from the PNC Money Market Account to the E-Trades Funds Account, per Board Approval.
- c. On March 30, 2023 the Board approved to redeem the two Lumbee Bank CDs before their maturity date of February 26, 2024 in order to purchase one new Lumbee Bank CD with a higher yield. On April 18, 2023, the two CDs were redeemed and one new Lumbee Bank CD for \$209,427.38 was purchased. The new CD is a 13-month CD with an interest rate of 4.18% and matures on May 18, 2024.
- d. The cash equivalent balances in Fund 208 consists of the following at the end of the month:

PNC Bank Money Market Account	170,091.27	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Certificate of Deposit #4	209,427.38	<i>New CD purchased on April 18, 2023</i>
Lumbee Bank - Checking Account [from investments]	200.00	<i>Deposited \$100 initially; deposited \$25 in FY20-21; and deposited \$50 in July 2023.</i>
E-Trade Funds Account	118,000.00	<i>Gains/Losses are not reflected in the financial statements</i>
	<u>497,718.65</u>	

Interest Earned - Fund 899	
PNC Bank Money Market	28,557.53
Lumbee Bank - CD	-
	-
	<u>28,557.53</u>

Investments - Fund 208	497,718.65
Interest Earned - Fund 899	28,557.53
TOTAL INVESTMENTS PLUS INTEREST	526,276.18

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

8 Cash and In-kind Report

- a. The 19% match requirement reflected on the monthly report is reflected at 100% of the full allocation, NOT YET including the prior year reverted funds.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to meet our match requirement.
- c. PFC did not meet the 19% match requirement for FY2223, FY2122, FY2021, FY1920, FY1819, FY1718 nor for FY1617.
- d. Since the 19% required match was not met for the FY ended June 30, 2023, there will be no contribution to the PFC endowment.
- e. Per NCPC, individual LPs who did not report at least 19% Program Match for FY22-23 will have the consequences waived again in light of delayed NC FAST subsidy parent fees reporting. However, in order to meet the statewide 19% legislative mandate, it is critical that LPs report the eligible contributions that are received each fiscal year.
- f. Income from fundraisers are to be reflected at the net amount only and after the event is over. Therefore, receipts from sponsors and donors will not be reported for Cash and In-kind purposes until such time.

Partnership for Children of Cumberland County, Inc.
Cash and In-Kind Contributions Report
FY23/24

Total Smart Start Allocation NOT INCLUDING RECURRING FUNDS OF \$259,431 (NOT including prior year Carryforward Funds):	\$ 6,573,047.00
Target Cash & In-Kind Required (19%):	\$ 1,248,878.93
Target Cash Required (≥13%):	\$ 854,496.11
Target In-Kind Required (±6%):	\$ 394,382.82

1

CASH DONATIONS		August	September	Y-T-D
Cash Donations - In-House				
Board Donations	501-4410	\$ 155.00	\$ 150.00	\$ 335.00
Other Donations	501-4410	\$ 25.00	\$ 25.00	
Staff Donations	501-4410			\$ -
Donations - Barlow Research Survey	501-4410		\$ 20.00	\$ 70.00
Donations - CarMax Donation	501-4410			\$ -
Donations - SECC Donation	501-4410			\$ -
Donations - Vending Machine Proceeds	515-4410	\$ 61.77	\$ 56.42	\$ 145.30
Donations - Giving Tuesday CCF	546-4420			\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 3,881.26	\$ 3,427.03	\$ 11,173.67
Program Income - Little Land Donations	801-4827			\$ -
Program Income - Tenant Copier Fees	801-5311		\$ 36.39	\$ 72.78
Program Income - CCR&R Workshop Fees	801-4823	\$ 20.00	\$ 1,080.00	\$ 1,100.00
Program Income - Cash Back Capital One	805-4829			\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,750.00	\$ 4,750.00	\$ 14,250.00
				\$ -
Total Cash Donations - In-House		\$ 8,893.03	\$ 9,544.84	\$ 29,038.75
Cash Donations - Direct Service Providers				
1st Quarter (July - September)				\$ -
2nd Quarter (October - December)				\$ -
3rd Quarter (January - March)				\$ -
4th Quarter (April - June)				\$ -
PFC Child Care Subsidy Parent Fees				\$ -
Total Cash Donations - Direct Service Providers		\$ -	\$ -	\$ -
TOTAL CASH DONATIONS		\$ 8,893.03	\$ 9,544.84	\$ 29,038.75
				2.3%
GRANTS				
Cumberland Community Foundation (100% Private Grants)	535-4425			\$ -
City of Fayetteville Federal ARPA Grant	333-4223			\$ -
TOTAL GRANTS		\$ -	\$ -	\$ -
IN-KIND DONATIONS				
In-Kind Donations - In-House				
In-Kind Donations - Volunteer Time			\$ 3,761.44	\$ 3,761.44
Google Ads Grant		\$ 8,905.40	\$ 8,175.10	\$ 25,901.37
Discounts on Materials - Media Shield		\$ -	\$ 660.00	\$ 660.00
Discounts on Materials - Systel				\$ 1,379.77
Total In-Kind Donations - In-House		\$ 8,905.40	\$ 12,596.54	\$ 31,702.58
In-Kind Donations - Direct Service Providers				
1st Quarter (July - September)			\$ 3,363.11	\$ 3,363.11
2nd Quarter (October - December)				\$ -
3rd Quarter (January - March)				\$ -
4th Quarter (April - June)				\$ -
Total In-Kind Donations - Direct Service Providers		\$ -	\$ 3,363.11	\$ 3,363.11
TOTAL IN-KIND DONATIONS		\$ 8,905.40	\$ 15,959.65	\$ 35,065.69
				2.8%
GRAND TOTAL		\$ 17,798.43	\$ 25,504.49	\$ 64,104.44
				5.1%

2

3

\$ (1,184,774.49)

4

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

The ITSC specializes in a range of technical services provided to the Partnership of Cumberland County (PFC) and external partners; Shared Services Assessment and Technology Planning, Managed Services, Technical Assistance/ On-site Support Services, and Training.

Shared Services Assessment and Technology Implementation

A shared services assessment and technology implementation plan includes an evaluation of the organization's current technology and the implementation of standardized network infrastructure or enhanced technology to update the existing infrastructure. Services included in this initial phase of technical support may include; new network implementations, network infrastructure installation, system or server upgrades, lifecycle replacement, or other, third-party projects like; telecommunication, audiovisual, or other supplemental network resources.

Managed Host Services

Network Management Services include security and management of the network, which may include; HIPAA-informed network security, network maintenance standards, wireless communications, data backup, and disaster recovery, using NIST guidelines for recovery in the event of data loss due to natural or manmade disasters.

Training

IT specializes in and provides end-user training for Windows-based networks. Virtual training is provided for new user or new product orientation, audiovisual equipment training, internet, e-mail communications. Windows operating system and Microsoft Office application suites. Training sessions can be provided in group or individual sessions and may be offered via webcast, phone, or on-site. Additional, hourly fees apply for on-site training for all external partnering organizations.

Technology Purchasing Assistance

Partnership will provide purchasing assistance services, to include, technology quotes from reputable, lowest cost vendors. All purchasing assistance will include any required documentation and assistance with the placement of the order. While most shipments are expedited to the Partnership for setup and configuration, a packing slip/confirmation of delivery will be faxed to the Customer upon receipt of any technology items at the Partnership.

On-site Data Backup & Disaster Recovery Services

Partnership will provide On-site Data Backup & Recovery Services (Incremental¹/Full²) in order to prevent crucial data loss. Partnership will make every effort to ensure that backup services are properly initiated and maintained, however, Partnership **does not assume responsibility for any loss of data.**

- An on-site storage solution will be provided by the Customer, to include, backup of data stored on a designated system at Customer's site.

- Data backup will be provided via the storage device located at the Customer's site.
- Data recovery will be provided in the event of lost data due to natural or manmade disasters. Partnership does not assume responsibility for loss of data or any network downtime that would occur as part of this event. Additional vendor-related expenses may result, due to any damage to backup device.
- A maximum of device's backup capacity for data will be provided, per Customer. If exceeded, ITSC will meet with Customer to determine other storage options (additional fees may apply).
- Customer will be responsible for maintaining internet connectivity for successful data backups.
- Data backups will be conducted during "off-peak" hours so as not to interfere with business operations.

New User Orientation

Partnership will provide end-user training for networking concepts and security ("New User Orientation"), at no cost, at the Designated Host Site or via remote services with Customer during normal business hours and upon a predetermined schedule. Any request for on-site, New User Orientation will be billed at an hourly rate, with reimbursement for travel to locations outside of Cumberland County.

Network Infrastructure & Management

Partnership will provide network infrastructure support (network-wide devices, to include; servers, firewalls, routers and switches) and management on an unlimited basis. Additional vendor-based fees may apply for extraneous support or hardware repair of network equipment.

Network Security & Policy Enforcement

Unless otherwise directed, the Partnership will enforce established IT Security Policies, to be provided to the Customer upon initial setup and during new user orientations. Any state, federal and global laws, pertaining to Internet and computer use, will be upheld and enforced in coordination with authorized personnel.

Preventative Maintenance

Partnership will perform preventative maintenance via remote services, for tuning and general maintenance of Customer Materials during scheduled maintenance windows.

President's Report
NC Pre-K Planning Committee & Board of Directors Meeting
Charles Morris Room/Hybrid
Thursday, October 26, 2023

A. NCPC/DCDEE Updates / Legislative Updates

1. NCPC

- State budget allows Smart Start to charge **10% administrative overhead of total allocation, up from the previous cap of 9%.**
- **State budget included \$1.5M non-recurring funds each year of the biennium for DPIL.** This will allow for some additional new children to be served. We continue to collaborate closely with United Way of Cumberland County to provide this program. We are grateful for the additional state funding. We proactively added a DPIL activity to our Smart Start budget for FY 23/24.
- **Tri-Share Child Care Pilot Program - \$900,000 each year** of the biennium (non-recurring) to establish the Tri-Share Child Care pilot program in **three** local Partnerships serving as regional facilitator hubs. A regional facilitator hub may use up to nine (9%) of its allocation for administrative costs and the provision includes a reporting requirement. PFC staff does not recommend pursuing this pilot program due to capacity.
- **Family Connects**
 - a. **In process for closing out PDG Pilot grant for Family Connects by November 30.**
 - b. Contracting for continuing the Family Connects Activity is in process for December 1, 2023 – June 30, 2024 for this allocation cycle.

2. DCDEE

- Due to a change in the State Controller's payment system, payments to state contracts have been delayed. It is anticipated that it may be early November before payments are received. This impacts multiple funding streams for the Partnership. This is a statewide issue. Cash flow is being monitored closely.

3. State Level

- **Medicaid Expansion – beginning December 1, 2023.** NC DHHS has launched a new website to help with community outreach. The website includes basic information on eligibility for Medicaid coverage, details of costs and coverage, and free materials to help nonprofits provide clear and accurate information about Medicaid and Medicaid expansion.

4. Federal Level

- FY 24 Appropriations Process –The federal shutdown was averted by a Continuing Resolution until November 17, 2023. A House Speaker is required in order to pass the 12 appropriations bills with the November 17th deadline quickly approaching. Representative Mike Johnson from Louisiana was elected House Speaker on Wednesday, October 25th.

5. Local Level

- Meeting convened by City of Fayetteville Police Department and other interested parties in researching options for child care for first responders. Ongoing meetings strategizing child care resources and options that may meet this on-going need of people with variable schedules and shifts.

B. Grant Opportunities/Updates/RFPs

1. **City of Fayetteville ARPA grant** – MOUs with providers are in development. FCCH MOUs have been sent

out and 4 of 5 are executed. Center MOUs in process.

2. **Cumberland County Revised Nonprofit Fiscal Recovery Assistance Program** – Funds were directed to support the Family Connects program. Executed contract is in the work flow with the County.

C. Staff updates

1. **Welcome Von McNeill**, (NC Pre-K Caseworker) who joined the Partnership October 18th. We previously welcomed **Nikita Grayson** (Coach) who joined the Partnership on August 28.
2. **Farewell to Candy Scott, VP of Programs**. Candy hit the ground running on October 16th as the new Executive Director at the Johnston County Partnership for Children. We've already seen her on several NCPC ZOOM meetings. She sends warm wishes to everyone.
3. We have several positions posted, including Program Specialist for NC Pre-K, Coaches and the new Family Child Home Consultants. The VP of Programs position will remain posted until October 31. We are reviewing 23 applicants so far. If you or anyone you know are interested in any of these positions, please visit our career page to learn more and apply.

D. Events/Community Outreach

1. **Little Land Down on the Farm** – Lisa Childers will have additional data from event attendance and collaboration. We are looking forward to continuing the event next year.
2. **PFC United Way Campaign/Food Drive** – As part of our campaign we are doing a Food Drive. Boxes are located throughout the building for donations. You may donate food through November 10th. Staff are also participating in volunteer opportunities with United Way agencies.
3. **Greater Fayetteville Chamber Chairman's Coffee Club – PFC hosted the event on October 19**. Kudos to Daniele Malvesti for pulling together the presentation and to Board Chair Brian Jones, Board Member Dr. Patricia Fecher and Julanda Jett, Interim VP of Programs for being in attendance and sharing their passion for our mission. Save the Date flyers for our 30th Celebration were passed out. It was a great opportunity for networking. We are proud members of the Greater Fayetteville Chamber.
4. **30th Anniversary for Partnership for Children of Cumberland County** – December 2023. The celebration will occur on Thursday, December 14 from 1:00-7:00 pm at the Partnership. The planning group has met several times. If you want to attend additional planning meetings, contact Daniele Malvesti (dmalvesti@ccpfc.org) for meeting times.
5. **Little Land Saturday, February 10, 2024 – Save the Date.**

Family Connects, North Carolina Southeastern Region

	From 10/4/2021	Calendar Year Totals	May-23	Jun-23	Jul-23	Aug-23
Total Births	7042	3652	283	313	283	287
Eligible*	6135	3146	252	280	256	251
Not Eligible	907	506	31	33	27	36
CONTROL (THIS SHOULD EQUAL ELIGIBLE)	6135	3146	252	280	256	251
Scheduled	4628	2283	198	235	195	203
Scheduling Rate - 75% Goal	74%	72%	79%	84%	77%	
Decline	573	322	25	8	7	12
Decline Rate	10.34%	8.31%	9.92%	2.86%	2.73%	4.78%
Pending - Changes Daily	159	0	0	34	54	33
Pending Rate	0.00%	0.00%	0.00%	12.14%	21.09%	13.15%
Unable to Contact - Closed By DOB	775	541	29	3	0	3
Unable To Contact Rate	15.09%	17.80%	11.51%	1.07%	0.00%	1.20%
Completed (by delivery date)	2734	1363	121	149	110	111
Completion Rate - 80% Goal	60%	60%	61%	63%	53%	
Population Reach - 60% Goal	44%	44%	48%	53%	53%	
TOTAL REFERRALS	8804	4372	530	482	261	242
COMPLETED VISITS						
County of Residency - Goals						
Cumberland - 56%	85.29%	86%				
Hoke - 28%	8.81%	8%				
Robeson - 16%	5.90%	6%				

Blue: Pulled from FCI'S KPI reports

Family Connects, North Carolina Southeastern Region

Sep-23
283
252
31

252
195
13
5.16%
38
15.08%
6
2.38%

92
32

NCPC Public Policy Brief – October 20, 2023 (Marta T. Hester, Public Policy Director)

STATE UPDATES:

Medicaid Expansion:

With Medicaid expansion beginning on December 1, 2023, the NC Department of Health and Human Services (DHHS) has launched a [new website](#) to help with community outreach. The website includes basic information on eligibility for Medicaid coverage, details of costs and coverage, and free materials to help nonprofits provide clear and accurate information about Medicaid and Medicaid expansion.

Tri-Share:

Safiyah Jackson provided an update on Tri-Share in the NC Chamber update and article in the link below: [Sharing the Cost of Child Care > Piloting Tri-Share in North Carolina - NC Chamber](#)

EarlyWell Initiative:

The EarlyWell Initiative announced its top six priorities to work on through 2025. The policy agenda grew from a multi-phase effort that started in 2019 among a group of early childhood and child welfare organizations. The goal is to build and strengthen mental health support for infants, toddlers, and young children and families. Staff from the NC Partnership for Children participated in the October 5, 2023 conference and along the way from the earliest phases.

A summary of the group's recommendations is listed in the article and provided below:

- Doula Care: NC Medicaid should cover birth doulas as a benefit.
- Group prenatal care: NC Medicaid should ensure access to group prenatal care. (Note: this recommendation is now covered under Session Law 2023-14 (Senate Bill 20), Care for Women, Children and Families Act.
- Family support services for children with mental health challenges.
- Reach Out and Read: Program should be widely implemented as a standard component of primary care.
- Supporting the early childhood workforce with professional development on mental health.
- Supports for foster care caregivers and the child welfare workforce.

[Early childhood advocates focus on policy change | NC Health News \(northcarolinahealthnews.org\)](#)

FEDERAL UPDATES:

Money to Assist Parents with Child Care Who are enrolled in Classes:

President Biden will grant more than \$13 million to higher educational institutions across the country to assist with campus child care programs for low-income parents enrolled in classes. Research reveals one in five students in the U.S. are parents and 42 percent of student parents tend to go to community colleges, part of the reason some of the child care funding announced will go to several community colleges. Two of the institutions on the list are from NC: Carteret Community College in Morehead City, NC and the University of North Carolina at Greensboro, in Greensboro, NC. See the article below for the listing of colleges and community colleges.

[Biden-Harris Administration Awards More Than \\$13 Million to Improve Access to Child Care for Student Parents | U.S. Department of Education](#)

Maternal and Child Health Stillbirth Prevention Act of 2023:

Maternal and Child Health Stillbirth Prevention Act of 2023 amends Title V, the Maternal and Child Health Services Block Grant of the Social Security Act, to clarify that stillbirth prevention activities and research

are an allowable use of funds. This clarification will support stillbirth prevention activities, thereby helping to save the lives of mothers and babies. This bill is co-sponsored by Senator Tom Tillis (R-NC). [ERN23003 \(senate.gov\)](#)

WIC for Kids Act:

WIC for Kids Act (H.R. 5757) will amend the Child Nutrition Act of 1966, to extend certain certification periods for the special supplemental nutrition program for women, infants, and children by eliminating enrollment barriers. The bill was introduced by Representative Johana Haynes (D-Conn) and co-sponsored by Representative Alma Adams (D-NC). [Text - H.R.5757 - 118th Congress \(2023-2024\): WIC for Kids Act | Congress.gov | Library of Congress](#)

RESEARCH INFORMATION:

See the research below conducted by the Center for Law and Social Policy (CLASP) on the intersection of equitable approaches to data and policy. The attached presentation is based on the research in the report below:

[Shaping Equitable Early Childhood Policy: Incorporating Inclusive Community Engagement Frameworks into Expanded Data Strategies](#)

Here is a more [recent report](#) CLASP conducted on the intersection of equitable data processes and harsh disciplinary practices, particularly in better understanding what this looks like in the birth to 3 child care space for Black children.

2023 Prenatal-to-3 State Policy Roadmap:

The 2023 Prenatal-to-3 State Policy Roadmap provides guidance on the most effective investments states should make to ensure children thrive in society. See the link as follows for information on North Carolina. [North Carolina - Prenatal-to-3 Policy Impact Center \(pn3policy.org\)](#)

2023 National Prenatal-to-3 Research to Policy Summit was held October 12, 2023. One of the panelists was Matt Gross, NC DHHS, Assistant Secretary for Government Affairs. Please see the link below to the recording if you were unable to attend the session. [2023 National Prenatal-to-3 Research to Policy Summit - Prenatal-to-3 Policy Impact Center \(pn3policy.org\)](#)

The U.S. Early Years Climate Action Plan:

[Flourishing Children, Healthy Communities and a Stronger Nation: The U.S. Early Years Climate Action Plan](#) includes recommendations for government and others to ensure that young children (ages 0 to 8) can thrive in a changing climate.

Mary Sonnenberg, President

Goals July 1, 2023 – June 30, 2024

Annual Goal #1: Establish a robust plan for board retreat and strategic planning activities to address forward-looking board priorities and changing early childhood landscape.

Measurable Objectives: Continue to improve NC Pre-K contracting, placement, and communication efficiencies.

Key Results: (Actionable Steps)

9.28.2023:

- 1. NC Pre-K placements started out strong with new school year. Contracts out in August. Site Selection Committee meeting.**
- 2. Staff Committee formed to review Payroll system.**
- 3. General New Board orientation took place at August Board meeting. All board members invited to participate in Committee meetings to learn more about organizational functions. Schedule of meetings sent out.**

Annual Goal #2: Execute sustainable plans for allocations and funding of programs (Family Connects, Health Social Behaviors, etc.) and advocate for legislative fiscal support of mission driven programs.

Measurable Objectives:

Key Results: (Actionable Steps)

9.28.2023

- 1. Meeting with NCPC around end of PDG funding for Family Connects. Met with Family Connects International to work on contract beginning December 1 to get costs and parameters. Signed contract with County for \$50,000 award for Family Connects.**
- 2. Investigating grant resources for Family Connects post-PDG.**
- 3. Meeting set with Chamber of Commerce and Economic Development Corporation around child care crisis and economic impact.**

Annual Goal #3 Establish and execute succession plans for key staff leadership and board member positions to include more thorough and in-person orientation and training.

Measurable Objectives:

Key Results: (Actionable Steps)

9.28.2023

- 1. President's Succession Plan going to HR and Board in October.**
- 2. Succession Planning for VP of Programs and IT Administrator pending dates.**
- 3. Strengthening Fiscal depth of team and cross-training. New staff in place for a year and integrated well with existing staff. Continued work on efficiencies.**
- 4. Board Development Committee reviewing board composition and orientation for this fiscal year and beginning discussion for Strategic Planning Retreat for FY 24-25.**



Partnership for Children of Cumberland County, Inc. (PFC)
Virtual Executive Committee (Acting as Board) Meeting
June 29, 2023 (9:02 am – 10:35 am)
Be the Driving Force



MEMBERS PRESENT: Dr. Meredith Gronski, Haja Jallow-Konrat, Brian Jones (left @ 9:40am), Ayesha Neal, Wanda Wesley and Ebone Williams
MEMBERS ABSENT: Dr. Marvin Connelly, Jr., Robin Deaver, Maria Ford (D), Sandee Gronowski and Karen McDonald
NON-VOTING ATTENDEES: Ar-Nita Davis, Michelle Downey, Pamela Federline, Belinda Gainey, Marie Lilly, Sharon Moyer, Anthony Ramos, Candy Scott, Mary Sonnenberg, Karen Staab and Mike Yeager

Due to Technical Issues, the meeting was held via Zoom only

	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Dr. Meredith Gronski, Past Board Chair A. Fundraising and Friend Raising 1. Board Donations – <u>19</u> out of <u>21</u> a. Fund Development 2. Volunteer Forms	<p>The scheduled hybrid meeting of the Executive Committee was held on Thursday, June 29, 2023, and beginning at 9:02 am pursuant to prior written notice to each committee member. Dr. Meredith Gronski, Past Board 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. Dr. Meredith Gronski informed the committee that 19 out of 21 board donations had been received. All board members are required to donate annually.</p> <p>A.1.a. Sharon Moyer reported that a board survey has been created and will be sent to board members at the beginning of the fiscal year.</p> <p>A.2. Dr. Gronski asked members to fill out the volunteer form if they read the packet prior to coming to the meeting or participated in any PFC business outside of regular meetings.</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. Action* A. Executive Minutes – April 27, 2023 B. Budget Amendments Denial 1. Assuring Better Child Health and Development (ABCD) 2. Reach out and Read (ROR) C. Carolina Collaborative Community Care (4C) – Removal from System of Support (SOS) D. New Lease Approvals 1. Carolina Collaborative Community Care (4C) – Non-Profit E. Lease Renewals 1. JABEZ Youth Foundation, Inc 2. Kelly Counseling Center, PLLC 3. Step By Step Counseling & Consulting	<p>A. The minutes from April 27, 2023 Executive Committee Open Session, were previously provided to committee members for their review.</p> <p>Ayesha Neal moved to accept the April 27, 2023 Executive Committee meeting Open Session minutes as presented. Haja Jallow-Konrat seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>B.1.-B.2. Mary Sonnenberg reported that a notice was sent to Direct Service Providers indicating that budgets for amendments or revisions were due by April 15, 2023 so the deadline to NCPC could be met by May 31, 2023. Budget amendments from Carolina Collaborative Community Care (4C) for Assuring Better Child Health and Development (ABCD) and Reach Out and Read were received on May 23, 2023. Budget Amendments must have Board approval and the last meeting prior to May 31, 2023 was May 18, 2023. 4C was notified that they had missed the deadline and amendments could not be done. Budgets were reviewed internally and budget revisions could be made to address the needs requested by 4C. In their most recent submission, they will not expend their full Reach Out and Read budget. They drew down all remaining funds for ABCD.</p>	<p>Motion Carried</p>	<p>None</p>



Partnership for Children of Cumberland County, Inc. (PFC)
Virtual Executive Committee (Acting as Board) Meeting
June 29, 2023 (9:02 am – 10:35 am)
Be the Driving Force



<p>F. Board Member Attendance and Requirements</p> <p>G. FY 23-25 Region 5 Core Budget</p> <p>H. Approval of One-Time Bonuses for Staff Funding Change</p>	<p>Haja Jallow-Konrat moved to support the denial of the Assuring Better Child Health and Development (ABCD) and Reach Out and Read budget amendments as presented. Wanda Wesley seconded the motion. Hearing no further discussion, the Chair put the motion to a vote All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
	<p>C. Karen Staab reported that it is being recommended to remove Assuring Better Child Health and Development Activity (ABCD) from the System of Support (SOS) for fiscal year 2023-2024. ABCD has been on the SOS program for approximately 5 years, due to being a newly funded activity and also a period of transition in the Executive Director’s position since July 2022. The new Executive Director was appointed in March 2023. PFC’s monthly fiscal reviews have disclosed minimal corrections. The fiscal team will continue to monitor this activity on an annual basis.</p> <p>Wanda Wesley moved to accept the removal of Assuring Better Child Health and Development Activity (ABCD) from the System of Support (SOS) as presented. Brian Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
	<p>D. Mike Yeager reported that Carolina Collaborative Community Care (4C) has applied for tenancy at the PFC Resource Center. 4C is a nonprofit organization and would like to obtain tenancy in August 2023.</p> <p>Haja Jallow-Konrat moved to accept the approval of tenancy for Carolina Collaborative Community Care (4C) as presented. Brian Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
	<p>E. Mike reported that the following organizations are requesting their lease be renewed for another year: JABEZ Youth Foundation, Inc., Kelly Counseling Center, PLLC, and Step By Step Counseling & Consulting.</p> <p>Ebone Williams moved to approve renewing the lease for JABEZ Youth Foundation, Inc., Kelly Counseling Center, PLLC, and Step By Step Counseling & Consulting as presented. Brian Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
	<p>F. Dr. Meredith Gronski reported that Erin Robinson, who was approved to join the PFC Board of Directors on January 26, 2023, has not attended any board meetings nor completed any of the required documents, will be removed from the board. Ms. Robinson will be informed that a conversation can be had in the future if she would like to rejoin the PFC Board of Directors. Mary Sonnenberg reported that contact has been made with Ms. Robinson and it was stated that the documents would be returned but the documents have yet to be received.</p> <p>Haja Jallow-Konrat moved to approve removing Erin Robinson from the PFC Board of Directors as presented. Ayesha Neal seconded the motion. Hearing no further discussion,</p>	<p>Motion Carried</p>	<p>None</p>



Partnership for Children of Cumberland County, Inc. (PFC)
Virtual Executive Committee (Acting as Board) Meeting
June 29, 2023 (9:02 am – 10:35 am)
Be the Driving Force



	<p>E. Pamela Federline provided an overview of the RFP Allocation Timeline FY 2024-25 to FY 2026-27. Information sessions will be taking place to hopefully draw in more applicants. PFC is partnering with Salesforce to develop an online grant portal. The grant review process will be handled through this portal.</p> <p>F. Mary provided an overview of the President’s Report which was included in the packet.</p> <p>Mary acknowledged Dr. Gronski and Wanda Wesley since this was their last Executive Committee meeting since their board term ends on June 30, 2023. They will both remain on PFC committees.</p>	None	None
<p>V. Consent Agenda – Information Only ^Δ</p> <p>A. Planning and Evaluation Committee</p> <p> 1. Information Page Attached</p> <p>B. Child Care Resource and Referral Committee</p> <p> 1. Information Page Attached</p> <p>C. Facility and Tenant Committee</p> <p> 1. Tenant Rate Increases</p> <p> 2. Space Availability Report Attached</p> <p>D. Human Resource Committee – (Meeting June 20, 2023 – CANCELLED) – Karen McDonald, Chair</p>	<p>These items were issued for information only.</p>	None	None
<p>VI. Upcoming Meetings / Events & Volunteer Opportunities / Holiday Closures</p>	<p>This information was listed on the agenda.</p>	None	None
<p>VII. Adjournment – Dr. Meredith Gronski, Past Board Chair</p>	<p>As there was no further business, the meeting was adjourned at 10:35 am.</p>	Adjourned	None

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

Secretary of Meeting

Date

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

Committee Chair

Date

Family Resource Center
Space Availability Report

August 2023

Room #	Suite	Square feet	Notes:	
2441-2455	402	1,687	Interior restroom, kitchen area with sink, Partial restriction due to window project	Tenant request for 402
2350-2355	309	1257	Restriciton due to window construction	Tenant request for 309
			NOTE: Suite 411/415 is currently being used by 4C for temporary space until Ph 2 win project complete	

RENT RATES	eff 1/1/2021
Non Profit LM	\$18.50
For Profit Over 300 SF	\$19.50
For Profit Under 300 SF	\$23.50
Deposit= 2 months rent	Renewal= 5% or 3%

Occupancy Rate: 89.5%
Non Profit : 61.7%
For Profit: 27.8%

Sept	Aug	July
89.50%	89.50%	79.20%

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS

September 30, 2023

FOOTNOTES - BALANCE SHEET

A. The cash accounts at September 30, 2023 total \$2,360,731.76.

- The new First Bank account used for construction loan transactions was opened in April 2022.
- E*TRADE from Morgan Stanley is a business of Morgan Stanley Smith Barney LLC (“Morgan Stanley”) and on September 5, 2023, under the Bank Deposit Program (BDP), the balance in PFC’s self-directed E*TRADE account was deposited into a Morgan Stanley Bank, N.A. Sweep Account.
 - This in-kind transfer by the bank allowed all of the investments to remain the same. The cash amount of PFC funds in the E*TRADE account was \$118,000.00 and thus this same amount will be reflected in the Morgan Stanley Sweep Account.
 - Because PFC follows the modified cash basis of accounting, it is not allowed to report unrealized gains and losses in the financials and thus the \$127,549.15 balance in the E*TRADE account at September 30, 2023, as indicated on the statement, will not be reflected on PFC’s financial reports.
- Included in the cash balance amount are the following investment vehicles:

Description	Investment Type	Current Amount	Term (months)	Maturity Date	Interest Rate	Annual Percentage Yield
PNC Bank	Money Market	\$198,648.80	n/a	n/a	n/a	2.78%
Lumbee Bank	CD#4	209,427.38	13	05/18/24	4.18%	4.27%
Lumbee Bank	Checking	\$200.00	n/a	n/a	n/a	n/a
E*TRADE	Financial Trades	\$0.00	n/a	n/a	n/a	n/a
Morgan Stanley	Sweep Account	\$118,000.00	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
TOTAL		\$557,660.18				

FOOTNOTES - BALANCE SHEET

September 30, 2023

- B. Employees' payroll deductions at September 30, 2023 from the current month and from prior months total \$(11,175.91) which includes (\$9,441.00) of pre-funded FSA and HRA anticipated to be reimbursed by Blue Cross and Blue Shield after the FY23-24 plan year ends. The prior year pre-funded amounts were reimbursed by Blue Cross and Blue Shield in September 2023. These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for as required by NCPC.
- 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 - SMART START GRANT SPREADSHEET

SERVICES (In-House Activities): The Smart Start funds for all of the Services budgets were in contract at 100% of full allocation effective July 1, 2023.

DIRECT SERVICE PROVIDERS: The Smart Start funds for the Direct Service Providers (DSPs) budgets were in contract at 100% of full allocation effective July 1, 2023.

ADMINISTRATION and FUNDRAISING 9200: The Smart Start funds for the Administration budgets were in contract at 100% of full allocation effective July 1, 2023.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
9/30/2023

Assets

Bank of America Checking Account	\$ 1,792,663.53	} A
First Bank - [for construction transactions]	10,008.05	
PNC Bank - Money Market Reserve	198,648.80	
Lumbee Bank - Certificate of Deposit #4	209,427.38	
Lumbee Bank - Checking Account [from investments]	200.00	
E-Trade Funds Account	118,000.00	
Petty Cash, Change Funds, Undeposited Receipts	400.00	
Beneficial Interest in Community Foundation	31,384.00	
Total Assets	2,360,731.76	

Liabilities and Net Assets

Forfeited FSA and HRA Pre-Funding	(10,095.41)	} B
Health Insurance Payable	(240.09)	
Flex-Spending Payable	(1,050.19)	
AFLAC Payable	196.44	
Dental Insurance Payable	14.45	
Vision Payable	(1.20)	
Legal Shield Payable	0.09	} C
Tenant Security Deposits	24,260.94	
Unrestricted Net Assets	420,523.30	
Temporarily Restricted Net Assets	287,605.73	
Permanently Restricted Net Assets	31,384.00	
Excess Revenues over (under) Expenditures	1,608,133.70	
Total Liabilities and Net Assets	\$ 2,360,731.76	

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2023 - 2024

FY 23/24 SMART START 100% ALLOCATION [NOT including prior year Carry Forward]	\$6,832,478
---	--------------------

TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$416,393
FY 23/24 Smart Start Admin Base Allocation	\$357,467
FY 23/24 Addition of 1% Fundraising Grant [9200-990]	\$30,500
Carryforward ADMIN Funds from FY22/23 to be used in FY23/24 [Effective xx-xx-xxxx]	\$0
FYE22 & FYE23 New Recurring Funds :	\$28,426

TOTAL ALLOCATION FOR SERVICES ----->	\$6,416,085
FY 23/24 Smart Start Services Base Allocation	\$6,215,580
FY 23/24 Reduction for 1% Fundraising Grant [9200-990]	\$ (30,500)
Carryforward SERVICES Funds from FY22/23 to be used in FY23/24 [Effective xx-xx-xxxx]	\$0
FYE22 & FYE23 New Recurring Funds :	\$231,005

AS OF SEPTEMBER 30, 2023

Activity	Agency		EXPENDITURES						Remaining Budget	If monthly spending was equal, at month-end, the percentages should be:	
			7/1/2023	Advances	July	August	September	Y-T-D		25%	75%
			Budget							% of Budget Expended	% of Available Funds
Early Care & Education Subsidy - TANF Only											
1	Subsidized Child Care	Dept. of Social Services	\$ 2,531,000.00		\$ -	\$ 336,771.00	\$ 107,260.00	\$ 444,031.00	\$ 2,086,969.00	18%	82%
2	Child Care Scholarships	Fayetteville Tech. Com. College	\$ 317,300.00		\$ -	\$ -	\$ 29,950.54	\$ 29,950.54	\$ 287,349.46	9%	91%
	ECE Subsidy TANF Total:		44% \$ 2,848,300.00	\$ -	\$ -	\$ 336,771.00	\$ 137,210.54	\$ 473,981.54	\$ 2,374,318.46	17%	
	Minimum of 39% Required										
Early Care & Education Subsidy - Administration											
3	Subsidy Support Staff	Dept. of Social Services	\$ 176,000.00		\$ -	\$ 260,193.98	\$ (84,193.98)	\$ 176,000.00	\$ -	100%	0%
4	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College	\$ 48,520.00		\$ -	\$ 1,145.80	\$ 5,824.00	\$ 6,969.80	\$ 41,550.20	14%	86%
	ECE Subsidy Support Total		3% \$ 224,520.00	\$ -	\$ -	\$ 261,339.78	\$ (78,369.98)	\$ 182,969.80	\$ 41,550.20	81%	
Early Care & Education Quality & Affordability											
5	CCR&R - Core Services	IH Partnership for Children	\$ 1,185,000.00		\$ 80,357.13	\$ 112,070.92	\$ 63,978.39	\$ 256,406.44	\$ 928,593.56	22%	78%
6	WAGES	Child Care Svcs. Association	\$ 634,000.00		\$ -	\$ 120,739.36	\$ 84,487.02	\$ 205,226.38	\$ 428,773.62	32%	68%
7	CCR&R - Lending Library	IH Partnership for Children	\$ 36,500.00		\$ 1,836.84	\$ 3,890.79	\$ 1,497.16	\$ 7,224.79	\$ 29,275.21	20%	80%
	ECE Quality Total:		29% \$ 1,855,500.00	\$ -	\$ 82,193.97	\$ 236,701.07	\$ 149,962.57	\$ 468,857.61	\$ 1,386,642.39	25%	
	Minimum of 70% Total Required		77%								
Health and Safety											
8	Assuring Better Health and Development (ABCD)	Carolina Collaborative Community Care (4C)	\$ 112,000.00	\$ -	\$ 8,179.86	\$ 7,702.46	\$ 8,873.58	\$ 24,755.90	\$ 87,244.10	22%	78%
9	Child Care Health Consultant	Cumberland County Health Department	\$ 178,000.00	\$ -	\$ 4,532.70	\$ 8,219.38	\$ 11,726.77	\$ 24,478.85	\$ 153,521.15	14%	86%
10	Family Connect	IH Partnership for Children	\$ 195,765.00	\$ -	\$ 27.58	\$ 1,791.99	\$ 2,062.92	\$ 3,882.49	\$ 191,882.51	2%	98%
	Health & Safety Total:		8% \$ 485,765.00	\$ -	\$ 12,740.14	\$ 17,713.83	\$ 22,663.27	\$ 53,117.24	\$ 432,647.76	11%	
Family Support											

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2023 - 2024

FY 23/24 SMART START 100% ALLOCATION [NOT including prior year Carry Forward]	\$6,832,478
---	--------------------

TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$416,393
FY 23/24 Smart Start Admin Base Allocation	\$357,467
FY 23/24 Addition of 1% Fundraising Grant [9200-990]	\$30,500
Carryforward ADMIN Funds from FY22/23 to be used in FY23/24 [Effective xx-xx-xxxx]	\$0
FYE22 & FYE23 New Recurring Funds :	\$28,426

TOTAL ALLOCATION FOR SERVICES ----->	\$6,416,085
FY 23/24 Smart Start Services Base Allocation	\$6,215,580
FY 23/24 Reduction for 1% Fundraising Grant [9200-990]	\$ (30,500)
Carryforward SERVICES Funds from FY22/23 to be used in FY23/24 [Effective xx-xx-xxxx]	\$0
FYE22 & FYE23 New Recurring Funds :	\$231,005

AS OF SEPTEMBER 30, 2023

Activity	Agency	7/1/2023	EXPENDITURES						Remaining Budget	If monthly spending was equal, at month-end, the percentages should be:		
			Budget	Advances	July	August	September	Y-T-D		25%	75%	
										% of Budget Expended	% of Available Funds	
11	Kindermusik	Kerri Hurley	\$ 45,000.00	\$ 7,500.00	\$ -	\$ 1,000.00	\$ 11,025.80	\$ 12,025.80	\$ 32,974.20	27%	73%	
12	All Children Excel [ACE]	IH Partnership for Children	\$ 106,000.00		\$ 8,378.52	\$ 9,030.18	\$ 6,393.73	\$ 23,802.43	\$ 82,197.57	22%	78%	
13	Kaleidoscope Play and Learn	IH Partnership for Children	\$ 47,000.00		\$ 1,654.88	\$ 838.55	\$ 1,367.87	\$ 3,861.30	\$ 43,138.70	8%	92%	
14	Community Engagement & Resource Development	IH Partnership for Children	\$ 504,000.00		\$ 37,439.50	\$ 51,011.51	\$ 47,723.33	\$ 136,174.34	\$ 367,825.66	27%	73%	
15	Dolly Parton Imagination Library - IN-HOUSE at 07-01-2023	NEW IH Partnership for Children	\$ 30,000.00		\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	0%	100%	
Family Support Total:			11%	\$ 732,000.00	\$ 7,500.00	\$ 47,472.90	\$ 61,880.24	\$ 66,510.73	\$ 175,863.87	\$ 556,136.13	24%	
System Support												
16	P&E - Planning & Evaluation	IH Partnership for Children	\$ 270,000.00		\$ 23,978.45	\$ 37,049.41	\$ 38,550.41	\$ 99,578.27	\$ 170,421.73	37%	63%	
System Support Total:			4%	\$ 270,000.00	\$ -	\$ 23,978.45	\$ 37,049.41	\$ 38,550.41	\$ 99,578.27	\$ 170,421.73		
Total of Approved SERVICES Projects:				\$ 6,416,085.00	\$ 7,500.00	\$ 166,385.46	\$ 951,455.33	\$ 336,527.54	\$ 1,454,368.33	\$ 4,961,716.67		
17	Administration	IH Partnership for Children	6%	\$ 385,893.00	\$ -	\$ 45,113.75	\$ 31,711.59	\$ 38,329.36	\$ 115,154.70	\$ 270,738.30	30%	70%
18	1% Fundraising	IH Partnership for Children	0%	\$ 30,500.00	\$ -	\$ -	\$ 0.37	\$ -	\$ 0.37	\$ 30,499.63	0%	100%
Total Administration				\$416,393.00				\$ -				
Unallocated Smart Start SERVICES Funds				\$ -								
Unallocated Smart Start ADMINISTRATION Funds				\$ -								
Total Smart Start Funds Expended				\$ 7,500.00	\$ 211,499.21	\$ 983,167.29	\$ 374,856.90	\$ 1,569,523.40				
									Total Allocated Smart Start Funds Remaining	\$ 5,262,954.60		

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

Fiscal Year 2023 / 2024

LEGEND
Internal Budget Adjustments
Budget Increases per Amendment #1

FY 23/24 Revenues per Contract	
\$ 9,155,320	NC Pre-k Grant Payments to Providers [Fund 206, Fund 210, Fund 319]
\$ 328,170	NC Pre-k GEER Payments to Providers [Fund 336]
\$ 174,963	2% CCDF Quality/Admin Funds [Fund 328]
\$ 216,016	2% CCDF ARPA Admin Funds [Fund 314]
\$ 524,553	6% Administrative Funds [Fund 211]
\$ 10,399,022	Total NC Pre-k Grant

10% TOTAL ADMIN FUNDS

as of September 2023	
SHOULD BE	
25%	75%

		FY 23/24 Budget						Remaining	% of	% of
Activity		9/01/23 (Amendment #1)	July	August	September	Y-T-D	Budget	Budget Expended	Available Funds	
211	3323-999 Administrative Operations	\$ 126,000.00	\$ 10,548.47	\$ 10,779.94	\$ 10,650.51	\$ 31,978.92	\$ 94,021.08	25%	75%	
	3323-001 CCR&R - Core	\$ 123,888.00	\$ 9,636.13	\$ 9,745.18	\$ 10,241.58	\$ 29,622.89	\$ 94,265.11	24%	76%	
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 274,665.00	\$ 18,407.80	\$ 18,593.29	\$ 16,890.08	\$ 53,891.17	\$ 220,773.83	20%	80%	
	Fund 211 Sub-Total	\$ 524,553.00	\$ 38,592.40	\$ 39,118.41	\$ 37,782.17	\$ 115,492.98	\$ 409,060.02	22%	78%	
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 991,000.00	\$ -	\$ -	\$ 603,142.00	\$ 603,142.00	\$ 387,858.00	61%	39%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 175,851.00	\$ -	\$ -	\$ 151,375.00	\$ 151,375.00	\$ 24,476.00	86%	14%	
	Fund 206 Sub-Total	\$ 1,166,851.00	\$ -	\$ -	\$ 754,517.00	\$ 754,517.00	\$ 412,334.00	65%	35%	
210	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,893,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,893,000.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 687,047.00	\$ -	\$ -	\$ -	\$ -	\$ 687,047.00	0%	100%	
	Fund 210 Sub-Total	\$ 4,580,047.00	\$ -	\$ -	\$ -	\$ -	\$ 4,580,047.00	0%	100%	
314	3323-017 NC Pre-K CCDF-ARPA Funding-ADMIN - Federal Funds [\$26,000 budgeted for outreach; \$114,275 budgeted for personnel]	\$ 140,275.00	\$ -	\$ 4,475.00	\$ -	\$ 4,475.00	\$ 135,800.00	3%	97%	
	3323-999 NC Pre-K CCDF-ARPA Funding-ADMIN - Federal Funds	\$ 75,741.00	\$ -	\$ 12,630.00	\$ 6,414.45	\$ 19,044.45	\$ 56,696.55	25%	75%	
	Fund 314 Sub-Total	\$ 216,016.00	\$ -	\$ 17,105.00	\$ 6,414.45	\$ 23,519.45	\$ 192,496.55	11%	89%	

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

Fiscal Year 2023 / 2024

LEGEND
Internal Budget Adjustments
Budget Increases per Amendment #1

FY 23/24 Revenues per Contract	
\$ 9,155,320	NC Pre-k Grant Payments to Providers [Fund 206, Fund 210, Fund 319]
\$ 328,170	NC Pre-k GEER Payments to Providers [Fund 336]
\$ 174,963	2% CCDF Quality/Admin Funds [Fund 328]
\$ 216,016	2% CCDF ARPA Admin Funds [Fund 314]
\$ 524,553	6% Administrative Funds [Fund 211]
\$ 10,399,022	Total NC Pre-k Grant

10% TOTAL ADMIN FUNDS

as of September 2023	
SHOULD BE	
25%	75%

		FY 23/24 Budget						Remaining	% of	% of
Activity		9/01/23 (Amendment #1)	July	August	September	Y-T-D	Budget	Budget Expended	Available Funds	

319	2342-015	NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 2,897,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,897,000.00	0%	100%
	2348-015	NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 511,422.00	\$ -	\$ -	\$ -	\$ -	\$ 511,422.00	0%	100%
		Fund 319 Sub-Total	\$ 3,408,422.00	\$ -	\$ -	\$ -	\$ -	\$ 3,408,422.00	0%	100%

328	3323-999	NC Pre-K CCDF Quality Funds-ADMIN - Federal Funds	\$ 174,963.00	\$ 12,818.13	\$ 13,417.22	\$ 21,156.76	\$ 47,392.11	\$ 127,570.89	27%	73%
		Fund 328 Sub-Total	\$ 174,963.00	\$ 12,818.13	\$ 13,417.22	\$ 21,156.76	\$ 47,392.11	\$ 127,570.89	27%	73%

336	3322-017	NC Pre-K GEER (Governor's Emergency Education Relief) Funds - Federal Funds	NEW: Amendment #1 Eff: 7-1-23 \$ 328,170.00	\$ -	\$ -	\$ -	\$ 0.00	\$ 328,170.00	0%	100%
		Fund 336 Sub-Total	\$ 328,170.00	\$ -	\$ -	\$ -	\$ -	\$ 328,170.00	0%	100%

Total Budget Remaining \$ 9,458,100.46

Total NC Pre-K Grant	
Total NC Pre-k Grant Expended	\$ 51,410.53 \$ 69,640.63 \$ 819,870.38 \$ 940,921.54
Total State Funds	\$ 6,271,451.00
Total Federal Funds	\$ 4,127,571.00
Total NC Pre-K Grant	\$ 10,399,022.00

Partnership for Children of Cumberland County, Inc.

TOTAL FY 2023 - 2024 REGION 5 LEAD AGENCY ALLOCATION **\$395,367.00**

FY 2023 - 2024 10% Overhead / Administration Allocation **\$35,485.00**

FY 2023 - 2024 Program/Services Allocation **\$359,882.00**

			EXPENDITURES					as of September 30, 2023			
			07/01/23						25%	75%	
FUND	PSC	AC	Activity	Budget	July	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
307	3104	001	Region 5 Lead Agency - Core Services	\$ 297,656.00	\$ 28,411.39	\$ 16,527.15	\$ 16,703.75	\$ 61,642.29	\$ 236,013.71	21%	79%
307	3104	196	Core Services - 10% Overhead/Administration for CCR&R	\$ 1,250.00	\$ 28.75	\$ 126.04	\$ 191.05	\$ 345.84	\$ 904.16	28%	72%
307	9100	196	Core Services - 10% Overhead/Administration for Admin Ops	\$ 34,235.00	\$ 156.06	\$ 4,183.01	\$ 1,459.54	\$ 5,798.61	\$ 28,436.39	17%	83%
307	3104	301	Contracts & Grants - Anson County	\$ 9,954.00	\$ -	\$ -	\$ -	\$ -	\$ 9,954.00	0%	100%
307	3104	303	Contracts & Grants - Montgomery County	\$ 8,345.00	\$ -	\$ -	\$ -	\$ -	\$ 8,345.00	0%	100%
307	3104	304	Contracts & Grants - Moore County	\$ 29,399.00	\$ -	\$ -	\$ -	\$ -	\$ 29,399.00	0%	100%
307	3104	305	Contracts & Grants - Richmond County	\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%
				\$ 395,367.00	\$ 28,596.20	\$ 20,836.20	\$ 18,354.34	\$ 67,786.74	\$ 327,580.26	17%	83%
313	3104	001	Region 5 Healthy Social Behaviors Project	\$ -	\$ 15,398.72	\$ 16,978.81	\$ 15,786.86	\$ 48,164.39	\$ (48,164.39)	#DIV/0!	#DIV/0!
313	3104	196	Healthy Social Behavior - 10% Overhead/Administration for CCR&R	\$ -	\$ 88.61	\$ 607.83	\$ 284.78	\$ 981.22	\$ (981.22)	#DIV/0!	#DIV/0!
313	9100	196	Healthy Social Behavior - 10% Overhead/Administration for Admin Ops	\$ -	\$ -	\$ 6.97	\$ -	\$ 6.97	\$ (6.97)	#DIV/0!	#DIV/0!
				\$ -	\$ 15,487.33	\$ 17,593.61	\$ 16,071.64	\$ 49,152.58	\$ (49,152.58)	#DIV/0!	#DIV/0!
								Total Allocated DCD Funds Remaining	\$ 278,427.68		
Summary for 10% Overhead / Administration			PFC	\$ 35,485.00	\$ 44,083.53	\$ 38,429.81	\$ 34,425.98	\$ 116,939.32	\$ 278,427.68	#DIV/0!	#DIV/0!

Partnership for Children of Cumberland County, Inc.

Region 5 DCDEE Lead Agency Grant
CONTRACT PERIOD 2023-2024

TOTAL CY 2023 - 2024 REGION 5 LEAD AGENCY ALLOCATION FOR ONLY THE BIRTH TO THREE QUALITY INITIATIVE \$0.00

CY 2023 - 2024 10% Overhead / Administration Allocation \$0.00

CY 2023 - 2024 Program/Services Allocation \$0.00

as of September 30, 2023

			EXPENDITURES								
			08/01/23					17%	83%		
FUND	PSC	AC	Activity	Budget	August	September	October	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
312	3104	001	Region 5 Birth To Three Quality Initiative [formerly Infant Toddler Project]	\$ -	\$ 12,838.42	\$ 11,185.13		\$ 24,023.55	\$ (24,023.55)	#DIV/0!	#DIV/0!
			Contract Year for this grant runs from August 2023 thru July 2024								
312	3104	196	Birth to Three Quality Initiative - 10% Overhead/Administration for CCR&R	\$ -	\$ 548.43	\$ 542.28		\$ 1,090.71	\$ (1,090.71)	#DIV/0!	#DIV/0!
312	9100	196	Birth To Three Quality Initiative - 10% Overhead/Administration for Admin Ops	\$ -	\$ 1.70	\$ -		\$ 1.70	\$ (1.70)	#DIV/0!	#DIV/0!
				\$ -	\$ 13,388.55	\$ 11,727.41	\$ -	\$ 25,115.96	\$ (25,115.96)	#DIV/0!	#DIV/0!

Partnership for Children of Cumberland County, Inc.

TOTAL CY 2023 - 2024 REGION 5 LEAD AGENCY ALLOCATION FOR ONLY THE FAMILY CHILD CARE TECHNICAL ASSISTANCE

\$81,584.00

CY 2023 - 2024 10% Overhead / Administration Allocation

\$7,041.00

CY 2023 - 2024 Program/Services Allocation

\$74,543.00

as of September 30, 2023

FUND	PSC	AC	Activity	EXPENDITURES					Remaining Budget	as of September 30, 2023	
				08/01/23 Budget	September	October	November	Y-T-D		8% % of Budget Expended	92% % of Available Funds
335	3104	001	Region 5 Family ChildCare Consultant Technical Assistance Project	\$ 74,543.00	\$ -			\$ -	\$ 74,543.00	0%	100%
335	9100	196	Family ChildCare Consultant TA Project - 10% Overhead/Administration for Admin Ops	\$ 7,041.00	\$ -			\$ -	\$ 7,041.00	0%	100%
				\$ 81,584.00	\$ -	\$ -	\$ -	\$ -	\$ 81,584.00	0%	100%

NEW!
Contract Year for this grant is from September 1, 2023 thru February 14, 2024

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Adjustments to cash/net assets	Expenditures				Ending Cash Balance	
		July	August	September	YTD		July	August	September	YTD		
RESTRICTED FUNDS												
NC PRE-KINDERGARTEN FUNDS												
206	NC Pre-K Grant - State Funds (per child)	\$ (27,412.00)	\$ 83,849.00	\$ -	\$ 680,325.00	\$ 764,174.00	\$ -	\$ -	\$ -	\$ 653,865.00	\$ 653,865.00	\$ 82,897.00
206	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -			\$ 915,532.00	\$ 915,532.00				\$ 100,652.00	\$ 100,652.00	\$ 814,880.00
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS	\$ 31,246.00	\$ (31,246.00)	\$ -	\$ -	\$ (31,246.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ (176,029.49)	\$ 176,029.49	\$ -	\$ 77,710.81	\$ 253,740.30	\$ -	\$ 38,592.40	\$ 39,118.41	\$ 37,782.17	\$ 115,492.98	\$ (37,782.17)
314	NC Pre-K CCDF ARPA Funds	\$ (26,238.37)	\$ 26,238.37	\$ -	\$ 17,105.00	\$ 43,343.37	\$ -	\$ -	\$ 17,105.00	\$ 6,414.45	\$ 23,519.45	\$ (6,414.45)
319	NC Pre-K Grant (per slot) - Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
319	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ (13,950.00)	\$ 13,950.00	\$ -	\$ -	\$ 13,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
328	NC Pre-K Grant CCDF Quality Funds- Federal Funds	\$ (19,837.95)	\$ 19,837.95	\$ -	\$ 26,235.35	\$ 46,073.30	\$ -	\$ 12,818.13	\$ 13,417.22	\$ 21,156.76	\$ 47,392.11	\$ (21,156.76)
336	NC Pre-K Governor's Emergency Education Relief [GEER] Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-total for NC Pre-K	\$ (232,221.81)									Sub-total	\$ 832,423.62
FEDERAL RESTRICTED FUNDS												
307	DCD Grant - SWCDC	\$ (55,217.22)	\$ -	\$ 55,217.22	\$ -	\$ 55,217.22	\$ -	\$ 28,596.20	\$ 20,836.20	\$ 18,354.34	\$ 67,786.74	\$ (67,786.74)
312	Region 5 - Birth to 3 [Infant/Toddler] 08/01/XXXX - 07/31/XXXX	\$ (21,040.08)	\$ -	\$ 18,848.93	\$ 12,783.31	\$ 31,632.24	\$ (1,833.03)	\$ 12,425.19	\$ 13,388.55	\$ 11,727.41	\$ 35,708.12	\$ (25,115.96)
313	Region 5 - Healthy Social Behavior	\$ (40,974.60)	\$ -	\$ 40,974.60	\$ -	\$ 40,974.60	\$ -	\$ 15,487.33	\$ 17,593.61	\$ 16,071.64	\$ 49,152.58	\$ (49,152.58)
335	Region 5 - Family Child Care Project [09/01/2023 - 02/14/2024] and [02/15/2024 - 02/14/2025]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
330	FEDERAL - CCHC Expansion Grant (NCPC) [02/01/2021 - 06/30/2023]	\$ 899.08	\$ (899.08)	\$ -	\$ -	\$ (899.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331	FEDERAL - PDG Family Connects Innovation Grant (NCPC) [03/01/2021 - 11/30/2023]	\$ (235,900.22)	\$ 235,900.22	\$ 161,382.06	\$ 128,029.95	\$ 525,312.23	\$ -	\$ 161,382.06	\$ 128,029.95	\$ 122,923.01	\$ 412,335.02	\$ (122,923.01)
333	FEDERAL - City of Fayetteville ARPA Grant [08/01/2022 - 06/30/2025]	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
807	Region 5 - Program Income	\$ -	\$ 239.00	\$ 190.00	\$ 330.00	\$ 759.00	\$ -	\$ 390.39	\$ -	\$ -	\$ 390.39	\$ 368.61
	Sub-total for Federal Restricted	\$ (152,233.04)									Sub-total	\$ (64,609.68)

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Adjustments to cash/net assets	Expenditures				Ending Cash Balance
		July	August	September	YTD		July	August	September	YTD	
SMART START AND RELATED FUNDS											
153	Smart Start - Admin. (FY 22/23)	\$ 97,745.08	\$ -	\$ -	\$ -	\$ -	\$ 97,745.08	\$ -	\$ -	\$ 97,745.08	\$ -
154	Smart Start - Services (FY 22/23)	\$ 762,441.34	\$ -	\$ -	\$ -	\$ -	\$ 765,176.39	\$ (2,735.05)	\$ -	\$ 762,441.34	\$ -
155	Smart Start - Admin. (FY 23/24)	\$ -	\$ 69,400.00	\$ 36,211.00	\$ 37,936.00	\$ 143,547.00	\$ 45,113.75	\$ 31,711.96	\$ 38,329.36	\$ 115,155.07	\$ 28,391.93
156	Smart Start - Services (FY 23/24)	\$ -	\$ 512,524.00	\$ 267,416.00	\$ 280,163.00	\$ 1,060,103.00	\$ 153,994.90	\$ 222,861.35	\$ 192,538.91	\$ 569,395.16	\$ 490,707.84
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -	\$ 17,823.00	\$ -	\$ 17,823.00	\$ 9,280.24	\$ 6,667.40	\$ 8,930.40	\$ 24,878.04	\$ (7,055.04)
801	Program Income (SS Related)	\$ 68,386.12	\$ 3,865.38	\$ 3,901.26	\$ 4,507.03	\$ 12,273.67	\$ 155.52	\$ 225.67	\$ 185.81	\$ 567.00	\$ 80,092.79
Sub-total for Smart Start & Related		\$ 928,572.54								Sub-total	\$ 592,137.52
TEMPORARILY RESTRICTED FUNDS - RESTRICTED FOR TIME OR PURPOSE TO SPEND FUNDS											
543	CC Foundation - Family Connect Grant [12/01/2019 - 12/31/2024]	\$ 16,510.57	\$ -	\$ -	\$ -	\$ -	\$ 6,793.82	\$ (16,383.39)	\$ 5,272.84	\$ (4,316.73)	\$ 20,827.30
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
547	The Cannon Foundation - Operation Restoration, Building Project Phase II (03/09/2023 - until spent)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
809	Hoke County Consumer Ed (NOT program income) [07/01/2022 - 06/30/2023]	\$ 6,386.06	\$ (6,386.06)	\$ -	\$ -	\$ (6,386.06)	\$ -	\$ -	\$ -	\$ -	\$ -
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
Sub-total for Temporarily Restricted		\$ 64,483.71								Sub-total	\$ 57,414.38

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Adjustments to cash/net assets	Expenditures				Ending Cash Balance	
		July	August	September	YTD		July	August	September	YTD		
UNRESTRICTED FUNDS or NO RESTRICTION OF TIME TO SPEND FUNDS												
208	Unrestricted State Revenues - For Operating Purposes	\$ 15,115.22	\$ -	\$ -	\$ -	\$ -	\$ 1,240.83	\$ (1,190.83)	\$ -	\$ 50.00	\$ 15,065.22	
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 497,668.65	\$ -	\$ -	\$ -	\$ -	\$ (50.00)	\$ -	\$ -	\$ (50.00)	\$ 497,718.65	
501	Individual Gifts & Donations	\$ 121,752.76	\$ 1,922.00	\$ 180.00	\$ 230.62	\$ 2,332.62	\$ -	\$ 72.03	\$ 64.83	\$ 34.71	\$ 171.57	\$ 123,913.81
515	Vending Machine Commissions	\$ 654.66	\$ 27.11	\$ 61.77	\$ 56.42	\$ 145.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.96
518	Kohl's Corporate Grants	\$ 363.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363.33
802	PFCRC II (Non-Smart Start)	\$ (84,995.05)	\$ 18,346.97	\$ 7,719.76	\$ 10,999.03	\$ 37,065.76	\$ -	\$ 6,254.21	\$ 30,424.79	\$ 12,070.01	\$ 48,749.01	\$ (96,678.30)
805	Misc. Unrestricted Revenue	\$ 6,031.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,031.45
806	Forward March Conference	\$ 31,992.25	\$ -	\$ -	\$ -	\$ -	\$ 1,833.03	\$ 23,146.50	\$ -	\$ -	\$ 24,979.53	\$ 7,012.72
812	PFCRC II - Administration	\$ 170,325.52	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 14,250.00	\$ -	\$ 3,788.42	\$ (2,811.57)	\$ 417.32	\$ 1,394.17	\$ 183,181.35
815	Hoke - Contracted Eval (not program income)	\$ 35,981.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.73	\$ 339.23	\$ 645.46	\$ 1,081.42	\$ 34,899.79
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,947.81	\$ -	\$ -	\$ 2,947.81	\$ 500.34
820	Fundraising - PFC Annual Soiree	\$ 79,700.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ (290.00)	\$ 339.00	\$ 59.00	\$ 79,641.56
825	Capital Projects Fund [used for construction loan transactions]	\$ (524.10)	\$ 51,651.50	\$ -	\$ -	\$ 51,651.50	\$ -	\$ 52,069.19	\$ 553.78	\$ 18,606.95	\$ 71,229.92	\$ (20,102.52)
897	Sales Tax	\$ (7,680.71)	\$ -	\$ 7,680.71	\$ -	\$ 7,680.71	\$ -	\$ 104.52	\$ 1,090.06	\$ 937.36	\$ 2,131.94	\$ (2,131.94)
899	Interest Income (from Investment Funds)	\$ 27,226.84	\$ 435.72	\$ 461.88	\$ 433.09	\$ 1,330.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,557.53
904	Forfeited FSA	\$ (18,800.41)	\$ -	\$ -	\$ 8,705.00	\$ 8,705.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,095.41)
905	Employee Withholding	\$ 226.10	\$ 21,961.79	\$ 19,787.70	\$ 20,425.44	\$ 62,174.93	\$ -	\$ 21,797.77	\$ 21,403.65	\$ 20,280.11	\$ 63,481.53	\$ (1,080.50)
	Sub-total for Unrestricted Funds	\$ 878,486.43									Sub-total	\$ 847,597.04
INFORMATION TECHNOLOGY												
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
994	IT - Outside Agencies	\$ 77,743.82	\$ 4,941.00	\$ 8,461.00	\$ 7,177.89	\$ 20,579.89	\$ -	\$ 13,281.27	\$ 10,597.85	\$ 10,059.71	\$ 33,938.83	\$ 64,384.88
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-total for Information Technology	\$ 77,743.82									Sub-total	\$ 64,384.88
PERMANENTLY RESTRICTED FUNDS												
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,384.00
	Sub-total for Permanently Restricted Funds	\$ 31,384.00									Sub-total	\$ 31,384.00
	TOTAL	\$ 1,596,215.65									TOTAL	\$ 2,360,731.76

Partnership for Children of Cumberland County, Inc. - UNRESTRICTED STATE REVENUES [FUND 208]

Fiscal Year 2023 / 2024

							SHOULD BE:	25%	75%	
Activity		FY 23/24 Budget Effective 7/1/2023	July	August	September	Expenditures Y-T-D	Unspent Allocated Budget Amount	% of Budget Expended	% of Available Funds	
	Administrative Operations	\$ 12,005.00	\$ 1,190.83	\$ (1,190.83)	\$ -	\$ -	\$ 12,005.00	0%	100%	
	CC&R - Core (in case of Federal shutdown)	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	0%	100%	
	Sub-Total	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	0%	100%	
Total Allocated Budget for FY23-24		62,005.00								
Allocated Budget Amount SPENT			\$ 1,190.83	\$ (1,190.83)	\$ -	\$ -				
Allocated Budget Amount UNSPENT							\$ 62,005.00			
SUMMARY OF CASH AND INVESTMENTS										
July 1 - Total Cash Carryover including Investments								\$ 512,783.87		
Projected Unrestricted State Revenues at the yearend						\$ (46,889.78)	<---- Cash of \$15,115.22 in GL 1113 at 07-01-23 less the FY 23-24 budget amount			
Unspent Budget for FY23-24 at the month end						\$ 62,005.00				
Subtotal (cash in GL 1113 at the month end to be used for operating funds)			\$ (50.00)				\$ 15,065.22			
Investments at month end (Includes money market account and certificates of deposits, if applicable)		\$497,668.65	\$ 50.00				\$ 497,718.65			
CURRENT TOTAL OF CASH AND INVESTMENTS AT THE MONTH END							\$ 512,783.87			

Community Advisory Committee Updates and Recommendations

Virtual Meeting – October 2nd, 2023

Official Recommendation of the Community Advisory Committee to the Board:

A Request for Proposals for a nurse partner agency to conduct home visits as part of our universal newborn home visiting program was issued on September 19, 2023, and ran through September 25, 2023. We received one RFP submission. This submission was from our current nurse partner agency, Carolina Collaborative Community Care (4C). The Family Connects Community Advisory Committee recommends extending a contract to 4C for our nurse partner agency for the period of December. 1, 2023, through June 30, 2024.

Program updates:

- Data
 - 6,173 families were eligible for services with 2,779 visits completed amounting to 44% of the eligible births. 535 home visits have been completed, and 2,044 telehealth visits. The number of cases still open are 46, amounting to 1%. 156 cases are pending at the moment. The number of families which have accepted visits are 2,875. A total of 8,478 referrals have been made.
- Marketing/admin
 - Updating marketing materials for in-hospital/community level
 - Strategizing efforts on improving completion through appointment reminders
 - Updates on programmatic models and funding were discussed
- Team and community
 - The team is working to support health education and prevention of mortalities and morbidities to women and children.
 - Continued expansion of resources and connection deepening within the community

Community Discussion Points:

The committee reviews different community challenges and needs across our three-county catchment each month to provide solutions and resources for families/ stakeholders.

The discussion this month was continued regarding breastfeeding resources for families across counties. Our community partners brought together various resources to support mothers struggling for support. Continued discussion is planned for next month's meeting.

Next Meeting is scheduled via Zoom for November 7th at 2pm

Community Engagement and Development Committee Recommendations

Virtual Meeting – October 12, 2023

INFORMATION ONLY – NO RECOMMENDATIONS

Review of Committee goal:

This committee is tasked with developing a fund development/philanthropy plan. Based on the data, it has been determined that the focus should be on individual donor cultivation and volunteerism (growing volunteers into donors).

Giving Survey Update:

Pamela Federline reviewed the Giving Survey pilot results with the Committee. Committee members provided additional feedback to broaden some responses, recommending deploying the survey again.

Highlights from Q1 Reporting:

Sharon Moyer reviewed organizational collaborative meetings and projects, both internal and external. The big event during Q1 was Little Land on the Farm for the ten days of the County Fair. Little Land on the Farm was a huge outreach event, including participation with external partners and providing over 700 books to young children in attendance.

Salesforce Database Update:

CE is working with Planning and Evaluation to develop a replacement for the quarterly reporting system and a comprehensive digital system to replace the paper Smart Start grant application process. The Program Performance Module (PPM) is on hold to complete the Grant Portal for the RFP Allocation process for FY 2024-27. The application portal is in final testing and will open for applicants on October 16. This year, CED is exempt from applying.

Giving Tuesday Update:

PFC will participate in Giving Tuesday on November 28, 2023, through the Community Foundation of Cumberland County. As a reminder, CFCC matches donations during this campaign.

Family Connects Update:

The Preschool Development Grant (PDG) is ending November 30, 2023. We continue to work with Family Connects International on the transition to other funding, including Smart Start and other expected grants.

Grant Report:

PFC applied for a Kohl's Cares grant of \$25,000 in September. No award information is available as yet.

Other Updates:

Open House for 30th Anniversary – December 14
Little Land at the Crown – February 10, 2024