

Board of Directors Meeting

Agenda

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

Thursday, December 14, 2023

NC Pre-K – 12:00 pm – 12:30 pm

PFC Board – 12:30 pm – 1:00 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 – <u>10</u> out of <u>23</u> (www.ccpfc.org/donate)	Brian Jones Brian Jones
V.	Consideration of Consent Agenda – Action* [12:30]	Brian Jones
	A. CAD Change – All Children Excel (<i>See Section VI.B.</i>) B. Human Resource Policies <ol style="list-style-type: none"> 1. HR 402 Holidays (Effective January 1, 2024) 2. HR 405 Sick Leave (Effective January 1, 2024) 3. HR 406 Personal Days (Effective September 1, 2023) 4. Proposal for July 4 Vacation Week (Effective July 1, 2024) 	
VI.	Action* [12:45]	
	A. Board of Director Minutes – October 26, 2023 B. CAD Change – All Children Excel	Brian Jones Pamela Federline
VII.	Discussion^Δ [1:15]	
	A. Financial Updates: November 2023 <ol style="list-style-type: none"> 1. Financial Summary <ol style="list-style-type: none"> a. Smart Start b. NC Pre-Kindergarten (<i>Discussed in NC Pre-K Committee</i>) c. South West Child Development Commission (SWCDC) – Region 5 d. All Funding Sources e. Unrestricted State Revenues f. Cash and In-Kind Report 2. November 2023 Morgan Stanley Statement 	Marie Lilly / Taylor Mobley Michelle Downey Mary Sonnenberg

	3. FY 25-27 Smart Start Allocation Update B. Building Ownership Study of Sustainability C. Building Construction, Phase 2 – Update D. Building Incident – Structural Damage October 22, 2023 E. President’s Report	Pamela Federline Mary Sonnenberg Mary Sonnenberg / Mike Yeager Mary Sonnenberg Mary Sonnenberg
VIII.	Consent Agenda – Information Only ^Δ	Brian Jones
	A. Executive Committee (Acting as Board) Minutes 1. September 28, 2023 B. Planning and Evaluation Committee 1. Recommendation/Information Sheet Attached C. Family Connects Advisory Committee – Cancelled Due to Illness of Committee Chair and Lack of Action D. Facility & Tenant Committee – Cancelled Due to Lack of Action	
IX.	Adjourn [1:00]	Brian Jones
* Needs Action /Possible Conflict of Interest (Recusals) ^Δ Information Only [°] Electronic Copy (Hard copies available upon request) ^D Document Included in Packet		



Partnership for Children of Cumberland County, Inc.
Hybrid Board of Directors Meeting Minutes
October 26, 2023 (12:31 pm – 2:03 pm)
Be the Driving Force



MEMBERS PRESENT: Dr. Pamela Adams-Watkins, Lonnie Ballard (left @ 12:50pm), Shona Bannister (D), Lisa Childers, Patricia Fecher, Sandee Gronowski, Haja Jallow-Konrat, Brian Jones*, Amanda Klinck*, Katie Lada*, Wynne Long*, Tre’vone McNeill (left @ 1:35pm), Ayesha Neal, Birgit Sexton (left @ 1:06pm), Heather Skeens, and Darlisha Warren
MEMBERS ABSENT: Maria Ford (D), Terrasine Gardner, Van Gunter, Mary Mathis, Taylor Mobley, Betty Smith, and Ebone Williams
NON-VOTING MEMBERS PRESENT: Dr. Marvin Connelly, Jr.
NON-VOTING MEMBERS ABSENT: Brenda Jackson
NON-VOTING ATTENDEES: Ar-Nita Davis*, Michelle Downey*, Pamela Federline*, Belinda Gainey*, Julanda Jett*, Jeremy Julch*, Marie Lilly*, Carole Mangum*, Anthony Ramos, Karen Staab, Mary Sonnenberg*, and Mike Yeager*
GUEST: Charles Morris

*Attended in person

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Board Quorum & Call to Order A. Volunteer Forms ^Δ B. Board Donations – <u>9</u> out of <u>23</u> C. Fund Development	The hybrid meeting of the Board of Directors was held on October 26, 2023, beginning at 12:31 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. A. Brian Jones reminded board members to complete the volunteer form that was previously emailed to them. The form is to include time spent reading emails, reviewing packets and all other meetings they may have attended in regards to the Partnership for the Children which did not require them to sign in. B. All board members are required to donate to PFC. Grantors look at these donations to make sure all board members give to the organization. A document was provided listing who had or had not donated; 9 out of 23 donations have been received. C. Mary Sonnenberg reported that PFC is participating in the Cumberland Community Foundation Giving Tuesday; information will be distributed soon. Donations given through the foundation will be matched.	Called to Order	None
II. Consideration of Consent Agenda - Action* A. Rental Rate Increases (See Section VI.F.) B. Rent Status – Letter of Intent for Back Rent/Late Fees (See Section VI.G.) C. Holiday Schedule for Leases – Add Juneteenth to Leases D. Building Ownership Study of Sustainability (See Section VI.C.)	Brian Jones requested a motion to accept the Consent Agenda action items. Haja Jallow-Konrat moved to accept the Consent Agenda action items as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any oppositions. 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.	Motion Carried	None



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<ul style="list-style-type: none"> E. HR Policies Change Memo (Effective November 1, 2023) (See Section VI.H.) F. President’s Succession Plan (Revised, Effective November 1, 2023) (See Section VI.I.) G. VP of Programs Job Description (Revised, Effective November 1, 2023) H. Bi-Annual Investment Review Recommendations (See Section VI.B.) 			
<ul style="list-style-type: none"> III. Action <ul style="list-style-type: none"> A. Board of Director Minutes – August 24, 2023 B. Bi-Annual Investment Review Recommendations C. Sweep from E-Trade to Morgan Stanley (for discussion from Section VII.A.) D. Building Ownership Study of Sustainability E. Family Connects Nurse Partner Contract to 4C FY 23-24! F. FY 24-25 County Community Funding Grant for Family Connects / Universal Newborn Home Visiting – County Support for Sustainability G. First Citizens Bank Grant Opportunity H. Rental Rate Increases! I. Rent Status – Letter of Intent for Back Rent/Late Fees J. HR Policies Changes Memo (Effective November 1, 2023) K. President’s Succession Plan (Revised, Effective November 1, 2023) L. Fixed Assets Disposals 	<ul style="list-style-type: none"> A. The minutes of the August 24, 2023 Board of Directors meeting were previously distributed electronically and reviewed by the Board members. Lisa Childers moved to accept the August 24, 2023 Board Meeting minutes as presented. Birgit Sexton 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. B. Charles Morris informed the board members that there have been changes in regard to PFC investment accounts. Charles notified the committee that E-Trade has merged with Morgan Stanley and as of September 5, 2023 funds from E-Trade were placed in 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. Charles 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%. It is likely First Bank will allow the loan to remain at this interest rate. The recommendations are to reduce the construction loan to the amount that is 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 Money Market account in order to maintain the lower interest rate. An account has not yet been opened. Amanda Klinck moved to accept 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 as presented. Patricia Fecher seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. Anyone who did not approve the motion was asked to place their comment in the ZOOM chat box. All votes were unanimous. There were no abstentions. The motion carried. C. As discussed in Section B., Charles notified the committee that E-Trade has merged with Morgan Stanley and as of September 5, 2023 funds from E-Trade were placed in 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. D. Charles reported on the Building Ownership Study of Sustainability. Due to maintenance 	<ul style="list-style-type: none"> Motion Carried Motion Carried None 	<ul style="list-style-type: none"> None None None



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Be the Driving Force



	<p>costs, cash flow, and work needing to be done on the building, it is time to ensure the costs align with the PFC mission. It is recommended that a committee be created, with Charles included, to study the sustainability of the building and report the findings to the board. The question was asked if the committee could be the Facility and Tenant Committee. Mary stated that this is broader than the Facility and Tenant Committee; the committee could include members of the Facility and Tenant Committee, members of the Finance Committee, members of staff and others. It was suggested that Marie Lilly serve on the committee. Interested individuals were asked to contact Brian Jones or Belinda Gainey. Wynne Long moved to accept the motion to create a committee that would determine the sustainability of the ownership of the building as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. Anyone who did not approve the motion was asked to place their comment in the ZOOM chat box. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>E. Mary reported that federal funding for Family Connects ends on November 30, 2023. PFC will sustain the project through the end of FY 23-24 using Smart Start funding and other funding. The Nurse Partners for Family Connects have completed an RFP for PDG; 4C has applied. The advisory group recommends awarding the contract through the remainder of FY 23-24 to 4C. Lisa Childers moved to accept awarding the contract to 4C as presented. Dr. Marvin Connelly, Jr. seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any oposals. 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. Mary reported that PFC would like to apply for the FY 24-25 County Community Funding Grant for Family Connects / Universal Newborn Home Visiting. This will help PFC sustain the Family Connects program. Birgit Sexton moved to accept that PFC applies for the FY 24-25 County Community Funding Grant for Family Connects / Universal Newborn Home Visiting as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any oposals. Virtual board members who opposed the action were asked to type it in the ZOOM Chat Box. All votes were unanimous. The motion carried. Recusals: Shona Bannister, Lisa Childers, Amanda Klinck and Heather Skeens</p> <p>G. Mary reported that First Citizens Bank has a grant opportunity for community organizations. PFC would like to apply to assist with funding for Family Connects. Wynne Long moved to accept that PFC applies for the First Citizens Bank Grant 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 oposals. Virtual board members who opposed the action</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>
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<p>IV. Discussion^A</p> <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>A. Discussed in Section III.C.</p> <p>B. Marie Lilly, Carole Mangum and Mary Sonnenberg provided an overview of the September 2023 Financial Summary. Marie informed the board that PFC was contacted by NCPC and informed that state funding is not flowing as it should and that PFC should keep watch on the cash balances. PFC does have enough cash flow to support funding until November 9, 2023. Hopefully funding from NCPC will be received prior to that time. The issues have arisen due to a new payment platform with the State Controller’s Office. Mary stated there are delays in regional contracts but PFC is in a better place this year than last.</p> <p>C. Michelle provided an overview of the September 2023 Cash and In-Kind Report. Once reverted funds are received, these will be added to the balance on the Cash and In-Kind Report.</p> <p>D. Mary reported that a car crashed into the PFC building on October 22, 2023; damage was done to one of the areas that was under construction. Mike stated that the individual accidentally pressed the gas instead of the brakes. Once an estimate is received it will be forwarded to the insurance company. The current contractors are submitting the estimates to repair the building; a separate contract will be established.</p> <p>E. Mike stated that construction was near completion. Windows have been installed; painting and carpeting will take place afterward. Wynne Long asked if PFC looked into doing matching donations. Mary stated that PFC does have endowments but does not participate in a match program. Mary will ask Sharon Moyer to look into this once she returns from leave.</p> <p>F. Jeremy Julch provided an overview of IT services.</p> <p>G. Mary reported that Kathy Jensen approached PFC about partnering with her event being held on January 6, 2023 (incorrect date listed). PFC is unable to participate at this time due to other events taking place. Board members could participate or sell tickets if they would like.</p> <p>H. Mary provided an overview of the President’s Report which was included in the packet.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>V. Consent Agenda – <i>Information Only</i>^A</p>	<p>These items were listed for information only.</p>		
<p>VI. Adjourn</p>	<p>As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 2:03 pm.</p>	<p>Adjourned</p>	<p>None</p>

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

Secretary of Meeting

Date

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

Committee Chair

Date

Partnership CADs 2023 - 2024
Partnership for Children of Cumberland County, Inc.

**Partnership CAD Report for Partnership for Children of Cumberland
County, Inc. for Fiscal Year 2023 - 2024**
Activity Descriptions

All Children Excel (ACE)

Activity ID# 031

PSC: 5505

PBISID: FS30

All Children Excel (ACE) provides parent education through multiple strategies. The ~~Nurturing Parent Program curricula and the~~ Positive Parenting Program (Triple P) will target families based on identified needs and interest levels. Additionally, ACE staff may offer Protective Factors training to providers that impact children. ~~Non-cash grants for books may be given to parents participating in the program.~~ Training may be provided on-site or at community learning events, including food, and topic-related materials, ~~site rental, and outside presenters.~~

Commented [PF1]: Reason for Change: Nurturing Parenting will no longer be implemented due to low numbers of referrals. Non-cash grants for books is no longer necessary

Recommended Motion: Accept changes as presented pending NCPC recommended modifications.

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 or via the PFC website and will be provided electronically during the meeting.*

November 30, 2023

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.
- b. The new First Bank account was opened in April 2022 and will be used for construction loan draw-downs, contractors' payments, interest, etc.
- c. The new First Bank Money Market account was opened with \$100,000 in November 2023 per the construction loan agreement.

2 Smart Start Grant [State Funds]

- a. PFC's Smart Start grant budgets are reflected at 100% of full allocation effective July 1, 2023 and was amended effective November 30, 2023.
- b. The total allocation for FY2023-2024 at 100% is \$6,832,478, including DSS and WAGES was effective July 1, 2023.
- c. 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 were received back from NCPC effective November 30, 2023.
- d. PFC's Management and staff recently reviewed and realigned applicable Smart Start budgets to include the FY2022-2023 reverted Smart Start funds and other additional budget changes. These budgets were prepared for the November 16, 2023 Executive Committee for approval. These budget changes were submitted to NCPC in November 2023 and approved by NCPC with a November 30, 2023 effective date.

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

- a. PFC is in full contract with DCDEE effective July 1, 2023.
- b. 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.
- c. 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.
- d. Historically this distribution of state and federal funds is amended by DCDEE before or at yearend.
- e. PFC requested and received 1/10th of the direct services grant and disbursed funds for four requested advances in September 2023.
- f. The amount of the total advance received was \$915,532.
- g. 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]

- a. 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.**
- b. The Region 5 Birth to Three Quality Initiative is in contract effective August 1, 2023 through July 31, 2024. The grant amount is \$179,136. **The contract was executed on November 6, 2023.**
- c. The Region 5 Healthy Social Behaviors [HSB] grant is in contract effective July 1, 2023 through June 30, 2024. The grant amount is \$268,003. **The contract was executed on November 6, 2023.**
- d. 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.
- e. No funds have been received for any of these four grants as of November 30, 2023. On December 7, 2023, funds for July and August for Core Services were received. The amount was \$49,419.21.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

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November 30, 2023

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

- a. 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.
- b. The grant is for twenty-one months and is effective March 1, 2021 through November 30, 2022.
- c. 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.
- d. 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.
- e. The remaining \$378,604 includes PFC staff directly involved in the grant plus 10% [or \$193,101] for indirect costs for administering the grant.
- f. 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.
- 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.
- h. PFC processed the final close-out November 30, 2023 expenditures and submitted the FSR to NCPC on December 7, 2023.

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. 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. E*TRADE Account**. E*TRADE from Morgan Stanley is a business of Morgan Stanley Smith Barney LLC ("Morgan Stanley"). 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 is reflected in the Morgan Stanley E*TRADE 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, was not reflected on PFC's financial reports.
- 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. On October 26, 2023, the Board approved to transfer \$100,000 from the PNC Bank Money Market Account to a **First Bank Money Market Account** in order to retain a low interest rate on the construction loan commitment that is carried by First Bank. On November 6, 2023, First Bank informed us that they could offer a money market account of 3.50% with a yield of 3.56% for \$100,000. These rates and structure were reviewed by PFC's management and by Charles Morris and was determined to be a good option. The current rate for the PNC Money Market account is still at 2.78% as of November 30, 2023. PFC's management transferred \$100,000 from the PNC Money Market Account via check to open the First Bank Money Market Account on November 27, 2023.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

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November 30, 2023

e. The cash equivalent balances in Fund 208 consists of the following at the end of the month:

PNC Bank Money Market Account	70,091.27	<i>Does not include interest earned in Fund 899 ; \$100,000 transferred to First Bank Money Market on November 27, 2023</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>
First Bank Money Market Account	100,000.00	<i>New account opened on November 27, 2023.</i>
Morgan Stanley E*TRADE 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	29,456.41
Lumbee Bank - CD	-
First Bank Money Market	-
	<u>29,456.41</u>

Investments - Fund 208	497,718.65
Interest Earned - Fund 899	29,456.41
TOTAL INVESTMENTS PLUS INTEREST	<u>527,175.06</u>

f. 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

- 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.
- PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to meet our match requirement.
- PFC did not meet the 19% match requirement for FY2223, FY2122, FY2021, FY1920, FY1819, FY1718 nor for FY1617.
- Since the 19% required match was not met for the FY ended June 30, 2023, there will be no contribution to the PFC endowment.
- 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.
- 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.

FOOTNOTES FOR FINANCIAL REPORTS

November 30, 2023

FOOTNOTES - BALANCE SHEET

A. The cash accounts at November 30, 2023 total \$1,448,084.87.

- 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 November 30, 2023, as indicated on the statement, will not be reflected on PFC’s financial reports.
- The new First Bank Money Market account was opened on November 27, 2023.

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	\$99,547.68	n/a	n/a	n/a	2.78%
First Bank	Money Market	100,000.00	n/a	n/a	3.50%	3.56%
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
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		\$558,559.06				

FOOTNOTES - BALANCE SHEET

November 30, 2023

- B. Employees' payroll deductions at November 30, 2023 from the current month and from prior months total \$(19,337.55) 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 employee withholding 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. Applicable budgets were reviewed and updated with a November 30, 2023 effective date.

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. Applicable budgets were reviewed and updated with a November 30, 2023 effective date.

ADMINISTRATION and FUNDRAISING 9200: The Smart Start funds for the Administration budgets were in contract at 100% of full allocation effective July 1, 2023. Applicable budgets were reviewed and updated with a November 30, 2023 effective date.

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Expenditures					Ending Cash Balance	
		September	October	November	YTD	Adjustments to cash/net assets	September	October	November	YTD		
RESTRICTED FUNDS												
NC PRE-KINDERGARTEN FUNDS												
206	NC Pre-K Grant - State Funds (per child)	\$ (27,412.00)	\$ 680,325.00	\$ (26,460.00)	\$ -	\$ 737,714.00	\$ -	\$ 653,865.00	\$ -	\$ -	\$ 653,865.00	\$ 56,437.00
206	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ 915,532.00	\$ (402,546.00)		\$ 512,986.00		\$ 100,652.00	\$ 412,334.00		\$ 512,986.00	\$ -
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS	\$ 31,246.00	\$ -	\$ 429,006.00	\$ 799,184.00	\$ 1,196,944.00	\$ -	\$ -	\$ 413,310.00	\$ 804,098.00	\$ 1,217,408.00	\$ 10,782.00
211	NC Pre-K Grant - 4% Admin Fees	\$ (176,029.49)	\$ 77,710.81	\$ -	\$ 37,715.09	\$ 291,455.39	\$ -	\$ 37,782.17	\$ 39,112.65	\$ 47,426.94	\$ 202,032.57	\$ (86,606.67)
314	NC Pre-K CCDF ARPA Funds	\$ (26,238.37)	\$ 17,105.00	\$ -	\$ 114.45	\$ 43,457.82	\$ -	\$ 6,414.45	\$ 6,312.00	\$ 86,377.50	\$ 116,208.95	\$ (98,989.50)
319	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ (13,950.00)	\$ -	\$ -	\$ -	\$ 13,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ (19,837.95)	\$ 26,235.35	\$ -	\$ 21,100.86	\$ 67,174.16	\$ -	\$ 21,156.76	\$ 24,279.34	\$ 18,602.71	\$ 90,274.16	\$ (42,937.95)
336	NC Pre-K Governor's Emergency Education Relief [GEER] Funds	\$ -	\$ -	\$ -	\$ 324,308.00	\$ 324,308.00	\$ -	\$ -	\$ -	\$ 212,345.10	\$ 212,345.10	\$ 111,962.90
	Sub-total for NC Pre-K	\$ (232,221.81)									Sub-total	\$ (49,352.22)
FEDERAL RESTRICTED FUNDS												
307	DCD Grant - SWCDC	\$ (55,217.22)	\$ -	\$ -	\$ -	\$ 55,217.22	\$ -	\$ 18,354.34	\$ 20,572.68	\$ 34,279.70	\$ 122,639.12	\$ (122,639.12)
312	Region 5 - Birth to 3 [Infant/Toddler] 08/01/XXXX - 07/31/XXXX	\$ (21,040.08)	\$ 12,783.31	\$ -	\$ -	\$ 31,632.24	\$ (1,833.03)	\$ 11,727.41	\$ 13,966.49	\$ 13,798.54	\$ 63,473.15	\$ (52,880.99)
313	Region 5 - Healthy Social Behavior	\$ (40,974.60)	\$ -	\$ -	\$ -	\$ 40,974.60	\$ -	\$ 16,071.64	\$ 23,254.79	\$ 19,354.08	\$ 91,761.45	\$ (91,761.45)
335	Region 5 - Family Child Care Project [09/01/2023 - 02/14/2024] and [02/15/2024 - 02/14/2025]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442.10	\$ 442.10	\$ (442.10)
330	FEDERAL - CCHC Expansion Grant (NCPC) [02/01/2021 - 06/30/2023]	\$ 899.08	\$ -	\$ -	\$ -	\$ (899.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
331	FEDERAL - PDG Family Connects Innovation Grant (NCPC) [03/01/2021 - 11/30/2023]	\$ (235,900.22)	\$ 128,029.95	\$ 122,923.01	\$ 123,517.77	\$ 771,753.01	\$ -	\$ 122,923.01	\$ 123,517.77	\$ 233,245.62	\$ 769,098.41	\$ (233,245.62)
333	FEDERAL - City of Fayetteville ARPA Grant [08/01/2022 - 06/30/2025]	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
807	Region 5 - Program Income	\$ -	\$ 330.00	\$ 350.00	\$ 739.65	\$ 1,848.65	\$ -	\$ -	\$ -	\$ -	\$ 390.39	\$ 1,458.26
	Sub-total for Federal Restricted	\$ (152,233.04)									Sub-total	\$ (299,511.02)
SMART START AND RELATED FUNDS												
153	Smart Start - Admin. (FY 22/23)	\$ 97,745.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,745.08	\$ -
154	Smart Start - Services (FY 22/23)	\$ 762,441.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 762,441.34	\$ -
155	Smart Start - Admin. (FY 23/24)	\$ -	\$ 37,936.00	\$ -	\$ 72,806.00	\$ 216,353.00	\$ -	\$ 38,329.36	\$ 35,956.34	\$ 30,638.06	\$ 181,749.47	\$ 34,603.53
156	Smart Start - Services (FY 23/24)	\$ -	\$ 280,163.00	\$ -	\$ 537,676.00	\$ 1,597,779.00	\$ -	\$ 192,538.91	\$ 236,208.27	\$ 164,490.27	\$ 970,093.70	\$ 627,685.30
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -	\$ -	\$ 17,823.00	\$ 35,646.00	\$ -	\$ 8,930.40	\$ 6,700.33	\$ 6,568.56	\$ 38,146.93	\$ (2,500.93)
801	Program Income (SS Related)	\$ 68,386.12	\$ 4,507.03	\$ 5,532.59	\$ 4,563.42	\$ 22,369.68	\$ -	\$ 185.81	\$ 311.28	\$ 204.38	\$ 1,082.66	\$ 89,673.14
	Sub-total for Smart Start & Related	\$ 928,572.54									Sub-total	\$ 749,461.04

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Expenditures					Ending Cash Balance
		September	October	November	YTD	Adjustments to cash/net assets	September	October	November	YTD	
TEMPORARILY RESTRICTED FUNDS - RESTRICTED FOR TIME OR PURPOSE TO SPEND FUNDS											
401	County of Cumberland Nonprofit Fiscal Recovery Assistance Program [\$50,000 for Family Connects 07/01/2023 - 06/30/2024]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
543	CC Foundation - Family Connect Grant [12/01/2019 - 12/31/2024]	\$ 16,510.57	\$ -	\$ -	\$ -	\$ -	\$ 5,272.84	\$ 5,383.18	\$ 5,966.31	\$ 7,032.76	\$ 9,477.81
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ (56.54)	\$ -	\$ 4,943.46	\$ 56.54
547	The Cannon Foundation - Operation Restoration, Building Project Phase II (03/09/2023 - until spent)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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)	\$ -	\$ -	\$ -	\$ -	\$ -
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
	Sub-total for Temporarily Restricted	\$ 64,483.71								Sub-total	\$ 16,121.43
UNRESTRICTED FUNDS or NO RESTRICTION OF TIME TO SPEND FUNDS											
208	Unrestricted State Revenues - For Operating Purposes	\$ 15,115.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 15,065.22
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 497,668.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50.00)	\$ 497,718.65
501	Individual Gifts & Donations	\$ 121,752.76	\$ 230.62	\$ 595.00	\$ 1,271.00	\$ 4,198.62	\$ -	\$ 34.71	\$ 28.35	\$ 14.39	\$ 214.31
515	Vending Machine Commissions	\$ 654.66	\$ 56.42	\$ -	\$ -	\$ 145.30	\$ -	\$ -	\$ 55.67	\$ 37.31	\$ 92.98
518	Kohl's Corporate Grants	\$ 363.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363.33
802	PFCRC II (Non-Smart Start)	\$ (84,995.05)	\$ 10,999.03	\$ 10,153.57	\$ 14,128.18	\$ 61,347.51	\$ -	\$ 12,070.01	\$ 6,884.70	\$ 27,452.40	\$ 83,086.11
805	Misc. Unrestricted Revenue	\$ 6,031.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00	\$ 125.00	\$ 5,906.45
806	Forward March Conference	\$ 31,992.25	\$ -	\$ -	\$ -	\$ -	\$ 1,833.03	\$ -	\$ -	\$ -	\$ 24,979.53
812	PFCRC II - Administration	\$ 170,325.52	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 23,750.00	\$ -	\$ 417.32	\$ 416.94	\$ 457.98	\$ 2,269.09
815	Hoke - Contracted Eval (not program income)	\$ 35,981.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645.46	\$ 193.32	\$ -	\$ 1,274.74
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,947.81
820	Fundraising - PFC Annual Soiree	\$ 79,700.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339.00	\$ 5,090.00	\$ 10.67	\$ 5,159.67
825	Capital Projects Fund [used for construction loan transactions]	\$ (524.10)	\$ -	\$ 18,000.00	\$ 127,175.55	\$ 196,827.05	\$ -	\$ 18,606.95	\$ 587.36	\$ 97,940.92	\$ 169,758.20
897	Sales Tax	\$ (7,680.71)	\$ -	\$ -	\$ -	\$ 7,680.71	\$ -	\$ 937.36	\$ 1,130.63	\$ 1,135.88	\$ 4,398.45
899	Interest Income (from Investment Funds)	\$ 27,226.84	\$ 433.09	\$ 478.93	\$ 419.95	\$ 2,229.57	\$ -	\$ -	\$ -	\$ -	\$ 29,456.41
904	Forfeited FSA	\$ (18,800.41)	\$ 8,705.00	\$ -	\$ -	\$ 8,705.00	\$ -	\$ -	\$ -	\$ -	\$ (10,095.41)
905	Employee Withholding	\$ 226.10	\$ 20,425.44	\$ 20,352.73	\$ 20,156.50	\$ 102,684.16	\$ -	\$ 20,280.11	\$ 24,699.66	\$ 23,971.21	\$ 112,152.40
	Sub-total for Unrestricted Funds	\$ 878,486.43								Sub-total	\$ 879,596.06

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2023 - 2024

FUND CODE	July 1, 2023 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance		
		September	October	November	YTD	Adjustments to cash/net assets	September	October	November		YTD	
INFORMATION TECHNOLOGY												
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
994	IT - Outside Agencies	\$ 77,743.82	\$ 7,177.89	\$ 9,273.77	\$ 5,546.00	\$ 35,399.66	\$ -	\$ 10,059.71	\$ 7,505.07	\$ (48,686.00)	\$ (7,242.10)	\$ 120,385.58
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total for Information Technology										\$ 77,743.82	Sub-total	\$ 120,385.58
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	\$ 1,448,084.87

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

Fiscal Year 2023 / 2024

							SHOULD BE:	42%	58%
							Unspent Allocated	% of	% of
							Budget Amount	Budget Expended	Available Funds
Activity	FY 23/24 Budget Effective 7/1/2023	September	October	November	Expenditures Y-T-D	Unspent Allocated Budget Amount	% of Budget Expended	% of Available Funds	
Administrative Operations	\$ 12,005.00	\$ -	\$ -	\$ -	\$ -	\$ 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		\$ -							
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)	<i><---- Cash of \$15,115.22 in GL 1113 at 07-01-23 less the FY 23-24 budget amount</i>			
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)			\$ -	\$ -		\$ 15,065.22	<i>includes \$1,000 in cash transfers</i>		
Investments at month end (Includes money market account and certificates of deposits, if applicable)	\$497,668.65		\$ -	\$ -		\$ 497,718.65			
CURRENT TOTAL OF CASH AND INVESTMENTS AT THE MONTH END							\$ 512,783.87		

Family Connects, North Carolina Southeastern Region

	From 10/4/2021	Calendar Year Totals	Aug-23	Sep-23	Oct-23
Total Births	7311	3652	287	282	270
Eligible*	6351	3146	251	251	217
Not Eligible	960	506	36	31	53
Scheduled	4814	2283	202	200	182
Scheduling Rate - 75% Goal	74%	72%			
Decline	590	322	12	14	16
Decline Rate	10.34%	8.29%	4.78%	5.58%	7.37%
Pending - Changes Daily	152	0	21	28	15
Pending Rate	0.00%	0.00%	8.37%	11.16%	6.91%
Unable to Contact - Closed By DOB	795	541	16	9	4
Unable To Contact Rate	15.09%	17.80%	6.37%	3.59%	1.84%
Completed (by delivery date)	2877	1363	116	128	102
Completion Rate - 80% Goal	60%	60%			
Population Reach - 60% Goal	44%	44%			
TOTAL REFERRALS	10177	4372	535	439	208
COMPLETED VISITS					
County of Residency - Goals					
Cumberland - 56%	88.38%	89%			
Hoke - 28%	9.15%	9%			
Robeson - 16%	6.17%	6%			

Blue: Pulled from FCI'S KPI reports



**Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Executive Committee (Acting as Board) Meeting
September 28, 2023 (9:02 am – 10:30 am)
Be the Driving Force**



MEMBERS PRESENT: Maria Ford (D), Haja Jallow-Konrat*, Brian Jones*, Taylor Mobley, Ayesha Neal, Birgit Sexton*, and Darlisha Warren
MEMBERS ABSENT: Lonnie Ballard, Sandee Gronowski, Mary Mathis, and Ebone Williams
NON-VOTING MEMBERS ABSENT: Dr. Marvin Connelly, Jr.
NON-VOTING ATTENDEES: Dottie Adams*, Ar-Nita Davis, Michelle Downey*, Pamela Federline, Belinda Gainey*, Julanda Jett*, Marie Lilly*, Carole Mangum*, Sharon Moyer, Candy Scott*, Mary Sonnenberg*, Karen Staab*, and Mike Yeager

*Attended in person

	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Brian Jones, Board Chair A. Welcome New Committee Members B. Fundraising and Friend Raising 1. Board Donations (www.ccpfc.org/donate) a. Fund Development i. Giving Tuesday 2. Volunteer Forms	The scheduled hybrid meeting of the Executive Committee was held on Thursday, September 28, 2023, and beginning at 9:02 am pursuant to prior written notice to each committee member. Brian Jones, 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. A. Brian Jones welcomed all new board members to the committee. B.1. Brian informed the committee that the Board Development Committee discussed using the Executive Matrix to assign committee chairs to contact board members who have yet to provide their board donation. A list of members who have yet to donate will be included in the October board meeting packet. Donations can be made on the PFC website. B.1.a.i. Sharon Moyer reported that PFC is a part of the Cumberland Community Foundations Giving Tuesday which takes place from November 20-29, 2023. Gifts given during this time will be amplified by the \$450,000 match. Further information will be sent. Donations made for Giving Tuesday will be counted as board donations. B.2. Brian 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. Mary Sonnenberg informed the committee that hours from the volunteer form does count toward the PFC In-Kind match.	Called to Order None None None None	None None None None None
II. Action* A. Executive Minutes June 29, 2023 1. Open Session B. FTCC Fiscal Modified System of Support (SOS) C. Board Positions 1. Birgit Sexton 2. Darlisha Warren	A.1. The minutes from June 29, 2023, Executive Committee Open Session, were previously provided to committee members for their review. Ayesha Neal moved to accept the June 29, 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. B. Karen Staab reported that it is recommended that FTCC Parents for Higher Education (PFHE) Subsidy and Administrative Support be placed on the Modified-SOS program for	Motion Carried	None

Planning and Evaluation Committee Recommendations

Meeting of December 5, 2023

I. Action Taken:

- The Planning and Evaluation (P&E) Committee meeting minutes of August 1, 2023, were reviewed and approved unanimously
- There was a vote to accept All Children Excel CAD changes. The motion was put forth by Carl Mitchell and seconded by Nicole Lucas. The motion passed unanimously.

II. President's Report read through by Mary Sonnenberg

III. Planning and Evaluation (P&E) Vice President updated the committee on:

- a. Crystal Bennett's resignation from the P&E Committee
- b. All Children Excel CAD Change
- c. CAD Changes approved by Executive Committee on 11/16/2023
- d. FY 2022-23 Year End Report
- e. Quarter 1 Output Report
- f. RFP Allocation Process Update
- g. Salesforce Module Development