

**CABARRUS PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
TUESDAY, OCTOBER 25, 2016**

The Board of Directors of the Cabarrus Partnership for Children met on Tuesday, October 25, 2016 at 12:00 a.m. at the Partnership office. Board Vice Chair Denisha Torrence-Nesbit presided over the meeting.

These board members were present:

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| 1. Virginia Amendum | Community/Business |
| 2. Gale Coor | Government |
| 3. Rose Staples Deese | Community/Business/Attorney |
| 4. Jeanne Dixon | Community/Business |
| 5. Cecelia Graves | Head Start Parent/Policy Council Chair |
| 6. Steve Morris | Government |
| 7. Maureen O'Bryan | Services/Early Childhood Representative |
| 8. Yolanda Simms | Community/Business |
| 9. Denisha Torrence-Nesbit | Government |

Quorum was established

These board members were absent:

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| 1. Rob Betler | Community/Business/Finance Representative |
| 2. Robert Furr | Government |
| 3. Amos McClorey | Services |
| 4. Hilary Smith | Services |

These staff members and guests were present: Ann Benfield, Stephanie Bynum, Mary Beth Gilbert, Elizabeth Albright, Debra Pless, Melissa Jones, Katie Boudet and Sara Rudolph

Welcome & Introductions

Denisha Torrence-Nesbitt welcomed everyone to the meeting and thanked them for attending.

Ann Benfield introduced Sara Rudolph as the Head Start Accountability Contractor.

Debra Pless and Melissa Jones, Child Care Health Consultants, discussed the services they provide in child care centers, including training for providers. A Powerpoint handed was provided detailing their responsibilities.

Elizabeth Albright discussed Family Support programs, including Family Support for NCPRE-K, Community Resource and Referral, MODELS Teen and Young Mom Support Groups, Inmate Parent Support Group and the Family Support Council. Elizabeth also shared information about the 10th Annual Cuddle Up Coat Drive. A handout was provided that shared some of the success stories of family support program participants, the MODELS brochure and flyer for the coat drive.

Action Items:

Minutes of September 27, 2016 Meeting

Motion: Steve Morris made the motion to approve minutes of the September 27, 2016 board meeting.

2nd: Ginny Amendum

The motion passed unanimously.

Program Oversight Recommendations for RFP Process

Stephanie Bynum shared the recommendations of the Program Oversight Committee from their October 13, 2016 meeting. A handout detailing the recommendations was distributed. The partnership's priorities for the FY 17-18 and FY 18-19 Request for Proposals are recommended as follows, and are in accordance with NCPC's new Community Early Childhood Profile – *Smart Start's Measures of Impacts* (formerly known as PBIS) which will become effective July 2017:

- Early Childhood Education – Quality
- Early Childhood Education – Workforce
- Family Support
- Health
- School Readiness

The POC recommends that special emphasis be placed on those proposals that address the following identified areas from the Cabarrus County Needs Assessment 2016: Substance Abuse, Mental Health and Obesity.

Steve Morris suggested changing to change Substance *Abuse* to Substance *Use* to more accurately reflect community risks.

The POC also recommends that all RFPs include a plan to provide services to those with Limited English Proficiency (LEP) when language is a barrier.

The POC also recommends a Fingerprint Background Check for each person providing services directly to children if a contract is awarded. Discussion included determining the level of background check necessary. More information will be gathered for presentation to the board at the January meeting and a new policy will be drafted for the board's approval. Rose Staples Deese agreed to help draft the policy.

Jeanne Dixon made the motion to approve the POC's recommendations for the FY 17-19 RFP guidelines with the following amendments:

Substance Abuse will be changed to Substance Use

Fingerprint Background Check (section I) will be amended as follows:

If the contract is awarded, a fingerprint background check of each person providing direct services to children under the contract will be required at the expense of the Direct Service Provider in accordance with the Partnership's policy. (This information is being shared for informational purposes at this time and is not due at time of application.)

2nd: Rose Staples Deese

The motion passed unanimously.

Financial Reports, seeking approval of Cost Allocation & Reallocation for Community Care of Southern Piedmont & Full Allocation for all Programs

Ann Benfield explained that since Myra Sides' retirement, Myra's responsibilities have been spread around as reflected in the new cost allocation plan. Handout provided detailing Updated Cost Allocation Plan updated 10/1/2016 to reflect staff changes and salary adjustments.

The FY 16-17 Budget Proposed Allocations were shared in a handout, including the initial 75% allocation and the proposed 100% full allocation. Ann shared that due to the departure of the ABCD Coordinator at Community Care of Southern Piedmont, the organization has proposed a staffing change using only one coordinator and administrative assistant for both ABCD and Reach Out and Read programs. Although the overall budget for the two activities will remain the same, reduced staffing costs has freed up money to purchase additional books for the ROR program. Because of the success of the ROR program in both the pediatric and family practices in the county, the extra money for books will be used. Only other change from initial projected allocation is related to in-house activities (Public Education & Outreach and Program Management/Evaluation) which were updated to reflect the new cost allocation plan.

Jeanne Dixon made the motion to approve the FY 16-17 Cost Allocation Plan, the reallocation for Community Care of Southern Piedmont and full allocation for all programs.

2nd: Cecelia Graves

The motion passed unanimously.

Information Only:

Head Start Monthly Report

Katie Boudet shared and discussed the amended Head Start Program Report for the month of September 2016. Kannapolis City Schools is currently helping with CLASS observations. Jeanne Dixon reported that the "new" Head Start space at Long School is now warm and inviting. Katie shared that she believes the staff feels rejuvenated in part to the improvements to the classrooms, including new equipment.

Head Start Self-Assessment Training and Approval

Sara Rudolph trained the board of directors on the Head Start Self-Assessment Process and recommendations FY 16-17. Sara explained that Head Start's 5-year goals are based on data from the FY 15-16 PIR. The Self Assessment is an ongoing monitoring tool. Jeanne Dixon volunteered to represent the Board on the Self Assessment Team.

Anne Laukaitis Champion for Children Award

Ann Benfield announced that Ashlie Shanley, Assistant DA, will be presented the award at the Annual Board Luncheon in December. Ashley was nominated by both the DA and Paula Yost, Chair of the Cabarrus County Child Protection Team.

Executive Director Report

Ann Benfield provided written information about the highlights of her activities from October 2016 and what is coming up in November. Filming is underway for a video that will be shown at the Annual Board Luncheon.

Board Report

Ann stressed the importance of all board members donating to the Partnership, as many grantors want to know that 100% percent of board members contribute to the organization. For FY16-17, only 15% of Board has contributed at this time Steve Morris suggested that Ann write a letter seeking a donation and send it to each Board member along with a stamped envelope. Ann informed the Board that contributions may also be made via Paypal at www.cabarruspartnership.org..

There will not be a Board meeting in November. The Annual Board Meeting & Luncheon will be at noon on December 6th at All Saints Episcopal Church.

With no further business, the meeting was adjourned at 1:30 p.m.

Respectively Submitted,

Stephanie Bynum