

**CABARRUS PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
TUESDAY, October 27, 2015**

The Board of Directors of the Cabarrus Partnership for Children met on Tuesday, October 27, 2015 at 12:00 pm at the Partnership Office. Robbie Furr presided over the meeting.

These board members were present:

- | | |
|--------------------|--------------------|
| 1. Gale Coor | Government |
| 2. Steve Morris | Government |
| 3. Amos McClorey | Services |
| 4. Yolanda Simms | Community/Business |
| 5. Rob Betler | Community/Business |
| 6. Hilary Smith | Services |
| 7. Maureen O'Bryan | Services |
| 8. Laura Baker | Community/Business |
| 9. Robert Furr | Government |
| 10. Jeanne Dixon | Community/Business |

Quorum was established

These board members were absent:

- | | |
|----------------------------|------------|
| 1. Denisha Torrence-Nesbit | Government |
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These staff members and guest were present: Ann Benfield, Myra Sides, and Stephanie Bynum

Robbie Furr welcomed everyone to the meeting and thanked them for attending.

Board Materials

1. Board Minutes from September 22, 2015
2. FY 16-17 Smart Start Planning Process
3. Reallocation of FY 15-16 Smart Start Funds
4. Head Start Update
5. Anne Laukaitis Award Nomination for candidates submitted
6. ED Report

ACTION ITEMS:

Minutes of Previous Meetings

Robbie indicated the minutes of the September 22, 2015 meeting had been emailed for the board's review.

***Approval of Minutes for September 22, 2015**

The minutes of the September 22, 2015 as submitted:

- | | |
|-------------------|---------------|
| Motion: | Amos McClorey |
| 2 nd : | Hilary Smith |
| Abstentions: | None |
| All in favor | |

Approval of the FY 14-15 990 Tax Return

Myra Sides presented a draft of the FY 14-15 990 Tax Return for the board of directors approval. Robbie Furr stated the return had been emailed in advanced and a copy was available for their review. Myra stated the tax return was completed by a contracted, independent CPA familiar with Smart Start funding. She asked if there were any questions or corrections.

- | | |
|---|--------------|
| Moved to Approve the Fy 14-15 990 Tax Return: | Steve Morris |
| 2 nd : | Jeanne Dixon |

All were in favor

FY 16-17 Start Start Planning Process

Ann Benfield presented the drafted FY 16-17 Smart Start Planning Process:

<u>Month</u>	<u>Action – Planning Process</u>
September, 2015	Program Planning Timeline
October , 2015	Board approves 16 – 17 Program Planning Time line.

November, 2015	Hold first meeting of the Oversight Committee to review needs in community and identify focus areas for FY 16-17 Partnership staff develops application materials Oversight Committee meets to finalize areas of focus for RFP's if needed
December, 2015	Bidding Conference – Request for Proposals released
January, 2016	Proposals Due; Staff Review of Proposals; Proposals sent to Oversight Committee for review Meeting held to discuss applications/answer questions Meetings with potential direct service providers if needed
February, 2016	Meeting held to discuss applications/answer questions Meetings with potential direct service providers if needed Oversight Committee meets to make recommendation for FY 16-17 Smart Start Programs for Annual Plan
March, 2016	Approval of Programs to be funded FY 16-17 by Board
April, 2016	Submit Annual Program Plan to NCPC

Ann asked for questions/clarifications.

Moved to Approve FY 16-17 Smart Start Planning Process: Gale Coor
2nd: Hilary Smith

All were in favor

Reallocation of FY 15-16 Smart Start Funding

Myra Sides presented the staff recommendations for the reallocation of FY 15-16 Smart Start funding:

At the June 16, 2015 Board meeting, full budgets were approved, as well as initial allocations, based on the Partnership receiving the same amount of funding in FY15-16 as was received in FY14-15. Initial budgets were 75% of the full projected budget.

FY15-16 Projected Allocation	\$2,093,268
Budgets approved	<u>2,025,486</u>
Unallocated	\$ 67,782

On October 12, 2015, NCPC issued FY15-16 full allocations and the Partnership's allocation was as projected – the same amount as FY14-15. Staff surveyed all activities to verify the budgets approved June still met program needs, to identify any additional funds needed and/or to determine if any changes needed to be considered by the Board. The following adjustments have been requested and are recommended by staff for approval:

Activity	Adjustment	Justification
Smart Start Dual Subsidy	9,797	To remove 4 children under age 2 from the waiting list
Smart Start Dual Subsidy	8,627	Bi-Lingual Preschool - Reclassifies 4 children from private pay to TANF/CCDF
SS Subsidy Program - Non-TANF/CCDF	-1,975	Bi-Lingual Preschool - 3 vacancies during the month of September - all slots now filled
Dual Subsidy Admin	787	Increase to meet program costs
NC Pre-K Support	1,378	Increase to meet program costs
Child Care Health Consultants	6,128	Increase to meet program costs and PTO pay out
Inclusion Services	5,568	Increased in personnel costs associated with staffing changes and to include cost of Workers Compensation

Family Education and Outreach	588	Increase added to other program savings provide \$2,000 for Baby Bucks
Parents as Teachers	18,355	Adjustment to original request after clarification of expenses & true cost of training known (\$9,260); PTO Payout for A Swain (\$2,133) Additional training for PAT educators - Foundational Training 2 (\$3,312) ; Serve 5 more families for 7.5 months at 15 visits per month (\$3,650)
Project Baby Reach	-4,411	Staff turnover - replacement hired for fewer hours
Total Requests from Unallocated Funds	44,842	

If the above requests are approved, the Partnership will still have \$28,317 in unallocated FY15-16 Services. Staff is working with several potential projects which will be presented to the Board in January.

Myra and Ann reviewed each line and asked for questions/clarifications.

Moved to approve Reallocation of FY 15-16 Smart Start Funding:

Jeanne Dixon

2nd:

Laura Baker

Absentions: Steve Morris, Amos McClorey

All were in favor

Head Start Grant – Presentation Myra Sides

The Partnership, in collaboration with Cabarrus County Schools, has continued to make progress on the implementation of the Head Start Grant. The Head Start Regional Office approved the official start date as 8/31/15, the first day children were in attendance. In August 138 children were served with full enrollment of 170 reached by the first of October.

The Cabarrus County School Board voted in October to approve the lease between CCS, the Partnership and All Saints for the Lockhart Early Learning Center. They also approved the transfer of the title of the Long Preschool POD which was purchased with Head Start funds and therefore must transfer to the new Grantee (the Partnership). Details are still being worked out to address the lease of the land at Long Preschool where the POD is located on and the overall Memorandum of Understanding that will document the responsibilities of the Partnership and CCS in implementing the Head Start grant. The Cabarrus County School Board will sign all agreements (MOU, Leases) and the transfer of title (POD) as soon as all are prepared and approved through their operating processes.

As previously reported, the State licensing division approved the program continuing under the CCS licenses while the Partnership applied to transfer the license into its name. This past week, all requirements have been met and we are waiting on the inspection from the State licensing office.

The Partnership has completed the steps necessary to set up electronic deposits with the federal government. The Partnership will request its first payment this week of Administrative costs. Until the MOU with CCS is executed, no payments can be issued even though CCS is serving the 170 children.

The Partnership has requested CCS to develop a process for all Head Start parents to identify and approve up to 5 parents to serve on the Policy Council. As soon as the parent representatives have been selected, the Partnership will convene the Policy Council to advise them of their roles and responsibilities. The Policy Council will need to review, discuss and approve actions to date.

There are two action items for Board approval (all resumes considered are available for review).

- 1) Approve Trina Wenzel as Head Start Director
- 2) Approve Kendra Britton as Head Start Accountability Coordinator.

CCS appointed Trina Wenzel as Head Start Director after posting the position, interviewing top candidates, and a back ground check. The Partnership posted the Accountability Coordinator position through the hospital HR

department, interviews were conducted by Ann Benfield and the Head Start Leadership team, and background checks were performed by CHS HR as part of their hiring process.

After a discussion:

Moved to approve the hiring of Trina Wenzel and Kendra Britton:
2nd:

Laura Baker
Amos McClorey

All were in favor

Board Composition

Ann Benfield reported the North Carolina Partnership for Children Board of Directors approved new a board structure for Partnership Boards. Our board Governance Committee must meet to make a recommendation to our board of director at the January board meeting.

Ann Laukaitis Award

Robbie Furr provided each board member the nomination forms of all five Anne Laukaitis Award nominees, so the board could come to a consensus on the 2015 award winner. Robbie asked each board member to rank each member from 1 – 5 and write their ranking on an index card. Then Stephanie Bynum put the result on the white board and Jackie Whitfield was the winner. Robbie stated we had great nominees this year and the decision was very hard. There were several nominees that had low scores and we could possibly honor others.

INFORMATION ONLY:

Executive Director's Report

Ann presented her report for September:

Highlights October:

- ❖ CHS-NE on NICU Reunion
- ❖ IT Meeting on One Portal of Entry
- ❖ Meeting with Tri Tang
- ❖ LICC Meeting
- ❖ 3 days of Child Plus Training for Head Start
- ❖ Wellness Coalition Meeting
- ❖ Hired Accountability Coordinator
- ❖ Transportation Committee Meeting
- ❖ Steering Committee for the Children WIN Project
- ❖ Quarterly Direct Service Provider Meeting (DSP)
- ❖ Healthy Cabarrus Community Needs Assessment Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Meeting with community partners and other webinars
- ❖ CHS-NE Division Meeting
- ❖ Leadership Council
- ❖ Weekly Rotary Meetings

Looking to November - January:

- ❖ Accountability Coordinator for Head Start employed
- ❖ IT Meeting on One Portal of Entry
- ❖ System Mapping for Mental Health Services with Community Partners
- ❖ Monitoring Meetings with DSP's
- ❖ Regional Training and Technical Assistance two day visit
- ❖ Frank Porter Graham Head Start Evaluation (Urban Institute)
- ❖ Annual Meeting
- ❖ Wellness Coalition Meeting
- ❖ NCPK Early Education Meeting
- ❖ Healthy Cabarrus Community Needs Assessment Meeting
- ❖ LICC Meeting
- ❖ Child Protection Team Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Family Consumer Service Community Meeting
- ❖ Innovation Approaches Steering Committee Meeting
- ❖ Meeting with community partners and other webinars

- ❖ Leadership Council
- ❖ Weekly Rotary Meetings

Robbie asked each board member to make sure they make their board contribution by the end of the year.

Robbie Furr thanked everyone for coming and without any further business the meeting was adjourned at 1:10 p.m.

Respectively Submitted,

Ann Benfield, Executive Director