

**CABARRUS PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
TUESDAY, January 26, 2016**

The Board of Directors of the Cabarrus Partnership for Children met on Tuesday, January 26, 2106 at 12:00 pm at the Partnership Office. Robbie Furr presided over the meeting.

These board members were present:

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

Quorum was established

These board members were absent:

- | | |
|------------------|--------------------|
| 1. Steve Morris | Government |
| 2. Yolanda Simms | Community/Business |

These staff members and guest were present: Beth Gilbert, Ann Benfield, Myra Sides, and Kendra Britton

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

Board Materials

1. Board Agenda
2. Board Minutes from October 27, 2015 & December 1, 2015
3. Voluntary Reversions and Reallocation of FY 15-16 Smart Start Funds
4. Head Start Updates and Action Items
5. Head Start Financial Report
6. Smart Start Expenditure Report
7. Smart Start In-Kind Report
8. Other Funds Report
9. ED Report

ACTION ITEMS:

Minutes of Previous Meetings

Robbie indicated the minutes of the October 27, 2015 & December 1, 2015 meetingx had been emailed for the board's review.

***Approval of Minutes for October 27, 2015**

The minutes of the October 27, 2015 as submitted:

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

***Approval of Minutes for December 1, 2015**

The minutes of the December 1, 2015 as submitted:

Motion: Jeanne Dixon
2nd: Maureen O'Bryan
Abstentions: None
All in favor

Voluntary Reversions and Reallocation of FY 15-16 Smart Start Funds

Myra Sides presented and explained the staff recommendations for Reversions and Reallocation listed below:

Activity	FY15-16 Final Allocation (eff 11/15/15)	% of Total Funding	Voluntary Reversions	New Allocations	FY15-16 Adjusted Budget	Comments
Projected FY15-16 Smart Start Services Funds	2,093,268.00					
SUBSIDY - Meets NCPC Mandate Percentage		42.2%				
Smart Start Subsidy Program - TANF/CCDF	433,529			16,360	449,889	Remove 4 children from waiting list
(Bilingual Preschool)	146,807				146,807	
NC Pre-K Program	303,000				303,000	
ADDITIONAL CHILD CARE RELATED		27.9%				
Smart Start Subsidy Program - Non TANF/CCDF (Bilingual Preschool)	63,825					
NC Pre-K Non TANF/CCDF	1			256	257	5 children meet classification of Non TANF/CCDF
Dual Subsidy Administration	68,567					
NC Pre-K Support (Admin)	17,885					
Child Care Health Consultants	144,637					
Inclusion Services	136,967				136,967	
Building Healthy Lifestyles	152,522		-2,500		150,022	Excess funds in travel costs
HEALTH		3.0%				
ABCD	62,685				62,685	
Dental	15,000				15,000	
FAMILY		17.4%				
Family Education & Outreach	85,606					
Celebrating Families!	22,137				22,137	
Parents as Teachers	141,803				141,803	
Project Baby Reach	59,149				59,149	

Myra Sides presented

Reach Out and Read	55,000			13,000	68,000	Books for Pediatric Offices serving Cabarrus County Children
OTHER		2.9%				
Public Education & Outreach	60,000					
Program Management/Evaluation	95,833			1,200	97,033	Duke University to complete rostering of PCIT Therapists
	2,064,952	98.6%				
UNALLOCATED	28,316	1.4%			0	
ADMINISTRATION	178,744				178,744	

After questions and a discussion:

Maureen O'Bryan moved to approve the reversions and reallocation of Smart Funds for FY 15-16.

2nd: Jeanne Dixon

Absentions: Amos McClorey

All were in favor

Head Start Updates and Action Items

Ann Benfield presented these Head Start Updates:

The Partnership and Cabarrus County Schools, continue to make progress in the implementation of the Head Start Grant.

We met with a new Regional IV Program Specialist, Lisa Goldman, on January 12th and met with the Director, Captain Bob Bialas, of Region IV on January 13th. We have the support we need to complete the application process through June 30th.

Kendra Britton arrived on November 16th to help with the implementation of our Head Start grant. She has been a tremendous help over the last two months. We had originally thought she would be the Accountability Coordinator, but with our discussion with Region IV Head Start, we now believe she should serve as the Program Director of our Head Start. Cabarrus County Schools has reassigned some key personnel because of vacancy that have occurred over the last five months. See the attached Organizational Chart.

Motion: Laura Baker moved to approve the Organizational Chart as submitted

2nd: Rob Betler

All were in Favor

We met with our Parent Committee and Policy Council and they have elected officers, Cecilia Graves is the Policy Council Chair and therefore will be serving on our board as the Policy Council representative. The Composition of the Policy Council will be no less than 51% parents with the Policy Council Chair serving on the Cabarrus Partnership for Children Board of Directors. The other members of the Policy Council will be community representatives with expertise in early education or Human Services or former Head Start parents/grandparents/guardians.

Motion: Maureen O'Bryan moved to approve the recommended composition of the Policy Council (no less than 51% Head Start Parent with the Policy Council Chair serving on the Cabarrus Partnership for Children Board of Director and other Policy Council members will be community representatives or former Head Start parents)

2nd: Jeanne Dixon

All in Favor

The Policy Council has agreed on the Self-Assessment process for our Head Start for FY 15-16: we have hired consultants to review our program and help with a baseline so we can set an action plan for program improvements.

Motion: Rob Betler moved to accept the Self Assessment Process for Head Start for FY 15-16

2nd: Amos McClorey

All were in Favor

The Region IV Specialist shared all board members must view the governance training on line and print their certificate. Board members must be trained in the Head Start Performance Standards, Program Governance, and the Final Rule. The dates we are considering are February 23, 24, 25 from 9:00 – 1:00 p.m

Head Start Standard/Governance/the Final Rule Training is scheduled for February 23rd from 9:00 – 1:00

We are continuing the licensing process for both Head Start centers and we were awarded a temporary license January 3rd. We are working with Keystone Insurance Group to secure more insurance to cover the centers and more Directors and Officers Insurance for the board members.

We submitted a contract with deliverables for Cabarrus County School's consideration on January 8th. The school system will need to sign before payment can be made. Their attorney is reviewing and we are in the process of completing all the process and procedures for all the key areas of Head Start to submit at a later date.

We are in the process of reviewing and changing the Criteria Point Scale for Head Start eligibility and selection of children for FY 2016-2017. We will submit to the Policy Council on February 11th, but will board approval at the February board meeting. **(Possibly electronic vote in February)**

Robbie and I are requesting a meeting with Chris Lowder and key staff to determine if we will complete the Head Start application for FY 16-17. Once this meeting is completed we determine if the board will continue to operate the program next year. We will continue implementation for FY 15-16, but will provide a draft grant application for your review at the February board meeting if we continue to provide the program for FY 16-17.

Information Only:

Smart Start Updates:

Ann Benfield updated the board on Smart Start Programs with these announcements:

1. PBIS and first 2 quarters for FY 15-16 will be presented at the February board meeting – needs to go before the Program Oversight Committee on February 9th at 1:30 p.m.
2. Family Programs expansion FY 15-16 additional Circle of Parents Support Group in County jail for mothers with young children, also Triple P Seminar Series with help of CHA, additional MODELS graduate support group.
3. PCIT – completing the training of 7 therapist to be certified by the end of May.
4. ABCD and Celebrating Families will begin in January, 2016.
5. Planning process will be discussed at Program Oversight and report will be provided in February.
6. NCPD Monitoring Visit will be the week of March 22nd.
7. Beth and Stephanie will be monitoring all Smart Start funded activities starting in February – May.

Head Start Financial Report

Myra Sides presented the Head Start Financial Report below and answered questions and stated a monthly report will be provided to all board members at monthly board meetings.

GRANT - EXPENDITURES (\$1,235,909)

SF 424 Line	Description	Budget	Expenditures 7/1/15 thru 12/31/15	Encumbered 7/1/15 thru 12/31/15	Remaining Budget
6.a	Personnel LP: HS Director/Acctng	97,000.00	19,084.74		77,915.26
6.b	Fringe Benefits LP: HS Director/Acctng	27,160.00	4,469.31		22,690.69
6.c	Travel (2) FTE Conferences (4) FTE ACF Training	7,350.00			7,350.00
6.d	Equipment				
6.e	Supplies CCS: Laptops/	20,020.00			20,020.00
6.f	Contractual CCS: Classroom CCS: Positions Unallocated	623,900.00 214,623.00 172,904.00		300,206.00 89,426.25	323,694.00 125,196.75 172,904.00
6.g	Construction				
6.h	Other Cost Allocated CMC-NE Local Travel Consultants	52,673.00	6,333.87 1,302.02 8,308.47		36,345.64

	Printing - Program Materials		383.00		
	Insurance				
	Undetermined				
6.h	Federal Training	20,279.00			20,279.00
	CLASS Training				
	ERESA Training				
	Undetermined				
		<hr/>			
		1,235,909.00	39,881.41	389,632.25	806,395.34

CASH/INKIND - Non-Federal (\$313,750)

SF 424 Line	Description	*Budget	Reported 7/1/15 thru 12/31/15	1/1/16 thru 6/30/16	Remaining Budget
6.f	LP: Min Classroom (NCPK/SS)	234,000.00	123,210.00		110,790.00
	CCS: Min Requirement	79,750.00			79,750.00
		<hr/>			
		313,750.00	123,210.00	0.00	190,540.00

* Per Application & Award - Minimum required.

NCPK/SS will be \$299,400

CCS will be asked to document as much as possible

Myra also indicated the first quarter report, through the Payment Management System, has been filed. The second quarter report as well as the first bi-annual report to the Region IV Office (through Grants Solutions) will be filed later this week. All are based on the information included in the Head Start Board Report.

Smart Start Financial Reports

Myra Sides presented these Smart Start Financial Reports for the boards review:

Smart Start Expenditure Report

Smart Start Cash-Inkind Report

Others Fund Report

Myra explained each report and answered all board questions.

Executive Director's Report

Ann's January ED Report

Highlights: 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 Meetings
- ❖ Healthy Cabarrus Community Needs Assessment Meetings
- ❖ LICC Meeting
- ❖ Child Protection Team Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Family Consumer Service Community Meeting
- ❖ Meeting with Cabarrus County Schools on the implementation of the Head Start grant
- ❖ Head Start Training and Reviews
- ❖ Tour of Lockhart Center for legislative representatives assistants
- ❖ Trauma Training for Early Childhood Professionals
- ❖ Visit by Region IV Head Start Program Specialist
- ❖ Head Start Association Meeting in Charlotte
- ❖ Head Start Parent Meeting and Policy Council Meetings

- ❖ Visit from Head Start Training and Technical Assistance folks from ICF
- ❖ Innovation Approaches Steering Committee Meeting
- ❖ Meeting with community partners and other webinars
- ❖ CCM's Prayer Breakfast
- ❖ Leadership Council
- ❖ Needed Conference Calls
- ❖ Weekly Rotary Meetings

Looking to February

- ❖ IT Meeting on One Portal of Entry
- ❖ Meeting with DSP's
- ❖ Head Start Parent Meeting and Policy Council Meeting
- ❖ Cabarrus County Transportation Meeting
- ❖ Meeting with Tri Tang
- ❖ WIN Executive Committee Meeting at CHS
- ❖ NCPC Subsidy Meeting in Raleigh
- ❖ Program Oversight Meeting
- ❖ Regional Training and Technical Assistance
- ❖ NCPK Early Education Meeting
- ❖ Healthy Cabarrus Community Needs Assessment Meeting
- ❖ LICC Meeting
- ❖ Child Protection Team Meeting
- ❖ Trauma Taskforce Meeting
- ❖ Meeting with community partners and other webinars
- ❖ Leadership Council
- ❖ Weekly Rotary Meetings

Robbie Furr thanked everyone for coming and without any further business the meeting was adjourned at 1:30 p.m.

Respectively Submitted,

Ann Benfield, Executive Director