

**CABARRUS PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
TUESDAY, June 13, 2017**

The Board of Directors of the Cabarrus Partnership for Children met on Tuesday, June 13, 2017 at 12:00 noon at All Saints Episcopal Church. Board Chair Robbie Furr presided over the meeting.

These board members were present:

- | | |
|--------------------|---|
| 1. Rob Betler | Community/Business/Finance Representative |
| 2. Gale Coor | Government |
| 3. Jeanne Dixon | Community/Business |
| 4. Robert Furr | Government |
| 5. Cecelia Graves | Head Start Parent/Policy Council Chair |
| 6. Amos McClorey | Services |
| 7. Maureen O'Bryan | Services/Early Childhood Representative |
| 8. Yolanda Simms | Community/Business |
| 9. Hilary Smith | Services |

Quorum was established

These board members were absent:

- | | |
|----------------------------|-----------------------------|
| 1. Steve Morris | Government |
| 2. Rose Staples Deese | Community/Business/Attorney |
| 3. Virginia Amendum | Community/Business |
| 4. Denisha Torrence-Nesbit | Government |

These staff members and guests were present: Ann Benfield, and Katie Boudet (Head Start/CCS)

Welcome & Introductions

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

Approval of Agenda

Hilary Smith made the motion to approve the agenda as presented.

2nd: Jeanne Dixon

The motion passed unanimously.

Consent Agenda

Consent Agenda items were emailed to board members prior to the meeting, including: Minutes of May 23, 2017 Board Meeting, ED Report, Finance Reports (Smart Start Expenditures, NC Pre-Kindergarten Expenditures, Head Start Expenditures, Head Start Credit Card Report and Other Funds Report), and Minutes of the Executive Committee Meeting on June 7, 2017.

Jeanne Dixon moved to accept the Consent Agenda Items as presented

2nd: Gale Coor

The motion passed unanimously.

ACTION ITEMS:**FY 17-18 Smart Start Cost Allocation Plan**

Ann Benfield presented the Cost Allocation Plan for FY 17-18 and explained that salaries/benefits, Copier lease, telephone, postage, and computer maintenance are cost allocated across programs. See below projections:

Cost Allocation Plan
FY2017-2018

General Description:	This plan is designed to identify and allocate costs to the activities that receive the benefit of those costs.	
Definitions:	<p><u>Administrative Costs:</u> Includes those costs incurred to establish or support the administrative functions of the agency. These expenditures, commonly thought of as management and general expenses, may include any agency expenditures that are not related to a specific service activity.</p> <p><u>Service Costs:</u> Costs incurred for activities that result in goods and services being distributed to beneficiaries that fulfill the purposes or mission for which the agency exists. Services expenditures provide an identifiable direct benefit to a specific service activity.</p>	
Costs to be Allocated:	Salaries and Benefits Copier Lease w/fax component Telephone & Postage Computer Maintenance	
Cost-Benefit Relationship:	Salaries and Benefits	Administrative positions that benefit both services and administration. Program positions that benefit more than one activity.
	Copier Lease w/fax, Computer Maintenance; Telephone & Postage	Services that benefit both in house services and administration.
Basis of Allocation:	Salaries and Benefits(see listing that follows)	Pro-rata percentage based on estimated effort and allocated per actual time sheets
	Copier Lease w/fax, Computer Maintenance; Telephone & Postage	Pro-rata share based on the number of FTEs assigned to administration and in-house programs

Staff	FTE	Position	Percentages
Ann Benfield	1.00	Executive Director	50% SS Admin; 20% PM; 15% PE; 5% NCPK Admin; 5% Fam Ed; 5% CCHC
Ariel Ayers	0.75	Finance Manager	50% SS Admin; 25% NCPK Admin; 25% DS Admin
Stephanie Bynum	1.00	Program Manager	75% PM; 15% Public Ed; 10% SS Admin
Elizabeth Albright	1.00	Family Coordinator	50% NCPK Admin; 40% Fam Ed; 10% Public Ed
Jamie Clark	1.00	Program Assistant	50% NCPK Admin; 50% DS Admin

Lissy Rios	1.00	Admin Assistant	60% SS Admin; 30% DS Admin; 10% NPCK Admin
Debra Pless	1.00	CCHC	100% CCHC
Melissa Jones	1.00	CCHC	60% Cabarrus CCHC; 40% Stanly CCHC
Total	7.75		

Supplies, Business Insurance, Copier/Fax Lease, Computer Maintenance, Telephone/Internet, and other relevant expenses will be allocated based on the following percentages {unless a cost is directly associated with a specific program(s) in which case it will be charged directly to the program's funding }

Activity	FTE	%
Administration	1.725	22.26%
Family Education	0.45	5.81%
Program Management	0.95	12.26%
Public Education	0.4	5.16%
Dual Subsidy Admin	0.9125	11.77%
NC Pre-K Admin	1.2625	16.29%
CCHC Cabarrus	1.65	21.29%
CCHC Stanly	0.4	5.16%
Total FTE	7.75	100.00%

Robbie Furr stated the FY 17-18 Cost Allocation Plans comes to the board as a recommendation from the Executive Committee and needs approval. All were in favor and adopted the plan.

FY 17-18 Smart Start Allocation:

Ann Benfield presented the FY 17-18 Allocation recommendations from the Executive Committee. She reviewed each program and stated, request for funding far exceeded the funding available. The recommendation is to reduced subsidy allocation to 41.3% until NCPK determines our State match. The additional childcare related category has \$76,710 remaining and a decision will be made on these funds when our full allocation is determined. We could possibly allocated the funding for Incredible Years Dinosaur School. Question were discussed and RobbieFurr proposed we budget on each/Program area so we could allow for abstentions.

Vote:

Maureen O'Bryan moved to approve Smart Start Subsidy Program TANF & Dual Subsidy Administration for:\$570,367, and Jeanne Dixon seconded, all were in favor, Amos McClorey abstained

Hilary Smith moved to approve the NCPK Program TANF & NCPK Support for: \$372,289, and Jeanne Dixon seconded, all were in favor, Amos McClorey & Cecelia Graves abstained.

Maureen O'Bryan moved to approve Child Care Health Consultant at \$151,500, Inclusion Services for \$163,978, and Hilary Smith seconded and all were in favor.

Yolanda Simms moved to approve Building Healthy Lifestyles for \$130,444, Cecelia Graves seconded, all were in favor, Maureen O'Bryan abstained

Cecelia Graves moved to approve ABCD for \$50,043, and Dental for \$20,000, Jeanne Dixon seconded, all were in favor.

Hilary Smith moved to approve Family Education & Outreach for \$70,223, Celebrating Families for \$39,608, Parents As Teachers for \$160,984, Project Baby Reach for \$66,389, Reach Out and Read for \$57,716, with Gale Coor seconded, and all were in favor.

Jeanne Dixon Moved to approve Public Education and Outreach for \$58,325, Program Management & Evaluation for \$104,692, Yolanda Simms seconded and all were in favor.

Budget Spreadsheet for FY 17-18 Smart Start Allocation:

Activity	DSP	EB/EI	Recommended Changes to Program Design	FY16-17 Actual Funding	POC Recommended Priority	FY17-18 Requested Funding	FY17-18 Recommended Funding
Projected FY17-18 Smart Start Services Funds				2,093,268.00		2,093,268.00	2,093,268.00
SUBSIDY							
Smart Start Subsidy Program-TANF	Partnership	EI	Establish Priorities: Currently Cabarrus Bilingual Preschool, homeless, teen parents and add -on siblings	641,497.00	Mandatory	508,520.00	508,520.00
NC Pre-K Program	Partnership	EB		300,000		356,000	356,000
TOTAL SUBSIDY			FY16-17 Required Subsidy 41.3% = \$864,520	941,497.00		864,520.00	864,520.00
ADDITIONAL CHILD CARE RELATED							
Smart Start Subsidy - Non TANF	Partnership			0.00		0.00	0.00
NCPK Non-TANF	Partnership			300.00		0.00	0.00
Dual Subsidy Administration	Partnership	EI		57,830.00		61,847.00	61,847.00
NC Pre-K Support (Admin)	Partnership	EB		27,803.00		16,289.00	16,289.00
Child Care Health Consultants	Partnership	EI		167,091.00	1	151,500.00	151,500.00
Building Healthy Lifestyles	UNCC	EB	Removed POD	126,502.00	3	132,444.00	130,444.00
Inclusion Services	TCCF	EI		144,265.00	2	163,978.00	163,978.00
Incredible Years					4		
TOTAL OTHER CHILD CARE RELATED				523,791.00		526,058.00	524,058.00
TOTAL SUBSIDY/ADD'L CHILD CARE RELATED			FY16-17 Required Subsidy & Additional Child Care Related 70% = \$1,465,288	1,465,288.00		1,390,578.00	1,388,578.00
HEALTH							
ABCD	CCSP	EB	Reduced Admin Assistant	70,616.00	1	55,043.00	50,043.00
Dental	CHA	EI	Reduced due to low priority ranking	30,000.00	7	30,000.00	20,000.00
FAMILY							
Family Education & Outreach	Partnership	EI		69,455.00	4	70,223.00	70,223.00
Celebrating Families!	FFCC	EB	Reduced. Requested more than FY16-17 & total not available.	31,193.00	2	42,108.00	39,608.00
Parents as Teachers	FFCC	EB	Reduced. Requested more than FY16-17 & total not available.	136,736.00	3	165,984.00	160,984.00
Project Baby Reach	FSNSP	EI		60,355.00	5	66,389.00	66,389.00
Reach Out and Read	CCSP	EB	Reduced Books due to low priority ranking	84,384.00	8	87,716.00	57,716.00
OTHER							

Public Education & Outreach	Partnership	EI		47,637.00	6	58,325.00	58,325.00
Program Management/Evaluation	Partnership	EI		97,604.00	Mandatory	104,692.00	104,692.00
TOTAL OTHER			FY16-17 30% of Allocation Allowed for Other = \$627,980	627,980.00		680,480.00	627,980.00
TOTAL				2,093,268.00		2,071,058.00	2,016,558.00
OVER/UNDER ALLOCATION			Use for Incredible Years if Subsidy Requirement Allows	0.00		22,210.00	76,710.00

INFORMATION ONLY

Head Start Report

Katie Boudet provide the Head Start Report. Katie reported Head Start was fully enrolled in May, she completed the Individual Conscious Discipline Coaching, Completed the CLASS assessment and improvement was seen over the year. Partnership monitoring was completed and her last day is today. The board and Jeanne Dixon thanked Katie for her hard work and especially her work with the Policy Council.

Ann Benfield reported Katie had completed the PIR Report which is due August 31st and Sara Rudolph is reviewing and we hope to submit the report early. Ann thanked Katie for all she had done for the program and wish her success in the futures.

Development Committee Report

Yolanda Simms reported on the Development Committees meet on June 1st. She reported there was not a quorum, but Stephanie Bynum and Ann Benfield discussed possible sponsors for the Annual Luncheon, established a contact for Duke Energy Foundation, and discussed a sponsorship packet that would be shared with board members. A Development Committee meeting will be held during the summer.

Mission Moment

Ann Benfield reported the Bilingual Preschool graduated 26 children on Friday, June 9th and all are enrolled in the Spanish Immersion Program in Cabarrus County Schools. Ann also provided a picture of their new playground that UNCC School of Architecture designed and built in the last two years.

Board Membership

The Governance Committee will be meeting to discuss everyone's term for the coming year. The governance committee could be contacting you over the summer about you term.

Next Meeting

Robbie Furr reminded everyone that the board will start meeting every other month beginning with the new fiscal year on July 1st. The Executive Committee will be meeting Tuesday, July 11th at 7:30 at Punchy's Diner and the board of directors will be meeting again on August 22, 2017 at noon at All Saints Episcopal Church.

With no further business the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Ann Benfield