

**CABARRUS COUNTY PARTNERSHIP FOR CHILDREN
BOARD OF DIRECTOR'S MEETING
Tuesday, June 27, 2023**

The Board of Directors of the Cabarrus County Partnership for Children met on Tuesday, June 27, 2023, at 8:00 a.m. at All Saints Episcopal Church in the Community Room and via requested Zoom link, which was advertised on our website and in our newsletter. District Court Judge Beth Street presided over the meeting.

These board members were present:

- | | |
|----------------------|---|
| 1. Judge Beth Street | Attorney/Government |
| 2. Amos McClorey | Services/NAACP |
| 3. Gil Small | Community/Faith Community |
| 4. Marcella Beam | CHA/Community/Services (participated virtually) |
| 5. Pam Smith | CCM/Community/Services |
| 6. Waynett Taylor | Services |
| 7. Steve Morris | County Commissioner/Government |
| 8. Danielle Mauldin | Owner of Kids Korner/Services |
| 9. Karen Calhoun | DHS/Government (participated virtually) |

These board members were absent:

- | | |
|------------------------|----------------------------------|
| 1. Dr. Rosolena Conroy | Community/Pediatrician/Therapist |
| 2. Carla Brown | Government |
| 3. Lashay Avery | Partners/Community/Services |
| 4. Patrick Graham | CFEA/Community/Services |

A quorum was present.

These staff members were present: Ann Benfield, Ariel Ayers, and Lauren Westin

Welcome:

Judge Beth Street welcomed board members and thanked them for attending the board meeting. The group went around the table and introduced themselves.

Approval of Agenda:

The Board reviewed the agenda for today's meeting.

Steve Morris made a motion to approve the agenda.

2nd: Amos McClorey

All were in favor.

Approval of Consent Agenda:

The board reviewed the consent agenda documents that were emailed to members prior to the meeting, including: Minutes of April 25, 2023 board meeting, June 2023 ED Report, FY22-23 SS Expenditures, FY22-23 NCPK Expenditures, and FY22-23 Other Funds Report, and FY21-23 SUN Budget.

Steve Morris made a motion to approve the consent agenda items as presented with the FY dates corrected on the agenda.

2nd: Marcella Beam

All were in favor.

Program Oversight – Action Items:

Lauren Westin presented that on May 25, 2023, the Partnership staff received notice from the Board of Directors of Endless Opportunities that they have decided to respectfully decline the conditions for FY2023-2024 for Parents

As Teachers. Lauren is requesting that the Board go ahead and remove Parents As Teachers from the FY23-24 Smart Start Plan.

Marcella Beam made the motion to remove Parents As Teachers from the FY23-24 Smart Start Plan.

2nd: Pam Smith

All were in favor.

Lauren Westin then presented that the state contract for Dolly Parton’s Imagination Library no longer has funds for Program Support at the state level. The Partnership would like to continue to support this program with staff time, outreach, supplies, etc. And is requesting that the following highlighted sentence be added to the Contract Activity Description for FY23-24:

[[The Dolly Parton's Imagination Library activity will promote emergent literacy skills through a partnership with Dollywood Foundation. Through this activity, age-appropriate books will be mailed to registered children birth up to age five (0-5) monthly. Families will be recruited in target zip codes. Children are eligible to receive books regardless of family income. The books will be ordered using the Dollywood Foundation Book Ordering System (BOS) database.]] Smart Start funds may be used for office supplies, service-related supplies, staff time as needed, travel, indirect and other operating costs. Staff may attend local and regional training and information sessions to enhance skills.

It was noted by Ann Benfield that should the state budget be approved with additional funding for Dolly Parton’s Imagination Library, that this would not be needed and therefore, the money allocated to this program could be reallocated by the Board to another program in need.

Waynett Taylor moved to make the above change to the Contract Activity Description for Dolly Parton’s Imagination Library for FY23-24.

2nd: Danielle Mauldin

All were in favor.

Finally, Lauren Westin presented the Program Oversight Committee approved rankings for FY23-24 funding. It was noted that since Parents As Teachers was removed from the plan after the rankings were completed that program would be skipped in the rankings when funding was allocated.

Activity	FY22-23 Ranking	FY23-24 Ranking	1 st	2 nd	Board Approved Ranking 6/27/23	Abstentions
ADDITIONAL CHILD CARE RELATED						
Child Care Health Consultants	1	1	Gil Small	Marcella Beam	All in Favor	AM/DM/WT/SM
Early Education Liaison	2	2	Gil Small	Marcella Beam	All in Favor	AM/DM/WT/SM
Inclusive Child Care	3	3	Gil Small	Marcella Beam	All in Favor	AM/DM/WT/SM
WAGE\$	4	4	Gil Small	Marcella Beam	All in Favor	AM/DM/WT/SM
FAMILY, HEALTH and OTHER PROGRAMS						
ABCD	1	1	Waynett Taylor	Beth Street	All in Favor	SM/MB
Emergency Dental	7	4	Waynett Taylor	Beth Street	All in Favor	SM/MB

Dolly Parton's Imagination Library	N/A	7	Steve Morris	Gil Small	All in Favor	
Parents as Teachers	5	2	Steve Morris	Gil Small	All in Favor	
Safe Kids	N/A	5	Steve Morris	Gil Small	All in Favor	
Social Emotional Intervention	N/A	3	Steve Morris	Gil Small	All in Favor	
SUN Project	2	6	Waynett Taylor	Beth Street	All in Favor	SM/MB

FY23-24 Cost Allocation Plan:

Ariel Ayers next presented the FY23-24 Cost Allocation Plan for staff time spent in programming and how supplies, business insurance, Copier/Fax Lease, Computer Maintenance, Telephone/Internet, and other relevant expenses will be allocated.

**Cost Allocation Plan FY22-23
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Allocation of Salaries & Benefits:

Staff	FTE	Position	Percentages
Ann Benfield	1.00	Executive Director	80% SS Admin; 10% Program Management; 5% Public Education; 5% The SUN Project
Ariel Ayers	0.75	Finance Manager	90% SS Admin; 5% The SUN Project; 5% NCPK Admin
Lauren Westin	1.00	Program Manager	75% PM; 10% DPIL; 5% Public Ed; 5% SS Admin; 5% The SUN Project
Patricia Sehorn	0.80	NCPK Prog Man	100% NCPK Admin
Vacant	1.00	NCPK Prog Coord	100% NCPK Admin
Lissy Rios	0.80	Admin Assistant	80% NCPK Admin; 20% SS Admin
Debra Pless	1.00	CCHC	100% CCHC
Melissa Jones	1.00	CCHC	60% Cabarrus CCHC; 40% Stanly CCHC
Starla Hatley	1.00	ABCD/ROR	60% ABCD; 20% Safe Kids; 0% DPIL; 10% Public Ed
Total	8.35		

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	1.6850	20.18%
CCHC Cabarrus	1.6000	19.16%
ABCD	0.6000	7.19%
Public Ed	0.2000	2.40%
The SUN Project	0.1375	1.65%
Safe Kids	0.2000	2.40%
Program Management	0.8500	10.18%
DPIL	0.2000	2.40%
NCPK	2.4775	29.67%
CCHC Stanly	0.4000	4.79%
Total FTE	8.35	100.00%

Pam Smith moved to approve the Cost Allocation Plan for FY23-24 as presented above.
 2nd: Danielle Mauldin
 All were in favor.

FY23-24 Initial Allocation Smart Start Funds:

Ariel Ayers then presented the following proposed Initial Smart Start Allocation. She noted that the document contains the allocation for the current year, the request for FY23-24, and the actual proposed allocation for FY23-24. It is noted that there was a deficit of \$212,418.00 for the year. The Partnership felt it was best to reduce all requests by 14.8% to be the most fair to all programs. Once the State budget is finalized, and carryforward funding is received. A proposed reallocation of funds will be brought to the board to hopefully get programs closer to 100% of what they requested.

FY23-24

Activity	DSP	Recommended Changes to Program Design	FY22-23 Actual Funding	POC Rec Priority	Requested FY23-24 Allocation	Proposed FY23-24 Allocation	Conflicted Board Members
Proposed FY23-24 Smart Start Services Funds			2,399,179.00		2,235,263.00	2,235,263.00	
SUBSIDY							
Subsidy	DHS	Establish Priorities: DHS subsidy priorities	660,000		600,000	595,000	AM/DM/SM/KC/WT/CB
NC Pre-K Program TANF	Partnership		275,880		271,700	271,700	SM
TOTAL SUBSIDY		FY23-24 Required TANF = \$864,520	935,880	Mandatory	871,700	866,700	
ADDITIONAL CHILD CARE RELATED							
Subsidy Administration	DHS		60,000		60,000	59,500	KC/SM
NC Pre-K Program Non-TANF	Partnership		76,475		87,400	64,600	SM
Child Care Health Consultants	Partnership		189,612	1	216,572	184,441	AM/DM/WT
WAGES	CCSA		195,486	4	187,575	187,575	AM/DM/WT
Inclusive Child Care	PE		138,441	3	299,090	254,716	AM/DM/WT
Early Education Liaison	RCCC		273,951	2	251,371	214,077	AM/DM/WT/SM
OTL OTHER CHILD CARE RELATED			933,965		1,102,008	964,910	
TOTAL SUBSIDY/ADD'L CHILD CARE RELATED		FY23-24 Req Subsidy & Add'l Child Care Related 70% = \$1,444,204	1,869,845		1,973,708	1,831,610	
FAMILY, HEALTH AND OTHER PROGRAMS							
ABC	EO	DSP did not apply for funding	20,000		0	0	
ABCD	Partnership		64,405	1	70,202	59,787	MB/SM
Emergency Dental	CHA		24,415	4	30,000	25,549	MB/SM
Dolly Parton Imagination Library	Partnership		0	7	20,568	17,516	
Family Support	EO	DSP did not apply for funding	74,157	n/a	0	0	
Parents as Teachers	EO	DSP applied for funding and then rejected acceptance of application	107,716	2	0	0	
Program Management/Evaluation	Partnership		117,018	Mandatory	109,551	93,298	
Public Education & Outreach	Partnership		36,502	Mandatory	52,567	44,768	
Reach Out and Read	Partnership		51,770	n/a	0	0	
Safe Kids	Partnership		0	5	23,554	20,059	
Social Emotional Liaison	KIDS		0	3	166,032	141,399	
SUN Project	Partnership		33,351	6	1,499	1,277	MB/SM
TOTAL OTHER		FY23-24 30% Allowed for Family/Health/Other = \$791,059	529,334		473,973	403,653	
TOTAL			2,399,179		2,447,681	2,235,263	
OVER/UNDER ALLOCATION			0		-212,418	0	

Marcella Beam made the motion to approve the FY23-24 allocations for all Subsidy/Additional Child-Care Related funds as presented above.

2nd: Gil Small

All were in favor, with Amos McClorey, Karen Calhoun, Danielle Mauldin, Waynett Taylor, and Steve Morris abstaining.

Pam Smith made the motion to approve the FY23-24 allocations for ABCD, Emergency Dental, and the SUN Project.

2nd: Waynett Taylor

All were in favor, with Marcella Beam and Steve Morris abstaining.

Steve Morris made the motion to approved the FY23-24 allocations for Dolly Parton's Imagination Library, Program Management/Evaluatio, Public Education & Outreach, Safe Kids, and Social Emotional Intervention.

2nd: Gil Small

All were in favor, with no abstentions.

Designation of Karen Ponder Award Funds:

Ariel Ayers presented that the Partnership received \$1,000 for the Karen Ponder Award that Waynett Taylor received. Ariel requested that the Board determine how to designate the \$1,000 award.

Beth Street moved to designate these funds to Inclusive Child Care with P.U.R.E. Excellence as they were awarded to Waynett Taylor for her work with child care.

2nd: Gil Small.

All were in favor.

Rebranding & Website Redesign:

Ann Benfield reported that almost 300 child care educators and directors were trained on March 18th on Conscious Discipline from a Master Training at the Great Wolf Lodge. The training was offered, free of charge, due to a partnership between the Partnership, Save The Children-Head Start, and Cabarrus County Schools. It was a wonderful experience for all, and is a building block that works with Inclusive Child Care and the new Social Emotional Intervention program starting next fiscal year. Ann is looking to secure funding through grants to offer the training again for families and community members. Danielle Mauldin and Waynett Taylor both emphasized what a great training it was. Ann thanked the board of directors for their support in searching for new programs to assist child care providers and families.

Rebranding & Website Redesign:

Ann Benfield presented that this year marks the 25th Anniversary of the Cabarrus County Partnership for Children. She has been working with Perry Productions on preparations, and has asked for a proposal for Rebranding and Website Redesign, due to our website no longer being able to be supported. Perry Productions submitted a proposal for these additional items, along with their normal array of services provided.

For Rebranding/Logo Design their proposals is \$8,500.

For Video/Annual Report/Website Redesign their proposal is \$3,500-\$5,000 for 25th Anniversary Video, \$1,500 for Annual Report, and \$7,500 for Website Redesign.

Since Smart Start funds are already short for the year and not all of the above are approved to be paid with Smart Start Funds, Ann would like to know if the board is willing to use private, unrestricted funding for these updates. Ann is also willing to look into Sponsorships to help offset costs.

The Board is in favor of doing these things, however they recommend that the Partnership staff meet with Perry productions to ensure that the timeline and needs are done in order, so as not to end up doing things twice. They are concerned with the Partnership rebranding and redesigning prior to the development of the new Strategic Plan, which won't happen until next year.

Ann agreed to meet with Perry Productions and ensure no duplication will happen and that everything is done in the right order, and also to see if a lower amount can be negotiated.

Recommendations for Slate of Officers for FY23-24:

Ann Benfield presented the Governance Committee's selection for the Slate of Officers for FY23-24.

Chair: Judge Beth Street

Vice Chair: Marcella Beam

Secretary: Danielle Mauldin

Treasurer: Gil Small

Steve Morris moved to approve the Slate of Officers for FY23-24 as presented.

2nd: Amos McClorey

All were in favor.

Recommendation of New Board Members and Appreciation of Board Members Leaving:

Ann Benfield presented the new board members who have agreed to serve.

1. Lora Lipe – Cabarrus Department of Human Services
2. Melanie Hollis – Cabarrus County Library
3. Jackie Whitfield – Community representative
4. Dr. Kevin Garay – Superintendent Kannapolis City Schools
5. Dr. John Kopicki – Superintendent Cabarrus County Schools
6. Malisha Ross – Partners Behavioral Health

Waynett Taylor moved to approve the six new board members effective July 1, 2023.

2nd: Pam Smith

All were in favor.

Ann Benfield then thanked existing Board members who have served the board well and are leaving as of June 30, 2023. She presented each with a certificate of appreciation and service.

1. Karen Calhoun
2. Carla Brown
3. Roselena Conroy
4. Waynett Taylor
5. LaShay Avery

Board Meeting Dates for FY23-24:

Ann Benfield presented continuing Board Members with the meeting dates for FY23-24 as listed below.

July 25, 2023	Executive Committee – Fourth Tuesday Virtually at 8:00 am
August 22, 2023	Board Meeting – Fourth Tuesday at All Saints Episcopal Church or Virtually at 8:00 am (link will be sent)
September 26, 2023	Executive Committee – Fourth Tuesday Virtually at 8:00 am
October 24, 2023	Board Meeting – Fourth Tuesday at All Saints Episcopal Church or Virtually at 8:00 am (link will be sent)
December 5, 2023	Annual Board Meeting – First Tuesday in December All Saints Episcopal Church – Parish Hall
January 23, 2024	Executive Committee – Fourth Tuesday Virtually at 8:00 am
February 27, 2024	Board Meeting – Fourth Tuesday at All Saints Episcopal Church or Virtually at 8:00 am (link will be sent)
March 26, 2024	Executive Committee – Fourth Tuesday Virtually 8:00 am
April 23, 2024	Board Meeting – Board Meeting – Fourth Tuesday at All Saints Episcopal Church or Virtually at 8:00 am (link will be sent)
May 28, 2024	Executive Committee – Fourth Tuesday Virtually at 8:00 am
June 25, 2024	Board Meeting – Board Meeting – Fourth Tuesday at All Saints Episcopal Church or Virtually at 8:00 am (link will be sent)

Support the Partnership – Contribution Reminder:

Beth Street encouraged board members to donate to the Partnership. Ann Benfield announced that this is the first year in a long time with 100% board participation!

Meeting Adjourned:

With no further business, and no objections, Danielle Mauldin moved to adjourn the meeting at 9:32 a.m.

2nd: Amos McClorey

All were in favor.

Next Meetings:

Board Meeting: Tuesday, August 22, 2023 at 8:00 a.m. – All Saints Episcopal Church – Community Room or Zoom

Executive Committee: Tuesday, July 25, 2023 at 8:00 a.m. via Zoom

Karen Ponder Award Presentation (Amy Cabbage, Smart Start President): Tuesday, September 26, 2023 at 10 a.m.

Respectfully submitted,
Lauren Westin