



Executive Committee Meeting

Tuesday, July 24, 2018

Punchy Diner – 7:30 a.m.

The Executive Committee of the Cabarrus Partnership for Children met Tuesday, July 24, 2018 at 7:30 at Punchy's Diner. These members were present: Robbie Furr, Rose Staples Deese, and Yolanda Simms, Joseph Houston was unable to attend. Robbie Furr lead the meeting. Staff: Ann Benfield & Ariel Ayers. **Quorum was established.**

Ann Benfield presented the minutes of the March 13, 2018 & May 22, 2018 meeting for approved. After a review, Yolanda Simms approved the March 13, 2018 & May 22, 2018 minutes as presented and Rose Staples Deese, second, and all were in favor.

Ariel Ayers presented the financial reports for FY 17-18 through 6/30/18:

- FY 17-18 InKind Report – Met 19% match at \$434,103.41
- FY 17-18 Smart Start Expenditure Report – Ariel highlighted the programs that reverted funding:
 1. NC Pre-K Programs \$380.00
 2. Subsidy Administration \$9.31
 3. Child Care Health Consultant \$551.82
 4. Building Healthy Lifestyles \$1
 5. Reach Out and Read \$.21
 6. Parents As Teachers \$2,131.60
 7. Project Baby Reach \$616.31
 8. Total Services Reversion \$3,690.25 99.8%
 9. Administration \$4,544.99 97.5%
- FY 17-18 NCPK Expenditure Report - \$3,751.00
- FY 17-18 NCPK Expansion Expenditure Report - \$9.76
- FY 17-18 Other Funds Expenditure Report
- FY 17-18 Special Appropriation Expenditure Report - \$146.75

Ariel presented the North Carolina Partnership for Children (NCPK) monitoring visit report and highlighted the concerns:

The Partnership used Smart Start funds to pay for NCPK Fed Ex bill out of NCPK Administration, unallowable and will be corrected.

Direct Service Provider (DSP) made unallowable expenditures (travel, mileage, meals, beverages) and Partnership Will require DSP to pay back immediately.

Mileage reimbursed at the incorrect State rate. Partnership will require DSP to repay.

Ariel also shared the NCPK Management letter and explained the concerns. Contract Management – Review insurance coverage to Direct Service Providers more carefully. Board Operations – Establish quorum in Minutes and make sure all board members are listed in minutes when they abstain for votes.

Ariel shared the Partnership's monitoring report of one of our Direct Services Providers and noted Families First most repay the total of all unallowable funds for FY 17-18 is \$4,934.23 and for FY 16-17 \$4,581.63. Ariel explained in the future Families First will be required to submit all back up documentation for all expenditures with their Financial Status Report in FY 18-19 & FY 19-20 before payments will be rendered. All committee members were in agreement with the revised Monitoring process presented.

Ann Benfield presented a spreadsheet with all board members divided in Government, Services,

Business/Community and shared we need to recruit another person from government. The members suggested someone from school system or community college system.

Ann Benfield stated Stephanie Bynum, Smart Start Program Manager, submitted her resignation yesterday effective August 10th.

With no further business the meeting was adjourned at 8:30 a.m.

The next Executive Committee Meeting will be September 25, 2018 at 7:30 p.m. at Punchy's Diner.

Respectfully submitted,

Ann Benfield, Executive Director