



**Executive Committee Meeting**  
**Tuesday, March 24, 2020**  
**Zoom Meeting – 8:00 a.m.**

The Executive Committee of the Cabarrus Partnership for Children met Tuesday, March 24, 2020 at 8:00 a.m. by Zoom Meeting online. These members were present: Cheryl Kelling, Rose Staples Deese, Joseph Houston, and Jackie Whitfield. Jackie Whitfield chaired the meeting. Staff: Ariel Ayers & Ann Benfield. **Quorum was established.**

Ann Benfield presented the minutes of the February 4, 2020 meeting for approval. Rose Staples Deese moved to approve the February 4, 2020 minutes. Cheryl Kelling second, and all were in favor.

Ariel Ayers presented the financial reports through 2/29/20 and answered questions regarding reports:

Smart Start Expenditure Report (All are spending on track, but we will have to do a reallocation at the April meeting because Emergency Dental needs more funding)

NCPK Expenditure Report (Spending on track)

Other Funds Expenditure Report (Robert Wood Johnson Budget has been separated, but is also included in this summary)

Robert Wood Johnson Foundation Report (Sending on track)

Ariel Ayers also submitted a draft of the Cabarrus County Partnership for Children's Liquidity Policy for review. Rose Staples Deese had one correction, please remove the word "a" in the fourth sentence in the second paragraph. Rose Staples Deese moved to approve the Liquidity Policy as followed, Joseph Houston seconded all were in favor.

**Cabarrus County Partnership for Children Liquidity Policy**

The Cabarrus Partnership is supported by state funds, with additional funding support provided by grants and donations with donor restrictions. Funders require resources to be used in a particular manner or in a future period and so the Cabarrus Partnership must maintain sufficient resources to meet these responsibilities to its donors. Thus, financial assets may not be available for general expenditures within one year.

As part of Cabarrus Partnership's liquidity management, it has procedures in place to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, Cabarrus Partnership meets all contractual obligations thereby not incurring penalties or reduced funding. The Cabarrus Partnership has a board-approved budget in place that is monitored and adhered to as a means of managing spending. The Partnership maintains one deposit/checking account where all agency funds are contained, and this account is easily accessible and the funds are readily available. The Partnership does not have an investment account, such as a short term security or a Certificate of Deposit. In the event of an unanticipated liquidity need the Cabarrus Partnership can access the board designated Private Unrestricted Funds. In addition, the Partnership could also draw upon \$22,000 of available line of credit. **Executive Committee Approval: March 24, 2020**

Ann Benfield presented Contract Activity Description (CAD) changes to the Family Education and Support Activity. These recommendations come from the Program Oversight Committee. The changes are as follows:

**Family Education and Support Activity ID # 236, PSC: 5506, PBISID: FS30**

The Family Education and Support activity will collaborate with agencies/programs serving families with children from birth to 5 years of age to assess parent needs, assess available programming, identify gaps, and coordinate programming to fill those gaps in community. Staff will assist families with accessing family services, education, and/or resources. This program may offer Circle of Parents, and other programs or services that might be needed in the community to assist families. Groups may be offered during the day and evening, at community locations. This activity may also use contracted staff as needed. Groups and services may be offered in English and Spanish. Smart Start

funds may be used to provide supervision of program components, administrative support and other related program expenses such as office supplies, service-related supplies, travel, employee training, printing, incentives and meeting expenses.

Cheryl Kelling moved to accept the changes to the Contract Activity Description for Family Education and Support, Rose Staples Deese second, Joseph Houston abstained and all were in favor.

Ann Benfield gave an update on the SUN Project. She stated there are some challenges getting the clients to sign the agreement to participate in the program. We are working with the Cabarrus Health Alliance so we can educate our clients on the services that all agencies can provide. We are hopeful in time when we educate our clients they will want to be involved.

Ann Benfield also updated the committee on the School's Out Bash schedule for June 6<sup>th</sup> at Hilbish Ford from 10-1. She wanted board approval to continue to hope we can provide this fun day in the county and COVID-19 crisis will be over by June. All approved that we should not cancel the date at this time.

Ann Benfield reported Wren Davisson from NCPC will not be at the April 28<sup>th</sup> board meeting to provide board training. We will wait until April to see if we can have the meeting at All Saints Community Room, if not, we will have the meeting on line. Ann will be in touch with all board members. The next Executive Committee Meeting is scheduled for May 26<sup>th</sup> at 8:00 p.m. at Ellie's or on line.

With no further business the meeting was adjourned at 8:45 a.m. Stay safe and well.

Respectfully submitted,

Ann Benfield, Executive Director