



Executive Committee – May 27, 2025

Zoom Meeting – 8:00 a.m.

The Executive Committee of the Cabarrus County Partnership for Children met at their regularly scheduled Executive Committee meeting on Tuesday, May 27, 2025, at 8:00 a.m. by Zoom Meeting. These members were present: Pam Smith, Gil Small, Marcella Beam & Lora Lipe. Staff: Ann Benfield, Lauren Westin and Ariel Ayers were present. **Quorum was established.**

Minutes for March 10, 2025

Pam Smith reviewed the minutes of March 10, 2025 executive committee meeting and Lora Lipe moved to accept the minutes as presented and Gil Small seconded the motion, and all were in favor.

Financial Reports

Ariel Ayers presented the financial reports and discussed the Smart Start Expenditure Report, the Other Funds Report, the NCPK Expenditures and the State Directed Grant Funds Report. Ariel stated that all programs that need to revert funding will be discussed in the reallocation. Gil Small suggested in the Other Funds Report to be more detailed in what is in each fund, for better understanding. Ariel will develop it for the next report.

Request from Cabarrus County Schools for Preschool Grant in State Directed Grant Funds

We also discussed the State Directed grants for Cabarrus County School for their Preschool Classroom. Cabarrus County Schools is requesting support and clarification in their current contract. In the contract for our State Directed Fund class at Irvin Elementary they do not see a reference to our payment being made based on children's enrollment and attendance. In the contract under 5. Payment Provisions A-Payment Procedure #1- it states "Monthly reimbursements shall be made for actual expenditures made in accordance with the approved budget on files..." We are writing to request the entire amount of the contract, 126,000.00, to cover as much of the salary and cost as possible.

After careful review of the current contract and email communication since August 2025.

Marcella Beam moved according to the contract, the payment is made based on attendance and enrollment based on the budget within your current contract. The current contract budget does not have salary listed as a reimbursable line item. The only line item on your current budget is on Line 43 Purchase of Services \$700 for up to 18 children for up to 10 months.

An email was sent to Trina Wenzel of Cabarrus County Schools on 08/30/24 that detailed the financial reporting requirements of this grant. The attached August email stated that to be reimbursed for a slot the child must attend half of the school days in the month.

The payment provisions section of the contract also states that monthly expenditure reports are submitted by the contractor. We did not receive any monthly FSRs or quarterly program reports from you until March 2025, after multiple reminders. Failure to submit the required monthly reports is grounds for withholding payment, per the contract. We did accept the late reports and have made payment to Cabarrus County Schools for all corrected and signed FSRs received to date for service months

September through March. The committee also noted that Cabarrus County Schools have not submitted the April attendance for payment, **which is grounds for withholding payment**, so they are encouraging you to submit April attendance by May 30, 2025, and May attendance by June 13, 2025, or risk payment.

Lora Lipe seconded the motion and all were in favor.

Reallocation for Smart Start Funds

Ariel Ayers shared the Reallocation worksheet of the changes within the budget. After the review and discussion of the changes.

Marcella moved to accept the changes as submitted and Gil Small seconded the motion and all were in favor.

Activity	Current FY24-25 Budget	Request ed Allocatio n Adjust.	Propose d Allocatio n Adjust.	Proposed FY24-25 Reallocati on	Comments
FY24-25 Smart Start Services Funds	2,235,464. 00			2,235,464. 00	Includes Carryforward
SUBSIDY					
Subsidy	600,000			600,000	
NC Pre-K Program	278,600	1,080	1,080	279,680	Change in slot allocation of TANF/Non TANF children
TOTAL SUBSIDY	878,600			879,680	Required Subsidy 41.3% = \$864,520
ADDITIONAL CHILD CARE RELATED					
Subsidy Administration	60,000			60,000	
NC Pre-K Non TANF	0			0	
Child Care Health Consultants	15,442	-2,600	-2,600	12,842	Move back to state directed grant funds
WAGE\$	400,471			400,471	
Early Education Liaison	230,000	-14,000	-14,000	216,000	DSP reduced budget due to vacant staff position
Inclusive Childcare	254,189			254,189	
TOTAL ADDITIONAL CHILD CARE RELATED	960,102			943,502	
TOTAL SUBSIDY & ADD'L CHILD CARE RELATED	1,838,702			1,823,182	Required Subsidy & Additional Child Care Related 70% \$1,435,627
FAMILY, HEALTH AND OTHER PROGRAMS					
ABCD	27,986			27,986	
DPIL	14,567	1,000	1,000	15,567	Add funds to avoid a waitlist/additional pay period
Emergency Dental	30,000	-15,000	-15,000	15,000	DSP reduced budget due to not as many sedation cases
Safe Kids	70,078	9,500	9,500	79,578	Increased staff time/increased staff training/additional pay period

Program Management/Evaluation	112,484	15,000	15,000	127,484	Increase in staff time /increased staff training/additional pay per.
Public Education & Outreach	6,647			6,647	
Social Emotional Intervention	135,000	5,020	5,020	140,020	DSP increased budget due to occupying new office space
	2,235,464			2,235,464	
UNALLOCATED SERVICES	0			0	
ADMINISTRATION	234,139			234,139	
UNALLOCATED ADMIN	0			0	

Review of Changes to the Contract Activity Description for the Social Interaction Program

Lauren discussed the needed changes for the Social Interaction Program due to her recent program monitoring. The changes would include adding:

Infant Early Childhood Mental Health (IECMH) Consultation is a non-clinical TA-consultation and coaching service designed for Early Childhood Education professionals. An IECMH Consultant collaborates with ECE professionals to support and sustain the healthy social and emotional development of all infants and young children. Technical Assistance is the provision of targeted and customized support by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients. Consultation is a collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills and an individual or group from one program or organization. Consultation facilitates the assessment and resolution of an issue specific concern – a process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal setting and achievement for an individual group.

After a discussion, Gil Small moved to recommend the change and Lora Lipe seconded and all were in favor.

Board of Directors Meeting Schedule for FY 25-26

Ann Benfield presented an updated list of all the FY 25-26 board & executive committee meetings. The committee reviewed the dates & times and Marcella Beam moved to accept the meeting dates as presented and Gil Small seconded and all were in favor.

FY 25-28 Strategic Plan Update

Ann Benfield reported we are working on the final draft and will have it out for their review soon. We will have too much to discuss at the June Board meeting so this discuss final discussion on the FY 25-28 Strategic Plan will be held at the August Meeting.

Cabarrus Share Grant and other State Funded Programs

Ann Benfield reported we have about 30+ clients in the Cabarrus Share Grant Program; we have a meeting set with Kannapolis City Schools next week to discuss how Cabarrus Share can help them with recruitment. We are hoping more businesses will join, but the folks that are receiving funds are very happy. All our other State Directed Grant Programs are doing well. We want to highlight Teacher on Call just trained their 45th client this month and about ½ of them have jobs in childcare facilities in Cabarrus County.

Next Board Meeting will be Tuesday, June 24, at the office from 1:00 – 2:00 pm or on Zoom. Lunch will be provided. We will be doing the Smart Start and State Directed Grant funds Allocation for FY 25-26

Next Executive Committee Meeting will be July 22, 2025 (if needed) at 8:00 am on Zoom.

With no further business the meeting was adjourned at 8:49 am.

Respectfully submitted, Ann Benfield Executive Director