

PARTNERSHIP FOR CHILDREN OF JOHNSTON COUNTY
Board of Directors Meeting
May 18, 2007

The Board of Directors of the Partnership for Children of Johnston County (PFCJC) met at 8:00 A.M. on Friday May 18, 2007 at the Partnership Program Office in Selma, notice of meeting having been duly given. Board members present were:

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| 1. Kim Dowdle | 9. Chris Key |
| 2. Susan Doyle | 10. Margaret Marshall |
| 3. Carolyn Ennis | 11. Margaret Hinnant |
| 4. Charles Hester | 12. KeriAnne Richards |
| 5. Rick Hester | 13. Jayne Cubilla |
| 6. Leon Hiatt | 14. Allen Wellons |
| 7. Michelle Jones | 15. Shirley Whitley |
| 8. Terry Keene | |

Excused Absences:

Staff Present: Dwight Morris, Mandy Holland, Karen Mills, Jennifer Williams, Angela Baker, Heidi Berge

Board Chair Allen Wellons welcomed everyone, and called the meeting to order at 8:15 A.M., noting that a quorum was present.

The March 16, 2007 minutes were presented for review and approval. Shirley Whitley made a motion to approve the minutes as presented, and Carolyn Ennis seconded the motion. The motion was approved unanimously. The minutes of the March 14, 2007 & April 11, 2007 Executive Committee Meetings were presented for review and ratification. Jayne Cubilla moved that the minutes be accepted and ratified, and Carolyn Ennis seconded the motion. The motion carried unanimously.

Financial Status reports for month ending April 30, 2007 were reviewed. Leon Hiatt reviewed the report. The spending coefficient percentages are pretty much on target. Head Start's low coefficient is due to personnel changes, a revision request has been made to move money into other line items to correct this. The Donations / Grants report was reviewed; there is \$3768 in program income that must be spent by year end. The report was accepted.

Mr. Wellons asked all board members to make a personal contribution before June 30, 2007 in order for PFCJC to reach the goal of 100% Board participation.

New Business

- Head Start Budget Amendments/Revisions – Head Start has requested that \$7,700 be moved from Personnel into Office Supplies & Materials, Service Related Supplies, Utilities, and

Repair/Maintenance. Terry Keene motioned to approve and Chris Key seconded. Motion passed unanimously. Shirley Whitley abstained from the vote.

- Accounting Policies and Procedures – Dwight Morris reviewed the summary of changes that was provided. The changes are necessary due to changes in staff titles and positions and to insure proper segregation of duties. Shirley Whitley motioned to approve and Michelle Jones seconded. Motion passed unanimously.
- Investment Policy Procedures – Defined procedures were added to the policies per recommendation from NCPC. The Finance/Audit committee will be the sub-committee to take recommendations to the Executive Committee for approval. Michelle Jones motioned to approve and Margaret Marshall seconded. Motion passed unanimously.
- Monitoring Policies and Procedures – Per the recommendation from NCPC, the Fiscal Monitoring and Program Monitoring policies have been combined into one policy and have been updated to be more inline with NCPC’s guidelines for monitoring. Chris Key made a motion to approve and Jayne Cubilla seconded. Shirley Whitley and Terry Keene abstained. Motion passed unanimously
- TIP Policies and Procedures – Changes are for current fiscal year. Due to transitions in staffing, the updates did not previously make it to the board. These changes reflect the policies and procedures that are already being followed. KeriAnne Richards motioned to approve and Margaret Hinnant seconded. Motion passed unanimously. Shirley Whitley and Michelle Jones abstained from the vote.

Other Business

DSS Enhancements – An Ad-hock committee needs to be set up to review policies for the DSS Enhancements. There needs to be some changes made due to MAF and the new star rated system. Michelle Jones stated that input from providers who receive enhancements would be beneficial. Terry Keene recommended that someone from each of the Subsidy categories should be involved with the committee. Terry Keene and Dwight Morris will work on building the committee. Recommendations should be ready for the July 18 Board of Directors meeting.

Activity Review Committee – A committee of “non-conflicted” board members needs to be set up to evaluate DSP activities and contracts for the upcoming fiscal year. The “DSP Review Committee” should include at least four board members. Chris Key, Margaret Marshall, KeriAnne Richards, and Jayne Cubilla volunteered. They will meet with Karen Mills and make recommendations to the Executive Committee.

Committee Reports

- Board & Resource Development – Did not meet in May. They are discussing possibilities for new board members.
- Program Committee- The Program committee has been meeting on a regular basis. They are discussing ways to restructure the committee to be more effective. The restructure will be based on NCPC recommendations.
- More at Four – All slots are now full. The program is now accepting children for a waiting list for the 07/08 school year. The MAF committee has also been discussing ways to restructure the committee based on NCPC recommendations. There have been issues in the past for the MAF teachers to get their BK License. The Office of School Readiness is

working on a pilot program for teacher support. Mentors will be allowed to come the teachers for their student teaching requirements. Johnston County is asking for 60 additional slots for the 07/08 school year.

- Finance & Audit Committee – No Report

Executive Director Report

Mr. Morris provided brief reports on the following:

- PFCJC will be hosting a Business Summit on June 20 at the Work Force Development Center in Clayton. The focus of the summit will be “How Child Care Impacts the Work Force”.
- NCPC has authorized PFCJC to go into contract at 100% Admin and 80% Services based on the 06/07 base allocation.

Outreach Report

Heidi Berge reported that 60 people attended the Daughtry Wine and Cheese Event. All Board members are invited to the Preston Woodall House Wine and Cheese Event on May 24 from 6:30 to 8:30.

The next meeting will be on July 20, 2007.

There being no further business, the meeting was adjourned at 9:00 am.

Minutes submitted by Jennifer Williams

Approved _____ Date _____