

PARTNERSHIP FOR CHILDREN OF JOHNSTON COUNTY
Executive Committee Meeting
July 18, 2007

The Executive Committee of the Partnership for Children of Johnston County met at 12:00 pm on Wednesday July 18, 2007 at the Partnership administrative office, notice of meeting having been duly given. Members present were:

Leon Hiatt
Michelle Jones
Lisa Brogdon
Allen Wellons
Dwight Morris, Executive Director

Staff Present: Jennifer Williams

Noting that a quorum was present, the meeting was called to order at 12:05 PM.

The Financial Status Reports were reviewed. The layout of the expenditure report will be changing to include the MAF funds instead of having a separate sheet for them. Unexpended numbers are not accurate at this point; DSS final reports are not in yet. PFCJC have been assured they have expended all of their funds. PFCJC will have to revert approximately \$22,000 back to NCPC.

PFJC is looking into doing an RFP for banking services. This will include CD's, Checking, credit card, and other services that will benefit the Partnership. The RFP will be written to include all banking services that the Partnership currently utilizes and will be sent to several different banks in order to evaluate the best options for the Partnership.

Minutes of the May 18, 2007 meeting were reviewed. Lisa Brogdon made a motion that the minutes be approved as presented. Michelle Jones seconded the motion and the motion passed unanimously.

New Business

Policies & Procedures – Currently all procedure changes have to go before the full board for approval. We would like to change the wording on all policy and procedures to read that policies must be approved by the board and procedures can be changed by the executive director. The procedures detail who is responsible for each duty and does not change the actual policy. Lisa Brogdon motioned to change the wording on all policy and procedures. Michelle Jones seconded the motion. The motion passed unanimously.

TIP Clarification 07-08 – Additional information has been added to let the participants to know specifically what is expected of them in order to be eligible to participate in the TIP program. Lisa Brogdon motioned to accepted the changes as presented. Leon Hiatt seconded the motion. Michelle Jones abstained. The motion passed unanimously.

Cost Allocation Plan – Currently the cost allocation plan is based on time sheets, Dwight proposed changing the way the cost allocation plan reads to be based on the percentage of non-shared space instead of time sheets. Lisa Brogdon motioned to approve the cost allocation plan as presented. Michelle Jones seconded the motion. The motion passed unanimously.

Other Business

Staff recognition - The executive committee discussed some ways for the board to show appreciation to the staff for their hard work and dedication to the Partnership for Children. There was discussion on dollar amounts and if different levels should be set into place based on length of service. Lisa Brogdon brought up setting a \$1000 limit to come from unrestricted funds. This amount would be on-going and could be used at anytime during the year. Discussion focused on what type of reward and who would make the decisions. Lisa Brogdon made a motion to set aside \$1000 annually from unrestricted funds to reward deserving employees. Dwight would make the decisions on how the money was spent and the recognition would be from the Board of Directors. Michelle Jones seconded the motion. The motion passed unanimously

Committee Reports

Board and Resource Development – The BRD met on July 10. The main focus of that meeting was the Born Learning program. Karen Mills and Heidi shared lots of information on the program. Born Learning is a marketing tool to help parents with learning and development. Possible partners would include grocery stores. It would also increase awareness about Early Childhood Development. The BRD recommends that the full board hear about the program. A couple of potential board members have declined the invitation to join the board due to the 8 AM meetings. Suggestion was made to poll the full board about the possibility of changing the meeting day / time. Al Warrick has resigned from the board. The BRD is asking board members and staff for input on fundraising ideas and they are working on trying to “nail down” the mission to increase awareness.

Board Member Updates for 07/08

The following board members are rotating off: Terry Keene and Zaida Partin. The following board members will be staying on for an additional 3 year term: Karen Shepherd, DeVan Barbour, and Chris Johnson. Chris will be moving from Business Leader to At Large.

Executive Committee 07-08

Chair, Allen Wellons
Vice-Chair, Chris Key
Treasurer, Leon Hiatt
Secretary, Lisa Brogden

At-large, Michelle Jones
At-large, Shirley Whitley

Leon Hiatt made a motion to approve the nominations from the BRD. Michelle Jones seconded the motion. The motion passed unanimously.

Program Committee - Did not meet in July

More At Four Committee – Did not meet in July, however the MAF staff is getting ready for the 0708 School Year.

Finance and Audit Committee – Committee report was covered during the FSR reports.

Executive Director Report

Annual Report 2005-06 has been completed, we will be placing the RFP for the 0607 FY in August or September.

Reminder - Outback Steak House Luncheon is on August 22, 2007.

Staffing - Darrela Cavanaugh has been hired as Lending Library Program Specialist
Carrie Sanders has been hired as Lead T/A Program Specialist

There being no further business, the meeting was adjourned at 1:05 PM.

Minutes submitted by Jennifer Williams

Approved _____ Date _____