

PARTNERSHIP FOR CHILDREN OF JOHNSTON COUNTY
Board of Directors Meeting
July 20, 2007

The Board of Directors of the Partnership for Children of Johnston County met at 8:00 am on Friday July 20, 2007 at the Partnership's program office, notice of meeting having been duly given. Members present were:

Lisa Brogdon
Kim Dowdle
Susan Doyle
Carolyn Ennis
Charles Hester
Leon Hiatt
Jim Jenkins
Chris Johnson
Michelle Jones

Chris Key
Margaret Marshall
Lisa Terry (for Dr. Marilyn Pearson)
KeriAnne Richards
Karen Shepherd
Jayne Cubilla
Allen Wellons
Shirley Whitley

The meeting began with staff introductions and recognition.

Dwight Morris introduced guest speaker Stephanie Fanjul from NCPC. Mrs. Fanjul talked about the beginning of Smart Start and her return the Smart Start. She also discussed where we need to go from here.

Noting that a quorum was present, the meeting was called to order at 8:31 AM..

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. The Executive Committee Minutes for May 16, 2007 & June 13, 2007 were presented for approval and ratification. Chris Key made a motion that the minutes be approved and ratified as presented. Shirley Whitley seconded the motion and the motion passed unanimously.

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. Of our 3.3 million dollar budget, PFCJC will have to revert approximately \$22,000 back to NCPC. PFCJC is allowed \$50,000 to revert without penalty. Spending coefficients look good; TIP was the lowest at 95%. There is \$28,000 of Program Income to be spent in FY 07/08. Allen Wellons asked where does the money reverted go. Mrs. Fanjul explained that it goes back to the state's general fund. Leon Hiatt stated that our total reversion was less than 1% of the total budget. Dwight stated that DSS assists us with making sure money gets spent.

Jayne Cubilla asked for some discussion about taking the power of a board of 20 and giving it to a few people (Executive Committee), many of which have conflicts and are

abstaining from votes. Discussion around this was that it is the Executive Director's job is to make decisions. Stephanie Fanjul talked about built in conflicts and problems that can come from members not abstaining from votes. This is also why the full board must approve and ratify the Executive Committee minutes.

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 will be established by the executive director. The procedures detail which staff position is responsible for each duty and does not change the actual policy. Lisa Brogdon motioned to change the wording on all policy and procedures. Jim Jenkins seconded the motion. The motion passed unanimously.

TIP Clarification 07-08 – Deadline dates have been inserted to let the participants to know specifically when requirements must be met in order to be eligible to participate in the TIP program. Leon Hiatt motioned to accept the changes as presented. Chris Key seconded the motion. Michelle Jones, Shirley Whitely, and Karen Shepherd 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. This would make figuring the cost allocation percentages more cost efficient and cleaner for the accounting staff. Chris Johnson motioned to approve the cost allocation plan as presented. Leon Hiatt seconded the motion. The motion passed unanimously.

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. Charles Hester motioned to approve the member update as presented. Carolyn Ennis seconded the motion. The motion passed unanimously.

Executive Committee 07-08 - Chair, Allen Wellons; Vice-Chair, Chris Key; Treasurer, Leon Hiatt; Secretary, Lisa Brogdon; At-large, Michelle Jones; At-large, Shirley Whitley. Charles Hester motioned to approve the FY0708 Executive Committee recommendation as presented. Jim Jenkins seconded the motion. The motion passed unanimously.

Other Business

Staff recognition – During the last Executive Committee meeting, the committee discussed some ways for the board to show appreciation to the staff for their hard work and dedication to the Partnership for Children. The Executive Committee recommends 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. Shirley Whitley motioned to approve the staff recognition plan recommendation. Chris Key seconded the motion. The motion passed unanimously

Charles Hester questioned if the \$1000 was per staff member or to be split among all staff. Jim Jenkins asked how many staff this included. The \$1000 is the total amount for the year for all staff and will be managed at the discretion of the Executive Director.

Committee Reports

Board and Resource Development – The BRD committee is looking for ways to increase community awareness, a few staff are working on some new ideas. They are also looking at the direction to take for fund raising. Small fundraisers are on hold, we don't want to tap out all of our resources. Looking for some larger scale fundraisers for 07/08.

Program Committee - Did not meet in July. However they have been looking at the best ways to restructure the committee.

More At Four Committee – Did not meet in July. However the MAF staff is getting ready for the 0708 School Year and hopes to have the final class rosters to the centers soon. MAF committee is also in the process of restructuring.

Finance and Audit Committee – 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.

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 9:00 AM.

Minutes submitted by Jennifer Williams

Approved _____ Date _____