

PARTNERSHIP FOR CHILDREN OF JOHNSTON COUNTY
Board of Directors Meeting
September 21, 2007

The Board of Directors of the Partnership for Children of Johnston County met at 8:00 am on Friday September 21, 2007 at the Partnership program office, notice of meeting having been duly given. Members present were:

Alex Atchison	Margaret Hinnant
Lisa Brogdon	Dr. Tony Parker
Susan Doyle	Dr. Marilyn Pearson
Carolyn Ennis	Dr. Don Reichard
Charles Hester	KeriAnne Richards
Jim Jenkins	Jayne Cubilla
Michelle Jones	Allen Wellons
Margaret Marshall	Shirley Whitley

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

Noting that a quorum was present, the meeting was called to order at 8:05 AM.

Minutes of the July 20, 2007 meeting were reviewed. Shirley Whitley made a motion that the minutes be approved as presented. Jayne Cubilla seconded the motion and the motion passed unanimously. The Executive Committee Minutes for July 18, 2007 & August 15, 2007 were presented for approval and ratification. Don Reichard made a motion that the minutes be approved and ratified as presented. Marilyn Pearson seconded the motion and the motion passed unanimously.

Dwight presented the Financial Status Reports for month ending August 31, 2007. Although DSPs have not gone into 100% contacts at this time, the FSR amounts are based on 100%. For this time of year, the percentage spent should be right around 17%. DSS Admin is high and they tend to spend this early in the year, this spending pattern will be addressed directly with DSS. MAF is low because the school year has just gotten started. Program Income and Donations Report – PFCJC had a net of about \$4000 in donations and \$1500 in Program Income. \$3530 of the donations were from the Outback Luncheon, \$500 from Benson Kiwanis, and the balance from general donations. Under donations the expenditures include a mold test done at the Selma office; this had to come from unrestricted funds as we could not pay for it from Smart Start funds. The report was accepted as presented.

New Business

Program Changes – KidSource has turned into a MAF support program over the past couple of years. Due to MAF growth and PFC needs the program committee proposes to make KidSource an inactive activity with Rosie moving into MAF. The community referrals and parent trainings offered through KidSource would be moved to CCR&R. This would also streamline services. Michelle Jones made a motion to accept the program changes as presented. Lisa Brogdon seconded the motion and the motion passed unanimously.

New Staff Position: A new staff position needs to be added to provide support to the MAF program and the CCRR program. The position would be ½ MAF and ½ CCRR. The position would provide support such as data entry, library, and would hopefully be filled by a bilingual person. MAF committee has approved the position for the MAF activity. Funds are already in place in both budgets to allow for this position to be added. Jim Jenkins made a motion to add a new position to be ½ MAF and ½ CCR&R. Jayne Cubilla seconded the motion. The motion passed unanimously.

Budget - (1) Currently there is \$66,639 in the Smart Start MAF Admin Activity. It is recommended to move these funds from Smart Start MAF Admin to Smart Start MAF Purchase of Care. This would streamline the MAF activity from 3 budgets to 2 budgets. The funds will be used to supplement new slots already approved and to assist with the increase in transportation costs. (2) There is a total of \$91,563 in unallocated recurring funds. It is recommended to move \$26,550 to More At Four Purchase of Care to cover a request from Meadow School for a full MAF classroom with 15 children. Since this not an EC blended classroom, the school would need the Smart Start MAF supplement to help offset the costs of the classroom. The classroom is a Title 1 Classroom so it is already set up. FYI - The remaining \$65,013 of unallocated funds is being held for a proposed Inclusion Specialist Activity to help PFCJC meet the minimum PBIS criteria for Early Intervention. The program committee has appointed a sub-committee to work on the activity's content. (3) NCPC as given go-ahead to move services from 80% contract to 100% contract. Lisa Brogdon made a motion to amend the budgets as presented and to move services into 100% contract. Marilyn Pearson seconded the motion. The motion passed with Shirley Whitely and Michelle Jones abstaining.

One Time Allocations: Proposal for the one time allocation of \$54,567. At this time we are proposing that \$48,318 be distributed to the following activities:

- CCR&R - \$17,000 : \$3,000-Celebration Dinner, \$5,000- Parents Little Book of Information (Resource Guide), \$5,000- Parent Education Materials (Developmental Milestones, Choosing Quality Child Care, etc.), \$4,000- Computer Upgrades
- Outreach - \$10,000 – Website Re-Design – more user-friendly w/ educational component
- PAT - \$5,164 - Professional Development Trainings. Purchase service related materials to enhance educational components of program and encourage parent participating in group meetings.
- CCHC - \$4,154 - Purchase general office supplies. Purchase service related materials to enhance ability to provide on-site in-service trainings and technical assistance.
- Services - \$12,000 – Upgrade phone system cost-allocated for all services in Selma office.

Alex Atchison made a motion to approve the allocation request. Lisa Brogdon seconded the motion. The motion passed unanimously

All Staff were asked to leave the area – The Board went into Executive session to discuss the Voluntary Shared Leave plan and the Compensation Plan.

Committee Reports:

- Board and Resource Development – Outback was a great success. BRD is looking for sponsors for the Born Learning Campaign. PFCJC received a \$1000 from Wachovia for an Early Literacy program. BRD has decided to forego small

fundraisers this year and is looking into options for larger fundraisers that may be tied to other events. There are still a couple of open board positions; however there are some potential candidates.

- Program Committee – No report this month.
- More At Four Committee – There are now two MAF committees: the Advisory and Committee (meets for voting). All transportation slots are full. At this time sites cannot add a child to transportation unless it is an extenuating circumstance. There are currently 421 slots, last year there were 295 slots. Only 8 slots are not filled at this time; however they are expected to be filled by next week. There is a waiting list in certain parts of the county. With the addition of the 15 Meadow slots that would increase slots to 436. It has been suggested to have the next Board meeting at a MAF site. Michelle Jones to going to check to see if the meeting can be held at Building Blocks #3.
- Finance and Audit Committee – There is Board Giving card in each packet. Received the \$1000 grant from Wachovia.

Lisa Brogdon asked to share the Referral Folder created by LICC and Family Support Network. The folder contains information on referrals for families of children with special needs.

There being no further business, the meeting was adjourned at 9:05 AM.

Minutes submitted by Jennifer Williams

Approved _____ Date _____

During Closed Executive Session:

The Voluntary Leave policy developed by NCPC was reviewed as a model for PFCJC. Shirley Whitley made the motion to adopt the NCPC plan for the Partnership with the exception of the Family Medical Leave Act reference because we have less than 50 employees. Michelle Jones seconded and motion passed unanimously.

The Compensation Plan as developed by Carolina Human Resources was discussed. Chris Key motioned that the Plan be adopted as a tool for the Board and Executive Director to use in evaluating and hiring and that the Executive Director be authorized to use the Plan to review current positions for equity and bring in line as discussed. Shirley Whitley seconded and motion passed unanimously.

Recorded by Dwight Morris
