

PARTNERSHIP FOR CHILDREN OF JOHNSTON COUNTY
Executive Committee Meeting
September 19, 2007

The Executive Committee of the Partnership for Children of Johnston County met at 12:00 pm on Wednesday September 19, 2007 at the Partnership administrative office, notice of meeting having been duly given. Members present were:

Chris Key
Michelle Jones
Lisa Brogdon
Shirley Whitely
Allen Wellons
Dwight Morris, Executive Director
Staff Present: Jennifer Williams, Mandy Holland, Karen Mills

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

Minutes of the August 15, 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.

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%. TIP is low because the activity has just gone into contract with the child care facilities. Head Start is high due to higher spending during the summer months. MAF is low because the school year has just gotten started. Early Intervention is low due to turnover. DSS Admin is high, this spending pattern will be address directly with DSS. Program Income and Donations Report – 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. \$3530 of the donations were from Outback, \$500 from Benson Kiwanis, and the balance from general donations.

New Business

Program Changes – KidSource has turned into a MAF support program over the past couple of years. 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. Lisa Brogdon made a motion to de-activate the KidSource activity with the duties being distributed among existing programs. Chris Key seconded the motion and the motion passed unanimously.

Budget - The MAF committee has approved for 1 ½ staff to be added to the activity. Rosie would fill the full time position. The 1/2 position would be ½ MAF and ½ CCR&R. There are funds already in the budgets for the additional staff. Lisa Brogdon made a motion to add 1 ½ staff positions to the MAF activity and ½ staff position to the CCR&R activity. Shirley Whitely seconded the motion. The motion passed unanimously.

Due to an increase of \$40 per slot from the state MAF office and Head Start slots there has been an increase in MAF Admin funds available. 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. The funds will be used to supplement new slots already approved and to assist with the increase in transportation costs. Lisa Brogdon made a motion to move the funds from SS MAF Admin to SS MAF PoC. Chris Key seconded the motion. The motion passed unanimously with Shirley Whitley and Michele Jones abstaining.

There was an increase in base allocation of \$34,563 and an estimated \$57,000 remaining from the KidSource budget for 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. Chris Key made a motion to move \$26,550 to MAF PoC for the Meadow School MAF Classroom. Lisa Brogdon seconded the motion. The motion passed unanimously with Shirley Whitley and Michele Jones abstaining.

The remaining \$65,013 of unallocated funds is being held for a proposed Inclusion Specialist Activity. This activity is being looked at 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.

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.

Shirley Whitey made a motion to approve the allocation request. Michelle Jones seconded the motion. The motion passed unanimously

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

There being no further business, the meeting was adjourned at 1:20 PM.

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
