

Duplin County Partnership for Children, Inc.

Board of Directors Meeting

Date: May 24, 2021

12 p.m.

Members Present:

In person: Laura Jones, Marilyn Hroza, Beth Ricci, Janice Goldsby, Ann Washington, Pam Humphrey.

Virtual: James Kornegay, Melissa Reese, Jimmy Tate, Kris'T Sloan.

Members Absent: Michael Maddox,

Staff Present: Tristan Bruner, Paula Miller, Toni Hudson, Karen Pacheco and Evelyn Dosen

Call to Order: Laura Jones called the meeting to order at 12:15. A Quorum was present.

Visitor Comments: No visitors were in attendance; no comments were made.

Board Member Comments: James Kornegay reported to the board that finding qualified staff was very difficult right now and went on to share his experience with the resource officer while he was completing courses to earn his Early Education Certificate. He reported that the help he received from the resource officer was of great value and perhaps it would benefit Duplin County, If Duplin County Partnership for Children were to partner with James Sprunt staff to offer grants or other opportunities for students of Early Education. Laura reported that she had collaborated in a recent job fair with James Sprunt and that she did not receive any applicants while at the job fair.

Approval of Consent Agenda

Consent agenda included:

- 1. Board Meeting Minutes: (Attachment #1)**
- 2. Executive Directors Report: (Attachment #2)**
- 3. Update on Budget Amendment (Attachment #3)**

A motion made to accept the recommendation as presented by **Janice Goldsby**.

Motion seconded by **Jimmy Tate** and approved by the board unanimously.

Department Updates:

Outreach: Karen Pacheco reported that Community Resource Fair held May 1st in collaboration with Mt. Calvary Center for Leadership Development was very successful. The event was well attended and the volunteer staff was a wonderful group to work with. This collaborative event brought awareness of many needed services to the community and Duplin County Partnership for Children is looking forward to future collaborative events. Discussion on future collaborative events have already begun. Jimmy Tate spoke on behalf of Mt. Calvary Center for Leadership Development and wanted to thank Karen Pacheco and Toni Hudson with the entire team for the wonderful event. He felt everyone did a wonderful job, he was

impressed with the publicity the event received and stated he will partner again with Duplin County Partnership for Children any time.

Quality Child Care: Toni Hudson updated the board regarding the Quality Child Care program. Orders have been placed and product for one facility has already arrived and that products for the other participating facilities are expected soon. Toni also reported that the iPads were essential in allowing the team to complete mock assessments needed for the Quality Child Care program.

The Outdoor Learning Environment Project: Toni Hudson reported that we have 13 facilities participating and that she and her team had visited each facility to determine the individual needs of each center using POEMS and ERS evaluation tools. Materials have been selected and PO are in process, waiting Tristan's approval. Toni stated when she received approval on the PO's, she would be able to place orders today.

Laura Jones asked what the budget was for the Outdoor Learning Environment, Tristan stated the budget was approximately \$42,000.00. Laura then asked if each facility was getting the same dollar amount. Paula Miller stated material were selected based on the individual facility. Needs were determined based on POEMS and ERS assessment tools.

Finance Report (Attachment #4)

The attached report was reviewed by the board. Tristan pointed out that in the Child Care Subsidy Program, we are still enrolling new children and DCPC will be following the DCDEE lead and paying parent fees for March through June with a carryforward amount of approximately \$20,000 to 21,000. He also noted that the Child Care Subsidy Administration budget is actually only representing of 6 months of spending, from October to date. Tristan reported that within the Quality Child Care budget, purchases for Outdoor Learning Environments and Quality Enhancement will bring the department expenditures to approximately \$48,660.00. Tristan also made note of the Imagination Library having a carryforward amount and that he is working on an NCPC Committee to promote regional outreach ideas with these carryforward dollars.

Laura inquired about the Quality Child Care budget asking if was normal for a budget to go from 4% spent to 81% spent so quickly. Tristan reported this could be due to shipping delays and or availability of products that a portion of spending wasn't paid in March. Spending in Quality Child Care will be done in an accountable way that doesn't cause audit or monitoring issues.

ACTION ITEMS

Old Business:

A board member asked if the building maintenance issues that had been discussed in the past have gotten any better and asked the staff for input. Karen Pacheco stated that we were are dealing with pest

<p>issues, Tristan Bruner stated that with the addition of the new roof, some of the odors had dissipated however we still notice them occasionally. It was suggested that DCPC look into monthly or Quarterly pest control. Pam Humphrey interjected that she was happy using Terminex at her facility and the cost was approximately \$103.00 a month. Laura Jones suggested that DCPC look into purchasing air purifiers. Paula Miller stated that one of the bathroom toilets had over flowed causing a flood out into the hall way, staining our carpet. Tristan informed the Board that Stanley carpet cleaners had been contacted.</p>	
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At this time, it was reported that Board Members attending via Zoom had been disconnected.

<p><i>New Business:</i></p> <p>Signatory Authority (Attachment #5)</p> <p>Recommendation: Formally grant the Executive Director authority to bind Duplin County Partnership for Children contractually.</p> <p>Discussion: Marilynn Hroza asked for clarification regarding “at least every 5 years”, and asked if that means Signatory Authority was given 5 years ago and now is the time to renew it and what contracts would be covered? Paula stated it could include contracts for rent with the landlord, our IT support contract, there would be 3 contracts in ROR, one with DPIL</p> <p>Board Members attending via Zoom were unable to rejoin the meeting, therefore the topic of Signatory Authority was tabled.</p>	<p>No action on this item, due to no Zoom participants. Quorum was lost.</p>
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Adjournment:	A motion made to accept the recommendation as presented by <u>Ann Washington.</u> Motion seconded by <u>Janice Goldsby</u> and approved by the board unanimously.
Meeting was adjourned at 1:30 p.m.	

Submitted by:

Approved by:

Staff

Board of Directors