

Duplin County Partnership for Children, Inc.
Board of Directors Meeting
Date: September 26, 2022
12:00 p.m. to 1:00 p.m.

Members Present:

In person: Michael Maddox, Marilyn Hroza, Pam Humphrey, Janice Goldsby, Ashley Reiger, Ann Washington, Bridget Huffman, Maria Uribe, Angel Venecia
Virtual: Melissa Reese and James Kornegay

Members Absent: Laura Jones, Kris'T Sloan and Chiquitta Lesene

A Quorum was present.

Staff Present: Christy Jones, Evelyn Dosen, Amanda Sanderson, Karen Pacheco, Susan Elixson, Toni Hudson and Paula Miller

Call to Order: Michael Maddox called the meeting to order and said the invocation at 1:00 p.m.

Visitor Comments/Board Member Comments (5-minute limit per person)

No visitors were in attendance, no comments were made.

Approval of Minutes (Attachment #1)
July 27, 2022

A motion made to accept the recommendation as presented was made by Angel Venecia.

Motion seconded by Ann Washington and approved by the board unanimously.

Executive Director Updates

1. **Monitoring Report:** Christy reported to the board there were 4 issues reported in the Monitoring Report resulting in the need to recode and revert \$683.65. Duplin County Partnership staff has been informed and recommendations for improvement have been implemented at the Partnership.
2. **Audit:** The Partnership has been working on an audit since June and Friday September 23rd was the deadline to submit information to the auditors. All requested paperwork has been submitted and was on time. Over the next few weeks we may have additional questions or requests from the auditors. The auditors target date for having the audit completed is late December of 2022 or early January of 2023.
3. **Little Free Library:** In July of 2022, Christy applied for and was granted a Little Free Library to be placed at the Kenan Park in Kenansville. The Little Free Library is now installed at the park. Duplin County Partnership Staff is checking the box on a regular

basis and there has been obvious use of the Little Free Library. Staff members will continue to monitor our site and will plan to restock it with donations and books collected through book drives in the community.

Department Reports – 20 minutes

CCR&R and QCC presented by Toni Hudson: Outdoor Learning and Quality Child are applications were mailed out on July 1, 2022. Currently there are two participants for the Outdoor Learning and one for Quality Child Care. A second round of applications has been sent out and they are due back on or before October 3, 2022. Toni is working to have all grant agreements signed by October 14, 2022 with a goal of having materials ordered and delivered by December of 2022. The CCR&R department is currently working with facilities and homes to increase the Lending Library memberships and delivering prop boxes to facilities. Three boxes that were delivered last month were returned with completed membership applications. The Provider Event is being planned for February 10, 2023 at the Mad Boar. There will be a Fire Safety Class for directors and/or owners on October 3, 2022 at the Duplin Commons. Class will start at 6:30 p.m. and there will be a First Aid and CPR class on October 17, 2022. The September class was canceled due to lack of attendance.

Outreach presented by Karen Pacheco: Karen reported that the 2022 Back to School Event had an attendance of over 2000. At the event, eleven sponsors made up of five different community partners, distributed approximately 1000 back packs. Over \$1560.00 worth of donations were collected for the event. This event was a successful collaboration of over thirty community agencies, eighty volunteers and the Partnership staff. The Partnership also held a car seat check on September 23, 2022 where six families were served, which impacted 9 children, distributed six new car seats and checked 7 car seats. Karen also informed the board that on October 22, 2022 the Partnership will have a booth at the Poultry Jubilee. The 5th Annual Trunk A Treat will be held on October 25, 2022 and on October 29, 2022 the Partnership is collaborating with the Duplin Event Center on a fall festival. The proceeds from the fall festival will be used to support the back-pack buddies project which provides meals to needy families in Duplin County. Silent auctions items and cash in the amount of \$3675.00 has been collected so far, however the Partnership is still seeking items for the silent auction, cake walk, and monetary donations. On November 23, 2022 there will be a Thanksgiving Meal Distribution at Duplin Event Center from 9 a.m. to 2:00 p.m. where families can pick up their meals. Additional Outreach Events include the Kenansville Christmas Parade on November 26, 2022, A Christmas Night in Duplin on December 2, 2022 at the Duplin Event Center from 4:00 p.m. to 9:00 p.m. and Warsaw Christmas Out on the Town on December 3, 2022 from 10:00 a.m. to 7:00 p.m. is still in the planning. There are also 4 future events that the Partnership is discussing and they include, Toys-For-Tots for Christmas of 2022, Coat project in December of 2022 or January of 2023, Touch A Truck Fundraiser March 25, 2023 and our 2nd Annual Golf Tournament Fundraiser sometime between April and June of 2023.

Scholarship presented by Amanda Sanderson: Currently, we have enough funding to add children to this program. With the start of Pre-K and Kindergarten many of the children we serve age out of the program. The Scholarship department has been sending out application packets and reviewing all applications on file in the office.

EPIC presented by Amanda Sanderson: Applications for the 1st round of our EPIC program for FY 22-23 are available and are due back to our office on or before October 21, 2022. Amanda and the CCR&R department have worked together to be sure that applicants have the opportunity to meet the training requirement of the program by scheduling classes in October for anyone that may need the credits to be eligible for the EPIC program.

ROR and DPIL presented by Amanda Sanderson: Currently there are 3 medical providers in our ROR program and all are now serving children from birth to 5. Discussion of adding an additional site in Wallace is ongoing. The Dolly Parton Imagination Library is going well. To date 1643 books have been put into the hands of children in Duplin county, 1497 children have graduated out of the program.

Amanda Sanderson is now a Rootle Ambassador. Amanda attended and passed all the training and was awarded the title of Rootle Ambassador. Rootle Ambassadors are community members who support families of young learners in counties across the state of North Carolina. Ambassadors serve as leaders, connecting PBS KIDS and early learning resources to the unique needs of their communities. One unique resource that is offered is Bright By Text. Bright By Text will send free text messages to families and other caregivers with easy, practical tips and activities for children from before birth to age eight. Amanda has already started signing families up at events given and attended by the Partnership.

Program Coordination presented by Paula Miller: Paula is currently working on the Cash and In-Kind report which is due to NCPC each quarter. Policies and Procedures state that we must make a 19% match. Paula thanked the Board for their involvement with the Partnership and explained that any time they donate to or volunteer for the Partnership their efforts go toward the Partnership meeting it's match each year. She also went on to explain that Board Involvement is highly favored by NCPC and a high level of Board Involvement can have an effect on grants offered by NCPC.

ACTION ITEMS

Old Business: (Attachment # 6)

None brought forward

New Business:

A. Cost Allocation (Attachment #5)

Recommendation: Accept and approve the 8/1/22 Cost allocation plan and map

A motion made to accept the recommendation as presented was made by Ann Washington

Motion seconded by Bridget Huffman and approved by the board unanimously.

B. Monitoring Policies and Procedures (Attachment #6)

Abstentions: Ashley Reiger, Maria Uribe, Janice Goldsby, Pam Humphrey and Ann Washington

A motion made to accept the recommendation as presented was made by Marilynn Hroza

Recommendation: Accept and approve the guidelines set out in attachment #6.

Motion seconded by Melissa Reese and approved by the board unanimously.


Michael Maddox noted that the next meeting of the board will be on October 24, 2022

Vote To Adjourn: Meeting was adjourned at 2:00 p.m.

A motion made to accept the recommendation as presented was made by Bridget Huffman

Motion seconded by Angel Venecia and approved by the board unanimously.

Submitted by:


Staff

Approved by:


Board of Directors