

Duplin County Partnership for Children, Inc.
Board of Directors Meeting
June 24, 2019
12 p.m.

Members Present: Earl Rogers, Pam Humphrey, Janice Goldsby, Laura Jones, Jimmy Tate, Melissa Reese, Marilynn Hroza, Paul Rutter

Members Absent: Ann Washington, James Kornegay, Michael Maddox, Beth Ricci, Kris'T Sloan

Staff Present: Tristan Bruner, Toni Hudson, Karen Pacheco

Call to Order: Earl Rogers called the meeting to order at 12:00 p.m.

Invocation: Tristan Bruner made the invocation with a quorum present.

Visitors Comments (10 minutes)

No Visitor Comments were made

Approval of Board Meeting Minutes from 3/25/19 (Attachment 1)

A motion made to accept the recommendation as presented by Melissa Reese.

Motion seconded by Lauren Jones and approved by the board unanimously.

Executive Director's Report:

Audit Report: Tristan reported that there were no finding in the audit report and no recommendations in the management letter.

Outreach update: (Attachments 2-4) Karen reported on the several outreach events that are in the planning. The outreach department is currently working on the Backpack Project which will provide rising kindergartners of Duplin County with a backpack that contains the supplies necessary for starting school. The Diaper bank is running smoothly, 68 families have been served and 95% of the participants are returning customers. There is a State of the Child breakfast planned for September 18, 2019 from 7:30 a.m. to 9:30 a.m. being held at the Duplin Commons in Kenansville. Also there will be an Early Educators Safety and Health Conference held October 26, 2019 from 8:00 a.m. to 3:30 p.m. held at the Duplin Commons. A Family Fun Day is in the planning process for April 25, 2020, more details will be available as the date gets

closer. NC-Pre-K is collaborating with our Partnership on August 13, 2019 with a workshop for parents. There are also various car seat workshops and trainings that will be taking place.

Update on DSS Subsidy: Tristan reported that the subsidy spending at DSS is now on track.

Update on optional services with MAC site: Our MAC site is undergoing a few changes in procedures. They will no longer be preparing the 990 forms, Preparing for the annual audit and filing the Charitable Solicitation License. Duplin County Partnership for Children will begin to handle the changes with in-house staffing.

Change of procedures regarding batch sheet: When the Partnership submits the paperwork to generate checks to the MAC site the MAC site would generate a Batch Sheet. The batch sheet was very detailed and time consuming. It has been decided that the process is no longer necessary and the batch sheet will now be paired down to give only the totals spent in each check run that is submitted. This task will now be done in-house.

Admin time for outreach and training events that are during evenings or weekends: If an employee works in outreach or provides a training/workshop, then they get admin hours for the scheduled time of the event, in addition to be paid for the total time they invested in working. Admin hours are used for time off with pay.

Pre-K temporary rate change due to attendance: There is an adjustment to the pre-k reimbursement rate to compensate for one vacancy that occurred to late in the school year to find an eligible replacement. The rate changed from \$607.61 per child per month for 36 children to \$624.97 per child per month for 35 children. The total amount paid remains constant.

Reversion changes: Partnerships will now be allowed to carry forward 75% or greater of Smart Start funding not spent in this fiscal year. We can carry forward 100% of Imagination Library funding not spent. A year from now, we will be able to carry forward 100% of all funds not spent.

Finance Report (Attachment 5)

The Golden Leaf – Phoenix Project has 40 applications that the committee has reviewed. Many of the applications are for construction work which is not feasible within the time line of this grant. Construction companies are over booked due to the amount of damage our area sustained during the flood and they are unable to complete the construction within the timeline, therefore the decision was made to fund projects such as procuring rent, furniture, paying for utilities and other such needs where the Partnership can be assured to meet the time line. Tristan will be requesting an extension of funds so there is additional time to serve eligible applicants.

ACTION ITEMS

Old Business:

No old business was brought forward

A motion made to accept the recommendation as presented made by _____.

Motion seconded by _____ and approved by the board unanimously.

New Business:

New Chairperson – Earl Rogers

A motion made to accept the recommendation as presented made by Paul Rutter.

Motion seconded by Janice Goldsby and approved by the board unanimously.

New Co-Chairperson – Laura Jones

A motion made to accept the recommendation as presented made by Melissa Reese.

Motion seconded by Pam Humphrey and approved by the board unanimously.

Budget revision for 18/19

Janice Goldsby and Pam Humphrey abstained from vote.

A motion made to accept the recommendation as presented made by Melissa Reese.

Motion seconded by Laura Jones and approved by the board unanimously.

<p>Budget for 19/20 <i>Janice Goldsby and Pam Humphrey abstained from vote.</i></p>	<p>A motion made to accept the recommendation as presented made by Laura Jones.</p> <p>Motion seconded by Melissa Reese and approved by the board unanimously.</p>
<p>Earl Rogers noted that the next meeting of the board will be on July 22, 2019 at 12:00.</p>	
<p>Adjourn: Meeting was adjourned at 1:30 p.m.</p>	

Submitted by:


Staff

Approved by:


Board of Directors