



**The North Carolina Partnership for Children
Board of Directors Meeting Minutes
September 17, 2024
Hampton Inn, Raleigh, NC
10 a.m. – 12:30 p.m.**

MISSION: Advance a high quality, comprehensive, accountable early childhood system that benefits each child in North Carolina beginning with a healthy birth.

Members Present: Charles Bowman – Chair, Rev. Renee B. Bethea, Cassandra Brooks, Yvonne Copelend, Madison Shook Downing, Fran Gary, Sherry Heuser, Betty Crow Kennedy, Page Lemel, Rosa Maria Matthews, Ashley Neal, Dr. Mary Olvera, Joe Patterson, Dr. Khadijia Tribié Reid, Tina Sherman, Dr. Rebecca Simpkin, Elizabeth Star, Dr. Laurie Stradley, Laurie Urland, Sandy Weathersbee, Dr. Ereka Williams, and Candace Witherspoon

Members Absent: Victoria Brown, Dr. Anthony Jackson, Amy Rhyne, and Nell Rose

Others in attendance: Amy Cabbage, Joseph Brownlee, Melissa Cheston, Marta Hester, Safiyah Jackson, Lakeisha Johnson, Kennedy Kirtland, other NCPC staff, Edward Chisolm, LPAC Chair, and Maura Pherson – recording secretary.

Call to Order and Establish Quorum

The North Carolina Partnership for Children, Inc. (NCPC) Board of Directors (Board) met on September 17, 2024 at the Hampton Inn Raleigh Midtown and by Zoom video. Chair Bowman called the meeting to order and established the presence of a quorum. Ereka Williams and Candace Witherspoon were welcomed as new Board members.

Approval of Agenda

A motion was made by Joe Patterson and seconded to accept the agenda. The chair and NCPC president set the agenda. Any member may add an item to the agenda. **Motion carried.**

Consent Agenda

A motion was made by Laurie Stradley and seconded to approve the Consent Agenda which includes:

- Minutes of the June 18, 2024 Meeting
- Committee Roster, Chairs and Vice Chairs
- Conflicts of Interest

Motion carried.

Connect to the Mission

Amy Cabbage presented bipartisan support and recognition from policymakers for Smart Start Month, including the Proclamation from Governor Cooper and a letter of congratulations from Senator Tillis.

Officers of the Corporation and Meeting Dates for FY 2024-25

The Executive Committee recommends continuing the current slate of corporate officers:

<u>Current Officer Title</u>	<u>Current Officer</u>	<u>Recommendation</u>
President	Amy Cubbage	Amy Cubbage
Vice President	Safiyah Jackson	Safiyah Jackson
Assistant Secretary	Jessica Carter	Jessica Carter
Assistant Treasurer	Joseph Brownlee	Joseph Brownlee

The Board meets on the fourth Tuesday of January, and third Tuesday of March, June, and September from 10 a.m. to noon or 12:30 p.m. The meetings will have a virtual option.

January 28, 2025

March 18, 2025

June 17, 2025

September 16, 2025 – will likely be at the end of the annual Board Retreat

A motion was made by Fran Gary and seconded to accept the officers and set the Board meeting dates. **Motion carried.**

NCPC Financial Reports

The Board reviewed the Financial Reports for grants and contracts, private funds, and cash flow as of June 30, 2024 including:

1. Summary of each grant and contract and notes related to the period from July 1, 2023, through June 30, 2024.
2. Budget to actuals for each grant, contract, and private fund source.
3. Summary of cash flow.
4. FY 2024 Annual Comprehensive Financial Reports to State of NC.

A motion was made by Laurie Stradley, on behalf of the Finance & Audit Committee, to approve the NCPC Financial Reports. **Motion carried.**

NCPC FY 2024-2025 Budget

The Finance & Audit Committee recommends approval of the FY 2024-25 budget allowing NCPC to make budget changes among line items throughout the year as circumstances arise since: (1) the State Smart Start appropriations, Dolly Parton’s Imagination Library (DPIL) special appropriation, Division of Child Development and Early Education (DCDEE) Tri-Share, DHHS HRCI, and other funders are fixed and cannot be exceeded; and (2) there are time constraints when amending budgets with DCDEE.

Smart Start legislation G.S. 143B-168.15(h) states that State funds allocated to local partnerships that are unexpended at the end of a fiscal year shall remain available to NCPC, to reallocate to local partnerships. The actual amount of FY 2023-2024 unexpended funds and additional reversions has been determined to be \$6,358,661. These funds will be available for NCPC to distribute in FY 2024-2025 in accordance with legislation. Local partnerships will be required to spend at least \$59 million in subsidy for the Temporary Assistance to Needy Families (TANF) maintenance of effort (MOE) requirement and the Child Care Development Fund (CCDF) and Block Grant.

The Board reviewed:

1. NCPC’s budget assumptions for FY 2024-2025.
2. NCPC’s existing grants and contracts.
3. NCPC State and Federal budget for FY 2024-2025.
4. NCPC Private budget for FY 2024-2025.
5. Updated NCPC Allocation of Smart Start Appropriation for FY 2024-2025 to include the actual FY24 anticipated carry forward, which was presented to the Finance & Audit Committee on June 7, 2024.

A motion was made by Laurie Stradley and seconded for approval of NCPC's budget for FY 2024-2025 as presented with authorization for NCPC management to make changes among line items during the year as necessary, including adjustments to the total budget if additional funds are increased or decreased. This includes the amendment to the Total Budget document as discussed.
Motion carried.

Operating Reserve Policy

The Board reviewed the current version of the Operating Reserve Fund Policy. This fund is Board designated to honor contractual agreements and comply with state and federal obligations of NCPC in the event of a one-time unexpected expense or to provide liquidity in the event of major loss of funding while other funding sources are secured. The fund may also be used for the orderly shut-down of the organization and to ensure compliance with NCPC obligations. The Operating Reserve Fund Policy also established the calculation method and maintenance requirements of the operating reserve fund.

The Board reviewed the current policy with recommended changes from the Finance & Audit Committee. The operating reserve is intended to manage NCPC obligations and reserves. It is not intended to address local partnership's obligations and reserve needs. The local partnerships should have or create their own reserve policy fitting their specific needs.

NCPC calculated the fund as described in the Operating Reserve Fund Policy to establish an amount sufficient to maintain ongoing operations and programs measured for a period of three months and determined that \$1,752,278 would be the designated operating reserve for FY 2024-2025. This is an increase of \$529,902 which includes Multi-County Accounting and Contracting (MAC) grants to the MAC lead sites. As of June 30, 2024, the total reserve balance for the organization is \$1.22 million.

A motion was made by Laurie Stradley on behalf of the Finance & Audit Committee to request approval of the revisions to the Operating Reserve Fund Policy and increase the operating reserve fund by \$529,902. **Motion carried.**

FY 2025 Employee Compensation

The Board approved the Employee Compensation Policy on June 18, 2019, and revised it March 8, 2024. The policy requires the Finance & Audit Committee to review and recommend, annually, any employee compensation allowances.

NCPC proposed a Cost-of-Living Adjustment for employees. NCPC has the opportunity to reward team members for their work and service while addressing the goal of continuing to improve employee retention. Included in the FY 2025 Budget is the proposed adjustment for all eligible NCPC staff. NCPC is proposing a 2.5% Cost-of-Living Adjustment, retroactively effective in the first payroll period of FY 2025, for eligible employees.

This Cost-of-Living Adjustment is based upon inflation rates over the last 12-18 months and closely mirrors compensation increases and policies of the state of North Carolina (Joint Memo-Legislative increase (3%), [here](#)). The expected impacts include additional compensation to address inflation rates as well as employee retention. NCPC reviews datasets from the US Bureau of Labor Statistics' consumer price index (CPI), specifically, the Consumer Price Index for All Urban Consumers (CPI-U) data for July 2024 provided [here](#) and the annual CPI-W data used by the Social Security Administration (SSA) provided [here](#). The all-items CPI-U data for the South Region reported +2.9%

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since July of 2023, down from +6.9% in January 2023. The CPI-W, used by the Social Security Administration (SSA) reported +3.2% in 2023, down from +8.7% in 2022.

A motion was made by Laurie Stradley and seconded to approve the amended Employee Compensation Policy as presented allowing NCPC to provide COLA updates. **Motion carried.**

President’s Update

Amy Cubbage provided an overview and synopsis of the Board Retreat day from Sept. 16, 2024. Marta Hester is working on public policy for 2025 and looking at the legislation General Statutes. Focus will be on an increase in unrestricted funding and DPIL recurring.

Local Partnership Advisory Committee Update

Betty Kennedy shared an update on prioritizing concerns from the local partnerships and improve communications and financial infrastructure.

Accountability

Page Lemel provided an update on the data being used to analyze qualitative data.

Board Development

Amy Cubbage reported on the two new Board members who were onboarded yesterday; this committee also was instrumental in planning the Board Retreat and is reviewing term expirations and the pool of candidates as potential replacements.

Fund Development

This committee is currently on hold until November when there will hopefully be a new fund development employee.

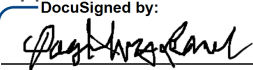
Follow-up and Action Items for the Network

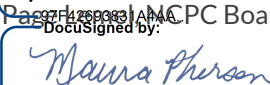
- Approved the Officers of the Corporation
- Set meeting dates for 2025
- Approved the Financial Reports for fiscal year 2023-24
- Approved the NCPC Budget and local partnership allocations for 2024-25
- Approved operating reserve increase
- Approved Operating Reserve Fund Policy revisions
- Approved Employee Compensation Policy revisions

Adjourn

Having no further business, the meeting adjourned at 12:06 p.m.

Approvals:

DocuSigned by:


Page Lemel, NCPC Board Secretary
DocuSigned by:


Maura Pherson, Recording Secretary

1/28/2025 | 1:35 PM MST
Date: _____
1/28/2025 | 12:00 PM EST
Date: _____

