



The mission of Smart Start of Buncombe County is to strengthen the capacity of educators, families, and the community to build a strong foundation for children's learning and development, beginning at birth.

## Board of Directors Meeting Agenda

April 19, 2017 - 12:00 PM to 1:30PM, BPFC Office

Topics	Desired Outcome	Who & Time
<b>Welcome</b>  <b>Minutes of February</b>	<ul style="list-style-type: none"> <li>Call to order; establish quorum</li> <li>Review &amp; vote on minutes</li> </ul>	Nelle Gregory 2 min.
<b>Finance Report</b> <ul style="list-style-type: none"> <li>March Financials</li> <li>Considerations for Budget Review</li> <li>Fiscal Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Review &amp; vote on financials</li> </ul>	Scott Workman 20 min. & Carey Price
<b>Budget Amendments</b>	<ul style="list-style-type: none"> <li>Review &amp; vote on budget amendments from Allocations Committee</li> </ul>	Richard Caro 10 min.
<b>Program Presentation</b> <ul style="list-style-type: none"> <li>The Incredible Years Parent Education Program</li> </ul>	<ul style="list-style-type: none"> <li>Shared understanding of program</li> </ul>	Janet Price-Ferrell 15 min.
<b>Governance Priorities</b> <ul style="list-style-type: none"> <li><b>Nominating committee</b></li> <li><b>Fund Development</b> – BOD Campaign, DPIL Fundraising &amp; Director of Development Position</li> <li><b>Community Engagement Committee</b> Advocacy Updates – See list of bills below the agenda</li> </ul>	<ul style="list-style-type: none"> <li>Review nominations</li> <li>Board engaged in fundraising</li> <li>Shared knowledge of advocacy and legislative activities</li> </ul>	Jennie Eblen 5 min. Missy Sherburne 5 min. Laurie Stradley 10 min.
<b>Asheville Buncombe Preschool Planning Collaborative</b>	<ul style="list-style-type: none"> <li>Shared knowledge of progress &amp; next steps</li> </ul>	Jennie Eblen 10 min.
<b>Executive Director's Report</b>	<ul style="list-style-type: none"> <li>Knowledge of organizational activities</li> </ul>	Amy Barry 5 min.
<b>Spring Board-Staff Social Adjourn Meeting</b>		Nelle Gregory 3 min.

SB 280 Early Literacy Initiative/Funds

HB 556 Office of Early Childhood Education

SB 594 Family/Child Protection & Accountability Act

SB 439 Funds/Eliminate NC Pre-K Waitlist Statewide

HB 854 Subsidy Market Rate Adjustment/Tier 3 counties (replaces HB 610 Funds for NC Pre-K/Tier 3 Counties)

**Next Board Meeting is June 21, 2017 12:00 – 1:30PM**



**Minutes of the Board of Directors Meeting**  
Wednesday, February 15, 2017 ■ 12:00 – 1:30  
Buncombe PFC – Training Room

**MEMBERS PRESENT:** Natasha Adwaters, Brandon Becker, Deborah Calhoun, Richard Caro, Stephen Cash, Debbie Gebbie, Nelle Gregory, Spencer Hardaway, Emi Kubota, Gene Loflin, Dawn Meskill, Melinda Raab, Mary Summers, Trish Wallin, Michael Weizman, Gwen Wisler, Scott Workman

**MEMBERS ABSENT:** Jennie Eblen, Allison Jordan, Maggie Panther, Missy Sherburne, and Laurie Stradley

**OTHERS PRESENT:** Staff - Amy Barry, Sonja Palmer, Carey Price, Caroline Rodier, Jenny Vial  
Visitors – Chrissy Wolfe, Bonnie Garner

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The Board of Directors of Buncombe Partnership for Children met on Wednesday, February 15, 2017, in the Training Room at the Buncombe PFC Office, 2229 Riverside Drive in Asheville. Chair Gregory convened the meeting at 12:02 pm, a quorum was present.

#### **WELCOME**

Chair Gregory welcomed the board and introduced Chrissy Wolfe and Bonnie Garner, the Child Care Health Consultants that work with Buncombe Partnership for Children from Mountain Area Health Education Center.

#### **MINUTES**

The minutes of the October 19, 2016 board meeting were included in the board packet provided in advance of the meeting. Chair Gregory asked for questions, comments, or corrections. She noted that Jennie Eblen was present at that meeting. There being no more comments, Chair Gregory made a motion to approve the minutes as amended. Trish Wallin seconded the motion. **The motion was unanimously carried.**

#### **FINANCIAL REPORT**

##### **January 31, 2017 Financials**

Treasurer Gene Loflin reviewed the January financials. He noted that the reason why our net operating income was negative in January was because we received in NC Pre-K slot payments in December, but they went out in January. Since we run a cash-based accounting system, we record revenue the month it comes in, and post expenses the month we actually spend the money. Gene reported that we are conducting in-depth budget reviews for both in-house activities and direct service providers to determine if any re-allocations/budget amendments are needed in order to avoid a reversion. Gene explained that on Exhibit C, Shape NC now also appears under NCPC funds as it is funded by Smart Start funds from January-June 2017. While reviewing cash and in kind, Gene noted that a volunteer tracking sheet was sent to board members so we can record time spent outside of committee meetings working for the partnership: i.e., travel time, preparation, or conversation with staff. Gene asked for any other questions/comments, there being none, he asked for a motion to approve the January financials as

presented. Steve Cash so moved, and Gwen Wisler seconded the motion, **which was unanimously carried by voice vote.**

### **990 Filing**

Gene Loflin provided an update on the 990 filing process. The Finance & Audit committee reviewed the 990 with the preparer and approved it. The Finance & Audit Committee made shared the report with the Executive Committee who reviewed and approved it before sharing with the board prior to filing per our policy.

### **2016 Audited Financial Statement**

The 2016 Audited Financial Statement was provided in the board packet. Gene reported that it was a clean audit with no findings of any kind. The audit was reviewed and accepted by the Finance & Audit and Executive Committees.

### **Spending Authority for Executive Director**

Gene Loflin presented on the changes to BPFC's Accounting Policies & Procedures re: spending authority. We wanted to make a revision to clarify at what point the finance, board, or executive committee needs to approve the use of private funds. The change reads "The Executive Director is authorized to spend \$3,000 from private, unrestricted funds that have not previously been approved by the board." This was approved by the Finance & Audit and Executive Committees.

### **PROGRAM PRESENTATION-Child Care Health Consultation**

Chrissy Wolfe and Bonnie Garner are both certified Child Care Health Consultants (CCHCs). Their job is to promote healthy and safe environments for children in child care settings through consultation, training, and technical assistance services. The CCHCs provide on-site consultation services to child care providers and to parents to address the issues of children with special health care needs, developmental issues, contagious disease, and/or chronic medical needs. She then presented the activities and work of a CCHC in a typical day, which covered a wide range of issues and activities. Bonnie Garner, who is also an RN, described her work supporting children with special health care needs enrolled in child care. She shared a situation re: a child who was recently diagnosed with diabetes and newly enrolled in a child care program, but the child's medical situation was not disclosed until enrollment. This required providing extensive training and support to the child care staff and the family so they were all prepared to meet the child's health care needs and successfully participate in the child care program.

### **GOVERNANCE PRIORITIES**

#### **Fund Development-BOD Campaign and Holiday Events**

Amy Barry presented Fund Development updates In lieu of Missy Sherburne, who could not attend.

- We hosted a Share Your Love of Reading Tea on Valentine's Day at volunteer Wendy Haner's home to raise funds for Dolly Parton's Imagination Library. Melinda Raab was recognized for her participation and contribution of baked goods. Several guests plan to reach out to people in their community to raise funds for DPIL. Donations continue to come in; we expect to raise over \$1,000.
- Over the holidays, via Social Media we promoted Give a Gift with Meaning for DPIL and raised \$1,200.
- The Board Giving campaign is going well and we anticipate meeting our goal of \$5,500 with 6 board members yet to contribute. Amy noted that we are hoping to wrap the campaign at the end of March; she thanked members who already participated.

### **PROGRAM PLANNING**

#### **Performance Based Incentive System (PBIS) Results & Standards**

Melinda Raab, the Committee Chair, presented on PBIS results and on the revised criteria. We have our PBIS results for 2015-2016, and we are doing well on the indicators. Looking forward, the criteria have been revised for 2017-2018, so we will not see the results for the new, higher standards until 2019. The new system is now called, *Community Early Childhood Profile-Smart Start's Measures of Impact*. Melinda noted that the criteria are county level standards, so they are not tailored to the specific activities each partnership provides, which means that local partnerships should be evaluating what they can do to meet these criteria. For more information on the revised standards, there was a PowerPoint included in the board packet.

### Annual Plan of Activities

Melinda Raab reviewed the proposed Contract Activity Descriptions. With the exception of the WAGE\$ description, the changes to CADS were minimal. The WAGE\$ project revised their hourly rate levels from \$13, \$15, or \$17, to \$14, \$16, and \$18. We proposed a change to the eligibility cap from our current cap of \$15 to \$18. There was discussion re: the impact of the new WAGE\$ cap. The recommendation is based on funds available and because it makes a strong statement of the partnership's support of higher wages, which impacts teacher recruitment and retention. Caroline Rodier added that the Incredible Years description had been changed to reflect that IY facilitators must be certified Incredible Years trainers. The Program Planning committee made a motion to approve the CADS as presented. Because this comes from a committee, no second is needed. CADS were voted on separately, and each was approved **unanimously by voice vote**; abstentions are noted.

Activity and Provider FY 2017-2018	Recommended by the Program Planning Committee	Abstentions
Child Care Resource & Referral Services	M: Program Planning Comm.	Dawn Meskill, Melinda Raab
Sustaining Facility Quality	M: Program Planning Comm.	Dawn Meskill, Laurie Stradley, Mary Summers
The WAGE\$ Project	M: Program Planning Comm.	N/A
NC Pre-Kindergarten	M: Program Planning Comm.	Dawn Meskill, Mary Summers, Debbie Gebbie
Play and Learn Groups	M: Program Planning Comm.	Dawn Meskill
The Incredible Years	M: Program Planning Comm.	Mary Summers
Communication and Outreach	M: Program Planning Comm.	N/A
Dolly Parton's Imagination Library	M: Program Planning Comm.	N/A
Positive Parenting Program (Triple P)	M: Program Planning Comm.	N/A
Child Care Health Consultation	M: Program Planning Comm.	Dawn Meskill, Laurie Stradley
Preschool Intervention/Inclusion	M: Program Planning Comm.	Dawn Meskill, Mary Summers
Shape NC	M: Program Planning Comm.	Dawn Meskill, Mary Summers
Child Care Subsidy-Eliminate the Waitlist	M: Program Planning Comm.	Dawn Meskill, Mary Summers
Child Care Subsidy-Quality Maintenance	M: Program Planning Comm.	Dawn Meskill, Mary Summers
Evaluation	M: Program Planning Comm.	

### **Strategic Planning-Measures of Success**

The Strategic Planning committee reviewed the performance measures that staff worked on in December. The Strategic Plan was previously approved by the board, but with two small modifications made to the objectives, the changes need to be approved. Under Goal 2 Objective A the language was changed from “Build opportunities to cultivate potential teachers...to enter and advance” to “Build opportunities to support teachers...to enter, advance, and remain”. The other objective that was changed was Goal 4 Objective C from “Develop a human resource plan for staff and volunteers” to “Offer a variety of supports that strengthen the capacity of staff and volunteers.” This better reflects our personnel goals. We will report on the measures of success twice a year. Chair Gregory made a motion on behalf of the strategic planning committee to approve the strategic plan as revised, **which was unanimously carried by voice vote.**

### **Community Engagement-Advocacy Agenda**

Chair Gregory reported on behalf of Laurie Stradley. She reviewed the Community Engagement advocacy agenda provided which was approved by the committee. The four policy focuses are as follows:

1. DCDEE implements an alternative market rate and allocations formula that factors cost of care for providers, simplifies current formula, and is more equitable across the counties. Increase funding for child care subsidies to serve low-income young children and their families whose families are working and remain on the waiting list for services.
2. Increase the readiness and retention of the early education teacher workforce by setting improved education standards for lead teachers and improving compensation for lead teachers with educational degrees.
3. Ensure comprehensive funding for early childhood programs serving children birth to five including Child Care Subsidies, Smart Start, and NC Pre-K
4. Hold the Cash/In-Kind requirement at 19% and secure a one-year grace period before the penalty of funding cuts is applied so the resources needed to meet the increased requirement are not further reduced

Discussion followed re: each specific policy focus. There was a point of clarification from Emi Kubota about restrictions of advocacy work. Staff cannot advocate during work time (if their salary is covered by state funds), or on work computers, because we receive state funds. However, there are no restrictions on board members advocate on their own time. Nelle made a motion on behalf of the community engagement committee to approve the advocacy agenda as presented, **which was unanimously carried by voice vote.**

### **Mid-Year Dashboard Results**

Chair Gregory pointed out that we have received significantly more new donors and funds from foundations. We do need to monitor both board & committee attendance and we did have one indicator in red: positive impact of parenting support, but that is because we have only received data from one program at this time.

### **Board Engagement Activity**

Chair Gregory presented the board engagement activity focused on advocacy. Board members paired up and took time to answer the following questions to help prepare board members to engage in advocacy efforts during the legislative session.

- 1) What policy focus speaks to you and why?
- 2) What is your experience/comfort level with advocacy work?

3) Do you have any questions/do you need any help with advocacy?

**EXECUTIVE DIRECTORS' REPORT**

- Cathy Finn joined our CCR&R team as an Early Childhood Program Consultant. Cathy has a strong background in early intervention and special education. We are now at an all-time high with 12 staff.
- The Asheville Buncombe Preschool Planning Collaborative website ([www.abppc.org](http://www.abppc.org)) is now live. The ABPPC is hoping to have a written report with recommendations by the end of May.
- Congratulations to Debbie Gebbie who is retiring from Buncombe County Schools and the board at the end of March.
- The National Smart Start Conference is May 1-4, 2017 in Greensboro, NC. We encourage board members to consider attending. Junlei Li, who spoke at our 20<sup>th</sup> Anniversary Celebration, is the opening keynote speaker.

**CALENDAR**

- Next Executive Committee Meeting: Wednesday, March 22, 2017, at 12:30 p.m., at Buncombe PFC.
- Next Board Meeting: Wednesday, April 19, 2017, at 12:00 p.m., at Buncombe PFC.

**ADJOURNMENT**

Discussions having been concluded, Vice- Chair Gregory adjourned the meeting at 1:34 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Nelle Gregory, Chair

Exhibit A  
Buncombe Partnership for Children  
Summary of Receipts and Expenditures  
For the nine months ending March 31, 2017 (75% completion of the fiscal year)

	Budget	July-February	March	YTD
<b>Total Receipts</b>	<b>4,898,979</b>	<b>2,753,177</b>	<b>380,818</b>	<b>3,133,996</b>
<b>Total Operating Expenditures</b>		<b>2,488,108</b>	<b>344,078</b>	<b>2,798,849</b>
<b>Net Operating Income</b>		<b>265,069</b>	<b>36,741</b>	<b>335,146</b>

Agrees with totals on Exhibit C

Exhibit C provides detail by program

Exhibit B  
 Buncombe Partnership for Children  
 Administrative Expense Summary  
 For the nine months ending March 31, 2017 (75% completion of the fiscal year)

	Approved Budget	YTD Activity	Budget Remaining	Percent of Budget Spent
<b>Receipts</b>				
Smart Start Administration	214,912	165,732	49,180	77%
Multi-Partnership Accounting and Contracting	56,065	37,377	18,688	67%
<b>Total Receipts</b>	<b>270,977</b>	<b>203,109</b>	<b>67,868</b>	<b>75%</b>
<b>Expenses &amp; Losses</b>				
<b>Personnel/Contracted Services</b>				
Personnel	217,517	152,836	64,681	70%
Contracted Services	8,116	5,228	2,888	64%
<b>Total Personnel/Contracted Services</b>	<b>225,633</b>	<b>158,064</b>	<b>67,569</b>	<b>70%</b>
<b>Supplies and Materials</b>				
Office Supplies & Materials	3,100	1,367	1,733	44%
Service Related Supplies & Materials	-	165	(165)	
<b>Total Supplies and Materials</b>	<b>3,100</b>	<b>1,532</b>	<b>1,568</b>	<b>49%</b>
<b>Non-Fixed Operating Expenses</b>				
Travel	3,866	2,897	969	75%
Communications & Postage	5,128	3,546	1,582	69%
Utilities	2,036	1,532	504	75%
Printing & Binding	2,000	624	1,376	31%
Repair & Maintenance	4,511	3,262	1,249	72%
Meeting/Conference Expense	750	363	387	48%
Employee Training (no travel)	1,200	939	261	78%
Board Meeting Expense	50	16	34	32%
<b>Total Non-Fixed Operating Expenses</b>	<b>19,541</b>	<b>13,180</b>	<b>6,361</b>	<b>67%</b>
<b>Fixed Charges and Other Expenses</b>				
Office Rent (Land, Buildings..)	13,982	11,034	2,948	79%
Equipment Rental (Phone, Etc.)	1,596	836	760	52%
Dues & Subscriptions	1,275	1,716	(441)	135%
Insurance & Bonding	5,350	1,397	3,953	26%
<b>Total Fixed Charges and Other Expenses</b>	<b>22,203</b>	<b>14,984</b>	<b>7,219</b>	<b>67%</b>
<b>Property and Equipment Outlay</b>				
Furniture/Equip Under \$500	500	-	500	0%
<b>Total Property and Equipment Outlay</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>-</b>
<b>Total Expenses &amp; Losses</b>	<b>270,977</b>	<b>187,760</b>	<b>83,217</b>	<b>69%</b>



Exhibit C  
 Buncombe Partnership for Children  
 Program Activity Budget, Receipts and Expenses  
 For the nine months ending March 31, 2017 (75% completion of the fiscal year)

Activity/Provider	Funding Source	Budget	Receipts	YTD Expenses	Percent of Budget Received	Percent of Budget Spent	Comments
NCPC	142 NCPC		\$ 965,579		79%		
Child Care Health Consultation/MAHEC	142 NCPC	134,258		83,809		62%	- expenses lag one month
Play and Learn Groups/ACS	142 NCPC	125,000		73,110		58%	- expenses lag one month
Preschool Intervention/Inclusion/FIRST	142 NCPC	142,000		92,453		65%	- expenses lag one month
The Incredible Years/FIRST	142 NCPC	17,000		8,735		51%	- great majority of spending in 2nd half of year
Communication and Outreach/Metcalf	142 NCPC	21,000		14,000		67%	- expenses lag one month
Evaluation/BPFC	142 NCPC	94,975		51,203		54%	- due to shifting allocation of staff time -11k to be reallocated to SFQ pending bd approval
Sustaining Facility Quality/BPFC	142 NCPC	437,253		210,962		48%	- payments occur in December and June
Shape - NCPC	142 NCPC	37,266		15,725		42%	- activity began 1/1/17 - 50% complete - 4k to be reallocated to SFQ pending bd approval
Child Care Subsidy/BC HHS	142 NCPC	1,064,717	455,529	455,529	43%	43%	- payments are currently through December service month
WAGES/Child Care Services Association	142 NCPC	200,000	138,595	138,595	69%	69%	
CCR&R/BPFC:							
NCPC	142 NCPC	220,404		138,364		63%	- due to later hiring than expected - 15k to be reallocated to SFQ pending bd approval
County	402 Buncombe Co	161,071	127,500	108,909	79%	68%	- funds not subject to reversion however on track to spend budget
Southwestern	301 SWCDC	43,543	26,388	30,415	61%	70%	- on-track to use all funds
MARC Mini Grant	404 Buncombe Co	3,584	3,584	75	100%	2%	- pending trainer invoices
NC Pre-K							
Slots	208 DCDEE	1,620,829	942,752	943,165	58%	58%	- program serves children only during school months Sept to June (60% completion of year)
Admin	203 DCDEE	67,250	37,500	48,596	56%	72%	
NCPK-BPFC	142 NCPC	22,951		14,341		62%	- expected contracting unnecessary - 3k to be reallocated to SFQ pending bd approval
Administration	141 NCPC	214,912	165,732	147,451	77%	69%	- due to shifting allocation of staff time - 4k to be reallocated to SFQ pending bd approval
Multi-Partnership Accounting and Contracting	201 NCPC	56,065	37,377	40,309	67%	72%	
Board, Friends and Other Unrestricted Giving	502 Private	-	13,187	48			
Shape NC	522 BCBSNC thru NCPC	131,650	131,650	131,650	100%	100%	- based on calendar not fiscal year 100% complete/closed
Shape NC- BCBS (return of reverted funds)	522 BCBSNC thru NCPC	31,000	-	3,118	0%	10%	- grant period is 3/01/17 and 8/31/17 - 16% completion of grant period
Dolly Parton's Imagination Library/LCBC	526 Private	9,000	4,685	4,537	52%	50%	- Executive Committee approved \$9k allocation
Asheville Buncombe Preschool Planning Collaborative	531 Private	43,250	41,000	19,622	95%	45%	- individual contributions towards consulting/administrative coordination expenses
Asheville Adventure Play	532 Private	-	10,206	2,179			- bequest received for \$10k to be used in 17/18
Photovoice	533 Private	-	-	78			
Program Income - Training Fees	800	-	16,499	11,209			
Fundraising	804	-	-	45			
Fundraising 20th Anniversary	805	-	11,090	8,063			
Sales Tax Refund	897	-	4,303	2,090			
Investment Income	898/899	-	840	466			
		<b>4,898,979</b>	<b>3,133,996</b>	<b>2,798,849</b>			Agrees to Exhibit A

Funding Source Abbreviation Legend:

- NCPC - NC Partnership for Children
- MAHEC - Mountain Area Health Education Center
- ACS - Asheville City Schools
- FIRST - Family Information and Resource
- BPFC - Buncombe Partnership for Children
- CCR&R - Child Care Resource and Referral
- SWCDC - Southwestern Child Development Commission
- DCDEE - Division of Child Development and Early Education
- BC HHS - Buncombe County Health and Human Services
- CCSA - Child Care Services Association
- LCBC - Literacy Council of Buncombe County
- BCBSNC - Blue Cross Blue Shield of NC
- CFWNC - Community Foundation of Western NC

## Exhibit D

## Buncombe Partnership for Children

Cash Balances as of March 31, 2017

Unrestricted funds in bold

CUMMULATIVE CASH BALANCES SINCE INCEPTION  
OF FUND

Fund	Fund Description	June 30, 2016	February 28, 2017	March 31, 2017
141	Smart Start Administration	-	15,670	18,181
142	Smart Start Service	-	217,000	262,877
201	MAC	-	(7,305)	(2,932)
203	NCPK Admin	-	(10,844)	(11,096)
<b>205</b>	<b>More At 4 Pre 2008 Unrestricted</b>	<b>23,177</b>	<b>23,177</b>	<b>23,177</b>
206	MAF FY 2011 Carryforward	5,264	5,264	5,264
208	NCPK Slots	413	-	
301	SWCD CCR&R Grant	-	(3,898)	(4,028)
402	Buncombe County Grants	172,154	175,627	190,745
404	Buncombe Marc Mini-Grant	-	3,509	3,509
<b>502</b>	<b>Unrestricted Contributions</b>	<b>51,703</b>	<b>64,449</b>	<b>64,843</b>
506	School Readiness	78	78	78
<b>521</b>	<b>Week Of The Young Child</b>	<b>9,233</b>	<b>9,233</b>	<b>9,233</b>
522	Shape NC	(10,343)	-	(3,118)
526	Dolly Parton's Imagination Library	2,959	2,907	3,107
530	Play & Learn	3,000	3,000	3,000
531	Asheville Buncombe Preschool Planning Collaborative	-	30,855	21,378
532	Asheville Adventure Play	348	8,357	8,377
533	Photovoice	164	86	86
<b>800</b>	<b>Program Income - Training Fees</b>	<b>31,832</b>	<b>36,636</b>	<b>37,123</b>
<b>804</b>	<b>Fundraising Events</b>	<b>258</b>	<b>213</b>	<b>212</b>
<b>805</b>	<b>Fundraising Events - 20th Anniversary</b>		<b>3,027</b>	<b>3,027</b>
897	Sales Tax	(2,674)	(1,882)	(461)
898	Smart Start Interest	615	1,333	1,445
<b>899</b>	<b>Non-Smart Start Interest</b>	<b>2,017</b>	<b>1,558</b>	<b>1,561</b>
901	Employee Withholdings	-	0	0
	Total Funds	290,197	578,048	635,587
	<b>Unrestricted Funds</b>	<b>118,219</b>	<b>138,292</b>	<b>139,174</b>
	Restricted Funds	171,978	439,757	496,413
	<i>Balance Per Books</i> Per Bank and Paypal and Self Help Reconciliations	290,097	577,948	635,487
	Petty Cash	100	100	100

Exhibit E

Buncombe Partnership for Children

Summary of Cash and In-kind Contributions

For the nine months ending March 31, 2017 (75% completion of the fiscal year)

Source	Related Fund	16/17 Match	16/17 YTD Contributions	16/17 % of Requirement	15/16 Match	15/16 Contributions	15/16 % of Requirement
Parent Fees (revenue source recurs annually) *	N/A		168,909			128,066	
Training Revenue (revenue source recurs annually)	800		17,000			14,985	
Interest (revenue source recurs annually)	898, 899		840			1,130	
Unrestricted Donations (revenue source recurs annually) (Board, Friends, Fundraisers, United Way, Amazon Smile, SECC, etc.)	502, 804, 805		25,278			25,116	
Restricted Donations to Asheville Adventure Play	532		10,075				
Restricted Donations to ABPPC	531		5,000				
Restricted Donations to DPIL	526		3,195				
Grants							
BCBS - SHAPE	522		81,077			135,004	
Buncombe County - CCR&R (revenue source recurs annually)	400		127,500			153,000	
MARC - CCR&R	404		3,584				
Buncombe County - ABPPC	531		4,000			7,500	
CFWNC - ABPPC	531		32,000				
Asheville Adventure Play	532		-			1,500	
Total Grants			248,161			297,004	
<b>Total Cash (requirement 13% of allocation)</b>		<b>355,126</b>	<b>478,458</b>	<b>135%</b>	<b>326,972</b>	<b>466,301</b>	<b>143%</b>
In-kind **			125,735			159,181	
Volunteer hours (708 hours at \$22.40 per hour)			15,873 ***			12,454	
<b>Total In-kind (requirement 6% of allocation)</b>		<b>163,904</b>	<b>141,608</b>	<b>86%</b>	<b>136,238</b>	<b>171,635</b>	<b>126%</b>
<b>Grand Total:</b>		<b>519,030</b>	<b>620,066</b>	<b>119%</b>	<b>463,210</b>	<b>637,936</b>	<b>138%</b>

\* parent fees posted by NCPC through February

\*\* in-kind from DSPs recorded Sept, Dec, Mar & June

\*\*\*board volunteer hours through January have been collected and are included

**Buncombe Partnership for Children  
Finance and Audit Committee Meeting  
March 15, 2017**

Considerations for Financial Report Review

1. Spending levels compared to percentage of completion for the year are as expected by activity (Exhibit C) and by line item (Exhibit B) for predictable items.
2. Review footnotes to verify that variances are explained (all Exhibits).
3. Review changes in cash balances (Exhibit D) of unrestricted funds – significant spending (over \$3k) in unrestricted funds require board approval.
4. Pay close attention to spending in NCPC funded activities as end of year approaches to ensure reversions are not necessary.

Buncombe Partnership for Children  
2016-2017 Proposed Allocation Changes

Activity	Current Allocation	Change	New Allocation	Justification
Admin	270,977	(4,500)	266,477	Decreased spending is due to the increased allocation of Amy Barry's time to the Shape project for planning and wrap-up of the next phase.
CCR&R	220,404	(15,000)	205,404	Cost savings due to hiring Program Consultant later in the year, planned computer replacement was not necessary, and lower actual cost for local travel, professional development, and training food. These savings were supporting part of Natasha Bowden's salary for Shape-related CCR&R work.
Shape	37,266	(3,900)	33,366	We anticipate \$13,628 in new reversion funds from BCBS pending NCPC approval. These new funds will cover Natasha Bowden's time, originally allocated to CCR&R, and Jo Deck's time originally allocated to Adventure Play. We also had some cost-savings in the travel line from unspent local mileage reimbursement.
NC Pre-K	22,951	(3,346)	19,605	Decreased spending due to State Early Educator Support, Licensing, and Professional Development (EESLPD) office covering the full cost of our local EESLPD mentor beginning January 2017 for the remainder of the fiscal year.
Evaluation	94,975	(11,020)	83,955	Decreased spending due to the increased allocation of Caroline Rodier's time to the Shape project for planning and wrap-up for the next phase, reduced cost for contracted evaluation services, and reduced cost for Impact Report.
SFQ	437,253	37,766	475,019	Decrease in funds of \$37,266 at the beginning of the year to be replaced with reversion funds.
CCHC	134,258	-	134,258	N/A
Preschool Intervention/Inclusio	142,000	-	142,000	N/A
Incredible Years	17,000	-	17,000	N/A
Play and Learn Groups	125,000	-	125,000	N/A
Communication and Outreach	21,000	-	21,000	N/A
WAGES	200,000		200,000	N/A
Subsidy	1,064,717		1,064,717	N/A
Total	<u>2,787,801</u>	<u>-</u>	<u>2,787,801</u>	

## Nominating Committee Recommendations for FY 2017-2018

### Board Nominees

#### **JESSE FIGUERA-** Government category (Public Library)

Jesse Figuera is the Youth Services Coordinator at Pack Memorial Library. She has been working for the public libraries in Buncombe County for 15 years as a children's librarian, a branch manager, preschool outreach coordinator, and now in this role.

Originally from Iowa, she grew up in a large, loving family with a mother who was served the Early Education field in many capacities including child care center director. Jesse grew up volunteering and then working in the child care field through college. She lived in Raleigh, NC before attending Warren- Wilson where she graduated with a BA in Elementary Education. She went on to earn a Master's Degree in Library and Information Sciences and K-12 Library Media Certification.

Jesse works directly with children, families, and educators every day. She provides fun, literature based programming to hundreds of children and adults each week and curricular and academic support to area teachers. She relishes her role as a helper in this community and appreciates the chance to work directly with the public. She is passionate about the public library's mission to provide equal access to information, opportunities and experiences to all. She is a problem solver and an idea person and is honored to have a job that allows her to harness her creative spirit while helping others.

When not doing library work, she is generally doing laundry, reading to her three daughters (ages 9,6, and 3), helping them to hot glue something or other to something else, refilling the bird feeders or just sitting about surrounded by piles of books she intends to read. She and her awesome husband, the three girls, and their many pets live in downtown Weaverville.

#### **PHILLIP HARDIN-** Government Category (DSS Director designee)

I am a native of North Carolina and earned a Bachelor of Science in Public Administration from Appalachian State University. My professional experience includes a career in social work of over twenty-eight years including 7 of those years as the DSS Director in McDowell County. I currently serve as the Economic Services Division Director for Buncombe County HHS. I am active in many local charities and non-profits and enjoy working on creating a better community for all.

#### **CARMEN YBARRA-**Business/Community Category- (Representative from the Community At Large)

Carmen Ybarra has a love for and dedication to helping young people. She began working with children 18 years ago. After working with her own child to learn baby sign language, she became certified as one of the first instructors of baby sign language in the San Diego area. Later, she used her skills and experience as a photographer, to teach inner city kids to stay off the streets. In an after-school program sponsored by the city of San Diego and a charter Middle and High School, she led the teens to capture their lives and express themselves through a camera lense.

In 2009, while still in San Diego, Carmen began working with a local language academy. Being bilingual and bicultural, teaching Spanish to children was a perfect fit. In 2011, she brought Dulce Sweet Kids- classes that brought Mexican culture and traditions to kids in addition to sharing the Spanish language.

Upon arriving in Asheville in 2013, Carmen began working at a now-defunct preschool as the Pre-K teacher. She worked at the school until its closure. Most recently, Carmen has started Dulce Sweet Kids here in Asheville in the hope of bringing her beloved Spanish language to as many children (and their parents) as possible. In line with her previous business model and her dedication to helping young people, half of the proceeds go to a local non-profit that focuses on children.

#### **ROSARIO VILLARREAL-** Government category (Public School) -bio to come

Board Slate of Officers

Chair: Nelle Gregory

Vice-Chair: Richard Caro

Treasurer: Gene Loflin

Secretary: Laurie Stradley

Board Members for Additional Term

Nelle Gregory

Jennie Eblen

Dawn Meskil

Laurie Stradley

Gwen Wisler

## **Plan for Communications & Outreach Activities for FY 17-18**

**Website** – Website to be managed by Sonja Palmer with support from contractor Kendra Castle. Staff will provide input for content updates. Plan already in place to ensure monthly update of home page photo and message.

**Social Media** (Facebook, Twitter & Instagram) – Facebook posts scheduled by Sonja, quarterly themes to be developed by staff, staff will be responsible for content for posts with a schedule of assignments by month to be made by May 30<sup>th</sup>, 2017. Twitter & Instagram will continue to be covered by Jenny Vial and Stevie Alverson.

**E-newsletter** – quarterly newsletter will be replaced with newsletter-like Program Highlights distributed 6 times a year on the non-board meeting months. Caroline will oversee with input from staff.

**Community Engagement Committee Support** – Amy will continue to provide support and Stacy Lutz-Ovies will join the committee increasing her role in advocacy. Stacy has been the lead on engaging the ECE workforce in advocacy through the Leadership Institute, a community of practice and offering advocacy training as part of our CCR&R Training Calendar.

**First 2,000 Days Campaign** – The very successful campaign is winding down and will be replaced by a new initiative, NC Pathways to Grade Level Reading, which is aligned with the overall work of BPF and the Asheville Buncombe Preschool Planning Collaborative (see the handout for more details). We will host a thank you breakfast for our current F2D Champions for Children, introduce the new campaign, recruit Champions and begin training on the NC Pathways content in the fall of 2017.

Amy and Sonja will be responsible for coordinating and scheduling NC Pathways to Grade Level Reading presentations. We will rely on the Community Engagement Committee to help identify audiences for presentations.

**WOYC Activities** – This summer staff will determine the scope of activities for next April's WOYC. Suzanne has indicated that she would be available for small-scale contract work if we feel we need her support

**Quality at Work Campaign** – we will evaluate the campaign we are launching this spring to determine if we want to continue and expand upon it next year. We have the materials/templates already in place.

**Annual Impact Report** – We will contract with the designer that Suzanne Metcalf identified; he has already agreed to be available for this work; the content has always been developed in-house.



## LOCAL PARTNERSHIP BRAND OPTIONS

### 1. The full rebrand

Yes, I will fully adopt the new logo and affiliate ID as my local partnership's brand.

This means:

New logo design

Website redesign or update

Redesign of all letterhead, business cards, other office supplies

New promotional materials

- Signage
- Brochures
- Reports
- Event materials
- E-newsletters
- Social media
- Letting partners know
- Updating co-produced/sponsored materials
- Updating their websites

### 2. Adopting the Affiliate ID

I will be adding the required affiliate ID to all collateral

This means:

Adding the affiliate ID to Website

Adding the affiliate ID to all letterhead, business cards, other office supplies

Adding the affiliate ID to promotional materials

- Signage
- Brochures
- Reports
- Event materials
- E-newsletters
- Social media
- Letting partners know
- Updating co-produced/sponsored materials
- Updating their websites

## SAMPLE CHECKLIST

Rebranding Inventory Put a check mark beside all marketing and communications pieces that you currently have. Circle all items you don't currently have, but would like to have.

- Business Cards
- Letterhead Envelopes
- eSignatures
- Signage
- Accounting Headers
- Proposal Documents
- PowerPoint
- Videos
- Presentation Folders
- Thank You Cards
- Operations Manuals/Employee Documents
- Website(s)
- Mobile Site
- App
- Social Media Sites (i.e. Facebook, Twitter)
- Brochures
- Promotional Posters
- Internal Culture Posters and Signage
- Trade Show Graphics
- Vehicle Graphics
- Postcards
- Newsletters
- Direct Mailers
- Coupons
- Clothing
- Promotional Items (i.e. pens, mugs)
- Print Ads
- Online Ads
- Billboards or Outdoor Advertising
- TV Commercials
- Packaging
- eNewsletters, eFlyers or eAnnouncements
- Other?