To ensure that every child enters school ready to succeed, we lead community strategies for children birth to 5 and their families that promote healthy development and learning and enhance access to high quality care.

DPFC BOARD MINUTES – August 21, 2025

Location: Large Conference Room/Hybrid with Zoom: https://earlyyearsnc-org.zoom.us/j/83789615233?pwd=B11Xp57Tkya3SSD0pysB9g0Nu9ZgrD.1 (no one attended by Zoom)

Attending: Monnie Griggs, Tammy Sneed, Donna Rewalt, Dr. Dr. Rodney Jenkins, Commissioner Stephen Valentine, Dr. Wykeisha Glass, Josh Hawn, Meytal Barak, Collin McColskey-Leary, PhD

Absent: Brittani Clark, Danielle Hayes, Pamela Page, Steve Bumgardner

Staff Members: Marsha Basloe, Eduardo Schoen, Jameka Wells, Shekema Crawford, Beverly Peters

Quorum met

I. GATHERING AND CALL TO ORDER 3:07

II. INTRODUCTIONS AND ANNOUNCEMENTS

III. AGENDA MODIFICATIONS

With no agenda modifications, a motion was made by Josh Hawn to go into closed session to discuss personnel. Second by Dr. Rodney Jenkins. All in favor.

IV. E.D. SEARCH – CLOSED SESSION - PERSONNEL

a. Search Committee Recommendation presented. Discussion & Q & A.
b. Motion to approve recommendation made by Dr. Rodney Jenkins; seconded by Commissioner Stephen Valentine.
c. Motion made to end closed session and return to the Board meeting by Dr. Rodney Jenkins; seconded by Monnie Griggs.

Staff joined the open board meeting at 4pm.

V. CONSENT AGENDA

a. Review/Approve minutes of June's meeting – Meytal Barak needs to be added to Absent list for June's meeting.
b. Review/Approve minutes of July 1st Executive Committee minutes
c. Travel Policy approved by the Executive Committee
d. Motion made to approve the Consent Agenda with the Meytal Barak correction. Second Motion made.

Consent Agenda approved.

VI. PUBLIC COMMENT PERIOD

No Public comments at this time.

VII. FINANCE REPORT — EDUARDO SCHOEN

Eduardo shared an agency wide budget with the board. He reviewed previous year's expenses and compared that to DPfC's revenues and put the forecasted budget together. This budget will be shared with program directors so they can easily track the money for their programs.

Eduardo went over July revenues, DPfC was front loaded with some grants, and we have not spent any of them yet, so that is why there is a big gap between revenue and expenditure currently. The overall picture of revenue vs. expenses will adjust once the expenses start coming in.

Processes continue to be redesigned and approved including accounts payable and purchasing. We are tightening up so that we are paying for things on time. Currently we have system issues to work through. We are going back to paper documentation to get DPfC processes straightened out. Accounts payable policies will be changing. We are using an agency-wide calendar, where everyone knows when things are due. DPfC's credit card use policy will be changing. We may be closing our current card and getting new one to control expenses.

We have continued to follow up with M & F bank as Eduardo still does not have access. The bank lost our application information for a line of credit in late June and Eduardo brought his personal information to the bank to get access to our account. We hope this gets resolved soon. We may investigate working with a different bank.

The fiscal audit is underway; we met both deadlines for documentation, and our next deadline is September 12th. We want to reinstate a Finance Committee. If anyone knows anyone who is interested, please contact Eduardo. Eduardo expects the Finance Committee meetings to be quarterly. Eduardo's email is Eduardo@dpfc.net.

One board member asked, "Do we have a budget now?" Eduardo explains that the document he has provided to the board today is the agency budget. Eduardo will revise the budget and prepare forecast budgets as well. The board must approve the annual budget. By October 2025, we will have an annual budget for the board to vote on. Eduardo is always available to answer any financial questions.

A board member asked, "How much risk is in our financials?" Eduardo states we are stable with cash flow. He will be showing the board cash flow in the upcoming months. The cash flow is in the dashboard document handout.

We are working to have DPfC pay bills every two weeks now, instead of every day. We are strengthening our segregation of duties and processes, so that Eduardo can get back control of DPfC's spending. Eduardo is also making the agency go back to paper and have a binder for each grant. Eduardo also took the Smart Start policies and EHS policies out of the DPfC fiscal policies and referenced them in the updated fiscal policies.

Eduardo will be following up with a new memo to service providers on getting FSRs to us as we finalize contracts. It will explain dates and that checks will be cut every two weeks.

VIII. PROGRAMS UPDATE

a. SMART START — JAMEKA WELLS

Smart Start contract from NCPC has been received. We are finalizing Direct Service Provider contracts. We are going through making sure the information we have is correct and accurate based on the program being implemented.

DPfC has contracted with an external evaluator to provide training and technical assistance on data and evaluation.

We are bidding out our Resilient Roots activity, which is a trauma informed self-assessment for shelters with early childhood. The RFP will be released soon.

We are doing work with Family Child Care Homes coordination, which is funded through our city and county ARPA grants. We will be getting customized training for our trauma informed program. The City ARPA ends in Dec 2025, and the County ARPA ends Dec.2026.

We are also looking to recruit allocation committee members; all committee members need to have general understanding of early childhood and have no conflicts of interest.

b. EHS — SHEKEMA CRAWFORD

Early Head Start has an opportunity to apply for a one-time funding application from the Office of Head Start to address health and nutrition. The grant to be submitted for $750,000 will cover things such as materials for gardens, equipment and supplies, cooking, breastfeeding supplies, updating stoves, updating freezers, hot food storage, and children's gardening materials for community gardens. A list of items for childcare programs is in the packet. The grant will also be for Nutrition Education Resources, Fresh vegetables, and fruits delivered to programs, and cooking classes with the parents so they can learn healthy cooking with their children.

Approval needed from the board to submit grant application because it is due tomorrow.

Dr. Rodney Jenkins suggested Durham Innovative Nutrition Education Program at the Department of Public Health as a resource. Everything that Shekema described in the grant is what DINE has been doing for the past 26 years. One connection with DINE would connect us to about 70 different organizations. Monnie also mentioned an extension garden right down the road that may also be a good connection for the home-based services. Dr. Glass also mentioned working with NCCU as well as UNCG.

Dr. Rodney Jenkins made motion to approve the grant submission: Seconded by Commissioner Stephen Valentine. Vote passed for EHS to apply for the one-time funding grant.

c. NC Pre-K **Jameka Wells**

Received contract for NC Pre-K from DCDEE.

572 seats have been allocated.

268 seats filled in community-based Child Care centers as of Aug. 12th.

781 Families have accepted their seat offers as of last week. This week there were over nine hundred.

We also do rolling applications through April. We have offered a seat to all families that have applied. We are working on offering second seats currently. We are filling in fewer NC Pre-K seats this year due to a 52-seat reduction. DCDEE reduced our seat allocation due to underutilization.

A board member asked what is the biggest barrier to filling the Pre-K seats? Families want specific locations, and some locations would not work for the families. Transportation is also a factor; some families rely on public transportation. After school is also a significant need for families and most DPS sites do not offer wrap care for families.

The board suggested a review of placements and looking at placements historically to gain insight into the future and to share this information with the Board.

IX. INTERIM CO-EXECUTIVE DIRECTORS REPORT

Kate attended the Smart Start Executive Director's Forum and participated in important conversations around legislative updates. Two upcoming bills may affect DPfC. One is reducing access to public benefits for non-citizen families. The other bill eliminates DEI in state and local governments. DPfC is waiting for guidance from State and Federal governments. DPfC needs to strategize on how we can still support families once guidelines have been set.

Salary Benchmarking Study RFP has been developed and will be released to hire a contractor to study organizational salaries.

DPFC's 30th year celebration has been rescheduled for April 16th, 2026, a Thursday at the same location as planned, The Cotton Room. It was originally scheduled on October 2025. We need more time to plan the celebration.

We need a vice chair, a treasurer and finance committee members. Dr. Rodney Jenkins volunteered to serve as Vice Chair. Josh Hawn is volunteering to be on the finance committee. Donna Rewalt also volunteered to be on the finance committee.

Motion made by Commissioner Stephen Valentine for Dr. Rodney Jenkins to be Vice Chair; Seconded by Monnie Griggs. Vote passed. Dr. Rodney Jenkins is the board's new Vice Chair. He will work closely with Pamela Page.

X. Motion to Adjourn Board Meeting

Motion: Josh Hawn; seconded by Dr. Rodney Jenkins

Meeting adjourned at 5:03 PM