**Robeson County Partnership for Children, Inc. (RCPC)**



**Executive Committee Meeting**

**January 16, 2018**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from November 14, 2017 committee meeting.

**Action Items**

1. **Budget Reversion/Revision Request – Professional Development (PD)**

**Background:** The Board of Directors must approve all budget reversions/revisions.

**Issue:** RCC requests to revise the PD budget by reverting $67,395.00 due to changes in the grading requirement for Educational Awards. In addition, PD requests to revise the budget by decreasing contracted service line item by $4,365.00 and increasing the personnel line item by $4,365.00 to allow funding for retirement increases and state mandated pay increases.

**Recommendation:** It is recommended that the committee consider approving the PD budget reversion/revision requests.

1. **Budget Amendment Request – Subsidy**

**Background:** The Board of Directors must approve all budget amendments.

**Issue:** RCDSS requests to amend the Subsidy budget to increase their budget by $78,575.00. The increase would be added to the purchase of services line item in order to serve children from the childcare waiting list.

**Recommendation:** It is recommended that the committee consider approving the Subsidy budget amendment request.

1. **Budget Reversion Request – Program Evaluation (PE)**

**Background:** The Board of Directors must approve all budget reversions.

**Issue:** RCPC requests to increase the PE budget by $8,000.00. The additional funds would be added to the contracted services line item and would allow for a service to evaluate the impact of our activities countywide through comprehensive data collections and analysis.

**Recommendation:** It is recommended that the committee consider approving the PE budget reversion request.

1. **Dolly Parton Imagination Library Expansion - (DPIL)**

**Background:** The Board of Directors must approve all expansion funding.

**Issue:** RCPC was recently awarded $16,696.60 to provide additional DPIL services to Robeson County from January 2018 until June 2020.

**Recommendation:** It is recommended that the committee consider approving the DPIL expansion funds.

1. **Fund Authority Approvals – 250 Dolly Parton’s Imagination Library Early Literacy**

**Background:** The Board of Directors must approve new fund authorities.

**Issue:** RCPC is required to create a new fund to record revenues and expenditures for DPIL expansion funds.

**Recommendation:** It is recommended that the committee consider approving Fund 231 for the Dolly Parton’s Imagination Library Early Literacy.

1. **Annual Review of Bylaws**

**Background:** The Board of Directors review the bylaws on an annual basis.

**Issue:** RCPCrequests to remove “Informal Action by Directors” located on page seven, Article VII Meeting, section nine.

**Recommendation:** It is recommended that the committee consider approving the revised bylaws.

1. **Annual Review of Volunteer Policies and Procedures**

**Background:** The Board of Directors review the Volunteer Policies and Procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the volunteer policies and procedures with no changes.

1. **Annual Review of Accounting Policies and Procedures**

**Background:** The Board of Directors review the accounting policies and procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the accounting policies and procedures with no changes.

1. **Annual Review of Contracting Policies and Procedures**

**Background:** The Board of Directors review the contracting policies and procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the contracting policies and procedures with no changes.

1. **Treasurer’s Report**

**Background:** The Executive Committee reviews the financial report for RCPC

**Issue:** The treasurer’s report for the current fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

1. **Update New Activity Name, CAD, Logic Model**

**Background:** The Board of Directors approves changes to CADs.

**Issue:** After review of additional evidence submitted for the new program Color Me Healthy, NCPC requests the service provider revise the program name, logic model, and CAD. The new activity name is Color Me Healthy for SNAP-Ed rather than Color Me Healthy. The updated logic model is also included for informational purposes.

**Recommendation:** It is recommended that the committee consider approving the revised activity as required by NCPC for approval.

**Non-Action Items**

**NCPC Monitoring Report- The report resulted in no reportable findings.**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, March 13, 2018.