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



**Executive Committee Meeting**

**November 14, 2017**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from September 19, 2017 committee meeting.

**Action Items**

1. **Budget Revision Request – Parents as Teachers (PAT)**

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

**Issue:** Robeson County Health Department requests to revise the PAT budget by decreasing the following line items: office supplies and materials by $584.00, personnel by $799.00, communications & postage by $50.00, employee training (no travel) by $455.00, and non-cash grants and awards by $400.00. PAT would also like to revise the budget by adding to the following line items: $1,593.00 to travel, $70.00 to printing & binding, $400.00 to meeting/conference expense, and $225.00 to dues & subscriptions.

**Recommendation:** It is recommended that the committee consider approving the PAT budget revision.

1. **Budget Amendment Request – Environment Quality Star Tracks (EQST)**

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

**Issue:** RCPC requests to increase the EQST budget by $9,224.00 due to contracted services for technical assistance services. The following budget line will reflect an allocation increase: contracted services by $9,224.00.

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

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

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

**Issue:** RCPC requests to revert $7,224.00 from the PE budget to decrease their budget due to staff turnover. The following budget line will reflect an allocation decrease: personnel by $3,824.00 travel by $1,000.00, repair & maintenance by $1,000.00, and classified advertising by $1,400.00.

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

1. **Budget Reversion Request – Program Coordination (PC)**

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

**Issue:** RCPC requests to revert $29,834.00 from the PC budget to decrease their budget due to staff turnover. The following budget line will reflect an allocation decrease: personnel by $21,284.00, contracted services by $150.00, office supplies & materials by $2,100.00, communications & postage by $500.00, meeting/conference expense by $1,000.00, classified advertising by $4,000.00, dues & subscriptions by $300.00, and furniture/equipment under $500 per item by $500.00.

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

1. **Activity Termination – NC Pre-K Enhancement and Support**

**Background:** The Board of Directors must approve all activity terminations.

**Issue:** DCDEE added additional funding in the 2017-2018 FY to support these services. RCPC no longer provides NC Pre-K Enhancement and Support services under this activity.

**Recommendation:** It is recommended that the committee consider approving terminating the NC Pre-K Enchantment and Support activity.

1. **Capital Expenses**

**Background:** The RCPC Board of Directors must approve moving private funds to capital funds.

**Issue:** RCPC previously started a capital fund to save for capital repairs. RCPC requests to move $1,000.00 of auction funds (531) to the capital fund (533) to save for unexpected capital improvements.

**Recommendation:** It is recommended that the committee approve moving $1,000.00 from auction funds (531) to capital funds (533).

1. **Lumberton Tourism Development Grant**

**Background:** The Board of Directors must approve grants awarded to RCPC.

**Issue:** RCPC received notification that the Lumberton Tourism Development Authority awarded a one-time grant for advertising the Exploration Station. The grant award is $500.00.

**Recommendations:** It is recommended that the committee accept the Lumberton Tourism Development grant.

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.

**Non-Action Items**

**Color Me Healthy Activity**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, January 9, 2018.