



**Executive Committee Meeting**

**January 15, 2019**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the November 13, 2018 committee meetings.

**Action Items**

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

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

**Issue:** RCC requests to revise the PD budget by reverting $34,290.00 and decreasing the following line items: contracted services by $18,663.00 and grants/cash awards by $15,627.00. The decrease is due to a new requirement that individuals must apply for and use Child Care Services initiatives funding. Also, less funds will be needed for contracting services for Praxis Prep.

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

1. **Budget Amendment Request – Subsidy**

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

**Issue:** RCDSS requests to amend the Subsidy budget by increasing the budget by $44,290.00. Subsidy requested to increase the following line items: purchases of services line item by $44,290.00. Additional funding will serve children currently on Robeson County’s wait list.

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

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

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

**Issue:** RCC requests to revise the PD budget by decreasing the following line items: contracted services by $2,500.00 and increasing furniture/non-computer equipment over $500 by $2,500.00. The budget revision will allow for a new laptop purchase to replace an existing broken laptop. Laptop computers are used at child care facilities for MTP teacher conferences.

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

1. **DSP Subcontractor Approval**

**Background:** The Board of Directors must approve any subcontractors requested by Direct Service Providers.

**Issue:** Professional Development Services requests the use of subcontractors for the following activity components:

Diana Lloyd is being requested to code pre- and post-observations of the teachers participating in My Teaching Partner for 2018-2019.

Cynthia Miecznikowski is being requested to conduct Praxis Core face**-**to-face workshop trainings for reading and writing in 2019.

**Recommendation:** It is recommended that the committee review and consider approving the requested subcontractors.

1. **Cost Allocation Plan**

**Background:** The Board of Directors must approve any changes to the cost allocation plan.

**Issue:** The Cost allocation plan has been updated to add a new tenant, Donna Chavis.

**Recommendation:** It is recommended that the committee review the revised cost allocation plan and consider approving.

1. **Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2018-2019 fiscal year is included.

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

**Non-Action Items**

**Audit Report- The report resulted in no reportable findings.**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, March 19, 2019.