



**Executive Committee Meeting**

**November 13, 2018**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the July 17, 2018 and July 25, 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 $25,000.00 and decreasing the following line items: contracted services by $10,000.00 and grants/cash awards by $15,000.00. 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 requests.

1. **Budget Reversion/Revision Request – Color Me Healthy SNAP (CMH)**

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

**Issue:** RCHD requests to revise the CMH budget by reverting $9,418.00 due to staff turnover. In addition, CMH requests to revise the budget by decreasing the following line items: contracted service line by $9,178.00, utilities by $840.00, and printing and binding by $900.00. CMH also requests to increase the following line items: classified advertising by $1,000.00 and communications & postage line item by $500.00.

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

1. **Budget Reversion Request – NCPK Transportation TANF (NCPKT TANF)**

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

**Issue:** RCPC requests to revise the NCPKT TANF budget by reverting $28,000.00 due low transportation enrollment.

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

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

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

**Issue:** RCPC requests to revise the PC budget by reverting $10,000.00 and decreasing the following line items: personnel by $3,000.00, office supplies and materials by $1,500.00, communications and postage by $1,000.00, meeting/conference expense by $1,500.00, classified advertising by $2,500.00, and furniture/equipment under $500.00 by $500.00.

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

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

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

**Issue:** RCC requests to amend the PD budget by decreasing the following line items: travel by $535.00 and grants/cash award by $7,119.00. In addition, PD requests to increase the following line items: personnel line item by $6,970.00, printing and binding by $535.00, grants/non-cash awards by $149.00. The requested line item amendments will allow funding for retirement increases and state mandated pay increases and brochure expenses.

**Recommendation:** It is recommended that the committee consider approving the PD budget amendment requests.

1. **Budget Amendment Request– Parents As Teachers (PAT)**

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

**Issue:** RCHD requests to amend the PAT budget by decreasing the following line items: personnel by $846.00 and communications and postage by $169.00. In addition, PAT requests to increase the following line item: employee training (no travel) by $1,015.00. The requested line item amendments will allow funding for new supervisor training

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

1. **Budget Amendment Request– Ready, Set, Go (RSG)**

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

**Issue:** Riverbend requests to amend the RSG budget by decreasing the following line items: communications and postage by $800.00, equipment rental by $400.00, and insurance and bonding by $300.00. In addition, RSG requests to increase the following line items: personnel by $800.00, travel by $400.00, repair and maintenance by $150.00, and due and subscriptions by $150.00. The requested line item amendments will provide funding for new TA requirement expenses, travel expenses, IT expenses, employee dues and subscriptions.

**Recommendation:** It is recommended that the committee consider approving the RSG budget amendment requests.

1. **Budget Amendment Request – Dolly Parton Imagination Library Expansion (DPIL Ex)**

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

**Issue:** NCPC granted DPIL Expansion funding in the amount of $8,427.91 ($8,000.00 yearly allocation and $427.91 in carry forward funding) for the 18-19 fiscal year.United Way of Robeson requests to revise the DPIL Ex budget by increasing the personnel line by $8,427.91.

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

1. **Budget Revision Request – Ready, Set, Go (RSG)**

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

**Issue:** Riverbend requests to revise the RSG budget by increasing the personnel line item by $10,800.00 due to additional technical assistance requirements. Additional funding will enable Riverbend to offer competitive compensation for eligible new hires.

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

1. **Budget Revision Request – EQST**

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

**Issue:** RCPC requests to revise the EQST budget by increasing the budget by $21,927.00. EQST requested to increase the following line items: personnel by $12,247.00, office supplies and materials by $3,680.00, and non-cash grant and awards by $6,000.00.

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

1. **Budget Revision Request – Subsidy**

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

**Issue:** RCDSS requests to revise the Subsidy budget by increasing the budget by $17,000.00. Subsidy requested to increase the following line items: purchases of services line item by $17,000.00. Additional funding will serve children currently on Robeson County’s wait list. Funding was provided from $7,000.00 of NCPC carry forward funds and $10,000.00 from Smart Start reversions.

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

1. **New Legislative Mandated Activity Budget – Fundraising**

**Background:** The Board of Directors must approve all new Smart Start activities.

**Issue:** NCPC notified RCPC of a new legislative mandated fundraising activity. RCPC requests to allocate funding in the amount of $19,691.00 to the new Smart Start funded Fundraising activity. The Fundraising activity will allocate funding to the following line items: personnel by $18,850.00, office supplies by $184.00, dues and subscriptions by $657.00.

**Recommendation:** It is recommended that the committee consider approving the new Fundraising activity budget.

1. **Contract Activity Description Approval Request – Fundraising**

**Background:** The Board of Directors must approve all CADs.

**Issue:** RCPC requests to implement the attached Fundraising CAD.

**Recommendation:** It is recommended that the committee review and consider approving the new Fundraising CAD.

1. **Contract Activity Description Revision Request –Professional Development (PD)**

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

**Issue:** RCHD requests to revise the PD CAD to include that RCPC staff and childcare provider will meet to focus on increasing the number of birth to kindergarten graduates and replace the word “award” with tuition reimbursements. The CAD request will remove the following wording for the current CAD, “...will be created to discuss student transfers from RCC to UNCP birth to Kindergarten program and develop a Praxis prep program with staff from…” and replace with “consisting of representatives”. Also the word “workshop” will be replaced with “Prep”.

**Recommendation:** It is recommended that the committee review and consider approving the NFP CAD revision request.

1. **Contract Activity Description Revision Request –Nurse Family Partnership (NFP)**

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

**Issue:** RCHD requests to revise the Nurse Family Partnership CAD.

**Recommendation:** It is recommended that the committee review and consider approving the NFP CAD revision request to remove unnecessary language based on a recommendation from an NCPC Program Officer.

1. **Robeson County Grant**

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

**Issue:** RCPC received notification that Robeson County awarded a one-time grant of $12,500.00 to Exploration Station.

**Recommendations:** It is recommended that the committee accept the Robeson County grant.

1. **Equipment Disposal:**

**Background:** The Board of Directors must approve the disposal of furniture/equipment listed as a fixed asset.

**Issue:** RCPC has some equipment that is no longer operational and is obsolete. Staff suggests disposing of these items.

**Recommendation:** It is recommended that the committee review the requests to dispose of assets that are no longer operational or obsolete for our systems and make a recommendation.

1. **Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2017-2018 fiscal year is included.

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

**Non-Action Items**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, January 15, 2019.