



**Executive Committee Meeting**

**May 21, 2019**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the March 19, 2019 committee meetings.

**Action Items**

1. **FY 2019-2020 Smart Start Administration Line Item Budget Allocation**

**Background:** The Board of Directors recently approved the full budget amounts for 2019-2020 FY.

**Issue:** RCPC Board of Directors originally approved a 100% allocation for Smart Start Administration in the amount of $210,663. North Carolina Partnership for Children (NCPC) recently notified RCPC that the Smart Start Administration budget may be decreased by $841 to support a mandated MAC support funding.NCPC has requested additional funding from legislation so this funding support from RCPC may not be required or the actual amount required may change. The line item allocation for this budget is provided for review with the new $209,822 allocation amount.

**Recommendation:** It is recommended that the Executive Committee consider approving the 2019-2020 Smart Start Administration line item allocation of $209,822 with the understanding that the allocation amount may change based on NCPC requirements.

1. **FY 2019-2020 EQST Line Item Budget Allocation**

**Background:** The Board of Directors recently approved the full budget amounts for 2019-2020 FY.

**Issue:** RCPC Board of Director originally approved a 100% allocation for EQST in the amount of $223,116. NCPC recently notified RCPC that the Smart Start Services budget may be decreased by $9,270 budget to support a mandated MAC support funding. NCPC has requested additional funding from legislation so this funding support from RCPC may not be required or the actual amount required may change. The line item allocation for this budget is provided for review with the new $213,846 allocation amount.

**Recommendation:** It is recommended that the Executive Committee consider approving the 2019-2020 EQST line item allocation of $213,846 with the understanding that the allocation amount may change based on NCPC requirements.

1. **FY 2019-2020 Line Item Budget Allocations**

**Background:** The Board of Directors recently approved the full budget amounts for 2019-2020 FY.

**Issue:** The line item allocations for each budget are provided for review.

**Recommendation:** It is recommended that the Executive Committee consider approving the 2019-2020 FY line item allocations for each budget.

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 recommended changes to Chapters 5, 13, and 17.

**Recommendation:** It is recommended that the committee review the changes to Chapters 5, 13, & 17, written in red, and consider approving the revised Accounting Policies and Procedures.

1. **2019-2020 FY 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 combine the Program Coordination and Evaluation building allocations.

**Recommendation:** It is recommended that the committee review the revised 2019-2020 cost allocation plan and consider approving.

1. **Section 125 Premium Conversion Plan**

**Background:** The Board of Directors must approve the Section 125 Premium Conversion Plan.

**Issue:** An IRS Section 125 plan, sometimes called a cafeteria plan, allows employees to pay for certain benefits on a pre-tax basis. Organizations who offer this to employees must have a Section 125 Premium Conversion Plan on file. This does not change any benefits currently offered to RCPC employees.

**Recommendation:** Due to time constraints, it is recommended that, in accordance with RCPC Bylaws, the committee act with the authority of the full board and consider approving the Section 125 Premium Conversion Plan.

1. **ERISA Wrap Plan Document**

**Background:** The Board of Directors must approve the ERISA Wrap Plan Document.

**Issue:** The ERISA Wrap Plan is a Department of Labor requirement that outlines benefits offered to employees. This does not change any benefits currently offered to RCPC employees.

**Recommendation:** Due to time constraints, it isrecommended that, in accordance with RCPC Bylaws, the committee act with the authority of the full board and consider approving the ERISA Wrap Plan Document.

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**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, July 16, 2019.