



**Executive Committee Meeting**

**July 17, 2018**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from May 15, 2018 committee meeting.

**Action Items**

1. **Direct Service Provider Program and Finance Monitoring Report**

**Background:** The RCPC Board of Directors review program and finance monitoring reports.

**Issue:** RCPC programmatic monitoring of all direct service provider programs for 2017-2018 was conducted by an external contract monitor.

**Recommendation:** It is recommended that the committee review and approve the programmatic and finance monitoring results for direct service provider programs for 2017-2018. The following programs had findings: Dolly Parton Imagination Library - one programmatic finding, Parents as Teachers - one programmatic finding, and Nurse Family Partnership – one programmatic finding.

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

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

**Issue:** A data entry error occurred while entering the line item information into the PAT budget. RCHD originally requested $120,242.00 for Personnel, however, $120,242.00 was entered into Contracted Services in error. RCPC is requesting to revise the PAT budget to remove $120,242.00 from Contracted Services and add $120,242.00 to personnel to correct the RCPC data entry error.

**Recommendation:** It is recommended that the committee consider approving correcting the data entry error to move $120,242.00 from Contracted Services to Personnel.

1. **Budget Revision Request – Color Me Healthy for SNAP-Ed (CMH)**

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

**Issue:** RCHD requests to revise the CMH budget by decreasing the non-cash grants and awards line by $1,310.00. RCHD would also like to revise the CMH budget by adding to the following line items: $100.00 to office supplies & materials, $500.00 to service related supplies, $210.00 to travel, and $500.00 to printing and binding.

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

1. **Contract Activity Description Revision Request – Color Me Healthy SNAP (CMH)**

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

**Issue:** The RCHD activity requests to revise the CMH CAD.

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

1. **Contract Activity Description Revision Request –Program Evaluation (PE)**

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

**Issue:** The PE activity requests to revise their CAD.

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

1. **Contract Activity Description Revision Request –Environment Quality Star Tracks (EQST)**

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

**Issue:** The EQST activity requests to revise their CAD.

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

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 NFP activity CAD.

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

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 $3,000.00 of private funds (Beautiful Baby Contest), $7,033.90 from Exploration Station funds (Exploration Station Auction and Mail Campaign), and $7,734.77 from RCPC’s CD currently held at CresCom Bank to the capital fund (533) to save for unexpected capital improvements.

**Recommendation:** It is recommended that the committee consider approving moving $3,000.00 of private funds (Beautiful Baby Contest) and $7,033.90 from Exploration Station funds (Exploration Station Auction and Mail Campaign), and $7,734.77 from RCPC’s CD currently held at CresCom Bank to capital funds (533).

1. **Robeson County Community Foundation Grant**

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

**Issue:** RCPC received notification that the Robeson County Community Foundation awarded a one-time grant for the Exploration Station Scholarship Fund. The grant award is $1,000.00.

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

1. **United Way of Robeson- Born Learning Grant**

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

**Issue:** RCPC received notification that the United Way of Robeson awarded Exploration Station a one-time Born Learning grant. The grant award is $5,000.00.

**Recommendations:** It is recommended that the committee accept the Born Learning grant.

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 Wednesday, July 25, 2018.