



**Executive Committee Meeting**

**July 21, 2020**

**Via Zoom:**  [**https://zoom.us/j/98104254148?pwd=OUVCcFNYeXg2bTVZZFJzUjcvSU53Zz09**](https://zoom.us/j/98104254148?pwd=OUVCcFNYeXg2bTVZZFJzUjcvSU53Zz09)

**Call In: 1-646-558-8656**

**Meeting ID: 981 0425 4148**

**Password: 138248**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the March 17, 2020 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 and finance monitoring of all direct service provider programs for 2019-2020 was conducted by RCPC staff and 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 2019-2020.

1. **In House Program and Finance Monitoring Report**

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

**Issue:** RCPC programmatic and finance monitoring of all in house programs for 2019-2020 was conducted by an external contract monitor.

**Recommendation:** It is recommended that the committee review and approve the programmatic and finance monitoring results for in house programs for 2019-2020.

1. **FY 2020-2021 Line Item Budget Allocations**

**Background:** The Board of Directors recently approved the full budget amounts for 2020-2021 FY.

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

**Recommendation:** It is recommended that the Executive Committee consider approving the 2020-2021 FY line item allocations for each budget.

1. **Fund Authority Approvals – 814 Paycheck Protection Program**

**Background:** The Board of Directors must approve new fund authorities.

**Issue:** RCPC was approved for and has accepted a federal government Paycheck Protect Program Loan for COVID19 relief expenses.

**Recommendation:** It is recommended that the committee consider approving Fund 814 for the use of RCPC and Exploration Station COVID19 relief expenses.

1. **FY 2019-2020 Annual Review of Monitoring Policies and Procedures**

**Background:** The Board of Directors review the monitoring policies and procedures on an annual basis. The FY 2019-2020 Annual Review was scheduled to occur during the May Executive Committee Meeting. This meeting was canceled due to the events of COVID-19, so RCPC Management felt it prudent to push back the FY 2019-2020 review until the next meeting of the Executive Committee.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the FY 2019-2020 annual review of the monitoring policies and procedures with no changes.

1. **FY 2020-2021 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 page 4, chapter eight. The changes are in red and would read as follows:

All checks and direct deposits require two (2) authorized signatures, the Executive Director (E.D.) and up to 5 ~~4~~ Board members are designated check signers for the account.

There are recommended changes to page 6, chapter ten. The changes are in red and would read as follows:

Signatories of all bank accounts will include the following Board Officers and staff positions: Board Chair, Vice Chair, Treasurer, Assistant ~~Vice-~~Treasurer, Past Chair, and Executive Director

**Recommendation:** It is recommended that the committee consider approving the annual review of the accounting policies and procedures with the suggested changes.

1. **Robeson County Community Foundation Grant- Rotary Club of Lumberton Charitable Endowment Grant**

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

**Issue:** RCPC received notification that the Robeson County Rotary Club of Lumberton awarded Exploration Station a one-time grant of $500.00 for general operating expenses.

**Recommendation:** It is recommended that the committee accept the Robeson County Rotary Club of Lumberton grant.

1. **Robeson County Community Foundation Grant-Exploration Station**

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

**Issue:** RCPC received notification that the Robeson County Community Foundation awarded Exploration Station a one-time grant of $1,000.00 for general operating expenses.

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

1. **Smart Start Program Funding Cycle – Three Year Funding Term**

**Background:** The Board of Directors must approve all Smart Start program funding cycles.

**Issue:** RCPC currently has a two-year funding term for Smart Start programs. RCPC is requesting to increase the current two-year cycle to a three-year funding term.

**Recommendation:** It is recommended that the committee review and consider approving RCPC’s funding cycle to a three-year term.

1. **Treasurer’s Report- 2019-2020 Final Treasurer’s Report**

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

**Issue:** The final treasurer’s report for the 2019-2020 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 September 15, 2020.