



**Executive Committee Meeting**

**January 21, 2020**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the September 17, 2019 committee meeting.

**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 $35,810.00 and decreasing the following line items: contracted services by $21,810.00 and grants/cash awards by $14,000.00. The decrease is due to less funding needed for cash awards due to fewer individuals being eligible for tuition reimbursement, praxis prep, and education and retention incentives.

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

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 increasing the budget by $4,000.00. RSG requested to increase the following line item: personnel line item by $4,000.00. Additional funding will allow the program to continue offering competitive compensation packages to staff.

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

1. **Budget Amendment Request – Program Coordination and Evaluation (PC & E)**

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

**Issue:** RCPC requests to amend the PC&E budget by increasing the budget by $21,000.00. RCPC requested to increase the following line items: personnel by $10,000.00, office supplies and materials by $2,500.00, meeting/conference expense by $2,000.00, travel by $1,000.00, employee training (no travel) by $1,000.00, classified advertising by $2,500.00, furniture/non-computer equipment under $500 by $500.00, and computer equipment/printers over $500 by $1,500.00. Additional funds would provide funding to personnel expenses and updating RCPC's advertisements, meeting and conference expense, travel expenses, and staff office supply and office equipment expenses.

**Recommendation:** It is recommended that the committee consider approving the PC&E budget amendment 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 $10,810.00. Subsidy requested to increase the following line items: purchases of services line item by $10,810.00.

**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 $4,163.00 and printing and binding by $535.00. PD also request to increase the following line items: travel by $3,470.00, communications and postage by $50.00, meeting/conference expense by $957.00, and grants/noncash awards by $221.00. The budget revision will allow PD to mail MTP videos to contractors, travel expense for conference 0amd workshops, and materials for MTP participants.

**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- video observations of the teachers participating in My Teaching Partner for 2019-2020.

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

1. **United Way Grant**

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

**Issue:** RCPC received notification from United Way of Robeson County that Exploration Station was awarded a one-time $5,000 grant for Exploration Station Scholarships.

**Recommendation:** It is recommended that the committee accept the United Way grant.

1. **LICC Grant**

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

**Issue:** RCPC received notification that Robeson County was awarded a one-time $800.00 grant.

**Recommendation:** It is recommended that the committee accept the LICC grant.

1. **Farm to Early Care and Education Collaborative**

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

**Issue:** RCPC received notification that we were selected to participate in the Farm to ECE Collaborative. The funding amount will be determined by reimbursement expenses submitted.

**Recommendation:** It is recommended that the committee agree to participate in the Farm to ECE Collaborative.

1. **Treasurer’s Report- 2018-2019 Final Treasurer’s Report**

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

**Issue:** The final 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.

1. **Treasurer’s Report**

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

**Issue:** The 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**

1. **2020-2025 Strategic Plan Review**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, March 17, 2020.