



**Executive Committee Meeting**

**March 17, 2020**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the January 21, 2020 committee meeting.

**Action Items**

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

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

**Issue:** RCHD requests to revise the PAT budget by decreasing the following line item: employee training by $875.00 and computer equipment/ printers over $500 per item by $772.00. PAT also request to increase the following line items: personnel by $875.00, office supplies and materials by $321.00, and furniture/equipment under $500 per item by $451.00. The budget revision is requested to balance line item budgets due to increased longevity payout and to move funds in incorrect line item from computer equipment.

**Recommendation:** It is recommended that the committee consider approving the PAT budget revision request.

1. **Budget Revision Request – Color Me Healthy Robeson (CMH)**

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

**Issue:** RCHD requests to revise the CMH budget by decreasing the following line item: utilities by $960.00. CMH also requests to increase the following line items: communications and postage by $760.00, furniture/equipment under $500 per item by $158.00 and non-cash grants and awards by $42.00. The budget revision is requested to balance line item budgets due to quote changes and to correct utilities and postage line items.

**Recommendation:** It is recommended that the committee consider approving the CMH 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:

James Smiling is being requested to conduct Praxis Core face to face workshop training in Math.

Cynthia Mieznikowski is being requested to conduct Praxis Core face to face workshop training in Writing.

Ashley Johnson-Holder and Amy Mattingly are being requested to conduct Praxis Core face to face workshop training in Reading.

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

1. **FY 2019 -2021 Budget Recommendations to Board of Directors**

**Background:** In 2018-2019, the Grants Review Committee performed a comprehensive review of Smart Start grant applications and budget requests and made a 2-year recommendation to the Executive Committee.

**Issue:** Based on prior recommendations, the Grants Review Committee requests that the Executive Committee consider the following budget amounts for FY 2020-2021. The Grants Review committee also recommends that the Executive committee approve up to this amount allowing for budget changes during initial and full budget allocations by North Carolina Partnership for Children, Inc.

**Recommendation:** It is recommended that the Executive Committee review the 2019-2020 budget recommendations and consider approving/revising the amounts for 2020-2021:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Current 2019-2020 Budget (to the nearest whole dollar)** | **Budget Amount Recommended from Grants Review Committee** | **Budget Amount Recommended to Board of Directors for 2020-2021**  |
| 1) | Environment Quality Star Tracks | $ 213,846 |  $ 223,116  |   |
| 2) | Professional Development Services | $ 251,519 |  $ 287,329  |   |
| 3) | Nurse Family Partnership | $ 107,884 |  $ 107,884  |   |
| 4) | Parents As Teachers | $ 149,297 |  $ 144,354  |   |
| 5) | Dolly Parton Imagination Library | $ 5,000 |  $ 5,000  |   |
| 6) | NC Pre-K Transportation | $ 167,900 |  $ 167,900  |   |
| 8) | Program Coordination, Evaluation, and Community Outreach | $ 254,863 |  $ 210,678  |   |
| 9) | Program Evaluation\*Program is now merged with PC\* | $ 0 |  $ 0  |   |
| 10) | Partnership Administration | $209,822 |  $ 210,663  |   |
| 11) | Partnership Administration Fundraising | $ 26,676 | $ 28,000 |  |
| 12) | Subsidy | $ 1,063,049 |  $ 1,052,239  |   |
| 13) | Subsidy Administration | $ 52,062 |  $ 52,062  |   |
| 14) | Ready, Set, Go  | $ 129,800 |  $ 125,800  |   |
| 15)  | Color Me Healthy Robeson | $ 64,416 |  $ 62,704 |  |
| 16) | Unallocated | $ 0 | $ 0 |   |
|   | **Total Amount Allocated** | **$2,696,134**(includes carryforward funding) | **$ 2,677,729** |  |

1. **Annual Review of Contracting Policies and Procedures**

**Background:** The Board of Directors review the contracting policies and procedures on an annual basis.

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

**Recommendation:** It is recommended that the committee consider approving the annual review of the contracting policies and procedures without changes.

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 page 2, chapter four. The changes are in red and would read as follows:

1. Program Income may only be expended on Smart Start current-year service activities THAT ARE APPROVED. The Executive Director may authorize the use of Program Income for approved service activities up to ~~$500~~ $1,000. The Board may authorize the use of Program Income of ~~$500~~ $1,000 and higher.

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

1. **Annual Review of Volunteer Policies and Procedures**

**Background:** The Board of Directors review the volunteer policies and procedures on an annual basis.

**Issue:** There are recommended changes to page 12 under the Evaluation Procedure section. The changes are in red and would read as follows:

At the end of each fiscal year, or at the time of volunteer separation, each volunteer ~~will~~ may be given an evaluation survey to complete. These surveys will help the organization gain valuable feedback from volunteers in relation to the volunteer process and assignments. This feedback will allow the organization to make positive changes to their volunteer department and better serve volunteers in the future.

The volunteer’s assigned site ~~will~~ may also complete an evaluation on the volunteer as feedback relating to a positive or negative experience. This will allow the Volunteer Coordinator to assess whether the volunteer should continue volunteering at the site or changes should be made.

The Robeson County Partnership for Children, Inc. will make its best effort to collect ~~all of the~~ any evaluation forms that were given in order to get an accurate depiction of volunteer activities and site assignments.

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

1. **Annual Review of ED Succession Policy and Plan**

**Background:** The Board of Directors review the ED Succession policy and plan on an annual basis.

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

**Recommendation:** It is recommended that the committee consider approving the annual review of the ED Succession policy and plan without changes.

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. **NCPC Monitoring Report**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, May 19, 2020.