



**Executive Committee Meeting**

**September 17, 2019**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the July 16, 2019 committee meeting.

**Action Items**

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

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

**Issue:** RCPC programmatic and fiscal monitoring of all direct service provider programs for 2018-2019 was conducted.

**Recommendation:** It is recommended that the committee review and consider approving the programmatic and fiscal monitoring results for direct service provider programs for 2018-2019. The following program had a finding: Ready, Set, Go-one fiscal finding which has since been corrected.

1. **Contract Activity Description (CAD) Amendment Request – Professional Development (PD)**

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

**Issue:** Professional Development (PD) requests to amend their CAD to read as follows: “One Professional Development My Teaching Partner Coach will implement My Teaching Partner (MTP) with ~~selected~~ participants in an effort to increase their effectiveness in the classroom.” PD also requests to add the following to their CAD: “A recognition event for participants may be held.”

**Recommendation:** It is recommended that the committee review and consider approving the Professional Development CAD Amendment Request.

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

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

**Issue:** In the previous board approved budget for CMH, $42,325.00 was listed on the Personnel line item. This amount should be listed on the Contracted Services line item.

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

1. **Budget Amendment Request – Dolly Parton Imagination Library (DPIL)**

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

**Issue:** DPIL is requesting to amend their budget by $16,759.14. DPIL was recently awarded $16,000.00 in expansions funds for the 19-20 fiscal year. $759.14 of carry forward funding is still available from the 18-19 fiscal year. They are requesting to add $16,759.14 to the Personnel line item.

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

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

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

**Issue:** PC&E requests to amend their budget by $101.00. The amount would be added to the Personnel line item.

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

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

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

**Issue:** PC&E requests to amend their budget by $21,861.00. The amount would increase the following line items: Advertising & Outreach by $5,000.00 and Personnel by $16,861.00.

**Recommendation:** It is recommended that the committee review and consider approving up to $21,861.00 as listed on the budget amendment request pending NCPC/DCDEE approval of carry forward funds.

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

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

**Issue:** PAT requests to amend their budget by $4,943.00. The amount requested is due to a cost of living increase and an affiliate renewal fee increase. The amount would increase the following line items: Personnel by $4,691.00, Office Supplies & Materials by $2.00, and Dues & Subscriptions by $250.00.

**Recommendation:** It is recommended that the committee review and consider approving up to $4,943.00 as listed on the budget amendment request pending NCPC/DCDEE approval of carry forward funds.

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

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

**Issue:** CMH requests to amend their budget by $1,712.00. The amount would increase the following line items: Contracted Services by $1,187.00, Communications & Postage by $30.00, Furniture/Equipment under $500 by $495.00.

**Recommendation:** It is recommended that the committee review and consider approving up to $1,712.00 as listed on the budget amendment request pending NCPC/DCDEE approval of carry forward funds.

1. **Annual Bylaws Review**

**Background:** The Board of Directors review the bylaws on an annual basis.

**Issue:** There is a recommended change to Article 8, section 6 due to a new DCDEE requirement. Article 8, section 6 would read as follows: “Audits. Bi-annually, ~~or~~ on the request of a majority of the Board, or as required by a funder, the accounts of the Corporation shall be audited by a reputable certified public accountant, whose report shall be submitted to each member of the board.”

**Recommendation:** It is recommended that the committee review and consider approving the revised bylaws.

1. **NC Early Childhood Foundation Grant**

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

**Issue:** RCPC received notification NC Early Childhood Foundation that has awarded the partnership a one-time $1,000 grant to collect input from families on the opportunities and barriers families face and how they can be supported in their role as their children’s most important teacher.

**Recommendation:** It is recommended that the committee accept the NC Early Childhood grant.

1. **Save the Children Grant**

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

**Issue:** RCPC received notification that Save the Children has awarded the partnership a one-time $5,000 grant for training expenses.

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

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**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, November 19, 2019.