



**Executive Committee Meeting**

**January 19, 2021**

**Via Zoom: https://zoom.us/j/97759490326?pwd=Q09DaFZFckI2ZXhPMk5CSVcyY0k2QT09**

**Meeting ID: 977 5949 0326**

**Passcode: 216358**

**Call In: 1-301-715-8592**

**12:00 p.m.**

**\*Space will be available whereby members of the public may listen to the meeting at:**

**Robeson County Partnership for Children, Inc. Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**Approval of Minutes**

Review minutes from the September 15, 2020 committee meeting.

**Action Items**

1. **Budget Reversion Request – NCPK Transportation TANF**

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

**Issue:** RCPC requests to amend the NCPK Transportation TANF budget by reverting $59,620.00. NCPKT TANF requests to decrease the purchase of services line item by $59,620.00 due to low TANF transportation enrollment.

**Recommendation:**  It is recommended that the committee consider approving the NCPK Transportation TANF budget reversion request.

1. **Budget Reversion Request – NCPK Transportation Non-TANF**

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

**Issue:** RCPC requests to amend the NCPK Transportation Non-TANF budget by reverting $6,900.00. NCPKT TANF requests to decrease the purchase of services line item by $6,900.00 due to no currently enrolled Non-TANF transportation children.

**Recommendation:**  It is recommended that the committee consider approving the NCPK Transportation TANF budget reversion request.

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 $39,604.00 and decreasing the following line items: travel by $2,500.00, meeting/conference expense by $4,500.00, employee training (no travel) by $3,500.00, and grants/cash awards by $29,104.00. The decrease is due to less funds needed for cash awards due to fewer individuals being eligible for tuition reimbursement (TEACH/Working Scholars is paid first), praxis prep (few individuals preparing to take the Praxis), education and retention incentives (few teachers taking classes at participating centers) and fewer MTP participants this year due to COVID-19. Less funds are also needed for travel, meeting and conference expenses and employee training due to COVID-19 restrictions.

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

1. **Budget Reversion Request – EQST**

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

**Issue:** RCPC requests to revise the EQST budget by reverting $20,228.00 and decreasing the following line items: contracted services by $20,228.00. The decrease is due to lower than anticipated provider trainings due to COVID19.

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

1. **Budget Amendment Request – Smart Start Administration**

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

**Issue:** RCPC requests to amend the Smart Start Administration budget by increasing the budget by $223.00. Smart Start Administration requested to increase the following line items: dues and subscriptions by $223.00.

**Recommendation:** It is recommended that the committee consider approving the Smart Start Administration 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 $217,201.00. Subsidy requested to increase the following line items: purchases of services by $217,201.00.

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

1. **Budget Amendment Request – Subsidy Administration**

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

**Issue:** RCDSS requests to amend the Subsidy Administration budget by increasing the budget by $5,000.00. Subsidy requested to increase the following line items: computer equipment/printers over $500 per items line item by $4,000.00 and furniture/equipment under $500 per item by $1,000.00. The increase will allow RCDSS to purchase 2 iPads with accessories, 2 desktop scanners, and a printer with 6-month supply of toner would assist the Smart Start worker and Supervisor in their duties to serve children ages 0-5. Because Covid-19 limits customers in our immediate workspace, these items would make services more accommodating and accessible for customers when we have to leave our workspace to assist them.

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

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

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

**Issue:** RCHD requests to amend the CMH budget by increasing the budget by $3,228.00. CMH requested to increase the following line items: furniture/non-computer equipment over $500 per item by $1,614.00, computer equipment/printer over $500 per item by $1,493.00, and furniture/equipment under $500 by $121.00. The increase will allow RCHD to purchase a new desktop computer and replace a broken desk. The supplies will aid in monthly performance reporting, enrolling of new childcare facilities and students, completion of pre- and post-tests, and other CMH related duties.

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

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: travel by $1,704.00, office rent by $3,400.00, and dues and subscriptions by $369.00. PAT also requests to increase the following line items: personnel by $1,255.00, office supplies and materials by $300.00, service-related supplies by $1,029.00, communications and postage by $1,075.00, printing and binding by $200.00, computer equipment/printers over $500 per item by $1,493.00, and furniture/equipment under $500 per item by $121.00. The budget revision is requested to purchase developmental toys, office supplies, computer needs for new PAT Coordinator. These funds will also provide additional funding for longevity, communications, postage, printing and binding needs.

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

1. **Budget Revision Request – Ready, Set, Go (RSG)**

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

**Issue:** Riverbend requests to revise the RSG budget by decreasing the following line item: personnel by $4,555.00, service-related supplies by $250.00, travel by $2,910.00, and utilities by $254.00. RSG also requests to increase the following line items: office supplies and materials by $600.00, dues and subscriptions by $2,000.00, insurance and bonding by $250.00, computer equipment/printers over $500 per item by $4,555.00, and furniture/equipment under $500 per item by $564.00.

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

1. **FY 2021 -2022 Budget Recommendations to Board of Directors**

**Background:** The Grants Review Committee performed a comprehensive review of Smart Start grant applications and budget requests and made budgetary recommendations 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 2021-2022. 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 2021-2022 budget recommendations and consider approving/revising the amounts for 2021-2022:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | | **Current 2020-2021 Budget (to the nearest whole dollar)** | **Budget Amount Recommended from Grants Review Committee** | **Budget Amount Recommended to Board of Directors for 2021-2022** |
| 1) | Environment Quality Star Tracks | $218,846 | $227,189 |  |
| 2) | Professional Development Services | $259,329 | $215,000 |  |
| 3) | Nurse Family Partnership | $107,884 | $ 107,884 |  |
| 4) | Parents as Teachers | $144,354 | $ 150,800 |  |
| 5) | Dolly Parton Imagination Library | $5,000 | $ 5,000 |  |
| 6) | NC Pre-K Transportation | $167,900 | $ 156,400 |  |
| 8) | Program Coordination, Evaluation and Community Outreach | $235.002 | $235,002 |  |
| 10) | Partnership Administration | $210,045 | $ 210,045 |  |
| 11) | Subsidy | $1,052,239 | $ 1,052,239 |  |
| 12) | Subsidy Administration | $52,062 | $ 57,937 |  |
| 13) | Ready, Set, Go | $125,800 | $ 125,800 |  |
| 14) | Color Me Healthy for SNAP-Ed | $62,704 | $ 64,735 |  |
| 15) | Fundraising | $26,676 | $26,676 |  |
| 16) | Seeds for Success | $0 | $233,134 |  |
| 17) | Unallocated | $0 | $0 |  |
|  | **Total Amount Allocated** | **$2,667,841** | **$2,667,841** |  |

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 2020-2021.

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

1. **NC CARES for Arts Grant**

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

**Issue:** RCPC received notification that the Exploration Station was awarded a one-time NC CARES for Arts grant of $34,820.00 to RCPC.

**Recommendation:** It is recommended that the committee accept the NC CARES for Arts grant.

1. **Treasurer’s Report- 2020-2021 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2020-2021 fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

**Non-Action Items**

**PPP Loan Update – Lindsay Mejia**

**Announcements**

**Adjournment**

The next meeting will be held on March 16, 2021.