



**Executive Committee Meeting**

**January 18, 2022**

**Via Zoom: https://us06web.zoom.us/j/95899395141?pwd=dzhJUEJBMDFqTy95Sk4zZFhOQlFxUT09**

**Meeting ID: 958 9939 5141**

**Passcode: 993938**

**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 (RCPC) Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**Approval of Minutes**

Review minutes from the November 16, 2021 committee meeting.

**Action Items**

1. **Budget Reversion Request – NC Pre-K Transportation TANF (NCPK TANF)**

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

**Issue:** RCPC requests to amend the NCPK TANF budget by reverting $21,550.00. NCPK TANF requests to decrease the purchase of services line item by $21,550.00 due to low TANF transportation enrollment.

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

1. **Budget Reversion Request – NC Pre-K Transportation Non TANF (NCPK Non TANF)**

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

**Issue:** RCPC requests to amend the NCPK Non TANF budget by reverting $6,210.00. NCPK Non TANF requests to decrease the purchase of services line item by $6,210.00 due to low Non TANF transportation enrollment.

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

1. **Budget Reversion Request – Environmental Quality Star Tracks (EQST)**

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

**Issue:** RCPC requests to amend the EQST budget by reverting $2,610.35. EQST requests to decrease the contracted services line item by $2,610.35 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 – Subsidy**

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

**Issue:** The Robeson County Department of Social Services (DSS) requests to amend the Subsidy budget by increasing the budget by $107,049.00. Subsidy requests to increase the following line item: purchases of services by $107,049.00. Additional funding will accommodate continued services for activity served children ages 0-5.

**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:** The Robeson County Department of Social Services (DSS) requests to amend the Subsidy Administration budget by increasing the budget by $10,000.00. Subsidy Administration requested to increase the following line items: office supplies & materials by $2,000.00 and computer equipment/printers over $500 per items line item by $8,000.00. The increase will allow RCDSS to upgrade obsolete equipment.

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

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

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

**Issue:** The Lumber River United Way (UW) requests to amend the DPIL budget by increasing the budget by $5,000.00. UW requested to increase the following line item: non-cash grant and awards by $5,000.00. Additional funding will accommodate providing additional books for recipients.

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

1. **Budget Amendment/Revision Request – Parents as Teachers (PAT)**

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

**Issue:** The Robeson County Health Department requests to amend the Parents As Teachers budget with an $5,987.35 budget increase. In addition, PAT requests to decrease the following line items: travel by $0.65, communications & postage by $500.00, meeting/conference expense by $2,804.00, and dues & subscriptions by $136.00. With the budget increase and changes in the previous line item amounts, PAT requests to increase the following line item: personnel by $9,428.00 A budget amendment/revision is requested to accommodate funding for personnel related expenses.

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

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

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

**Issue:** Riverbend Services requests to amend the Ready, Set, Go budget by increasing the following line items: personnel by $5,900.00. A budget amendment is requested to accommodate funding for personnel related expenses.

**Recommendation:** It is recommended that the committee consider approving the Ready, Set, Go budget amendment request.

1. **Budget Amendment Request – Program Coordination, Evaluation, and Community Outreach (PCE)**

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

**Issue:** RCPC requests to amend the Program Coordination, Evaluation, and Community Outreach budget by $22,000.00 to increase the following line items: office supplies & materials by $1,500.00, service related supplies by $1,500.00, communications and postage by $500.00, meeting/conference expense by $1,500.00, employee training (no travel) by $1,000.00, advertising & outreach by $4,500.00, and buildings & improvements by $11,500.00. A budget amendment is requested to accommodate funding for advertising and outreach items (ex: newsletters, annual report, etc.), professional development expenses, meeting and travel expenses, building capital repair expenses, and in house monitoring services.

**Recommendation:** It is recommended that the committee consider approving the Program Coordination, Evaluation, and Community Outreach budget amendment request.

1. **Budget Amendment Request – Seeds 4 Success (S4S)**

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

**Issue:** RCPC requests to amend the Seeds 4 Success by $7,000.00. by increasing the following line items: personnel by $5,000.00 and meeting/conference expense by $2,000.00. A budget amendment is requested to accommodate funding for management staff salary allocations and supply expenses for playgroups.

**Recommendation:** It is recommended that the committee consider approving the Seeds 4 Success budget amendment request.

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

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

**Issue:** The Robeson County Health Department requests to revise the Color Me Healthy budget by decreasing the following line items: contracted services by $8,973.00. CMH also requests to increase the following line items: office supplies & materials by $500.00, service related supplies by $3,486.00, printing & binding by $750.00, classified advertising by $750.00, and $3,487.00. A budget revision is requested to move lapse salary to other line items to utilize dollars.

**Recommendation:** It is recommended that the committee consider approving the Color Me Healthy 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 2021-2022.

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

1. **2021-2022 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2021-2022 fiscal year is included.

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

**Non-Action Items**

**NCPC Monitoring Report- Covid Impact Mitigation Project**

**Announcements**

**Adjournment**

The next meeting will be held on March 15, 2022.