



**Executive Committee Meeting**

**November 16, 2021**

**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 September 21, 2021 committee meeting.

**Action Items**

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

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

**Issue:** RCPC requests to amend the NC Pre-K Transportation TANF budget by reverting $124,500.00. NC Pre-K TANF requests to decrease the purchase of services line item by $124,500.00 due to low TANF transportation enrollment.

**Recommendation:**  It is recommended that the committee consider approving the NC Pre-K Transportation TANF 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 $124,500.00. Subsidy requested to increase the following line item: purchases of services by $124,500.00.

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

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

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

**Issue:** The Robeson County Health Department requests to revise the PAT budget by decreasing the following line items: office supplies & materials by $1,400.00, utilities by $1,920.00, printing and binding by $77.65, and meeting/conference expense by $600.00. PAT also requests to increase the following line items: travel by $1,573.65, communications & postage by $1,720.00, employee training (no travel) by $200.00, and non-cash grants & awards by $504.00. A budget revision is requested to accommodate charges to appropriate line items.

**Recommendation:** It is recommended that the committee consider approving the PAT budget revision 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 CMH budget by decreasing the following line items: personnel by $42,657.00, utilities by $840.00, and mortgage principal, interest and bank fees by $840.00. CMH also requests to increase the following line items: contracted services by $42,657.00, communications & postage by $840.00, equipment rental by $840.00. A budget revision is requested to accommodate charges to appropriate line items.

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

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

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

**Issue:** Riverbend Services requests to revise the RSG budget by decreasing the following line items: personnel by $400.00, service related supplies by $900.00, travel by $ 2,250.00, and advertising & outreach by $420.00. RSG also requests to increase the following line items: contracted professional services by $100.00, office supplies & materials by $300.00, communications & postage by $300.00, repair and maintenance by $300.00, employee training (no travel) by $2,470.00, and furniture/equipment under $500 per item by $500.00. A budget revision is requested to cover accounting services, supplies purchase, telephone and internet expenses, routine maintenance, office furniture, and train the trainer event expenses.

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

1. **Budget Revision Request – Professional Development (PD)**

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

**Issue:** Robeson Community College (RCC) requests to revise the PD budget by decreasing the following line item: contracted services by $9,125.00, and computer equipment/printers over $500 per item by $300.00. PD also requests to increase the following line items: employee training (no travel) by $8,600.00, dues and subscriptions by $525.00, and furniture/equipment under $500 per item by $300.00. A budget revision is requested to align projected expenses with NCPC approved line item descriptions.

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

1. **Fund Authorities Approval – Fund 305**

**Background:** The Board of Directors must approve new fund authorities.

**Issue:** RCPC is required to create new funds to record revenues and expenditures for the following grants:

* Fund 305 – Child Care Health Consultant (CCHC)

**Recommendation:** It is recommended that the committee consider approving the required fund authorities.

1. **Fund Authorities Approval – Fund 537**

**Background:** The Board of Directors must approve revised fund authorities.

**Issue:** RCPC Board of Directors recently approved Fund 537, Kate B. Reynolds Prevent Child Abuse NC, to include personnel expenses only. RCPC recently received notification that RCPC has been approved, as of October 2021, for a two year grant cycle. This new grant cycle does allow for additional program related expenses. The type of expenditure section has been updated to include: Personnel, contracted services, supplies, operating, fixed charges, property & equipment, based on the needs of the grant program related.

**Recommendation:** It is recommended that the committee consider approving the revised fund authority.

1. **Fund Authorities Approval – Fund 538 – Kate B Reynolds Charitable Trust (KBR)**

**Background:** The Board of Directors must approve revised fund authorities.

**Issue:** RCPC Board of Directors recently approved Fund 538 as “KBR Community Engagement Indirect.” RCPC requests to rename fund 538 to “KBR Indirect” to allow funds for all KBR indirect funds.

**Recommendation:** It is recommended that the committee consider approving the revised fund authority.

1. **Educational Equity Institute**

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

**Issue:** RCPC received notification that the Educational Equity Institute awarded RCPC a one-time honorarium donation of $10,000.00 for Jessica Lowery Clark’s committee participation in the Equity Analysis Project.

**Recommendation:** It is recommended that the committee accept the $10,000.00 honorarium donation as private unrestricted funds.

1. **Cost Allocation Plan**

**Background:** The Board of Directors must approve any changes to the cost allocation plan.

**Issue:** The Building Cost Allocation Plan has been updated to remove Girl Scouts, whose office is now occupied by Yvonne Handy, and include new RCPC’s new tenant Connect Community, Inc.

**Recommendation:** It is recommended that the committee review the revised building cost allocation plan and consider approving.

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**

**Announcements**

**Adjournment**

The next meeting will be held on January 18, 2022.