



**Executive Committee Meeting**

**September 21, 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, Inc. (RCPC) Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**Approval of Minutes**

Review minutes from the July 20, 2021 committee meeting.

**Action Items**

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

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

**Issue:** RCHD requests to revise the CMH budget by decreasing the following line items: Personnel by $42,657 and Mortgage: Principal, Interest and Bank Fees by $840. CMH also requests to increase the following line items: Contracted Services by $42,657 and equipment rental by $840. The budget revision is due to line item corrections.

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

1. **Contract Activity Description (CAD) Amendment Request – Seeds for Success (S4S)**

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

**Issue:** RCPC requests to revise the S4S CAD to include the following changes:

“Play groups will be held weekly for up to 38 weeks and for at least 90 minutes at up to two different locations in Robeson County.”

**Recommendation:** It is recommended that the committee review and consider approving the Seeds for Success CAD Amendment Request.

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

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

**Issue:** RCPC programmatic and finance monitoring of all direct service provider programs for 2020-2021 was conducted by an external contract monitor.

**Recommendation:** It is recommended that the committee review and approve the programmatic and finance monitoring results for direct service provider programs for 2020-2021.

1. **Fund Authorities Approval**

**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 538 – KBR Community Engagement Indirect

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

1. **FY 2021-2022 Programmatic Monitoring Policies and Procedures**

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

**Issue:** There are recommended changes to page 6.

“Board Summary & Approval ~~by the end of the fiscal year~~”

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

1. **FY 2021-2022 Annual Review of Bylaws**

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

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

**Recommendation:** It is recommended that the committee consider approving the FY 2021-2022 annual review of the Bylaws with no changes.

1. **FY 2021-2022 Annual Executive Director Succession Policy and Plan**

**Background:** The Board of Directors review the Executive Director Succession Policy and Plan on an annual basis.

**Issue:** There are recommended changes on pages 1- 6 & pages 10-12.

**Recommendation:** It is recommended that the committee consider approving the annual review of the Executive Director Emergency Succession Policy and Plan with the suggested changes.

1. **FY 2021-2022 Annual Review of Accounting Policies and Procedures**

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

**Issue:** The recommended changes are as follows:

Page 1, chapter one, section a. The changes are in red and would read as follows:

* + 1. “Accounting policies and procedures will ensure compliance with Internal Revenue Codes, NC General Statutes, NCPC policies (e.g., *Fiscal Accountability Plan*, see Attachment CHAP 1-A) for Smart Start funds only, and all applicable accounting standards.”

Page 3, chapter five, section e. The changes are in red and would read as follows:

1. Checks and cash received are deposited in the bank by the end of the 3rd banking day following the day of receipt by an individual that does not prepare the *Deposit Code Sheet*, have access to the accounting system or reconcile the bank account.

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

1. **FY 2021-2022 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 with no changes.

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 include new in-house programs and staff office changes.

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

1. **Federal Vaccine Mandate**

**Background:** The Board of Directors must approve all vaccine mandates.

**Issue:** On Thursday, September 9, 2021, President Biden announced a new vaccine mandate for contracted agencies. RCPC receives federal funding.

**Recommendation:** It is recommended that the committee discuss whether RCPC should mandate all staff receive the COVID 19 vaccine or if RCPC will only mandate the COVID 19 vaccine for staff if required by the funder.

1. **2020-2021 Treasurer’s Report**

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

**Issue:** The final 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**

**Announcements**

**Adjournment**

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