



**Executive Committee Meeting**

**January 17, 2023**

**Committee Meetings will be hosted as a hybrid format where public may attend in person at:**

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

**210 E. Second Street**

**Lumberton, NC 28358**

**OR**

**Virtually Via Zoom:**

**https://us06web.zoom.us/j/85208448924?pwd=NkNteGJLeTAreHlzTUE0M1dSeCszQT09**

**Meeting ID: 852 0844 8924**

**Passcode: 325477**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the November 15, 2022 committee meeting.

**Action Items**

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 $29,927. EQST requests to decrease the following line items: contracted services by $9,927.00, non-cash grants and awards by $20,000.00. A budget reversion is requested due to RCPC offering more free in-house child care provider training by staff and DSP providers and no enhancement or maintenance grants for FY 22-23.

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

1. **Budget Reversion Request – Program Coordination & Evaluation (PC&E)**

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

**Issue:** RCPC requests to amend the PC&E budget by reverting $68,735.00. PC&E requests to decrease the following services line item: personnel by $68,735.00. A budget reversion is requested due to the addition of RCPC’s new outreach activity budget.

**Recommendation:**  It is recommended that the committee consider approving the PC&E budget reversion request.

1. **Budget Amendment Request – Community Outreach & Engagement (Outreach)**

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

**Issue:** RCPC requests to amend the Outreach budget by increasing the budget by $68,735.00. RCPC requests to increase the following line items: personnel by $68,735 to allow funding for personnel expenses.

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

1. **Budget Amendment Request – Smart Start Administration Fundraising (Smart Start Admin Fund)**

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

**Issue:** RCPC requests to amend the Smart Start Admin Fund budget by increasing the budget by $1,020.00. Smart Start Admin requests to increase the office supplies line item by $1,020.00 to allow funding for needed office supplies.

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

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

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

**Issue:** Robeson County Health Department requests to amend the CMH budget by increasing the budget by $2,480.00. CMH requests to increase the following line items: contracted services by $2,480.00. Additional funding is needed for salary increases.

**Recommendation:** It is recommended that the committee consider approving the CMH 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 $41,000.00. Subsidy Administration requested to increase the following line items: personnel by $32,000.00, office supplies and materials by $5,000.00, and computer/printer equipment over $500 per item by $4,000. Additional funding is requested for personnel expenses, office supply needs, and laptop/software equipment for social worker and supervisory staff.

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

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

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

**Issue:** Robeson County Health Department requests to increase the PAT budget by $10,427.00 and revise the PAT budget. PAT requests to increase the following line items: personnel by $3,711.00, contracted services by $5,586.00, office supplies and materials by $30.00, and non-cash grants and awards by $1,100.00. A budget amendment and revision is requested to accommodate funding for personnel related expenses, contracted PAT contractor, needed office supplies, and incentive books.

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

1. **DSP Subcontractor Approval**

**Background:** The Board of Directors must approve any subcontractors requested by Direct Service Providers.

**Issue:** PAT requests the use of subcontractors for the following activity components:

Debra Patterson is being requested to aide with achieving Blue Ribbon status, train new hire (PAT Educator) and continue to provide parent education, developmental information and family support to parents through personal home visits to promote healthy development of children from pregnancy to kindergarten.

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

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 2022-2023.

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

1. **Annual Review of Accounting Policies**

**Background:** The Board of Directors review the Accounting policies 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 Accounting Policies without changes.

1. **Annual Review of Contracting Policies**

**Background:** The Board of Directors review the Contracting policies 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 without changes.

1. **Annual Review of Monitoring Policies**

**Background:** The Board of Directors review the Monitoring policy 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 Monitoring policy without changes.

1. **2022-2023 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2022-2023 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 March 21, 2023.