



**Executive Committee Meeting**

**November 15, 2022**

**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 September 20, 2022 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 $112,740.00. NCPK TANF requests to decrease the purchase of services line item by $112,740.00 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 $3,200.00. NCPK Non TANF requests to decrease the purchase of services line item by $3,200.00 due to low Non TANF transportation enrollment.

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

1. **New Program Budget– Community Outreach & Engagement**

**Background:** Executive Committee must review and recommend any new activity budgets before placing into contract.

**Issue:** After consulting with the North Carolina Partnership for Children about staffing needs and requirements, it was recommended that RCPC remove all outreach, education, engagement and marketing components from the Program Coordination, Evaluation & Community Outreach Activity and create a new activity that encompasses these programming needs. This better aligns with the purpose service codes and activity descriptions used for contracting and for cost allocating staff time and resources.

**Recommendation:** It is recommended that the Committee review and consider recommending the attached budget for Community Outreach & Engagement.

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 (CMH) budget by decreasing the following line items: service related supplies by $2,600.00. CMH also requests to increase the following line items: non-cash grants & awards by $2,600.00. 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 Amendment Request – Smart Start Administration**

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

**Issue:** RCPC requests to amend the Smart Start Admin budget by increasing the budget by $1,425.00. NCPK TANF requests to increase the office supplies line item by $1,425.00 to allow funding for needed office supplies.

**Recommendation:**  It is recommended that the committee consider approving the Smart Start Admin budget amendment 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 $10,000.00. 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 and Revision Request – Professional Development (PD)**

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

**Issue:** RCC requests to increase the PD budget by $4,000.00 and revise the PD budget. PD requests to increase the following line items: personnel by $5,000.00, travel by $228.00, employee training (no travel) by $100.00 and furniture/eqpt., under $500 per item by $1,000.00. PD requests to decrease the following line items: grants/cash awards by $1,100.00 and grants/non-cash awards by $1,228.00. A budget amendment and revision is requested to accommodate funding for personnel related expenses and replacing video cameras.

**Recommendation:** It is recommended that the committee consider approving the PD budget amendment and revision 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 $112,740.00. Subsidy requests to increase the following line item: purchases of services by $112,740.00.

**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:** The Robeson County Department of Social Services (DSS) requests to amend the Subsidy Administration budget by increasing the budget by $23,317.00. Subsidy Administration requested to increase the following line items: personnel by $23,317.00.

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

1. **Contract Activity Description (CAD) Revision Request – Parents As Teachers (PAT)**

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

**Issue:** The RCHD requests to the PAT CAD to reflect NCPC mandated universal programmatic requirements.

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

1. **Contract Activity Description (CAD) Revision Request –Program Coordination & Evaluation**

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

**Issue:** RCPC requests to revise the PC&E CAD to reflect NCPC’s request to remove all outreach, education, engagement and marketing components from the Program Coordination, Evaluation Activity to better align with the purpose service codes and activity descriptions used for contracting and for cost allocating staff time and resources.

**Recommendation:** It is recommended that the committee review and consider approving the PC&E CAD revision request.

1. **Fund Authorities Approval – Fund 309**

**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 309 – NCMNS ARPA

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

1. **Equipment Disposal**

**Background:** The Board of Directors must approve the disposal of furniture/equipment listed as a fixed asset.

**Issue:** RCPC has some equipment that is no longer operational and is obsolete. Staff suggests disposing of these items.

**Recommendation:** It is recommended that the committee review the requests to dispose of a Savin printer and an ATM exhibit computer that are broken or obsolete for our systems.

1. **Cost Allocation Plan**

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

**Issue:** The cost allocation plan has been updated to include Community Outreach & Engagement to the building cost allocation plan.

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

1. **Capital Expenses**

**Background:** The Board of Directors must approve moving private funds to capital funds.

**Issue:** RCPC previously started a capital fund to save for capital repairs. RCPC requests to move $1,000.00 of private funds (Beautiful Baby Contest) and $3,000.00 from Exploration Station funds (Exploration Station Auction) to the capital fund (533) to save for unexpected capital improvements.

**Recommendation:** It is recommended that the committee consider approving moving these amounts to the capital fund.

1. **NC Museum of Natural Sciences ARPA Grant**

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

**Issue:** RCPC received notification from NC Museum of Natural Sciences that RCPC was awarded a one-time two-year grant totaling $123,754.33 for American Rescue Plan Act (ARPA) funds. RCPC will receive $61,877.17 for the 2022-2023 fiscal year and $61,877.16 for the 2023-2024 fiscal year.

**Recommendation:** It is recommended that the committee accept the NC Museum of Natural Sciences ARPA Grant.

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 January 17, 2023.