



**Executive Committee Meeting**

**September 20, 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 July 19, 2022 committee meeting.

**Action Items**

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: personnel by $43,512.00, utilities by $960.00, and printing and binding by $350.00. CMH also requests to increase the following line items: contracted services by $43,512.00, office supplies and materials by $500.00, Travel by $210.00, communications & postage by $250.00, and advertising and outreach by $350.00. 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 – Parents as Teachers (PAT)**

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

**Issue:** The Robeson County Health Department requests to revise the Parents as Teachers (PAT) budget by decreasing the following line items: travel by $900.00. PAT also requests to increase the following line item: communications and postage by $900.00.

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

1. **Contract Activity Description (CAD) Revision Request –Program Coordination, Evaluation, and Community Outreach (PC&E)**

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

**Issue:** The PC&E activity requests to update their CAD to reflect NCPC’s request to remove the following statement:

“Other responsibilities will include the Request for Proposal process, annual submission of activities process, oversight of the website, and updating the Robeson County Early Childhood Resource Guide, as funds allow.”

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

1. **Fund Authorities Approval – Fund 535 & 308**

**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 535 – Training Grants
* Fund 308 – UW ARPA

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

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 2021-2022 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 2021-2022.

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 laminator, Macbook Pro, HP Pavilion, Hisense TV, and iPhone 7 that are no longer operational or obsolete for our systems.

1. **Care and Learning Initiative Grant**

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

**Issue:** RCPC received notification from NC Child that RCPC was awarded a one-time $5,000 grant for the Care and Learning Initiative Grant.

**Recommendation:** It is recommended that the committee accept the Care and Learning Initiative Grant.

1. **PhRMA STEM Talent Pipeline Grant**

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

**Issue:** RCPC received notification from PhRMA that RCPC was awarded a one-time $5,000.00 grant for the PhRMA Stem Talent Pipeline Grant that was approved for general operating expense purposes.

**Recommendation:** It is recommended that the committee accept the PhrRMA Stem Talent Pipeline Grant.

1. **Exploration Station Science Education Project Grant**

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

**Issue:** RCPC received notification from NC Community Foundation that RCPC was awarded a one-time $1,200.00 grant for the Exploration Station Science Education Project Grant.

**Recommendation:** It is recommended that the committee accept the Exploration Station Science Education Project Grant.

1. **North Carolina Community Foundation Grant- Rotary Club of Lumberton Charitable Endowment Grant**

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

**Issue:** RCPC received notification that the Rotary Club of Lumberton, through the North Carolina Community Foundation, awarded RCPC a one-time grant of $500 for general operating expenses.

**Recommendation:** It is recommended that the committee accept the North Carolina Community Foundation-Rotary Club of Lumberton grant

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1. **City of Lumberton Grant – Exploration Station**

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

**Issue:** RCPC received notification that the City of Lumberton awarded Exploration Station a one-time grant of $12,500.

**Recommendation:** It is recommended that the committee accept the City of Lumberton Grant.

1. **City of Lumberton Grant - RCPC**

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

**Issue:** RCPC received notification that the City of Lumberton awarded RCPC a one-time grant of $1,100.

**Recommendation:** It is recommended that the committee accept the City of Lumberton 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**

**2022-2023 Authorized Board Check Signers:**

* Leslie Bell
* Marie Clark
* Rhonda Dial

**Announcements**

**Adjournment**

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