



**Executive Committee Meeting**

**September 19, 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/88211889841?pwd=dG8vV3BPRUFxNUpWaVRpa3NJUHRpUT09**](https://us06web.zoom.us/j/88211889841?pwd=dG8vV3BPRUFxNUpWaVRpa3NJUHRpUT09) **Meeting ID: 882 1188 9841**

**Passcode: 857437**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the May 16, 2023 committee meeting.

**Action Items**

1. **Contract Activity Description (CAD) Revision Request – Environment Quality Star Tracks (EQST)**

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

**Issue:** The EQST activity requests to update their CAD to include the additional information in red.

**Recommendation:** It is recommended that the committee review and consider approving the Environment Quality Star Tracks CAD revision request.

1. **WAGE$ Addition to the FY 2023-2024 Budget**

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

**Issue:** With the termination of Ready, Set, Go, (RSG) there are unallocated Smart Start dollars. RCPC is requesting that part of the former RSG budget, in the amount of $80,000, be used to begin funding the WAGE$ program to provide education-based salary supplements for child care professionals.

**Recommendation:**  It is recommended that the committee consider approving the new WAGE$ activity budget.

1. **Budget Amendment Request – Environment Quality Star Tracks (EQST)**

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

**Issue:** RCPC requests to amend the EQST budget by increasing the budget by $45,800. RCPC requests to increase the following line items: personnel by $34,116.00, office supplies & materials by $1,500.00, travel by $3,499.00, communications and postage by $700.00, utilities by $700.00, repair and maintenance by $1,136.00, employee training (no travel) by $645.00, equipment rental by $1,000.00, insurance and bonding by $100.00, books/library reference materials by $355.00, computer equipment/printers over $500 per item by $1,799.00, and equipment/printers under $500 per item by $250.00 to allow funding for CAD scope change expenses.

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

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 additional EQST occupied office space to the building cost allocation plan.

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

1. **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 annual review of the Bylaws without changes.

1. **Annual Review of Volunteer Policies**

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

1. **Fund Authorities Approval – Fund 311**

**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 311 – NC Youth Violence Prevention Center

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

1. **In-house 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 in-house programs for 2022-2023 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 2022-2023.

1. **Direct Service Provider (DSP) Program and Finance Monitoring Report**

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

**Issue:** Programmatic and finance monitoring of all direct service provider programs for 2022-2023 was conducted by RCPC staff and 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 2022-2023.

1. **Lumber River United Way Grant**

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

**Issue:** RCPC received notification from Lumber River United Way that Exploration Station was awarded a one-time $5,000 grant for Exploration Station Scholarships.

**Recommendation:** It is recommended that the committee accept the United Way grant.

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.

1. **2023-2024 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2023-2024 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 14, 2023.