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**Executive Committee Meeting**

**September 17, 2024**

**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/81842359300?pwd=tdCRj7ITgbKCvxGCbNtbbaskEQZjaN.1**](https://us06web.zoom.us/j/81842359300?pwd=tdCRj7ITgbKCvxGCbNtbbaskEQZjaN.1)

**Meeting ID: 818 4235 9300**

**Passcode: 343521**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the May 21, 2024 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 highlighted in yellow.

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

1. **Contract Activity Description (CAD) Revision Request – Resource Center & Lending Library (RC&LL)**

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

**Issue:** The RC&LL activity requests to update their CAD to include the additional information highlighted in yellow.

**Recommendation:** It is recommended that the committee review and consider approving the Resource Center & Lending Library CAD revision request.

1. **Fund Authority Revision Request – Fund 810**

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

**Issue:** RCPC is requesting to revise fund 810 with the following changes:

Name of Fund: Fixed Assets Sales

Description of Fund: ~~Money earned from laminating, die cuts, late fees~~ Funds earned from disposal of assets

Revenue Sources: ~~Revenue earned from insurance proceeds and sale of assets.~~ General public, insurance companies

Type of Expenditures: Replacement items and program services

Restrictions On the Use of Funds (If Any): Must abide by Smart Start guidelines for funds of asset disposals

**Recommendation:** It is recommended that the committee consider approving the fund authority revision.

1. **Fund Authority Approval – Fund Number to be Determined**

**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 grant:

* Fund– NC Family Resource Center Network Capacity Building Grant

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

1. **NC Family Resource Center Network Capacity Building Grant**

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

**Issue:** Positive Childhood Alliance North Carolina has awarded RCPC a one-time grant of $50,000.00.

**Recommendation:** It is recommended that the committee accept the NC Family Resource Network Capacity Building 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 $12,500.00.

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

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 $1,100.00.

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

1. **Color Me Healthy - Robeson Equipment Disposals**

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

**Issue:** RCPC’s Board of Directors voted to terminate the Color Me Healthy Smart Start activity as of July 1, 2024. Per NCPC requirements, RCPC is required to reclaim items from the Color Me Healthy asset list. RCPC is requesting to dispose of the following equipment items below due to items being obsolete or incompatible with RCPC networks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Name** | **Serial Number** | **Purchasing Price** | **Justification** |
| HP Probook 650 G5 | 5CG9260NSW | $951.77 | Obsolete |
| HP Probook 450 G8 | 5CD114GC1Q | $841.38 | incompatible with RCPC networks |

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **Tag Number** | **Purchasing Price** | **Purchasing Date** | **Justification** |
| Executive Desk | 1415 | $1,345.00 | 5/20/02 | Broken |
| 2 drawer file cabinet wood | 1416 | $799.00 | 5/20/02 | Broken |
| Credenza with Keyboard | 1417 | $1,260.00 | 5/20/02 | Broken |
| Circular book case | 1427 | $734.00 | 6/6/02 | Broken |
| Display Table Stand | 1380 | $993.51 | 6/30/00 | Broken |
| Lecternette Sound System | 1465 | $754.69 | 9/4/02 | Broken |
| Dell Control Unit | 1470 | $1,398.00 | 4/3/03 | Obsolete |
| Dell flat screen 17' | 1477 | $504.00 | 4/3/03 | Obsolete |
| Presario Compaq cpu | 1492 | $599.00 | 6/30/03 | Obsolete |
| Dell Control Unit | 1553 | $1,332.00 | 6/7/05 | Obsolete |
| H/P Laptop Computer | 1562 | $1,462.99 | 6/30/05 | Obsolete |
| Executive Mobile Leatern | 1590 | $500.00 | 5/16/07 | Obsolete |
| Executive Mobile Leatern | 1591 | $500.00 | 5/16/07 | Broken |
| Proxima Ultralight projector | 1596 |  |  | Broken |
| HP Pavilion 500t Desktop PC | 1814 | $529.99 | 4/27/15 | Obsolete |
| HP Pavilion Desktop PC 570-p050 | 1868 | $529.99 | 3/22/18 | Obsolete |

**Recommendation:** It is recommended that the committee review the requests to dispose of the items listed above.

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 2023-2024 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 2023-2024.

1. **Cost Allocation Plan 2024-2025**

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

**Issue:** The cost allocation plan has been updated to include RCPC Resource Center and Lending Library program on the building cost allocation plan effective July 1, 2024.

**Recommendation:** It is recommended that the committee review and consider approving the 2024-2025 cost allocation plan effective July 1, 2024.

1. **2023-2024 Treasurer’s Report**

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

**Issue:** The final 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.

1. **2024-2025 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2025-2025 fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

**Non-Action Items**

NCPC Monitoring Report

**Announcements**

**Adjournment**

The next meeting will be held on November 19, 2024.