



**Executive Committee Meeting**

**November 14, 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 September 19, 2023 committee meeting.

**Action Items**

1. **Budget Revision Request – Professional Development (PD)**

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

**Issue:** RCC requests to revise the PD budget by decreasing the following line items: travel by $193.00 and furniture/equipment under $500 per item by $700.00. PD also request to increase the following line item: non-cash grants and awards by $893.00. A budget revision is requested to accommodate funding for materials and web access for teachers for 2023-2024 FY.

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

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 CMH budget by decreasing the following line items: furniture rental by $664.00 and non-cash grants and awards by $1,882.00. CMH also requests to increase the following line items: personnel by $1,882.00 and equipment rental by $664.00. A budget revision is requested to correct line item errors and allow funding for personnel salary increases.

**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 PAT budget by decreasing the following line items: dues and subscriptions by $5,487.00 and non-cash grants and awards by $4,000.00. PAT also requests to increase the following line items: personnel by $1,682.00, office supplies and materials by $2,305.00, travel by $1,000.00, communications and postage by $500.00, employee training (no travel) by $1,000.00, classified advertising by $1,500.00, and furniture/equipment under $500 per item by $1,500.00. A budget revision is requested to accommodate funding for personnel salary increases, needed office supplies and office furniture, conference expenses, brochures and program banner expenses.

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

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 obsolete. Staff suggests disposing of these items.

**Recommendation:** It is recommended that the committee review the requests to dispose of a HP Pavilion Laptop, Samsung Tablet, Microsoft Surface Pro 6, HP ProDesk 600 G2 Microtower, and a Laptop that are obsolete for our systems.

1. **Fund Authorities Approval – Fund 313**

**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 313 – PDG-FEL Grant

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

1. **PDG-FEL Grant**

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

**Issue:** RCPC received notification from the North Carolina Partnership for Children (NCPC) that RCPC was awarded a one-time grant of $2,000 for the establishment of a family leader stipend fund to support family leader participation in Local Partnerships’ governance and advisory structures.

**Recommendation:** It is recommended that the committee accept the PDG-FEL grant.

1. **Kate B. Reynolds Charitable Trust ACEs Grant**

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

**Issue:** RCPC received notification from Kate B. Reynolds Charitable Trust (KBR) that RCPC was awarded a three-year grant totaling $445,500.00 for RCPC’s continued ACEs work with KBR.

**Recommendation:** It is recommended that the committee accept the KBR ACEs grant.

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 January 16, 2024.