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**Executive Committee Meeting**

**May 21, 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/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 March 19, 2024 committee meeting.

**Action Items**

1. **Annual Review of Accounting Policies**

**Background:** The Board of Directors review the Accounting policies on an annual basis.

**Issue:** The following changes are requested to Chapter 8:

e. Credit limits on revolving credit may not exceed ~~$25,000~~ $40,000.

k. Payments are disbursed to Service Providers (SP) (from FSRs), Reversion payments, NC Pre-K sites, and vendor payments via direct deposit.

**Recommendation:** It is recommended that the committee review and consider approving the annual review of the Accounting policies with suggested changes.

1. **Fund Authorities Approval – Fund 540**

**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 540 – Blue Cross Blue Shield

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

1. **Blue Cross Blue Shield Grant**

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

**Issue:** We received notification from Blue Cross Blue Shield (BCBS) that RCPC was awarded a two year grant totaling $300,000.00 ($150,000.00 each year) for promoting equitable early childhood outcomes (PEECO).

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

1. **Rotary Club of Lumberton Charitable Endowment 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 grant of $500.00 to fund general operation expenses.

**Recommendation:** It is recommended that the committee accept the Rotary Club of Lumberton Charitable Endowment grant.

1. **Dolly Parton Imagination Library (DPIL) Early Literacy Expansion Grant**

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

**Issue:** We received notification from NCPC that RCPC was awarded a one-time grant of $25,600.00 from July 2023-June 2025 to coordinate, educate, and promote families’ access to DPIL.

**Recommendation:** It is recommended that the committee accept the DPIL Early Literacy Expansion grant.

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, iphone, and two desktop computers.

1. **Cost Allocation Plan 2023-2024**

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

**Issue:** The cost allocation plan has been updated to remove Marissa Willoughby and replace the occupied office space with Donna Hardee on the building cost allocation plan.

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

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 remove KBR and replace the occupied office space with BCBS 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 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**

CCHC Expansion Monitoring Report

**Announcements**

**Adjournment**

The next meeting will be held on July 16, 2024.