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**Executive Committee Meeting**

**November 19, 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 September 17, 2024 committee meeting.

**Action Items**

1. **Budget Reversion Request – Parents as Teachers (PAT)**

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

**Issue:** RCPC requests to revert $99,953.00 from the PAT activity by decreasing the following line item: personnel by $99,953.00 A budget reversion is requested due to RCPC’s Board of Directors’ accepting Robeson County Health Departments (RCHD’s) request to relinquish the PAT activity.

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

1. **Budget Reversion Request – Nurse Family Partnership (NFP)**

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

**Issue:** RCPC requests to revert $71,920.00 from the NFP activity by decreasing the following line item: personnel by $71,920.00. A budget reversion is requested due to RCPC’s Board of Directors’ not renewing the contract.

**Recommendation:** It is recommended that the committee consider approving the NFP budget reversion request.

1. **Budget Reversion Request – Child Care Health Consultant (CCHC)**

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

**Issue:** RCPC requests to revert $49,000.00 from the CCHC budget by decreasing the following line item: personnel by $44,755.71, office supplies & materials by $1,259.31, service related supplies by $1465.00, travel by $1,367.00, and employee training (no travel) by $152.98. A budget reversion is requested to allow reallocation of unspent funds due to loss of CCHC employee.

**Recommendation:** It is recommended that the committee consider approving the CCHC budget reversion request.

1. **Budget Amendment Request – Subsidy**

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

**Issue:** The Robeson County Department of Social Services (DSS) requests to amend the Subsidy budget by increasing it by $100,000.00. Subsidy requests to increase the following line item: purchase of services by $100,000.00. Additional funding is requested to lower spending coefficient due to overspending in Smart Start allocations.

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

1. **Budget Amendment Request – Program Coordination and Evaluation (PC&E)**

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

**Issue:** RCPC requests to amend the PC&E budget by $22,873.00 by increasing the following line items: personnel by $11,437.00, contracted services by $11,436.00. Additional funds are requested to allow funding for personnel expenses and contracted services expenses.

**Recommendation:** It is recommended that the committee consider approving the PC&E budget amendment request.

1. **Budget Amendment Request – Seeds 4 Success (S4S)**

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

**Issue:** RCPC requests to amend the S4S budget by $3,000.00 by increasing the following line items: personnel by $1,500.00, office supplies & materials by $500.00, service related supplies by $500.00 and insurance & bonding by $500.00. Additional funds are requested to allow funding for increased personnel, needed office and service related supplies, and insurance expenses.

**Recommendation:** It is recommended that the committee consider approving the S4S budget amendment request.

1. **Budget Amendment Request – Community Outreach & Engagement (Outreach)**

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

**Issue:** RCPC requests to amend the Outreach budget by $15,000.00 by increasing the following line item: advertising & outreach by $15,000.00. Additional funds are requested to allow funding for a customized children’s book for Smart Start marketing purposes.

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

1. **Budget Amendment Request – Wage$**

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

**Issue:** Child Care Services Association (CCSA) requests to amend the Wage$ budget by $10,000.00 by increasing the following line item: purchase of services by $10,000.00. Additional funds are requested to allow funding for additional education-based salary supplements for child care professionals.

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

1. **Subsidy Administration Activity**

**Background:** The Board of Directors must approve all Smart Start funded activities.

**Issue:** RCPC requests to include Subsidy Administration as a one-time Smart Start activity for the 2024-2025 fiscal year.

**Recommendation:** It is recommended that the committee review and consider approving Subsidy Administration as a one-time funded Smart Start activity for the 2024-2025 fiscal year.

1. **Subsidy Administration Budget**

**Background:** The Board of Directors must approve all Smart Start funded activity budgets.

**Issue:** The Robeson County DSS requests a $70,000.00 Smart Start funded budget for their Subsidy Administration activity. Funds will be utilized to support personnel expenses and needed office supplies and materials.

**Recommendation:** It is recommended that the committee review and consider approving the Subsidy Administration budget of $70,000.00.

1. **Nurse Family Partnership**

**Background:** On October 8, 2024, RCPC’s Board of Directors voted to remove the Nurse Family Partnership activity from the 2024-2025 plan.

**Issue:** RCPC received notification from Robeson County Health Department’s (RCHD) attorney requesting reimbursement for incurred expenses for July 2024-Septmber 2024. Per NCPC Guidance, it was suggested that RCPC enter into a contractual agreement with RCHD for NFP and provide reimbursement for expenses for these three months.

**Recommendation:** It is recommended that the committee consider approving RCPC entering into a contractual agreement with RCHD for NFP related expenses and provide reimbursement to RCHD for the three-month span totaling to $26,970.00.

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 2023-2024 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 2023-2024.

1. **Annual Review of Contracting Policies**

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

1. **Annual Review of Accounting Policies**

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

1. **Annual Review of Bylaws**

**Background:** The Board of Directors must 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. **NC Museum of Natural Sciences Grant**

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

**Issue:** RCPC received notification from NC Museum of Natural Sciences that RCPC was awarded a one-time grant totaling $35,328.98 for Exploration Station.

**Recommendation:** It is recommended that the committee consider accepting the NC Museum of Natural Sciences Grant.

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 Yonne Handy and CCHC from the building cost allocation plan.

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

1. **2024-2025 Treasurer’s Report**

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

**Issue:** The treasurer’s report for the 2024-2025 fiscal year is included.

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

**Non-Action Items**

Parents as Teachers

Audit Reports

**Announcements**

**Adjournment**

The next meeting will be held on January 21, 2025.