

Agenda

GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP ANNUAL BOARD MEETING

5/2/22 - 6:00 PM

FY22 - Meeting #6

Executive Committee Approved on 4/27/22

Meeting called by: Board Chairman – Loretta Parker

Type of meeting: Board Meeting (Via Zoom)

AGENDA TOPICS

CALL TO ORDER	LORETTA PARKER
INVOCATION	
ACCEPTANCE OF THE MINUTES AND AGENDA	
FAMILY STRENGTHENING COMMITTEE REPORT	BECKY CORBIN
BUDGET COMMITTEE REPORT	MATTHEW SCRUGGS
RESOURCE COMMITTEE REPORT	ALVIN DEAL
EXECUTIVE DIRECTOR REPORT	MICHAEL K. GASKIN
ADJOURN	

Special notes: Next Board Meeting: TBA

Excused Absence(s):

Executive Director's Report

- **FY23 Formula Funding Grant Application (Renewal Application) – Due 5/2/2021 (*Motion*)**
 - **Approval of Attachments (A, B, C, D, E, and F)**
 - **Appendix A – Resource Development Plan**
 - **Appendix B – Proposed Program Strategies**
 - **Appendix C – Community Education and Outreach Plan**
 - **Appendix D – Fiscal Signatories Form**
 - **Appendix E – Certification Form**
 - **Appendix F – Board Membership and Attendance**
 - **Approval of FY23 Budget**
 - **Approval of First Steps Data – FY22 Projected vs. Actual**
 - **Approval of Conflict-of-Interest Policy**
 - **Approval of Whistle Blower Policy**
 - **Approval of Confidentiality Policy**
 - **Approval of Record Retention Policy**
 - **Approval of Board Attendance Policy**
 - **Approval of Board Member Agreement**
 - **Approval of Donation Policy**
 - **Approval of FOIA Request Policy**
- **Decrease FY23 Funds**
- **FY22 Budget Updates**
- **Personnel Matter –**
 - **Executive Director**
 - **Home Visitation**
 - **Part-Time Hire**

- **State Office of First Steps Program Officer Site Visit**
- **Board Training Make Up Day - TBA**
- **State Office of First Steps Correspondence – Loretta Parker, Board Chair**
- **Board Chair Concerns – Loretta Parker, Board Chair**

TYPES OF MOTIONS

- Main Motion:*** *Introduce a new item*
- Subsidiary Motion:*** *Change or affect how to handle a main motion (vote on this before main motion)*
- Privileged Motion:*** *Urgent or important matter unrelated to pending business*
- Incidental Motion:*** *Questions procedure of other motions (must consider before the other motion)*
- Motion to Table:*** *Kills a motion*
- Motion to Postpone:*** *Delays a vote (can reopen debate on the main motion)*

**Greenwood County
First Steps Full Partnership Board Meeting
May 02, 2022**

Loretta Parker, Board Chair, called Meeting #6 (in-person) to order, 6:00 PM, on Monday, May 2, 2022, with the invocation by Vallery Smith. A copy of the agenda and minutes were distributed and were emailed prior the meeting. Two corrections: ref minutes. Cynthia Aaron was present at March 7, 2022 meeting; and the meeting tonight is in-person not via zoom as listed on the agenda. Matthew Scruggs motioned for adoption of agenda and to accept minutes as printed with necessary corrections. Motion was seconded by Tracy Baldwin and carried.

Present: Loretta Parker, Tracy Baldwin, Becky Corbin, Matthew Scruggs, April Ouzts, Carolyn McCutcheon, Jane H. Merrill, Cathy L. Miller, Cynthia Aaron and Vallery C. Smith....(10 of 17 present)

Excused Absences: Rosella Quarles (medical)

Absences: Alvin Deal, Reginal White, Michelle Whitaker, Bill Robinson Shalina Durant, Johnny Ledford

Committee Reports:

Family Strengthening Committee: No Report, Becky Corbin, Chair

Budget Committee: Matthew Scruggs, Chair

The current budget is within your folder packets and is being presented to OFS for approval. Our minimum match is 15%; presently we are at 16.3% and requesting a conditional waiver to carry over the additional funds. We are anticipating approximately \$9000; and add monies to Fund 20 that will be added into the budget

Resource Committee: No Report, Alvin Deal, Chair

Executive Director's Report: Michael K. Gaskin

Good evening Board Members with quite a bit to cover tonight. Please see your folder packets for copies.

FY23 Formula Funding Grant Application, (Renewal and Application) due May 2, 2022 references funding we have received from the State. The current application is what is being submitted for renewal; and it is the same that was emailed to you earlier for your viewing and will be displayed on the screen tonight. ED noted that the OFS has been notified that we are meeting tonight; and our report will be delayed; but will submitted the FY23 Formula Funding Grant Application within the week. They had no problem with it.

The application begins with a Checklist of Required Attachments. See pgs 2 and 3 (see checked bullets)

Appendix B: Proposed Program Strategies

Appendix D: Fiscal Signatories Form

Appendix E: Certification Form

FY23 Budget Spending Plan: incl summary pg; signed by Board Chair

Appendix C: Community Education & Outreach Plan (optional)

ED reports that GCFS does not have a letter from school board chair since we do not have any programs associated with the school districts currently; and that's why those bullets are not checked.

This references partnerships contracting with school districts.

ED explained we have had programs in the past with School Districts 50 and 51 (Full Day 4K Programs); but because of funding we have not recently. Then we began the Countdown to Kindergarden for awhile with School District 50; then things became shaky; lack of administrative support, failure to submit documentations, and serving students in harsh areas. In other words, its because of funding issues and we cannot apply for funds through the state at this time.

ED reintereated, that we will be able to apply for funding once all issues of concern are resolved with the state. Once they tell us they are satisfied with what they are looking for, we will be able to immediately apply for grants.

ED moved to pg 4 referencing Year-End Grant Report: Checklist of Items due July 15, 2022; but GCFS is submitting early; if there are corrections, we would have time to adjust them.

Appendix A: Resource Development Plan

Appendix F: FY22 Board Membership & Attendance Form; Board Minutes and Program Outcome

Appendix G: Checking Program Qualifications in Data Collection System

Appendix H: Summer Programs w/ pre & post testing....GCFS does not do this.

ED on pg 6...Governance: Board Composition. GCFS has school district representation from District 52. Representation is needed for School Districts 50, 51 and the library. Board members were to contact individuals and will continue to do so as to an interest in becoming a member of GCFS.

ED pg. 7...Currently we have 17 Board Members. FOIA (Freedom of Information Act) requirements...see ByLaws..as outlined in your packet. Review of the section on Best Practices in Alignment to First Steps Governance Standards were discussed. Board and Staff Policies inclusive of excused and unexcused absences were addressed. ED remarked that board members are to call in if they are going to be absent; and a log/spreadsheet is maintained. Sign-in sheets are used to indicate meeting attendees. If a member misses more than three meeting, he/she is asked to be removed from the board. ED commented on current active committees under Board Engagements. The Executive Committee: Board Chair, Board Vice Chair, Secretary and Chair of Family Strengthening, Budget and Resource Committees. He also noted that Development/Fundraising is the same as Resource Development.

ED pg. 10...discussed board training where most of the contents of this packet are discussed in detail.

He reminded attendee that the board training was held, but a limited number were in attendance.

Board Chair to share more ref the make-up training session later in this meeting.

ED references pgs. 11-12: Operations & Accountability. ED indicated that most data will be submitted by June 30, 2022. Concerns were noted ref employee benefits (comprehensive benefits and retirement package)...pg 12 narrative section: What is the current/option on fringe benefits? ED remarked is compensated to go out find his own fringe benefits (health insurance/dental) up to 35% of salary. OFS is seeking and working with PEBA hopefully to get a fringe benefit package.

ED on pg. 13 last item ref school districts resources does not apply to GCFS because we do not get any.

On pg 14...ED explained what the different funding numbers: Budget Spending Plan

Fund 20 any funds for Save the Children; or Income Match

Fund 55 is funds received from the state

Fund 56 are funds carried over from the previous FY

Pg 14 narrative: board has discussed this; and board has a plan to have board members assigned to make contacts with two school districts and the library to have representation. Vacant positions on board could also apply to pg 7 narrative.

ED explains pg. 15: Resource Development Goals and training needed for Blackbaud.

Goal for Resource Development FY22: grants submitted/received; fundraising; board giving; staff giving, etc.

Narrative on pg 15: to address listings from chart (Appendix A) i.e. the status of where we are; from one year to date; and where we hope to be within a timely manner.

ED on pg 16: Program Strategies. No items checked because GCFS has met those areas.

Pg 17: FSDC System (First Steps Data Control System). ED remarked we can capture everything we need in our data system. And more clarity is needed for EDs on LP for program standards.

Pg 18: Client Level: narrative to be revamped. Referrals are usually from: local DSS Office & media outlets; plus ongoing contacts by ED on behalf of the LP.

Pg 19: Community Level: narrative to be revised if possible, i.e. 'DSS is an active and a very instrumental supporter/partner reference giving referrals. Another partner, Lander University, Early Childhood Professors are providing training to parents and teachers of the districts and are a good source for referrals as well. GCFS: Home Educator/Visitor go out in the community and have been benefical and an effective person as a recruiting/marketing tool; and in fact, has been influential in the vast majority of referrerals.

Pg 20: Community Level Engagement continues...first narrative to be rephrased to reflect a more positive image for improvement. Use numbers as being more persuavie...to reflect work with group based programs, and to be able to back it up with facts; i.e. previously we were able to serve X number of clients; because can no longer partner in this way; we are able to served X number. Families are being served; but not being counted on the data of GCFS. According to ED, Social Change still exits to serve families; not as a collobration but he is conducting a group-typed program on zoom from his home over weekends. What he is doing is independent from being in the GCFS Office or properties. The partnership has been cancelled; First Steps & Social Change.

Pg 21: Core Functions...ED discusses the table format under Community Convener
It was suggested to add the community partners: GLEAMNS and Carolina Health Center to pg 19 in the narrative section to show more strength reference community partners.

Pg 22 Local Portal...community based services and the referral agencies. Narrative to be restated listing several local community providers/services. Show how you communicated with these agencies, as a referral, and beyond mere training. Example: we referred 50 students to various providers within the community.
And this shows GCFS as the portal.

Pg 23 Volunteer Mobilization...emphasis on volunteers beyond board members.
Number volunteers who serve more than once for FY22 to date: three (3)

Board Chair Parker called for voting on the various Appendixes
ED also mentioned we will be reviewing these same document later after corrections or additions.

Appendix A: FY23 Resource Development Plan

Jane Merrill moved to approve Appendix A and subject to changes to be made before the July 15 deadline. And the board will be privy to those before their final approval.

Motion seconded by Kathy Miller; with showing of hands for approval. Motion was carried.

Appendix B: Proposed Program Strategies

Matthew Scruggs, moved to motion acceptance. Kathy Miller, second. Motion carried.

Appendix C: Community Education & Outreach Plan ...a chart format presented.

Becky Corbin to accept with the addition of number of childrens's books to be distributed, separatation from ACFS social media platforms and to show more data to back up positive work (clarify #2 & #3).

Motion seconded by Tracy Baldwin. Motion carried.

*Appendix D: FY23 Fiscal Signatories Form...*a plan to require designated persons to sign forms for funding. Persons listed are: Board Chair, Loretta Parker, Budget Chair, Matthew Scruggs and ED, Michael Gaskin. Re-allocation form or a line of transfer has limitations. ED makes changes in the system; and a note goes to Board Chair automatically, as a form of check and balances. As well as it goes to the accounting firm Manley Garvin; and is routed to a specific person in the state office. April Ouzts motioned to accept Appendix D; Becky Corbin, second, a show of hands voting to approve; motion carried.

Appendix E: Certification Form...

Motion to accept was made by Jane Merrill and Carolyn McCutcheon second motion.
All voted with showing of hand. Motion was carried.

Appendix F: Board Membership and Attendance

A spreadsheet is attached for GCFS Board Member Roster reflecting start date to board, contact information, committee assignments, category each board member is listed under (appointed/ elected), meeting attendances.
Motion was made by Matthew Scruggs to accept; Vallery Smith, second. All in favor of motion raised hand. Motion carried.

Budget FY23

ED explains Cash Allocation Worksheets based on Personnel Time, Space Utilization for Program Areas:
Budget Spending Plan Summary Administration Functions/1012, Core Functions/1802, Nurturing Parenting-Home Visits/2232, Countdown to Kindergarten/406, Childcare and Professional Training/6052.
A motion was moved for acceptance with changes and updates by Kathy Miller and second by Jane Merrill.
All in favor showed hands as favorable vote. Motion carried.

First Steps Data-FY 22 Projected vs Actual...chart format was provided listing actual data and unduplicated.

Vallery Smith moved to accept; and April Ouzts second. By a show of hands board members voted;
and motion was carried.

Conflict of Interest Policy

Concerns: a copy of the Conflict of Interest Policy is needed; or a statement that references it in the ByLaws.
Need to see a 'policy' or a Policy Manual beyond what is stated in the ByLaws (Section VIj). It needs to be consistent; or titled *Conflict of Interest Policy*; and the form saying we have read the Conflict of Interest policy.
There are actually two documents to be signed which are all separate documents.
Board members suggested an amendment via electronic version to be sent out to board members with updates to this policy as in the manual; and the disclosure form attached to the policy so it can be signed and dated.
The Conflict of Interest Policy is to be tabled until further clarity from OFS.
All documents should be consistent. Conflict of Interest Policy; that aligns with the Conflict of Interest Manual...as outlined in the ByLawss. Article III: Procedural Implementation; is in reference to the ByLaws.

Whistle Blower Policy

Concerns: to add wordings ref Budget Chair and Resource Committee Chair in paragraphs #4, #5 and #6.
And to delete the last sentence in paragraph #5.
ED stated this is the wording the state office sent. GCFS Board is requesting that the OFS be notified that these additions and changes are to be made before we vote for it approval. A policy needs to be seen so it can be reviewed as well. Usually a Whistle Blower Policy is to protect someone who is speaking up on something that is wrong; but this appears not to be protecting the Whistle Blower very much.

Minutes of this meeting will reflect that after extensive discussions and in-depth conversations regarding several policies, procedures and forms, board members consented to tabled them until further clarity is presented.
ED to notify Program Officer, Deon of our concerns.

Confidentiality Policy

Record of Retention Policy

Becky Corbin made a motion to accept Document of Retention/Destruction Policy as written.
Carolyn McCutcheon, second. A show of hands indicated a favorable vote. Motion carried.

Board Member Agreement

Concern: Several statements are too broad and too vague; and enlist board members to take on a great responsibility and legality in addition to being extremely knowledgeable of the areas is a major responsibility for any person. And keeping in mind board members can be sued. ED also mentioned that our funding can be delayed if this information is not submitted. Board members agreed to table this until further clarity from state office, even if, we have to vote electronically. Need to see copy of Insurance Policy (Directors and Officers)...

Donation Policy

Why are we donating money to other agencies? Perhaps more clarity is needed. Board members agreed to table this policy

FOIA Request Policy (Freedom of Information Act)

Concern: Board members felt that a proposal is needed to address these items re posting upcoming meetings, agendas and agenda revisions. Maybe we could look into the possibility of a Lander University student or intern to design a website or redesign one and place under Fund 56 and as a budgeted item. And after designed; someone to maintain it. Perhaps a template for all of this would be useful, and if one already exists. A memo from Derek Cromwell was sent and response by April 30, 2022 regarding the above. Board members consented to table until we gain further information. Because we receive state funds we are privy to provide these items to the person requesting or the public.

Decrease FY23 Funds

ED stated \$500...a formula is used from SOFS

FT22 Budget Updates

ED...was requesting a medical leave; but curtailed
Home Visitation... is doing a great job and hope to maintain her
Part Time Hire...receptionist requested; and outlined in budget

SOFS Program Officer Visited

Deon Bradham visited for quite awhile and gave us kudos on everything.
She's to provide a written statement of her visit; but it has not been received yet.
Board Chair Parker was here to meet with her.

State Office of First Steps Correspondence to Board Chair, Loretta Parker

A memo from Derek Cromwell was sent...see statement in minutes under FOIA.

Board Training Make-Up Date

To be conducted on Monday, June 6, 2022 5:30 PM with viewing policies; and followed by Board Training.
ED to contact facilitator on her availability to conduct training.

- The meeting was adjourned at 8:45 PM.

Vallery Smith

Printed Name of Board Assistant Secretary

Signature of Board Secretary

02 May 2022

Date

Michael K. Gaskin

Printed Name of Executive Director

Signature of Executive Director

02 May 2022

Date