

Agenda

GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP ANNUAL BOARD MEETING

5/23/22 - 6:00 PM

FY22 - Meeting #8

Meeting called by:

Board Chairman – Loretta Parker

Type of meeting:

Board Meeting – In Person & Virtual

AGENDA TOPICS

CALL TO ORDER

LORETTA PARKER

INVOCATION

TOPICS OF DISCUSSION

- Resolution of Executive Director Personnel Matters
 - Annual Leave
 - 3% Fringe
- Transition
 - Appointment of Interim Director
 - Appointment of Transition Committee
- Inspector General Report
- State Office of First Steps Documents
 - Letter to Greenwood County First Steps
 - Corrective Action Plan
 - Appointment of Corrective Action Plan Committee

ADJOURN

**Special
notes:**

Next Board Meeting: Monday, June 6, 2022, @ 5:30 PM

Excused Absence(s): Matthew Scruggs

No Executive Director's Report

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 23, 2022**

Loretta Parker, Board Chair, called Meeting #8 of the GCFS Full Partnership (in-person) to order, 6:00 PM, on Monday, May 23, 2022, with the invocation by Reverend Alvin Deal. A copy of the agenda and minutes of the May 12, 2022 were distributed. Johnny Ledford motioned for adoption of agenda and to accept minutes as printed. Motion was seconded by Alvin Deal and carried.

Present: Loretta Parker, Cynthia Aaron, Johnny Ledford, April Ouzts, Jane H. Merrill, Cathy L. Miller, Alvin Deal, Becky Corbin and Vallery C. Smith...via virtual platform: Reginald White, Tracy Baldwin, Carolyn McCutcheon, Michelle Whitaker, Bill Robinson, Shalina Durant (15 of 17 present)

Excused Absences: Rosella Quarles (medical), Matthew Scruggs

Agenda Topics of Discussion:

Board Chair stated we have several items on the agenda tonight; and one being to resolve personnel matters of the Executive Director ref his annual leave and 3% fringe. Chair made reference to the distributed copy: *'total annual leave days remaining = 177.5 days owed (July 2021 to June 2022); and how shall we proceed with this matter.*

Discussions: *Referenced personnel policy, maximum carry over days; and days for local employees (staff) vs days for ED.*

- *Is there a personnel policy; or is there a separate policy for the ED compensation from that of the local employees;*
- *Are personnel matters listed in the Board By-Laws or in his original contract?*
- *Does the state have a personnel Policy and Procedures Manual on file regarding the ED since they pay him?*
- *Another concern was over 'employee' and how it was carved and defined as: local employees (staff) vs whether ED is listed as an employee of the agency.*

Board member Johnny Ledford remarked he wrote the policy and it referred to the local staff as employees.

- *Cathy Miller asked was there a record of the contract signed when he came 21 years ago, offered employment and signed by the board. Chair stated they have been in the process of trying to locate a contract,*
- *Question on the table noted by Alvin Deal: Is the pay of 177.5 total days a total pay for those days or can you accrue those days (roll over) and per policy for employees you only carry over so many days*

Cynthia Aaron read statements GCFS employees will follow the holiday schedule in accordance with county government. Board member noted she has never known him to take a vacation; perhaps a few times or when he was ill.

Justification is needed for the Scrutiny we are under:

- *Where are the official records of time sheets?*
- *Is GCFS a separate non-profit, 501c3 recipient of grant funding from the state of SC? And Form 990 filed w/IRS?*
- *Jane Merrill stated GCFS is its own entity since it has a different EIN from other counties.*
- *There should be a paper-trail from the OFS or Manly Garvin's office should have records or access to timesheets.*
- *Is the ED's compensation written from Manly Garvin's office or The State?*
- *If there is a policy, then is the ED exempted from the policy; since we are our own entity and is it written someplace in records as...documentation.*
Copies of policy were distributed...
- *The GCFS is looking at 35 weeks of pay based on 177.5 days times 8 hrs. P/day divided by 40 hr. p/wk.*

Transition

Board Chair reminded members that Mr Gaskin's resignation is May 31, 2022, and we need to keep the office operating.

Appointment of Interim Director

Does GCFS By-Laws address the process of appointing an interim director or does the State Office have guidelines

It was recommended that Board Chair Parker contact the OFS or as to how an interim is to be appointed.

Board members reviewed 'by-laws' August 2021 to see if anything was outlined there.

Jane Merrill remarked that guidance is needed to assist with the process of appointing an 'interim director' and

Perhaps Mrs. Parker or Mr. Reginald White could follow-up with the State Office.

Mr Gaskin was salaried vs hourly employees and his hire date was August 1, 2001; just shy of 21 years.

To validate: we need timesheets from June 2021 to May 2022; if no contract then follows the board policy.

Based on policy 26.5....or what is outlined in the budget? His base salary plus fringe. Annual salary is \$74, 548.

We need actual time sheets from July 2021 to May 2022; or is there a contract that governs his employment relationship

Jane Merrill made a motion to table any action on annual leave pay-out until we get either timesheets or contract

Motion was second by Cathy Miller.

Appointment of Transition Committee

Cathy Miller, Reginald White, committee chair, Cynthia Aaron, Becky Corbin, Alvin Deal

Concerns were noted on who will run the day to day operations; since Mr. Gaskin has approx. 7 days left.

Will Santasha Highly, as program coordinator, who is extremely knowledgeable; be allowed to serve as a temporary interim

although Mr. Gaskin is officially running things until May 31. Clarification is needed if she is willing to serve;

then salary/contract is to be negotiated...but further guidance is needed before we can officially vote on her position.

April Ouzts made a motion that Reginald White is allowed to call the State Office with questions on placing a temporary interim director assignment. Motion was second by Alvin Deal. He will address question as listed in the OIG Report on salary comparison compensation guidelines.

Appointment of Corrective Action Plan

Jane Merrill, committee chair, Loretta Parker, Cathy Miller, Michelle Whitaker, Michael Scruggs

Alvin Deal motioned that Jane Merrill chair the committee, motion second by Becky Corbin.

The board agreed that the chair of the Corrective Action Plan be allowed to call the OFS ref any concerns.

Becky Corbin also stated she found on the OFS Website some information that maybe helpful; a 96 pg. document.

Other business...Becky Corbin remarked on the appointment of Board Member from Greenwood School District 50, Allyson Perrin. An application is to be submitted to her. Grwd Co Library had a person; but she resigned.

Reminder: Board Training will be conducted on Monday, June 6, 2022 5:30 PM and reports of committees.

Reginald White acknowledged that he is appreciative of everyone's commitment, dedication and hard work. And we will get through this together:with teamwork.

- The meeting was adjourned at 7:45 PM.

Submitted by:

Vallery Smith, Secretary, GCFS