



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

7/11/22

6:00 PM

FY23 - Meeting #1

Meeting called by: Board Chairman – Loretta Parker

Location: Greenwood County First Steps Administrative Office
1402C Highway 72 W, Greenwood SC 29649

Excused Absence(s):

AGENDA TOPICS

CALL TO ORDER	LORETTA PARKER
INVOCATION	
ACCEPTANCE OF THE MINUTES AND AGENDA	
FAMILY STRENGTHENING COMMITTEE REPORT	BECKY CORBIN
<ul style="list-style-type: none"> • FY23 Current Programs <ul style="list-style-type: none"> - Nurturing Parenting Home Visitation - Early Childhood Training • FY23 Possible New Programs <i>(Need a Motion for Approval)</i> <ul style="list-style-type: none"> - Nurturing Parenting - Teen Parents Program - Nurturing Parenting - Parenting Program 	
BUDGET COMMITTEE REPORT	CATHY MILLER
<ul style="list-style-type: none"> • FY22 Budget Report • FY23 Budget Spending Plan Approval <i>(Need a Motion for Approval)</i> 	
RESOURCE COMMITTEE REPORT	ALVIN DEAL
<ul style="list-style-type: none"> • Meeting w/ Greenwood Community Foundation and Self Foundation 	
OPEN ISSUES	LORETTA PARKER
<ul style="list-style-type: none"> • Corrective Action Plan <ul style="list-style-type: none"> - Recoupment of funds from Michael Gaskin • GCFS is Approved for FY23 Funding • Board Member Statement – Submitted 9 signed forms to the State Office. Still waiting on forms from 7 board members: Michelle Whitaker, Carolyn McCutcheon, Jane Merrill, Bill Robinson, Shalina Durant, Rosella Quarles, and Johnny Ledford • Attorney <ul style="list-style-type: none"> - Guidance on 3% fringe issue w/ Michael Gaskin - Guidance on recoupment of funds from Michael Gaskin • Timeline for Hiring a Permanent ED • <u>Board Composition</u> - We all need to work together to solicit board members for vacant categories • Media Release – Announcement of Interim Executive Director 	

- Review Mission and Vision Statement

Notes:

INTERIM EXECUTIVE DIRECTOR REPORT

General Information

- MKG – All Access has been officially TERMINATED in all areas of the organization
 - Email terminated on June 13, 2022 – Letter provided
 - Annual Leave Paid out at the request of the State Office of First Steps – handout provided
 - First Steps Data terminated on 6/26/2022 – handout provided
- Executive Director Meeting – Held on June 21, 2022, Columbia, SC
 - Won 100 free books/items from the Toys for Tots Literacy Program
 - Calendar/Key Dates – Handout provided
 - Data Matrix Due 7/15/22
 - FY22 Closeout 7/15/22
- Contracted Parent Educator – Natoya Cartledge resigned effective June 30, 2022
- Office Volunteer – Dolores Rucker retiring effective June 30, 2022
- Current Office Staff – Santasha (Interim ED), Dedra (FT Parent Ed – HV), Jade (PT Office Asst), and Katie (PTC Intern)
- Goodwill SCSEP Program – Will provide two people, each at 25 hours a week (Administrative Assistant, and Janitorial)
- Interns for the Fall Semester – two Lander interns and one Piedmont Tech intern
- Lander University Nursing Department – will start working with GCFS twice a year, in Fall and Spring to conduct hearing and Vision Screenings for the Community
- Lander University Early Childhood Department – will continue the relationship with GCFS and provide in-kind by doing the childcare trainings for free. In return, we provide on-site home visits at Lander for the Early Childhood Classes in Fall and Spring.
- Greenwood County Adult Education – Talked with Tommy Goode at Adult Ed and they would like for us to come and speak with the participants about GCFS and the services we provide. In the future, they would like to see how we can partner to provide workshops and supportive services to the Adult Ed participants.
- FY22 Detailed Expense Report – Handout Provided
- Website – the new website is under construction and the coming soon page is up. The new website is www.gwdfirststeps.org.

- FY23 Contracts
 - Building Lease
 - Interim Executive Director
 - Parent Educator
 - Office Assistant
 - Lawn Maintenance

- New GCFS Policy and Procedure Manual – Handout Provided

Major strategic decisions

(Requires a motion and minutes to be sent to the State Office of First Steps)

- Current Programs for FY23
 - Nurturing Parenting (2232) – Home Visitation
 - Childcare Training (6052)

- Possible New Programs for FY23
 - Nurturing Parenting (2232) – Nurturing Skills for Teen Parents – Handout Provided
 - 15 weeks (3 Months) Program (Females and Males) and meet during lunch, once or twice a week.
 - Geared toward Teen Parents in high school (Meeting w/ Dist 50 on 7/11/22 @ 10:30 AM)
 - Program Curriculum Cost – a one-time fee of \$1284.80
 - Will have to hire one Full-Time Parent Educator @ \$32,000 yr.
 - Budget approximately \$1000 for Curriculum Materials, Food for Graduation, and Incentives

 - Nurturing Parenting (2232) – Parenting Groups - Handout Provided
 - 15-session program that would focus on the Parents and the Nurturing of their children.
 - Participants can be referred to the program or come on their own.
 - Program Curriculum Cost – a one-time fee of \$2099.95

Matters up for discussion:

- Save the Children
 - May not be able to receive GIK products this year due to our organization not responding to an email some months ago.
 - Save the Child would like to work with GCFS on a “Kicking it with Cops” community togetherness and awareness initiative

- Good 360
 - GIK program that works with Wal-Mart and Amazon
 - Interim ED signed the organization up to receive GIK products from the Amazon Warehouse in Columbia, SC (the products are free, but a truck and helpers would have to be rented to pick up these items)
 - Also, Items can be purchased directly off the website for just an administrative fee for shipping.



ADJOURNMENT



**Minutes: Greenwood County First Steps Board Meeting
Monday, July 11, 2022**

Loretta Parker, Board Chair, called Meeting #1 (FY23) of the GCFS Full Partnership (in-person) to order, 6:00 PM, on Monday, July 11, 2022, with invocation by Reginald White. A copy of the agenda was distributed and minutes of the (Executive Board Meeting, June 29, 2022 and Special Called Board Meeting, June 2, 2022) were emailed prior meeting. Vallery Smith motioned for adoption of agenda as meeting guide and to accept minutes as printed with corrections. Motion was seconded by Jane H. Merrill and carried.

Correction ref Board Member Statement: Jane Merrill indicated she signed on June 15, 2022/emailed to Mrs. Parker; and the comment ref information Reggie White shared with her was procedural...reports are filed with the Sheriff's Office first, and then to SLED.

Present: Loretta Parker, Reginald White, Cathy L. Miller, Jane H. Merrill, Cynthia M. Aaron, Becky Corbin, Vallery Smith, via phone: Alvin Deal and Johnny Ledford (9 of 16 present)

Excused Absences: April Ouzts, Traci Baldwin, Rosella Quarles, Carolyn McCutcheon

Absences: William (Bill) Robinson, Michelle Whitaker, Shalina Durant

Committee Reports:

Family Strengthening Committee Report: Becky Corbin, Chair...comm mtg via conf call

Two programs proposals up for implementation of GCFS this year:

- 1) Dolly Parton Imagination Library; age 0-5
- 2) Nurturing Teen Parents

Could not see how *The Preventing Teen Pregnancy Program* could be integrated under the mission/vision of GCFS. Hopefully, both programs will be shared and presented to the three (3) school districts of the county:

Greenwood District 50; Greenwood School District 51 (Ware Shoals); and Greenwood School District 52 (Ninety Six).

**Budget Committee: Cathy L. Miller, Chair ... Reviewed in two stages: FY22 and FY23 (Budget vs Actual)
Along with Derek Cromwell from the OFS**

		FY22 Budget	FY22 Actual Expenses	FY 23 Budget
	Fund Code:			
Private Funds	200	\$21,356	\$4,594	\$16,763
State Allocated	550	\$250,538	\$243,023	\$249,954
Carry Forward	560	\$47,752	\$47,752	\$7,515
		\$319,646	\$295,369	\$274,231

FY23 Initial Budget to be submitted to the State....by July 15, 2022:

For current programs (private funds); carry forward plus state funds awarded yields for spending: \$274,231.

Amendments will be processed throughout the year; as adjustments to budget are made; and funds moved around. The Proposed FY23 for submission is dated July 11, 2022...for (first pass on cost allocations: personnel, travel, space utilization, programs) As the auditing firm close out fiscal year we will update and adjust budget.

Interim ED provided commentary for Fund 25: Local In-Kind (Budget Spending Plan)

Lander University Childcare: professors providing childcare training, prof devel, materials and equipment (\$3500)

Lander University Nursing Dept: professors/students time for using equipment for hearing and vision screening (\$5000)

Facilities/Maintenance: landlord to give 'in-kind' for building usage; and storage area in back of Adm Office (\$4000)

Concern: If we do not meet 'in-kind,' OFS to work with us; or provide a waiver so adjustments can be made.

Resource Committee: Alvin Deal, Chair...reporting highlights, Loretta Parker

The committee met July 8- 2022, with Mamie Nicholson, SELF Foundation, Jeff Smith, Greenwood County Foundation and Derek Cromwell, OFS. Discussed how we could receive extra funding to support existing programs and possibly the proposed programs through various grants. Both Mrs. Nicholson and Mr. Smith stated they have heard about GCFS; but was not totally aware of what it was all about; such as the programs offered; mission and vision. Suggestions were offered on being more visible in the community and spreading the word about the work that is being implemented at GCFS. Both of them provided names of contact persons from other non-profit groups within the community that the ED/Interim could become associated. Board Members were also encouraged to become more active with these local non-profit groups and organizations by attending some of their meetings and/or events. For example, a grant writing workshop is scheduled soon; Mrs. Highley has been encouraged to attend.

Open Issues: Retaining an Attorney and Letter from The Division of Labor

Board Chair, Loretta Parker remarked how complimentary The OFS has been toward our efforts in meeting the challenges of the *Corrective Action Plan*. Although we still have a few more items to follow through, let's remain committed to the task. We are still in the process of trying to recoup funds from Mr. Gaskin; through means of legal guidance.

Reginald White, Board Co Chair, shared information from an attorney that was referred to the Board: Blaney A. Coskrey, III (Coskrey Law Office), 1201 Main Street, Suite 1980, Columbia, SC 29201 803.748.1202; 803.748.1302; Coskrey@CoskreyLaw.com He came highly recommended; and with great positives. Attorney Coskrey was also willing to be in the meeting tonight; via zoom if needed.

The retainer fee agreement discussed with Reginald White was for \$5000. His standard fee per hr is \$300; but will work with the Board for \$250 p/hr. Atty Coskrey provided wiring information to his trust fund account if we decide to retain him; or we may mail to the address provided for overnight delivery. Board need to look into whether or not the State Office will approve giving the amount in retainer fee; ED/Interim to check with Mark Barnes regarding this, although, OFS are aware of concerns, our need for guidance on recouping funds for the lease-buyout is foremost. The Board is to vote on the hiring/retaining of Attorney Coskrey and per By-Laws we can vote via phone if a quorum is not present.

Another concern was a letter received from the Division of Labor Office of Wages and Child Labor; regarding a matter of Wage Complaint: 2022-716 and Mr. Gaskin: Claimant for non-payment of vacation days and the debt related to the 177.5 days earned vacation excluding weekends, from August 1, 2001 to May 31, 2022.

Copies of this letter will be forwarded to both the OFS (Derek Cromwell and Mark Barnes) and the Insurance Co. The insurance that GCFS has covers Board Members in instances like this. And a statement from the ED/Interim and Mrs. Parker that we do not agree with this claim will be devised and sent; along with any other the necessary documents The Division of Labor requires. The letter was received via email July 11, 2022. GCFS Board has five business days to respond to this complaint.

Board Chair called for a motion...and the need for a quorum to finish our business. Two persons were contacted by phone. Jane H. Merrill, made a motion that the GCFS Board hire Attorney Blaney A. Coskrey to guide us on recouping the funds and authorize Mrs. Parker as Board Chair to sign retainer agreement, Mrs. Highley to contact State Office to ask about the initial retainer fee (\$5000) if that is allowed, and any other employment issues that we may need legal advice. Motion was seconded by Vallery Smith. The motion carried.

Alvin Deal and Johnny Ledford/by phone:

Others in the affirmative: Jane Merrill, Cathy Miller, Becky Corbin, Reggie White, Vallery Smith, and Cynthia Aaron

Once approval from State Office on allowing the retainer fee is received, Board Members agreed to send copies of the letter from the Division of Labor Office of Wages and Child Labor to Attorney Coskrey; along with any other information or documents related to employment of (Michael Gaskin) on recouping funds.

Approval of Budget: FY23:

Loretta Parker, Chair reminded Board Members that approval of the budget is due July 15, 2022.

Motion was made by Cathy Miller to approve the proposed FY23 Budget, motion second by Alvin Deal. Motion and carried.

State awarded GCFS \$249,954; Carry Forward \$7,515 and Private Funds \$16,762Total Funds \$274,231.

(Expenses will include: Staff positions (3)/Salries Travel, Rent, Materials, Equipment, and Programs)

Other Agenda Items:

Attorney: To provide guidance on 3% fringe issue with Michael Gaskin; along with the recoupmnt of funds.

Jane Merrill is to be copied with Atty Coskrey listing the most urgent items that need to be addressed; and to keep the Executive Committee informed.

Timeline for Hiring a Permanent ED: Item tabled until next Board Meeting in August, first Monday.

Board Composition: Alyson Perrin, Director of Elementary Education, will represent from Greenwood School District 50.

A nomination form was emailed to her earlier today. Contacts are also being made with School District 51, Ware Shoals.

Media Release: Cathy Miller offered commentary for media release. Stage 1: Announcement new Interim Executive Director; Stage 2: A Grand Reopening with Board Members and photo in front of Administrative Building to the Index Journal, Other Stages: ED with pictures handing out books/materials ...or any other photos of events to get out in front of other groups within the community as a marketing strategy; showing GCFS in a positive light; and certainly announcing about the grant funds (\$249,000) awarded from the State would be a positive. Becky Corbin stated that we all should become our own advocates of GCFS. Santasha Highley remarked GCFS does secure media release agreements for any photos taken. All of this information would be placed on the new website along with other events and programs; including the correct address of the Administrative Office. And she has contacted Damaian from the IJ to schedule a time.

Review of Mission and Vision Statement: To revisit the current statements of GCFS and to align for consistency with the State's mission and vision. It was noted that other County Full Partnerships were cited as in harmony with the State.

Values and Belief Statements can also be included since these represent what we stand for...our principles.

An explanation of the children's age ranges served by GCFS could also be added.

Table until the next meeting in August

General Information:

- Mrs. Highley, Interim Executive Director, informed Board Members regarding Michael K. Gaskin:
All access has been officially TERMINATED in all areas of the organization reference to:
 - Email terminated on June 13, 2022 – Letter provided
 - Annual Leave paid out at the request of the State Office of First Steps – handout provided and inclusive of a 10-day pay out issued by the State Office of First Steps.
 - First Steps Data terminated on 6/26/2022 – handout provided
- Executive Director Meeting – Held on June 21, 2022, Columbia, SC
 - GCFS Interim ED/Prog Coordinator, Santasha Highly was in attendance.
 - Reported GCFS won 100 free books/items from the *Toys for Tots Literacy Program*
 - Books have been selected; and in process trying to designate when to distribute and where
 - Stickers/labels on books will be placed over the bar codes...to promote our program

- Contracted Parent Educator – Natoya Cartledge resigned effective June 30, 2022
 - Currently serving as Executive Director for McCormick County First Steps.
 - Trying to avoid dual employment roles; and conflict of interest concerns

- Office Volunteer – Dolores Rucker retiring effective June 30, 2022
 Working part-time for Abbeville County First Steps. Has been working for GCFS five years.
 She started out from Goodwill; then when our funds became low; ACFS picked her up.

- Current Office Staff – Santasha (Interim ED), Dedra (FT Parent Ed – HV), Jade (PT Office Asst), and Katie (PTC Intern)

- Goodwill SCSEP Program – Will provide two people, each at 25 hours a week (Administrative Assistant, and Janitorial)..both males. These are temporary positions on trial basis.
 - These persons will be compensated by Goodwill and it will serve as ‘in-kind’ for GCFS
 - Concern: Does Goodwill do SLED background checks since we are an organization working with children. Not sure if they do drug background checks. ED/Interim to look further into.

- Interns for the Fall Semester – two Lander interns and one Piedmont Tech intern
 Concern: Are they covered through background checks too? ED to find out more regarding this.
 But they are probably covered under the supervising teacher. The fee for non-profits is \$8.00.
 ED/Interim stated we are written into their Strategic Plan for this Academic Year. Delighted to continue relationship.

- Lander University Nursing Department – will start working with GCFS twice a year, Fall and Spring to conduct hearing and Vision Screenings for the Community
 Services to be provided in the American Legion Building, Calhoun St, Greenwood; TBD

- Lander University Early Childhood Department – to continue relationship and provide ‘in-kind’ services by doing childcare trainings free. And in return, GCFS will provide on-site home visits at Lander for the Early Childhood Classes in both the fall and spring.

- Greenwood County Adult Education – Tommy Goode, has invited ED to come and speak to their participants and inform them of the services GCFS provide. They would like to partner with GCFS.

- FY22 Detailed Expense Report – Handout Provided.

- Website Domain– David Smith, website designer. The new website: www.gwdfirststeps.org
 Hopefully to change email address: greenwoodcountyfirststeps.org And email addresses need to be attached.

- FY23 Contracts – Valid on Yearly Basis:
 - Building Lease: Lessor, Sammie Robinson, contract signed
 - Interim Executive Director: contract signed
 - Parent Educator: contract signed; caseload 15 families; salary \$32,000
 - Office Assistant: contract ends July 29, 2022
 - Lawn Maintenance: contract w/Steve Roberts, \$50 twice monthly; fall/spring clean-up & pressure washing at a cost of \$250.

- Two Current Programs for FY23
 - Nurturing Parenting (2232) – Home Visitation
 - Childcare Training (6052)

- Possible New Programs for FY23
 - Nurturing Parenting (2232) – **Nurturing Skills for Teen Parents** – Handouts Provided
 - 15 week/3 mo. Program (females & males) and meet during lunch, once or twice a week.
 - Geared toward *Teen Parents* in high school...Greenwood, Ninety Six and Ware Shoals Interim ED and a board member (Vallery Smith) met w/Dist 50 this morning.
 - Estimated *Program Curriculum Cost* – a one-time fee of \$1284.80
 - Will have to hire one Full-Time Parent Educator @ \$32,000 yr.
 - Approx. budget (\$1000) for Curriculum Materials, Food for Graduation, and Incentives

 - Nurturing Parenting (2232) – **Parenting Groups**– Handout Provided
 - 15 Session Program that focuses on Parents and Nuturing of their children
 - Participants can be referred to the program; or they may attend on their own
 - Program Curriculum Cost – a one-time fee of \$2099.95

- Save the Children
 - Awarded us \$9900 grant in the past; we missed an email to apply for this year.
 - Save the Children will continue to assist us and offer materials as GIK or extend services for other projects
 - *Save the Child* would like to work with GCFS on a “*Kicking it with Cops*” – a Community Fun Day with the Cops of Greenwood, spring 2023.
 - Also may be able to provide back packs for Police Officers to place in their cars...
i.e: stuffed animals, school and hygiene supplies

- Good 360 - Handout Provided
 - Donation Project through Wal-Mart and Amazon, considered as GIK (Gift-In Kind) program
 - Products are valued at \$5000 to \$10,000.... GCFS would only pay an administrave fee \$350.
 - Products to be given out to the families served through GCFS.
 - Interim ED signed the organization up to receive GIF products from the Amazon Warehouse in Columbia, SC (the products are free, and may need to rent a truck and secure volunteers to pick up these items)
 - The items are received in bulk; on pallets or gaylords; we need to order at least 2

- Other Possible Community Programs:
 - Dental Program with local dentists; and especially in the Ninety Six areas.
 - Career Day Awareness: What You Want to Be!....a dress-up day
 - Community Liaison with Police Department...on informal topics; community networking

- New GCFS Personnel Policies and Procedures Manual– Handout Provided (July 11, 2022)
Board Members are to review the manual thoroughly and act upon at the next Board Meeting in August.
Used GLEAMS Manual as a model.
Keep in mind, once adopted, this manual supersedes and replaces all previous Greenwood County First Steps policies and procedures manuals. All previous Greenwood County First Steps Policy and Procedure Manuals are ‘*hereby revoked*’. PLEASE SEE THIS FIRST PAGE FOR IMPORTANT INFORMATION.

- Parent Educator: struggling with caseload; currently up to 16 families; with 2 visits per month. Many of our clients are recruited through DSS for the Parenting Program...but Home Visitation referrals are through personal recruitments via the Housing Complexes and Agencies. We may need to look in recruiting from the hospital and their program.
- **Appreciations and multiple accolades** were bestowed to Santasha Highley for the abundance of work she has accomplished over the past weeks. The hard work of both ED/Interim and Board Members is indeed complimentary but remember we remain on: '*conditional status*' until the full Corrective Action Plan is approved. Vallery noted, how impressive Mrs. Highley's presentation to the Superintendent, Dr. Glenn, Greenwood School District 50, and Mrs. Alyson Person, Director of Elementary Schools was this morning. Along with Deon from OFS.
- The meeting was adjourned with a second by Reggie White at 7:00 PM.

Submitted by:

Vallery Smith

Vallery Smith, Secretary, GCFS