



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

1/5/23
6:00 PM
FY23 - Meeting #5

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 AGENDA	LORETTA PARKER
OPEN ISSUES	
<ul style="list-style-type: none">• <u>Corrective Action Plan</u> Approval of Freedom of Information Act Policy• <u>Update on Blackbaud and Fiscal Signatories</u>• <u>Slate of Nominees for New Board Officers</u>	

Notes:

ADJOURNMENT

January 5, 2023 GCFS Called Board Meeting Minutes

Minutes Submitted by Becky Corbin,
GCFS Full Partnership Board Assistant-Secretary
Friday, January 6, 2023

Greenwood County First Steps Full Partnership Called Board Meeting via Zoom January 5, 2023 (6:00 PM)

The proposed GCFS FOIA Policy and an agenda was sent to all board members, via email, on Wednesday, January 4, 2023. The following items were listed on the agenda:

- Corrective Action Plan
 - Approval of Freedom of Information Act Policy
- Update on Blackbaud and Fiscal Signatories
- Slate of Nominees for New Board Officers

Loretta Parker, Board Chair, called the virtual Called Board Meeting (via Zoom) to order at 6:03 PM, on Thursday, January 5, 2023.

Present: Santasha Highley (Executive Director), Loretta Parker (Board Chair), Traci Baldwin, Carolyn McCutcheon, Jane Merrill, Cathy Miller, Rosella Quarles, Cynthia Aaron, Becky Corbin, Ryan Thomas, April Outzs, Jason Morrison, Sabrina Miller, Lark Coleman (14 Present)

Corrective Action Plan: Approval of Freedom of Information Act Policy

Loretta Parker shared the following information with the board.

We have one final item to get off of corrective action. We have to get this policy (GCFS FOIA Policy) approved. We, as a board, went over this policy before but tabled it, therefore it was not in the minutes of approval. We must complete this and have it within our minutes in order for the State Department to take us off of corrective action. This was sent out again yesterday so everyone should have this and have had time to review it. Hearing no questions, a vote for approval was called.

When we vote, I would like for you to type your name in the chat so we have an accurate record of who voted.

Copy of Chat:

Vote to Approve the GCFS FOIA Policy:

From Me to Everyone 06:06 PM

Becky Corbin

From Ryan Thomas to Everyone 06:06 PM

Ryan Thomas - Vote to Approve

From Santasha Highley to Everyone 06:06 PM

Cynthia Aaron, Approve

From April Ouzts to Everyone 06:06 PM

April Ouzts

From Jason Morrison to Everyone 06:06 PM

Jason Morrison

From Me to Everyone 06:06 PM

Cathy Miller (NOTE: Recorded by Becky Corbin due to using phone and could not enter in the chat.)

From Jane Merrill to Everyone 06:06 PM

Jane Merrill, Approve

From Sabrina Miller to Everyone 06:06 PM

Sabrina Miller - Vote to Approve

From Tracy Baldwin to Everyone 06:07 PM

Tracy Baldwin, Approve

From Me to Everyone 06:07 PM

Carolyn McCutcheon (NOTE: Recorded by Becky Corbin due to using phone and could not enter in the chat.)

Rosella Quarles (NOTE: Recorded by Becky Corbin due to using phone and could not enter in the chat.)

NOTES:

- This was not added within the chat but recorded by Becky Corbin due to Mrs. Parker leading the meeting and did not enter in the chat.
 - Loretta Parker
- Lark Coleman was having connection issues and was not present at this time.

Policy adopted with 12 approving the policy.

Update on Blackbaud and Fiscal Signatories

Santasha Highley provided an update and relevant information to the board.

We need to have in the minutes and get approval for who would be the next person to step up and approve invoices. We also need to add Cathy Miller and anyone else the board wishes to add to the fiscal signatories since Reginal White is no longer on the board. Santash Highley has spoken to Lark Coleman to see if he would be able to do this because it has to be someone that could do this on a daily basis and be readily available to approve invoices. This is very important because it is needed often on a daily basis and throughout the day.

As far as signing off on changes with reallocations and the budget changes over the amount of \$2500 would be the Budget Chair and the Board Chair.

Clarifications on how this process works was explained to the board members. If under \$2500 then Executive Director may approve and then one other person. If over \$2500, it would be the Executive Director; the second person, which could be the Budget Chair; and the third approver being the Board Chair. It is up to the board to make this decision and the local board determines this process.

We have appointed Lark Coleman to the Finance Committee.

Further Clarification on Mrs. Highley's, Executive Director, authority for approving invoices. The Executive Director enters invoices into BlackBaud and then a 2nd authority must approve the invoice. Once the invoice is approved, it goes straight to Manley Garvin if it is under \$2500. If it is over \$2500 the Executive Director enters the invoice into Blackbaud, the 2nd authority would approve the invoice, then the Board Chair would also approve it before it then goes to Manley Garvin for the invoice to be paid.

Ryan Thomas made a motion to make Mr. Lark Coleman be the secondary signatories. Tracy Baldwin seconded the motion.

Copy of Chat:

Vote on motion:

From April Ouzts to Everyone 06:17 PM

April Ouzts

From Jason Morrison to Everyone 06:17 PM

Jason Morrison

From Ryan Thomas to Everyone 06:17 PM

Ryan Thomas - Approve

From Jane Merrill to Everyone 06:17 PM

Jane Merrill, Approve

From Sabrina Miller to Everyone 06:17 PM

Sabrina Miller - Approve

From Santasha Highley to Everyone 06:17 PM

Cynthia Aaron

From Tracy Baldwin to Everyone 06:17 PM

Tracy Baldwin, Approve

From April Ouzts to Everyone 06:18 PM

sent directly to me.

NOTES:

- These were not added within the chat but were verbally added due to phone usage and not being able to add to the chat.
 - Carolyn McCutcheon
 - Rosella Quarles
- This was not added within the chat but recorded by Becky Corbin due to Mrs. Parker leading the meeting and did not enter in the chat.
 - Loretta Parker
- This was not added within the chat but recorded by Becky Corbin due to taking minutes and was not entered.
 - Becky Corbin
- Lark Coleman was having connection issues and was not present at this time.

Motion passed with 11 approving the policy.

Slate of Nominees for New Board Officers

Please think about this for the next board meeting. We have a few positions open on the slate that we will vote on these at the next board meeting.

Board Chair, Vice Chair, Secretary, Assistant Secretary

Send Nominations via Email to Mrs. Highley in order to have on the agenda for the next meeting. We will vote at the February meeting.

Meeting adjourned at 6:19 PM on Thursday, January 5, 2023.