



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

2/6/23
6:00 PM
FY23 - Meeting #6

Meeting called by: Board Chairman – Loretta Parker
Location: Greenwood County First Steps Administrative Office
1402C Highway 72 W, Greenwood SC 29649
Excused Absence(s): Bill Robinson, Alyson Perrin, Carolyn McCutcheon, Rosella Quarles

AGENDA TOPICS

- | | |
|--|------------------|
| CALL TO ORDER | LORETTA PARKER |
| INVOCATION | |
| ACCEPTANCE OF THE MINUTES AND AGENDA | |
| BOARD ELECTIONS | SANTASHA HIGHLEY |
| FAMILY STRENGTHENING COMMITTEE REPORT | BECKY CORBIN |
- Program Updates
 - Nurturing Parenting - Home Visitation
 - Currently we have 13 families enrolled and are successfully participating
 - Group Connections is going great! 4 families and 8 children attended and completed a Rainbow Fish Craft.
 - Two families have decided to utilize our onsite Home Visitation Room for monthly visits
 - Nurturing Parenting - Teen Parenting Program
 - ED just completed a grant application to the State office of First Steps requesting funding to hire a Part-Time Parent Educator to conduct home visits for the Nurturing Teens Program.
 - Childcare Training and Education
 - December 3, 2022 - one training was held virtually for 4 hours and 18 childcare providers attended.
 - February 18, 2023 – Laurel Baptist Church will provide space (Free) to train up to 50 providers. Training will be 2.5 hrs.
 - March 11, 2023 – CCR&R will provide a free 4-hour training and we will conduct training, possibly at Lander university
 - April 2023 – Two lander professors have agreed to provide training
 - Community Outreach

- Partnership with ECC – reading on Fridays in their Library
- May 20, 2023 – Partnering with the Boys and Girls Club and Save the Children to do a Summer Palooza – Need Board Member Assistance for planning and participation.
- March 2023 Partnering with District 50 and Lander University Basketball Team to do March Madness Reading Events at the Elementary Schools

CATHY MILLER

FINANCE COMMITTEE REPORT

- Budget Updates
 - FY23 Budget Detail Report Update
 - FY24 Allocation Analysis - Decrease in Funding (report provided)

ALVIN DEAL

RESOURCE COMMITTEE REPORT

- Needs and Resource Assessment
 - State office encouraged partnerships to partner with a consulting agency for compiling data and completing the report due March 3, 2023. The Comprehensive plan is to follow and due May 1, 2023.
 - ED conducted research to find the least expensive agency and the cost at a discount is \$7500
 - The agency will conduct a meeting of their finding and would like board and community agency input on Friday, February 17, 2023 before completing the final report.
 - State Office of FS is providing partnerships \$1000 to assist with the cost.
 - If decided upon, the cost of the completion of the Comprehensive Plan is \$6500
 - Need a “motion” to approve use of Consulting Firm

JANE MERRILL

GOVERNANCE COMMITTEE REPORT

- Attorney Update
 - Settlement Status and Confidentiality

Notes:

EXECUTIVE DIRECTOR REPORT

- Corrective Action Plan
 - All items have been completed and we were cleared to apply for state-funded grants.
 - To date, we still have not received a letter stating that we are officially off of corrective action

- Professional Development and Training
 - Institute for Child Success Conference – February 23-24, 2023 - Greenville
 - March 7, 8, and 9 – Together SC Conference – All staff will attend - Columbia
 - ED to attend ED meeting on March 6, 2023 – Columbia

- Gifts In-Kind Center – Spartanburg, SC
 - Approved membership – We can shop on Mondays for 1hr.

- Lander University Partnership
 - Call Me Mister Program would like to partner with us on reading outreach events
 - Early Childhood Department – Will be assisting GCFS with 4 to 5 portable Story Walks
 - Early Childhood Department is doing a children’s clothing drive for GCFS this month

- Conference Room Furniture
 - One table is broken due to wear and tear.
 - Table and Chairs are 8 years old and have been through a lot of wear and tear
 - By the end of FY23 we may need to look into replacing with more child proof furniture or getting this furniture fixed

- Next Board Meeting - Annual Meeting
 - March 6, 2023
 - Posted on January 15, 2023
 - Will review data and progress of GCFS

ADJOURNMENT

**Greenwood County First Steps
Full Partnership Board Meeting**

February 6, 2023 (6:00 PM)

Meeting called by: Board Chairman – Loretta Parker

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

Present: Loretta Parker, Carolyn McCutcheon, Becky Corbin, Lark Coleman, April Outz, Alvin Deal, Cathy Miller, Jessica Jacobs, Sabrina Miller (via call), Jody Gable, Santasha Highley, Cynthia Aaron

Excused Absence(s): Bill Robinson, Alyson Perrin, Rosella Quarles, Ryan Thomas

Meeting called to order by Loretta Parker at 6:05.

Invocation by Reverend Deal.

Acceptance of Minutes and Agenda - Carolyn McCutcheon motion to approve minutes, second by Alvin Deal and Lark Coleman made a motion to accept agenda as written, second by Alvin Deal, motion carried and all in favor.

Board Elections

Call for any further nominations for board chair

Motion Cathy Miller, second by Alvin Deal, for the slate of officers presented on the ballot to be accepted as written. Motion carried and all in favor.

- Board Position Nominations
 - Chair
 - Loretta Parker
 - Vice-Chair
 - Lark Coleman
 - Secretary
 - Becky Corbin
 - Assistant Secretary
 - No nominations

Family Strengthening Committee Report presented by Becky Corbin

Program Updates

- **Nurturing Parenting - Home Visitation**
 - Currently we have 13 families enrolled and are successfully participating.
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 - Two families have decided to utilize our onsite Home Visitation Room for monthly visits
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- **Community Outreach**
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 - March 2023 Partnering with District 50 and Lander University Basketball Team to do March Madness Reading Events at the Elementary Schools

Finance Committee Report presented by Cathy Miller

Budget Updates

- FY23 Budget Detail Report Update
 - About \$299,000 total budget
 - We are seven months into the year and on track to finish favorably for the year. We will work to account for the excess created from a position that was not filled.
- FY24 Allocation Analysis - Decrease in Funding (report provided)
 - Due to the most recent Census (2020), we are scheduled to see a decrease in funding of about 8.44%.

Resource Committee Report presented by Alvin Deal

Needs and Resource Assessment

- The state office encouraged partnerships to partner with a consulting agency for compiling data and completing the report due March 3, 2023. The Comprehensive plan is to follow and due May 1, 2023.
- ED conducted research to find the least expensive agency and the cost at a discount is \$7500.
- The agency will conduct a meeting of their findings and would like board and community agency input on Friday, February 17, 2023 before completing the final report.
- The State Office of FS is providing partnerships \$1000 to assist with the cost.
- If decided upon, the cost of the completion of the Comprehensive Plan is \$6500
- Discussion
 - We will need \$6500 for the Needs Assessment. It will cost an additional \$6500

for the completion of the Comprehensive Plan.

- The State Office of FS has approved this company.
- Suggested that we broaden the invite list to include many of the nonprofit organizations on February 17, 2023.
- Cathy Miller motioned that we contract with ISI Consulting for the needs assessment and the Comprehensive Plan. Alvin Deal seconded the motion. All in favor so the motion carries.

Governance Committee Report presented by Jane Merrill

Attorney Update

- Settlement Status and Confidentiality
 - We are waiting for the attorney for Social Change to respond.
 - There has been a delay due to a change in attorneys.

Executive Director's Report presented by Santasha Highley

Corrective Action Plan

- All items have been completed and we were cleared to apply for state-funded grants.
 - January 20 one grant was submitted. We will submit another by the end of March.
- To date, we still have not received a letter stating that we are officially off of corrective action

Professional Development and Training

- Institute for Child Success Conference – February 23-24, 2023 - Greenville
 - Received free tickets therefore all staff will attend the conference.
- March 7, 8, and 9 – Together SC Conference – All staff will attend - Columbia
- ED to attend ED meeting on March 6, 2023 – Columbia

Gifts In-Kind Center

- Spartanburg, SC with United Way of Spartanburg.
- Approved membership – We can shop on Mondays for 1hr at 11:00.
 - First trip was today. Partnered with Board Chair's church to use their van to shop and transport the items we receive.
 - We have to inventory and determine the in-kind amount and photos to support.
 - Membership is a yearly fee of \$700.
 - Call for any volunteers that would like to assist with this.

Lander University Partnership

- Call Me Mister Program would like to partner with us on reading outreach events
 - They will start their partnership with events at the Summer Palooza.
- Early Childhood Department – Will be assisting GCFS with 4 to 5 portable Story Walks
 - Want to have this be a big culmination at the end of their semester
- Early Childhood Department is doing a children's clothing drive for GCFS this month
 - Have assisted with toiletries and diapers in the past.

Conference Room Furniture

- One table is broken due to wear and tear.
- Table and Chairs are 8 years old and have been through a lot of wear and tear
- By the end of FY23 we may need to look into replacing them with more child-proof furniture or getting this furniture fixed

Next Board Meeting - Annual Meeting

- March 6, 2023
 - Option to move the meeting to April 3, 2023, if the board would like to move it since Ms. Highley will be in Columbia on that date. We will still be within our 45 days to make the change and allow for time to make notice to the public.
 - The Greenwood County Library has offered to provide a space in the Children's room area.
 - We will send a personal invitation to delegates and partnerships for this meeting.
- Posted on January 15, 2023
- Will review data and progress of GCFS

6:46 PM meeting was adjourned.

Submitted by Becky Corbin,
GCFS Full Partnership Board Assistant-Secretary
February 6, 2023