



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

4/3/23
6:00 PM
FY23 - Meeting #7

Meeting called by: Board Chairman – Loretta Parker
Location: Greenwood County Library Children’s Center
 600 Main St. S, Greenwood SC 29646
Excused Absence(s): Jane Merrill, Becky Corbin, Lark Coleman, and Cynthia Aaron,

AGENDA TOPICS

- | | |
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| CALL TO ORDER | LORETTA PARKER |
| INVOCATION | |
| ACCEPTANCE OF THE MINUTES AND AGENDA | |
| FAMILY STRENGTHENING COMMITTEE REPORT | BECKY CORBIN (Excused Absence) |
| <ul style="list-style-type: none"> ○ Nurturing Parenting - Teen Parenting Program <ul style="list-style-type: none"> ▪ Grant Application was approved for a start date of March 1, 2023, with full implementation on May 1, 2023 | |
| FINANCE COMMITTEE REPORT | CATHY MILLER |
| <ul style="list-style-type: none"> • <u>Budget Updates</u> <ul style="list-style-type: none"> ○ FY23 Budget Summary Report Update ○ GCFS Awarded a \$1500 Preschool Development Grant from the State Office of First Steps <ul style="list-style-type: none"> - Funds are restricted to the use for Core Functions such as the Needs and Resources Assessment - The motion needed to allocate these funds for this purpose | ALVIN DEAL |
| RESOURCE COMMITTEE REPORT | |
| <ul style="list-style-type: none"> • <u>Needs and Resource Assessment/Strategic Plan</u> <ul style="list-style-type: none"> ○ Needs Assessment Completed 3/1/23 ○ Board and Staff are in the process of completing the Strategic Plan for the next 3 years ○ Next Strategic Planning Meeting – In person on Monday, April 17, 2023, from 5:30 PM – 7:30 PM, dinner will be served | JANE MERRILL (Excused Absence) |
| GOVERNANCE COMMITTEE REPORT | |
| <ul style="list-style-type: none"> • <u>Attorney Update</u> <ul style="list-style-type: none"> ○ Settlement Status? | |

Notes:

EXECUTIVE DIRECTOR REPORT

- Introduction of Staff
 - Four Staff members as of 4/3/2023
- Progress of Greenwood County First Steps
 - We are officially off of Corrective Action
- Professional Development and Training
 - Full-Time Parent Educator – 26 hours
 - Part-Time Program Coordinator – 21 hours
- Lander University Partnership
 - Early Childhood Department
 - Nursing Department
 - Psychology Department
 - Interns
 - Sororities and Fraternities
 - Basketball Team
- FY22 Annual Report
- FY23 Community Needs and Resources Assessment
- Summer Palooza – Saturday, May 20, 2023 – 11am – 2pm

- Next Board Meeting - Annual Meeting
 - May 1, 2023 – Approval of the FY24 Formula Funding Application

ADJOURNMENT

**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 if 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 Mr. Gaskin 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 ten (10) 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 and documentation is needed to ensure transparency before the Board votes:

- *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 This document was prepared by Mr. Gaskin and presented to the Board.*

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, but they deal with resignation of board members and not employees.

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 this position.

April Ouzts made a motion that Reginald White shall 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 from the board. Ms.
Corbin inquired about a library employee serving but the library declined to suggest any library employee who would
consider serving on the board.

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:

- The meeting was adjourned at 7:45 PM.

Submitted by:

Vallery Smith, Secretary, GCFS

**Greenwood County
First Steps Full Partnership Board Meeting
October 7, 2019**

Lark Coleman, Board Chair, called the meeting to order at 6:00 PM, on Monday, October 7, 2019, and gave the invocation. A copy of the agenda and minutes were distributed, Johnny Ledford moved for adoption of the agenda as guide and acceptance of minutes as printed. The motion was seconded by Monica Foster. Motion carried.

Present: Lark Coleman, Monica Foster, Johnny Ledford, Doris Louden, Loretta Parker, Lillian Thomas, Rosella Quarles, Vallery Smith, Andrea Witt, Reginald White, Cynthia Aaron, and April Ouzts. Benita Goode and Linda Baylor were welcomed as new board members. And Natoya Cartledge, as new Executive Director for McCormick County First Steps. (14 of 19 present)

Excused Absences: Kayla Starnes, Jaleesa Wideman, Carolyn Robinson, and Robin Smith

Committee Reports:

Family Strengthening Committee: No Report, Loretta Parker, Chair

Budget Committee: Monica Foster, Chair, deferred report to ED for a briefing later in meeting

Resource Committee: No Report, Carolyn Robinson, Chair (absent)

Executive Director's Report: Michael Gaskin informed board members of the following...

- A card was shared and read from Erika Parks Gold, daughter of Shirley Parks (former board member)
- Board Member Tenure:
ED informed board that several members would have to rotate off after serving for 8 years; and those members need to replace their positions or seats. This does not apply to those members who were appointed. (See board member roster chart on number of years served)
- Board Christmas Social:
ED commented that the event will be on Monday, December 2, our next full board meeting, 5:30 pm, Smokehouse. Sports Break was currently booked for the holidays.
- Building Security of GCFS:
ED reports that WCTEL to install a latch and camera for added safety precautions; giving secured access into the building and the development of a new policy. ED emphatically stated that no one is to be in the building alone; and when leaving, please exit by 2s.
- Annual Report:
The annual report requires board approval. ED shared a power point presentation of the 2018-2019 Annual Report of Greenwood County First Steps. The report was inclusive of: mission statement, the approach, the impact and, the need in the county based on percentages. It also included a message from the ED, goals and a depiction of the program components based on training and numbers served for accountability purposes. The programs depicted were: Child Care Training, Nurturing Parenting: Home Visitation, Nurturing Parenting: Parent Training, Nurturing Parenting: Nurturing Fathers-Fatherhood Program, Community Partnerships. A financial highlight was included in the report listing a summary of expenditures by strategy:

Nurturing Parenting	\$72,614
Fatherhood Program	\$29,469
Child Care Training	\$66,152
Parent Training	\$30,619
Core Functions	\$10,548
Administrative Support	\$11,215
Total Expenses	\$220,617

Board Chair Coleman called for a motion to the status of the presented Annual Report for 2018-2019. Doris Louden motion the acceptance of the report as presented with commendations; and Monica Foster second motion. The motion carried.

The Numbers Served Report for FY19 required board approval as well and it was motioned by Rosella Quarles and second by Reginald White. The motion carried.

- Countdown to Kindergarten FY20:
Board approval of this report is also required. ED reported that positive consideration has been noted. He has discussed in-depth this program with Alyson Perrin, the new Director of Elementary Education, Greenwood District 50; and with hopes of pitching the same program concept to School Districts 51 (Ware Shoals) and 52 (Ninety Six), but with GCFS administering the program; and with the recommendation of using retired teachers to fulfill the program's intent. ED is to meet with these School Superintendents soon; and then with their principals.
- Speaking Engagements of ED:
GLEAMS on October 16 ref dental health
Lander University on November 5 ref diversity
Each presentation is not to exceed 30 min.
- Nurturing Parenting Updates:
Potential training to take place with the Parent Educator hired from McCormick County First Steps, Natoya Cartledge to serve in this position. She is to serve some 30 hours p/wk and maintain full fringe benefits. The Abbeville County First Steps will serve 5 families, will be part-time and receive no fringe benefits. She is Jessica.
- Budget Updates:
ED to provide a budget outline that subject to board approval. It will include budget reallocation from Manley/Garvin RFM. Note fringe reduction from 42% to 35.5% for ED and Program Coordinator. Also note that over the last three months (August thru October) 12 to 16 consecutive sessions have been offered. Parenting Facilitator and Technical Assistance are areas ref transferring funds to Parenting Initiatives. Deloris Rucker serves as GCFS Program Assistant, part-time for half of the year and with ACFS paying for half of the year starting January 2020.
- Childcare Training Updates:
ED states that seven (7) trainings has been scheduled for Fall 2019 and they will be conducted on Saturdays for Early Childhood Trainings. It will be for thirty-seven unduplicated childcare providers for the first three trainings. Over the next three months four trainings will be conducted, and the Spring Conference is slated for Lander Univ. ED also encouraged and extended an invitation to board members to become members of CRP: Citizens Review Panel
- Parliamentary Procedure:
What is a Quorum? A quorum is a minimum number of members who must be present; or is required for a meeting to conduct its substantive business. (That would be half of the board members plus one).
Ten (10) GCFS Board Members are to be present in order to conduct business.
- The next Greenwood First Steps Board Meeting will be Monday, December 2, 2019, 5:30 PM, a Joint Social, TBD
- The meeting was adjourned at 6:45 PM.

Vallery C. Smith,
GCFS Full Partnership Board Secretary

Greenwood County
First Steps Full Partnership Board Meeting
May 4, 2020

Lillian Thomas, Board Chair, called the meeting to order at 6:00 PM, on Monday, May 4, 2020 with invocation by Michael K. Gaskin. A copy of the agenda and minutes were emailed prior to meeting, Johnny Ledford moved for adoption of the agenda as guide and to accept minutes as printed. Motion was seconded by Reginald White and carried.

Present: Lillian Thomas, Vallery Smith, Reginald White, Cynthia Aaron, Johnny Ledford, Kayla Starnes, Andrea Witt, April Outzs, and Linda Baylor :. (9 of 14 present)

Excused Absences:

Committee Reports:

Family Strengthening Committee:	No Report
Budget Committee:	No Report
Resource Committee:	No Report

Executive Director's Report: Michael Gaskin

- FY21 Grant Application
 - *Approval of Partnerships FY21 Formula Funding Grant Application and Certification Form (Appendix E)* – The board reviewed the FY21 Formula Funding Grant Application in its entirety. Grant application is due May 15, 2020. Johnny Ledford made a motion to accept the FY21 Funding Formula Grant Application as written and Andrea Witt second the motion, the motion carried unanimously.
 - *Approval of the FY21 Resource Development Plan (Appendix A)* was shared and highlighted. Johnny Ledford made a motion to accept the Resource Development Plan (Appendix A) and Andrea Witt second the motion, the motion carried unanimously.
 - *Approval of the FY21 Proposed Program Strategies (Appendix B)* was shared and highlighted. All programs will remain the same for FY21. Kayla Starnes made a motion to accept the proposed Program Strategies (Appendix B) and Reginald White second the motion, the motion carried unanimously.
 - *Approval of the FY21 Community Education and Outreach Plan (Appendix C)* was shared and highlighted. All programs will remain the same for FY21. Cynthia Aaron made a motion to accept the Community Education and Outreach Plan (Appendix C) and Reginald White second the motion, the motion carried unanimously.
 - *Approval of Fiscal Signatories for FY21 (Appendix D)* – Fiscal Signatories for FY21 was shared and highlighted. Reginald White made a motion to accept the Fiscal Signatories (Appendix D) for FY21 and Linda Baylor second the motion, the motion carried unanimously.
 - *Approval of Board Membership and Attendance for FY21 (Appendix F)* –was shared and highlighted. Reginald White made a motion to accept the Board Membership and Attendance (Appendix F) for FY21 and Kayla Starnes second the motion, the motion carried unanimously.

- *Approval of Additional Program Outcomes for FY20 (Appendix H)* –was shared and highlighted. Reginald White made a motion to accept the Additional Program Outcomes (Appendix H) for FY20 and Kayla Starnes second the motion, the motion carried unanimously.
- *Approval of the Partnerships FY21 Budget Spending Plan* – The Board reviewed and approved the FY21 Budget Spending Plan. Johnny Ledford made a motion to accept the BSP as written and Vallery Smith second the motion, the motion carried unanimously.
- *Approval and Review of FY21 Projected Data compared to the Actual Data, as well as strategy performance relative to SC First Steps Program Accountability Standards* was shared and highlighted. Johnny Ledford made a motion to accept the data and Vallery Smith second the motion, the motion carried unanimously.
- *Approval of the FY21 Conflict of Interest Policy/Approval Whistleblowers Policy/Donations Policy* was shared and highlighted. Vallery Smith made a motion to accept the Conflict of Interest Policy/Approval Whistleblowers Policy/Donations Policy and Johnny Ledford second the motion, the motion carried unanimously.
- *Approval of the FY21 Confidentiality Policy* was shared and highlighted. Johnny Ledford made a motion to accept the Consent Agenda and Confidentiality Policy and Cynthia Aaron second the motion, the motion carried unanimously.
- *Approval of the FY21 Record Retention Policy* was shared and highlighted. Reginald White made a motion to accept the Record Retention Policy and Johnny Ledford second the motion, the motion carried unanimously.
- *Approval of the FY21 Board Member Attendance Policy* was shared and highlighted. Cynthia Aaron made a motion to accept the Board Member Attendance Policy and Johnny Ledford second the motion, the motion carried unanimously.
- Board Member Agreements
 - ED reviewed the Board Member agreement for FY21, and the board agreed with the agreement and all members will sign the agreement along with the board chair.
- Time Allocation Study
 - The 12 week - Time Allocation Study was shared and reviewed by the board. Reginald White made a motion to accept the Time Allocation Study and Johnny Ledford second the motion, the motion carried unanimously.
- Office Operations – COVID-19:
Office operations for during the pandemic are as follows:
 - The office doors are closed to the public
 - All staff will work from home with the exception of one office day a week
 - Home Visitors will continue to drop off educational materials and conduct virtual visits
 - Parenting Groups will continue via Zoom on Tuesdays at 1pm and 6pm
 - The ED and staff is strongly considering to self-quarantine
- Zoom:
During the Pandemic, all parenting groups, home visits, and board meetings will be conducted via Zoom.

• Budget Update:

- The County Partnership's Budget (Detail) Expense was reported.
- There has not been a response from Manley Garvin, Dale Alexander, concerning his changing the County Partnership's Budget Approved Fringe Benefits without the County Partnership authorizing him to do so.
- Reimbursement – ED paid out of pocket for an Online Parenting Facilitator Certification. The board voted unanimously to reimburse ED in the amount of \$665 for the cost of the class and materials. ED obtained a Certification of Completion and Anger Management Professional Training – Level 2 Certification.

• The next Greenwood First Steps Board Meeting: TBA

• The meeting was adjourned at 6:54 PM.

Vallery Smith,
GCFS Full Partnership Board Secretary

Vallery Smith
Printed Name of Board Secretary

Vallery C. Smith
Signature of Board Secretary

4 May 2020
Date

Michael K. Gaskin
Printed Name of Executive Director

Michael K. Gaskin
Signature of Executive Director

4 May 2020
Date

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

June 2020

No Meeting

GCFS Full Partnership Board

March 2019

No Meeting

Greenwood County
First Steps Full Partnership Board Meeting
April 1, 2019

Lark Coleman, Board Chair, called the meeting to order at 6:00 PM, on Monday, April 1, 2019, and Lark offered both prayer and grace. A copy of the agenda and minutes were distributed, Johnny Ledford moved for adoption of the agenda as guide and acceptance of minutes as printed. Motion was seconded by Lillian Thomas. Motion was carried.

Present: Lark Coleman, Monica Foster, Johnny Ledford, Doris Louden, Rosella Quarles, Carolyn Robinson, Lillian Thomas, Shirley Parks, Vallery Smith, Robin Smith, Deborah Parks, Lillian Lee, Jaleesa Wideman and Andrea Witt...
(14 of 17 present)

Excused Absences: Loretta Parker, Reginald White, and Kayla Starnes.

Committee Reports:

Family Strengthening Committee: Report by ED in lieu of absence of Loretta Parker, Chair

Budget Committee: No Report, Monica Foster, Chair, but will reschedule meeting

Resource Committee: No Report, Carolyn Robinson, Chair

Family Strengthening Committee Report by ED:

- Reminded board members that we lost a 'home visitor' in Greenwood. Recommendation is that both of the Abbeville workers, 'home visitors' pick up the caseload for Greenwood. The Greenwood Office would have to pay benefits, with Abbeville Office invoicing the Greenwood Office on a monthly basis for their benefits coverage.

Executive Director's Report: Michael Gaskin informed board members of the following...

- Parliamentary Procedures:
Procedures to become inclusive of each board meeting. See note at bottom of agenda ref 'making a motion'.
- Board Recognition:
Robin Smith was presented a plaque for her 'unwavering dedication' to community service and her work through DSS and The Greenwood First Steps Partnership and its relationship. Congratulations, Robin Smith.
- Preschool Teachers of Greenwood Christian School held a workshop in the Greenwood First Steps Office, on Saturday, March 31, 2019, as part of the Early Childhood Conference. The small group setting was successful. In the future may consider toning down number of Childhood Trainings to approximately 4 per year, and conduct them here in the Greenwood Office to curtail on conference expenses.
- Early Childhood Conference: Save the Date!!!, Saturday, April 13, 2019, Lander University, Greenwood, SC, Greenwood & Abbeville County First Steps, in partnership with Social Change Initiative and Lander University "The Art of Imagination... Learning Through Play" Two speakers: Tom Trainor; and Denise Waldrop
Registration deadline: April 5, 2019 Fee: \$30.00
Educators earn six renewal points towards their re-certification;
Child Care Providers receive six DSS credit hours and two meals
- New Board Member Nominees:
Two names via nomination forms were offered to join The Greenwood County First Steps Full Partnership Board.
1) Cynthia Aaron, previous board member, employed at Learning Vine Daycare, would best represent Childcare/Early Childhood category

2) Benita Goode, employment affiliations, Parent Watchers & Teen Mothers and would be represent Non-Profit Organization. She also works at Strong Roots Beauty Salon.

Both were voted by board members to be accepted to the Greenwood Board by majority vote.

Motions were made and carried by Board Chair Lark Coleman.

- United Way:

Gloria Johnson, Administrative Assistant of United Way, wants to meet and share their interest in partnering with First Steps. They are changing their focus to more emphasis on literary aspects. A meeting is scheduled for Wednesday, April 10, 2019, 3:30 PM

- Rotary Club of Greenwood:

ED has been asked to become a member of the Rotary Club of Greenwood. Membership information ref qualifications and membership costs were shared with board members. Its purpose is to 'bring together business and professional leaders....' in order to provide humanitarian services, etc.

The membership fees are \$440 per year; plus Foundation fee and Pro-Rated New Member Dues.

ED declined joining. Membership fees beyond means at this time.

- Bi-Lo Community Program:

GCFSFP has been chosen as the recipient of The Bi-Lo Community Bag Program for the month of April. Every time one of the Community Bags is purchased at the store (Montague Ave, Grwd, SC) during April, SC First Steps To School Readiness Greenwood will receive a \$1 donation.

- Countdown to Kindergarten:

The 'Preschool Development Grant' that was written and stipulated: *'the home visitor providing the CTK services must be the 5K teacher who will be assigned to the child in Fall 2019'*, will be able to fund 68 CTK slots as was requested. Congratulations! And ED will meet with Rex Coates, of Greenwood School District 50, Early Childhood Director to work out details of developing 'teacher-child-family relationship building. More on this after meeting with Rex. Retired teachers may be used to assist in these areas of need. Need approximately 5 to 8 teachers.

- Pre-School Development Grant:

Input learned ref first statewide 'Birth-through-5' statewide needs assessment.

Funding of \$3000 per county is available for partnerships

Must meet four (4) requirements:

- 1) Serve on and recruit other stakeholders to participate in Needs Assessment Regional Meetings
- 2) Recruit parents, caregivers and other early childhood stakeholders to participate in an on-line survey
- 3) Convene focus groups (2)
- 4) Gather data on local resources not available at state level

Georgia Deal, Director of Early Childhood Services, is requesting a meeting to establish a community advisory committee and has extended an invitation to ED or a representative to attend a meeting.

A listing for Preschool Development Grant, Needs Assessment Regional Meetings was shared.

- FY20 Formula Funding Grant Application (Renewal) ~ Due May 10, 2019

ED reported 80% completed. Hopefully, will vote on by next board meeting. ED to email blank copy then share the completed copy with board members and submit before the May 10th deadline. A checklist of requirements will be attached as guide. Will definitely review thoroughly; we do not want to end on a 'conditional status.'

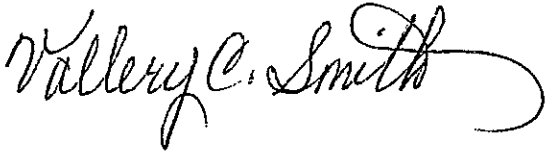
ED ref Fund 55 and Fund 56 via handouts; and in-kind donations due

Allocation Comparison - \$13,160

ED stated that the formula has changed; and Greenwood is due more money

- Nurturing Parenting Updates... 'Parenting Group Calendar'
Tabernacle Baptist Church to curtail Parenting Group Program on Thursdays.
Currently 'parent groups' are meeting: Greenwood Office on Tuesdays 1:00-2:00 and 6:00-7:00
Carolyn Robinson to be trained; and \$3000 needed for training purposes
Looking into ways of funding: i.e. Self-Foundation or other community agencies
Training would encompass: sessions, travel, lodging and meals
ED reported most parents are making some progress, but most still need to deal earnestly with their substance abuse problems. The parent sessions have been productive and evident through Best Practices methods.
Board members gave a consensus to find funding for training of Carolyn Robinson.
- ED informed board members that State Office to visit and look into Nurturing Parenting, plus other areas
- Employee Fringe:
ED shared info on handout ref funds incoming and funds outgoing
It reflected monthly and annually utilities and health benefits totaling: \$18,308.48
The amount is for: parent educator, program coordinator and ED
- The next Greenwood First Steps Board Meeting will be Monday, May 6, 2019, 6:00 PM, at the office.
- Several members thanked ED for providing the refreshments tonight.
- The meeting was adjourned at 7:00 PM.

Vallery C. Smith,
GCFS Full Partnership Board Secretary



**Greenwood County
First Steps Full Partnership Board Meeting
May 6, 2019**

Lark Coleman, Board Chair, called the meeting to order at 6:06 PM, on Monday, May 6, 2019, and prayer was given by Robin Smith. A copy of the agenda and minutes were distributed, Loretta Parker moved for adoption of the agenda as guide and acceptance of minutes as printed. Motion was seconded by Robin Smith. Motion was carried.

Present: Lark Coleman, Monica Foster, Loretta Parker, Johnny Ledford, Shirley Parks, Vallery Smith, Robin Smith, Jaleesa Wideman, Reginald White, and Cynthia Aaron. (10 of 18 present)

Excused Absences: Kayla Starnes, Rosella Quarles, Carolyn Robinson, Andrea Witt, Lillian Thomas, and Lillian Lee.

Committee Reports:

Budget Committee: Monica Foster, BC Chair, made a report from the Budget Committee. Monica also made a motion from the committee to increase the fringe percentage for both the executive director and the program coordinator to equate to 42% for the total package effective 1 July 2019. Also, a motion was made to accept the FY20 BSP.

Family Strengthening Committee (FSC): Loretta Parker, FSC Chair, made a recommendation to keep Nurturing Parenting as a Strategy for FY20. Robin Smith second the motion, the motion carried unanimously.

Resource Committee (RC): Lark Coleman-Board Chair, made a report from the Resource Committee to the board on new fundraising efforts for FY20.

Executive Director's Report: Michael Gaskin

- **FY20 Grant Application**
 - *Approval of Partnerships FY20 Formula Funding Grant Application and Certification Form (Appendix E)* – The board reviewed the FY20 Formula Funding Grant Application in its entirety. Grant application is due May 6, 2019. Robin Smith made a motion to accept the FY20 Funding Formula Grant Application as written and Jaleesa Bone second the motion, the motion carried unanimously.
 - *Approval of the Partnerships FY20 Budget Spending Plan* – The Board reviewed and approved the FY20 Budget Spending Plan. Jaleesa Bone made a motion to accept the BSP as written and Robin Smith second the motion, the motion carried unanimously.
 - *Approval of Fiscal Signatories for FY20 (Appendix D)* – Fiscal Signatories for FY20 was shared and highlighted. Reginald White made a motion to accept the Fiscal Signatories (Appendix D) for FY20 and Shirley Parks second the motion, the motion carried unanimously.
 - *Approval and Review of FY20 Projected Data compared to the Actual Data, as well as strategy performance relative to SC First Steps Program Accountability Standards* was shared and highlighted. Loretta Parker made a motion to accept the data and Vallery Smith second the motion, the motion carried unanimously.

- *Approval of the FY20 Resource Development Plan (Appendix A)* was shared and highlighted. Johnny Ledford made a motion to accept the Resource Development Plan (Appendix A) and Robin Smith second the motion, the motion carried unanimously.
- *Approval of the FY20 Conflict of Interest Policy/Approval Whistleblowers Policy/Donations Policy* was shared and highlighted. Monica Foster made a motion to accept the Conflict of Interest Policy/Approval Whistleblowers Policy/Donations Policy and Johnny Ledford second the motion, the motion carried unanimously.
- *Approval of the FY20 Consent Agenda and Confidentiality Policy* was shared and highlighted. Loretta Parker made a motion to accept the Consent Agenda and Confidentiality Policy and Cynthia Aaron second the motion, the motion carried unanimously.
- *Approval of the FY20 Record Retention Policy* was shared and highlighted. Reginald White made a motion to accept the Record Retention Policy and Johnny Ledford second the motion, the motion carried unanimously.
- *Approval of the FY20 Proposed Program Strategies (Appendix B)* was shared and highlighted. All programs will remain the same for FY20. Shirley Parks made a motion to accept the proposed Program Strategies (Appendix B) and Reginald White second the motion, the motion carried unanimously.
- *Approval of the FY20 Board Member Retention Policy* was shared and highlighted. Cynthia Aaron made a motion to accept the Board Member Retention Policy and Johnny Ledford second the motion, the motion carried unanimously.
- Board Member Agreements
 - ED reviewed the Board Member agreement for FY20, and the board agreed with the agreement and all those at the meeting signed the agreement along with the board chair. All those not present will sign the agreement later.
- Time Allocation Study
 - The 12 week - Time Allocation Study was shared and reviewed by the board.
- Approval of use of Private Funds
 - *Approval of the FY19 Private Funds* - The board voted to use the FY19 Private funds to assist and participate in the Community Family Fun Day on June 22, 2019. The Funds were also approved to update computer software and virus protection for office computers. Robin Smith made a motion to accept the proposed use of the FY19 Private Funds and Monica Foster second the motion, the motion carried unanimously.
- Rotary
 - The ED along with the OFS has been invited to attend a Rotary Luncheon with the Lt. Governor, on Thursday, May 9, 2019 @ 12pm at Erskine University. Our new TA will be visiting the office on that day.
- Meeting with Representative John McCravy
 - ED spoke with Representative John McCravy. Mr. Gaskin will be scheduling a meeting with McCravy soon.

- Countdown to Kindergarten
 - Training for Count Down to Kindergarten will be held on Tuesday, May 21, 2019 @ 3pm here at our main office. OFS plans to attend.

- Preschool Development Grant
 - A Focus Groups are complete. Focus Group #1 was held on May 1, 2019 @ 5pm and Focus Group #2 was held on May 6, 2019 @ 12pm. Both were a success and we will submit the data.
 - Needs Assessment Regional Meetings – the program coordinator attended the session in Aiken on April 22, 2019. The board was strongly encouraged to attend future sessions.

- Nurturing Parenting Updates
 - The Board was informed and unanimously approved the use of ACFS personnel to conduct home visits for GCFS.
 - The Board was informed and unanimously approved the ED to continue facilitating fatherhood for Abbeville County First Steps

Next board meeting will be held on Monday, July 15, 2017 at 6:00pm (Joint Board Social @ Erskine University) – The State Office of First Steps are invited to attend.

Meeting Adjourned at 7:33 PM

Vallery C. Smith, Board Secretary

Vallery Smith
Printed Name of Board Secretary

Vallery C. Smith
Signature of Board Secretary

6 May 2019
Date

Michael K. Gaskin
Printed Name of Executive Director

MKG
Signature of Executive Director

6 May 2019
Date

GCFS Full Partnership Board

June 2019

No Meeting

**Greenwood County First Steps Full Partnership Board Meeting
March 6th, 2006 6:00-7:30 p.m. @ Greenwood Learning Center**

Attendants Present: Barbara Ervin, Bobby Ligon, Carolyn Robinson, Donald Burton, Doris Louden, Janice Norman, Jenny Pitts, Joann Miller, Laura Bachinski, Lillian Thomas, Loretta Parker, Perry Bradley, Prudence Taylor, Robert Bailey, Ruth Boyd, Tita James Willie Mae Caldwell, Willie Williams and Rebecca Brown.

-Meeting called to order by chair

-Invocation: Willie Williams

-Visitors from District 50 (Monique Sprowl) and District 51 (Angela Moore) gave reports on their programs including parents and the school staff members.

-Committee Reports (Early Childhood-Barbara Ervin) – Committee moved to retain previous year programs for FY07. The EC Committee recommended an increase in salary (\$1,000), training (\$250), and travel (\$500) for each Parent Educator for FY07. Motion carried.

-Budget Committee

Administration Function – \$40,940

Includes 3% pay and 7.35% fringe benefits increases for the ED.

Pending \$2,688

Programmatic Functions – \$59,182

District 50 – \$34,750

District 51 – \$34,750

Legacy – \$34,750

Healthy Families – \$34,750

Greenwood Community Children's Center accreditation - \$21,000

Center Staff Training and Development – \$20,050

Childcare Vouchers - \$33,000

After discussion the FY07 budget (state allocated funds) was approved by Board members. Total state allocation for FY07 \$313,172.

-No report for Legislative Committee

-Executive Director's report was given (Information).

-Meeting Adjourned at 7:30p.m.

Budget Committee Report:

The Budget Committee recommendations are as follows for FY05 State Allocated Funds:

1.

Allocated for 0601	
Quality Enhancement	\$23,938.00
From Strategy 0204	
Family Literacy	+ \$15,000.00
	<u>\$38,938.00</u>
For Centers 0601	- \$11,647.29
	<u>\$27,290.71</u>
For Families 0601	- \$ 6,000.00
\$2,000 per center	<u>\$21,290.71</u>
For 0101-Admin	- \$ 1,232.00
	<u>\$20,058.71</u>
For Childcare Vouchers	- \$18,000.00
(Purchase six vouchers)	<u>\$ 2,058.71</u>

2.

The breakout supports Admin and Programmatic needs.

Need to Allocate funds to:

5190 Board Expense	\$	200.00
5185 Travel	\$	350.00
5175 Office Supplies	\$	532.00
5160 Telephone	\$	150.00
Total	\$	<u>1,232.00</u>

Board mbr recommended binders for to keep FS documents. This will be an additional cost being allocated to 5190.

Binders (34) 3" - \$15.00 \$ 510.00

3. FY06 State Allocated Funds. Recommend the following programs be funded as follows (see attach)

- a. Admin and Program was reduced 7.65%. This is a yearly reduction made from our Executive Director salary. Fringe is capped at 28%, but we are only paying our ED 20.35%.
- b. Our 0201 programs remain the same at \$33,000 per program
- c. We are recommending a \$37,000 reduction in program 0207; placing this program in line with our other home visitation programs. In addition, this program receives a 3 to 1 Medicaid match.
- d. 0601 will include a projected opportunity to enhance both centers and family at \$2000 per.

- e. A new initiative to provide joint training with three counties (Greenwood, Abbeville, and McCormick)
- f. Childcare Scholarship Vouchers. We will be able to purchase eight vouchers.