

Greenwood County First Steps

Executive Committee Meeting

April 26, 2023 (5:00 PM)

Location: Greenwood County First Steps Administrative Office, 1402C Highway 72 W, Greenwood SC 29649 (Becky Corbin joined via Zoom due to Medical Absence)

Present: Loretta Parker, Jane Merrill, Becky Corbin (via Zoom) Alvin Deal, Cathy Miller, Santasha Highley

Call to Order - Meeting called to order by Loretta Parker at 5:18.

Invocation by Reverend Alvin Deal

General Information

Attorney Update

- Jane Merrill will provide an update
 - Trying to wrap up both claims from Mr. Gaskins and with Social Change. Waiting to hear back from Mr. Gaskins' personal attorney.
 - This would close out any potential claims.
 - Previous minutes were reviewed by Mrs. Merrill to see how we, as a board, addressed the vacation time.
 - Question asked if we could request our legal fees to be paid.
 - Ms. Highley brought up the e-verify issue that has been brought up. We received a letter. The concern is that we did not have an account for e-verify.
 - This has been addressed and all employees have been linked to e-verify.

Program Updates

- We will go to the Parents as Teachers curriculum and do away with the Nurturing Parenting curriculum. Our Teen Program will fall under the Parents as Teachers umbrella.
- Nurturing Parenting - Home Visitation
 - Currently we have 16 families enrolled and are successfully participating
 - FY24 program strategy – Parents as Teachers Curriculum
 - Max 15 families on caseload
 - More comprehensive curriculum to include motor skill and literacy development along with more assessment tools for early identification
 - This curriculum has us work more with the child and not just the parents.
 - We will receive funding from the state office.
 - Parents as Teachers will replace Nurturing Parenting
- Nurturing Parenting - Teen Parenting Program
 - Grant Application was approved for a start date of March 1, 2023, with full implementation on May 1, 2023
 - It was approved for \$90,000 total.
 - \$30,000 per year for three years
 - Full-Time PE is budgeted to receive a small increase for FY23 only to assist with the implementation of the program.

- Community Outreach
 - Summer Palooza – Saturday, May 20, 2023 – 11am – 2pm – at the Boys and Girls Club Field
- Family Cafe
 - It has a curriculum.
 - Will receive \$12,000 from the state office to implement the Family Cafe.
 - 10 parents for seven week program
 - Once a week for seven weeks
 - We will do it in the fall and then again in the spring.
 - 2 childcare workers will be here at each meeting
 - Meetings will be held at the First Steps Office. This saved us some funds.
 - It will be two hours each time.

Budget Updates

- FY23 Budget Summary Report Update
 - Budget clarification given from Manley Garvin as to how money is deposited to GCFS. It depends on how it is allocated to us from the state. It should be quarterly.
- FY24 Reduction in State allocation to \$244,184
- READY Grant Funds – Teen Parenting
 - Part-time Parent Educator Salary and Budget Approval
 - 25 hour per week @ 15.50 per hour
 - It is written that this person will be assisting the full-time parent educator.
 - The state office has approved for us to amend how we distribute funds to adjust for the fact that she was supposed to be doing two programs. She cannot do two programs. Betty Gardner approved this.
 - Full-time Parent Educator Salary increase for FY23 Approval
 - Grant Application was approved for a start date of March 1, 2023, with full implementation on May 1, 2023
 - It was approved for \$90,000 total.
 - \$30,000 per year for three years
 - Budget years will reflect:
 - FY23 - 4 months funding
 - FY24 - 12 months funding
 - FY25 - 12 months funding
 - FY26 - 8 months funding
- GCFS Awarded a \$1500 Preschool Development Grant from the State Office of First Steps
 - 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
- Board members will be reminded to donate \$10 so we have 100% participation. \$10 is asked but we would like to have all board members to donate \$10 a month.
 - Suggested that we send letters out requesting this once a year. Suggested that we say in the letter what the donation will allow us to do.
 - Suggested that we send to the board members as well as churches, businesses, etc.
- In-Kind Donations
 - Save the Children sent us an entire pallet of wipes.
 - We are getting in-kind from our website because they are only charging \$85 a month.

- The print shop made a donation for us for the Summer Palooza. They donated steaks, etc.
- Lander provided us with two story walks.
- 100 books from Toys for Tots

Resource Update

- Strategic Plan completion – Needs review and approval
- Fundraising Plan and ideas are needed for FY24. We need to build our private funds account.
 - Plan is due June 30, 2023

Lander University Partnership

- Lander 405 Early Childhood Class completed two story walks for GCFS for their Final Project.
 - Lander’s news team and the Index journal were there during the presentation to GCFS.

FY24 Formula Funding Grant Application (Renewal Application) – Due 5/2/2021 (Motion)

- All will be sent out ahead of time except for the application because it cannot be shared out yet.
 - All policies will be sent out this week.
 - Note that a change has been made to the Fiscal Signatories regarding the amount that will require an additional signature.
- **Approval of Attachments (A, B, C, D, E, and F)**
 - **Appendix A – Resource Development Plan**
 - **Appendix B – Proposed Program Strategies**
 - **Appendix C – Community Education and Outreach Plan**
 - **Appendix D – Fiscal Signatories Form**
 - **Appendix E – Certification Form**
 - **Appendix F – Board Membership and Attendance**
- **Approval of FY23 Budget**
- **Approval of First Steps Data – FY23 Projected vs. Actual**
- **Approval of Conflict-of-Interest Policy**
- **Approval of Whistle Blower Policy**
- **Approval of Confidentiality Policy**
- **Approval of Record Retention Policy**
- **Approval of Board Attendance Policy**
- **Approval of Board Member Agreement**
- **Approval of Donation Policy**
- **Approval of FOIA Request Policy**

Additional Topics

- Board Member Attendance
 - We have two board members that are not attending.
 - If a board member has three consecutive unexcused absences, then they can be dismissed.
- Concern:
 - Family we were serving in the fall. We lost touch with them.
 - We tried to find the family. We contacted DSS. We were unable to locate the family or child.

- Then it was in the paper that the parents were arrested for making and trafficking meth, guns in home, etc.
- As far as we knew the parents were incarcerated.
- Now the mom has contacted us to seek to have her child continue in the program.
- There is a concern for the safety of the parent educator.
- Decision: Reach back out to the mom to determine location of the child. We will revisit once this is determined. If appropriate it will be offered for the child to attend at the GCFS office where services will be provided.

6:17 PM meeting was adjourned.

Submitted by Becky Corbin,
GCFS Full Partnership Board Secretary
April 26, 2023