



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

5/1/23
6:00 PM
FY23 - Meeting #8

Meeting called by: Board Chairman – Loretta Parker
Location: Greenwood Coounty First Steps
1402C Highway 72 West, 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

- Nurturing Parenting - Teen Parenting Program
 - Grant Application was approved for a start date of March 1, 2023, with full implementation on May 1, 2023

FINANCE COMMITTEE REPORT

CATHY MILLER

- Budget Updates
 - FY23 Budget Summary Report Update
 - 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

ALVIN DEAL

RESOURCE COMMITTEE REPORT

- Needs and Resource Assessment/Strategic Plan
 - 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

- Attorney Update
 - 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

Executive Committee Meeting

May 1, 2023 (6:00 PM)

Location: Greenwood County First Steps Administrative Office, 1402C Highway 72 W, Greenwood SC 29649 (This meeting also had an option to join via Zoom.)

Present: Loretta Parker, Lark Coleman, Becky Corbin (via Zoom), Cathy Miller, Jane Merrill, April Ouzts, Traci Baldwin, Carolyn McCutcheon, Rosella Quarles, Alyson Perrin (via Zoom), Jessica Jacobs, Sabrina Miller (via Zoom), Santasha Highley

Absent: Alvin Deal (excused), Michelle Whitaker (excused), Cynthia Aaron (excused), Jody Gable (excused), Ryan Thomas

Call to Order - Meeting called to order by Loretta Parker at 6:11.

Invocation by Lark Coleman.

Acceptance of Minutes and Agenda

- **Motion made by Jane Merrill to accept the minutes and agenda. Seconded by Cathy Miller.**
 - **Motion is carried.**

FAMILY STRENGTHENING COMMITTEE REPORT (Becky Corbin presented by Santasha Highley due to tech issues.)

- Nurturing Parenting - Home Visitation
- FY24 program strategy – Parents as Teachers Curriculum -Need Approval to Change Program Strategy
 - Max 15 families on caseload
 - More Comprehensive curriculum to include motor skill and literacy development along with more assessment tools for early identification
 - Will help to increase the KRA (Kindergarten Readiness Assessment) scores for students in the community.
- Nurturing Parenting - Teen Parenting Program
 - Grant Application was approved for a start date of March 1, 2023, with full implementation on May 1, 2023
 - \$30,000 per year for three years
 - Implementation date is March 1, 2023 but full implementation date is May 1, 2023
 - Full-Time PE is budgeted to receive a small increase for FY23 only to assist with the implementation of the program.
 - This was necessary because she cannot accomplish this in a part-time role.
 - She will get the increase this FY but not next FY.

- **Motion made by Jane Merrill to accept the change of program strategy from Nurturing Parents to Parents as Teachers Curriculum in FY24. Seconded by Lark Coleman.**

○ **Motion is carried.**

FINANCE COMMITTEE REPORT (Cathy Miller)

- Budget Updates
- FY23 Budget Summary Report Update
 - Two months remaining in the FY.
 - We are looking for about \$8000.00 more to be deposited into our account.
 - We have spent about \$210,000.
 - We expect to have about \$13,000 to \$14,000 to carry over to next year.
 - Most of the carryover is due to positions that have changed across the year.
- FY24 Reduction in State allocation to \$244,184
 - State allocation of \$244,184
 - This is a cut due to the census data. It shows a decrease in children in our area.
 - We have some in-kind funds that we have generated ourselves.
 - READY Grant Funds – Teen Parenting
 - 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 - \$10,000 funding
 - FY24 - \$30,000 funding
 - FY25 - \$30,000 funding
 - FY26 - \$20,000 funding
 - Part-time Parent Educator Salary and Budget **Approval**
 - 25 hour per week @ 15.50 per hour
 - \$31,200 salary for the parent educator.
 - We have to provide matching funds.
 - We will request a second Ready Grant for \$41,472.
 - We want to supplement the current Parent Educator position with this second Ready grant. This will make this person a full-time employee.
 - These two grants allow for both salary for one full-time person and training and conferences for staff.
 - 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
- Our new budget total will be \$316,183 which includes the first Ready Grant. It doesn't include the second Ready Grant because it has not been approved yet.
 - Balanced budget with all of the details showing how everything is broken down.
- We need a motion and vote to adjust our part time parent educator's salary for March, April, May, and June of 2023. This will give her additional duties. She received a stipend

of \$2500 for the entire year, not an hourly amount. It was prorated for this year to \$833.33 for the four months in total.

- **Cathy Miller, Chair of Finance, brings forward a motion from the committee to move forward with the stipend for FY23 for this employee for the four remaining months of FY23. (No second needed because it is coming out of committee.)**
 - **Motion is carried.**
- **Cathy Miller, Chair of Finance, brings forward a motion from the committee to accept the Fiscal Year 24 budget as presented. It is noted that this includes the first Ready grant but not the second Ready grant until it is actually applied for and approved. (No second needed because it is coming out of committee.)**
 - **Motion is carried.**

RESOURCE COMMITTEE REPORT (Alvin Deal presented by Loretta Parker due to Mr. Deal's absence.)

- Strategic Plan completion – Needs approval
 - Some changes have been made since the plan was shared that included typographical errors and grammatical errors.
- Fundraising Plan and ideas are needed for FY24. We need to build our private funds account.
 - FY24 Resource Development Plan is due June 30, 2023
- **Motion made by Lark Coleman to accept the completed Strategic Plan. Seconded by Cathy Miller.**
 - **Motion is carried.**

GOVERNANCE COMMITTEE REPORT (Jane Merrill)

- Attorney Update
 - Issue #1 - OIG recommendation that we try to recoup this money.
 - Issue #2 - Potential issue - Mr. Gaskins made a request through his attorney and the FOIA
 - They have not filed anything yet. The Department of Employability and Workforce denied any claim. He could still pursue a claim but has not at this point.
 - Our attorney is trying to wrap up both issues.
 - Question related to Issue #2 out of our Executive Committee asked, “If we defended an issue and were successful could we request our legal fees to be paid?”
 - Our attorney’s response was shared with the board.
 - The statute on its face only provides for attorney’s fees for a prevailing employee. Cited statute 411080. In cases of any failure of paying wages due to an employee as required by section 411040 or 411050 the employee may recover in a civil action an amount equal to three times the full amount of the unpaid wages plus cost and reasonable attorney fees as the court may allow. There is a question that has never been litigated as to whether that provision because it does not also provide for a prevailing employer to recover attorney’s fees is unconstitutional. The SC Supreme Court made that conclusion with the Mechanic's

Lien statute but it has declined to make the same ruling for other statutes such as the Unfair Trade Practices Act. So the bottom line is there is no right on the face of the statute for the employer to recover attorney fees and it would take an appeal raising the constitutional issue for it to have a shot.

EXECUTIVE DIRECTOR REPORT (Santasha Highley)

● FY24 Formula Funding Grant Application (Renewal Application) – Due 5/3/2023

(Motion)

- The plan was reviewed with the board.
 - Board composition was reviewed and the only place we are short is the Philanthropic. It has never been an issue. It has been noted and we will seek clarification.
 - A change was made to note that we recently lost our representative for Greenwood School District 51 due to a change in employment by that representative. We are reaching out to the superintendent of the district for a replacement representative.
- **Approval of Attachments (A, B, C, D, E, and F)**
 - **Appendix B – Proposed Program Strategies**
 - Family Cafe
 - Group based program.
 - 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 cohorts)
 - **Appendix C – Community Education and Outreach Plan**
 - We work with all three Sunshine Houses but we are also working with Blossom’s Daycare in Ninety Six to start a K4 program.
 - We have had 13 volunteers this year.
 - **Appendix D – Fiscal Signatories Form**
 - The designees are Loretta Parker, Cathay miller, and Lark Coleman.
 - **Appendix E – Certification Form**
 - **Approval of FY24 Budget**
 - Discussion of the 12-week time study. We need to seek clarification because there is a discrepancy in the hours employees work versus the hours required. Ms. Highley shared that it is to look at the percentage of time spent on each program.
 - **Approval of FY24 READY Grant**
 - Family Cafe - \$12,000
 - Parents as Educators - Total clients served will be 30.
 - **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
- Motion made by Jane Merrill to approve the Funding Grant Application and attachments including everything listed in our grant application with the minor changes related to the need for a new District 51 representative; follow-up on the time study to verify we are in compliance. Seconded by Carolyn McCutcheon.
 - Motion is carried.

ADDITIONAL TOPICS (Santasha Highley)

- **Summer Palooza**
 - Saturday, May 20, 2023 – 11am – 2pm at the Boys and Girls Club field
 - Volunteers needed for the First Steps table.
 - Raffle for Car Seat donated by Self.
 - Sign-up will be sent out for things such as setup, manning the table, & clean up.
 - 45 minute time slots. We get in-kind for board members working.
- **Next Board Meeting - Annual Meeting**
 - July 10, 2023 – Approval of the FY24 Formula Funding Application Documents
 - Appendix A – Resource Development Plan FY24
 - Appendix F – Board Membership and Attendance FY23
 - FY23 Board minutes
 - FY23 Core Functions Matrix
- **Board Attendance**
 - When someone reaches the amount of unexcused absences then the Board Chair will send a letter releasing that member from the board.
- **In-Kind Donations**
 - When we went to the capitol we received 100 free books for attending.
 - Lander University donated two story walks for us.

7:21 PM meeting was adjourned.

Submitted by Becky Corbin,
GCFS Full Partnership Board Secretary
May 3, 2023