



GREENWOOD COUNTY FIRST STEPS FULL PARTNERSHIP BOARD MEETING

9/11/23
5:30 PM
FY24 - Meeting #2

Meeting called by: Board Chairman – Loretta Parker
Location: ZOOM Meeting
Excused Absence(s): Cathy Miller

AGENDA TOPICS

CALL TO ORDER LORETTA PARKER

INVOCATION

ACCEPTANCE OF THE MINUTES AND AGENDA

FAMILY STRENGTHENING COMMITTEE REPORT BECKY CORBIN

- Parents as Teachers – Program is off to a great start serving 26 families and our projected to serve for the year is 30 for the year.
- Parent Educators – We have two Full time Parent Educators and the Program Coordinator is using a 1/4 of her time working as a Parent Educator serving two families as she is training to take over the Supervisor role next FY
- Parents as Teachers Conference – October 16-19, 2023 New Orleans, LA
- Still conducting training to become certified in all areas. All training should be complete by January.

FINANCE COMMITTEE REPORT CATHY MILLER

- Budget Updates
 - FY24 State Allocation - \$244,184
 - Grants Received – Wholespire \$5,824, SC Endeavors \$2,500, SCFS Family Cafe \$13,500, SC Night to Celebrate (private) \$1,805, FY24 SC READY \$41,472, and FY25 SC READY \$30,972
 - NEED APPROVAL: PAT Conference Per Diem for 5 days in New Orleans - \$249 (Check to be given to each employee before departure) (4 employees x \$249 Per Diem = \$996) this will be taken out of our Private Funds since this is for food.

RESOURCE COMMITTEE REPORT ALVIN DEAL

- FY24 Angel Tree

- Getting Ready to start sending out letters for donations.
- Asking who all can and will assist and participated by either finding donors, donating toys and clothing for children, and/or adopting a family for charismas.

JANE MERRILL

GOVERNANCE COMMITTEE REPORT

- Attorney Update
 - Settlement Status?

Notes:

EXECUTIVE DIRECTOR REPORT

- New Legislation
 - ED Evaluation/Pay Increases
 - Board Composition
- Insurance/Liability and Staff Safety
- Committee Meetings
- Leadership Seminar – Together SC
- Current Staff Update
 - Parent Educator - MyKia Arnol
 - Parent Educator – Karina Catalan
 - Program Coordinator – Jamilah Smith
 - Office Assistant – Lamika Cousar (Office Assistant 10 hours a week)

Next Board Meeting: Monday, October 2, 2023 at 5:30 PM

ADJOURNMENT

**Greenwood County First Steps
Full Partnership Board Meeting**
September 11, 2023 (5:30 PM)

Location: via Zoom

Present: Loretta Parker (via phone), Lark Coleman, Becky Corbin, Cathy Miller, Jane Merrill, April Ouzts, Tracy Baldwin, Carolyn McCutcheon, Santasha Highley, Jessica Jacobs, Alyson Perrin, and Jody Gable

Absences: Sabrina Miller, Michelle Whitaker, Alvin Deal

Excused Absences: None

Call to Order - Meeting called to order by Lark Coleman at 5:42 PM.

Invocation by Lark Coleman.

Acceptance of Minutes and Agenda

- **Motion made by Becky Corbin to accept the agenda as written. Seconded by Jane Merrill.**
 - **Motion is carried.**
- **Motion made by Cathy Miller to accept the minutes. Seconded by Carolyn McCutcheon.**
 - **Motion is carried.**

FAMILY STRENGTHENING COMMITTEE REPORT (Becky Corbin)

- Parents as Teachers – Program is off to a great start serving 26 families and are projected to serve for 30 families for the year.
- Parent Educators – We have two Full time Parent Educators and the Program Coordinator is using ¼ of her time working as a Parent Educator serving two families as she is training to take over the Supervisor role next FY.
- Parents as Teachers Conference – October 16-19, 2023 (New Orleans, LA)
 - How is everyone getting there and are we carpooling? Flights cost about \$600 and within the grant.
 - Four employees will be attending.
- Still conducting training to become certified in all areas.
 - All training should be complete by January.

FINANCE COMMITTEE REPORT (Cathy Miller presented by Santasha Highley)

- Budget Updates
 - FY24 State Allocation - \$244,184
 - Grants Received –
 - Wholespire \$5,824 - Storywalk in West Cambridge Park

- SC Endeavors \$2,500 - More childcare training - Pays for facilitators
- SCFS Family Cafe \$13,500 - Family Cafe - Within the funding application
 - \$1500 is private funds and are counted as in-kind
- SC Night to Celebrate (private) \$1,805 - Private funding and can be used for food and other needs for programs. Counts toward in-kind
- FY24 SC READY \$41,472, and FY25 SC READY \$30,972 - Parent Educators
- Save the Children - In-Kind \$12,464.84
- Good Will - \$1450
- Donations - Working to determine the amount toward in-kind amount.
- NEED APPROVAL: PAT Conference Per Diem for 5 days in New Orleans - \$249 (Check to be given to each employee before departure) (4 employees x \$249 Per Diem = \$996) this will be taken out of our Private Funds since this is for food.
 - Daily rate taken into account of \$55 minus meals that are provided.
- Question regarding who we are serving with the current budget.
- **Motion made by Becky Corbin to approve the per diem for five days per employee for a total of \$249 per employee for the trip. Seconded by Jessica Jacobs.**
 - **Motion is carried.**

RESOURCE COMMITTEE REPORT (Alvin Deal presented by Santasha Highley)

- FY24 Angel Tree
 - Getting Ready to start sending out letters for donations.
- Lander is helping with a toy and diaper drive this year.
- Asking who all can and will assist and participate by either finding donors, donating toys and clothing for children, and/or adopting a family for Christmas.
 - Can we provide something to show that someone donated?
 - Yes, a letter and a W-9 will be provided.
 - For example, if a church wanted to donate or adopt a family. We can provide specific needs, list, etc. to make the donations possible.
 - How soon is this needed?
 - No deadline at this point.
 - First Steps will begin to gather information in October from families.

GOVERNANCE COMMITTEE REPORT (Jane Merrill)

- Attorney Update
- Settlement Status?
 - A proposal is not ready to present but we are in discussions and may have some answers to present before the next board meeting.

EXECUTIVE DIRECTOR REPORT (Santasha Highley)

- New Legislation
 - ED Evaluation/Pay Increases
 - Board members should have received information from the First Steps State Office.

- Board Composition
 - We must get an official letter to keep the same people on the board.
 - This was sent Friday from the First Steps State office to get approval.
 - Shared with the Board Members during the meeting via email.
 - Mrs. Highley will reach out to check on what is needed for School District appointees.
- Insurance/Liability and Staff Safety
 - We had an employee in an accident when on the clock. Fortunately, the employee was not hurt.
 - We do not officially have insurance coverage to cover our employees if they are at fault when on business for First Steps. (Cooley & Darling)
 - We are waiting on a quote.
 - Do we have proof that our employees are covered drivers by their own insurance carriers?
 - Yes, we have that on file.
 - Question - Do we want to check on price quotes for insurance?
- Committee Meetings
 - We need to start having meetings for our committees.
 - Mrs. Highley will provide the board members for each committee.
 - Recommended to meet quarterly.
- Leadership Seminar – Together SC
 - Mrs. Highley is participating.
 - 5 month seminar and will get a certificate
 - First Steps State Office is aware of Mrs. Highley's participation.
- Current Staff Update
 - Parent Educator - MyKia Arnol
 - Parent Educator – Karina Catalan
 - Program Coordinator – Jamilah Smith
 - Office Assistant – Lamika Cousar (Office Assistant 10 hours a week)
 - Business Major
 - Will work on filing and planning

Next Board Meeting: Monday, October 2, 2023 at 5:30 PM

ADJOURNMENT

6:14 PM meeting was adjourned.

Submitted by Becky Corbin,
 GCFS Full Partnership Board Secretary
 September 11, 2023