



**GREENWOOD COUNTY  
FIRST STEPS FULL PARTNERSHIP  
BOARD MEETING**

**10/2/23  
5:30 PM  
FY24 - Meeting #3**

**Meeting called by:** Board Chairman – Loretta Parker  
**Location:** 1402C Highway 72 West  
 Greenwood, SC 29649  
**Excused Absence(s):** Carolyn McCutcheon

**AGENDA TOPICS**

**CALL TO ORDER** LARK COLEMAN

**INVOCATION**

**ACCEPTANCE OF THE MINUTES AND AGENDA**

**FAMILY STRENGTHENING COMMITTEE REPORT** BECKY CORBIN

- Parents as Teachers
  - Currently we have 26 families enrolled and are successfully participating (Capacity is 30 families)
  - Group Connections is going great! Setting up hearing and vision screenings for November
- Family Café
  - Training scheduled for October 25-29
  - Families will be recruited from our other programs, and the community
- Childcare Training and Education
  - Grant received to offer more trainings
  - Trainings have been scheduled for in person and virtual at a minimum of once a month.
- Community Outreach
  - Partnership with ECC – reading on every other Monday in their Library
  - December 2023 – Partnering with the Boys and Girls Club for an activity breakfast

**FINANCE COMMITTEE REPORT** CATHY MILLER

Code	Funding	Amount
120	READY Grant#1	\$30,000
130	READY Grant #2	\$41,472
130	Family Café	\$12,000
150	Private – N2Celn	\$1,805
180	Private – Family Café	\$1,500

200	Wholespire	\$5,824
200	Private Funds	\$8,316
550	State Allocation	\$244,184
560	Carry forward Funds	\$20,000 - \$28,000
200	SC Endeavors	\$2500

**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 Christmas
  - Need Fundraiser Ideas

**GOVERNANCE COMMITTEE REPORT**

JANE MERRILL

- Attorney Update
  - Settlement Status?

**Notes:**

**EXECUTIVE DIRECTOR REPORT**

- New Legislation
  - ED Evaluation/Pay Increases
  - **Board Composition**
    - Each member still has a term limit for each member and time does not start over because of this change in legislation
    - Delegation term limits are set by the delegation as 2 year or 4-year terms
    - Elected members can serve up to two 4-year terms then will have to come off the board for at least 1 year before being eligible for return on the board
    - If ANY member of the board misses 3 consecutive unexcused absences, they will have to be removed from the board.

#	SEAT	CURRENT MEMBER	Documentation Needed
1	School District #50	Alyson Perrin	Letter from School Board
2	School District #51		
3	School District #52	Becky Corbin	Letter from School Board
4	County Library	Jody Gable	Letter from County by 7/1/24
5	County DSS	Michelle Whitaker	Non-voting member until letter is received from the legislation
6	County Head Start	Traci Baldwin	Non-voting member until letter is received from the legislation
7	County DHEC	April Ouzts	Non-voting member until letter is received from the legislation
8	Delegation Appointee	Cathy Miller	Letter from County by 7/1/24
9	Delegation Appointee	Jane Merrill	Letter from County by 7/1/24

10	Delegation Appointee	Alvin Deal	Letter from County by 7/1/24
11	Delegation Appointee	Carolyn McCutcheon	Letter from County by 7/1/24
12	Delegation Appointee		Delegation can appoint up to 6 people to the board so this seat is only used if they want to use it
13	Delegation Appointee		Delegation can appoint up to 6 people to the board so this seat is only used if they want to use it
14	Elected	Loretta Parker	4 Year term with a max of 8 years. This position is voted on by the board
15	Elected	Lark Coleman	4 Year term with a max of 8 years. This position is voted on by the board
16	Elected	Sabrina Miller	4 Year term with a max of 8 years. This position is voted on by the board
17	Elected	Jessica Jacobs	4 Year term with a max of 8 years. This position is voted on by the board

- Branding/New Logo
  - First Steps – New Logo
    - New shirts, cards, and name badges will have to be ordered for staff
  - Parents as Teachers
    - As part of the requirements for Parents as Teachers, we have to display their brand
    - We will be getting a vinyl sign for the front of the building and the logo will now be included on our business cards
- Current Staff Update
  - Parent Educator - MyKia Arnold (teen parent educator/home visitor)
  - Parent Educator – Karina Catalan (parent educator/home visitor)
  - Program Coordinator – Jamilah Smith (coordinates childcare trainings, social media, coordinates community outreach) (Parent Educator Supervisor in training---currently serving 2 families)
  - Office Assistant – Lamika Cousar (Office Assistant 10 hours a week and up to 20 if needed per agreement)
- Annual Meeting Date
  - December 4, 2023
  - Posted on October 15, 2023
  - Will review data and progress of GCFS and give out annual awards – Dinner Provided
- Board Position Nominations Date – February 5, 2024
  - Chair

- Loretta Parker
  - ?
- Vice-Chair
  - Lark Coleman
  - ?
- Secretary
  - Becky Corbin
  - ?
- Assistant Secretary
  - ?
  - ?
- **Professional Development and Training**
  - SC First Steps – Early Childhood Summit in Columbia on December 7<sup>th</sup>
  - If anyone is interested in attending – board members are welcome

Next Board Meeting: ANNUAL MEETING - Monday, December 4, 2023 at 5:30 PM – Dinner will start @ 4:30 PM for all who can come early.

**ADJOURNMENT**

**Greenwood County First Steps**  
**Full Partnership Board Meeting**  
October 2, 2023 (5:30 PM)

**Location:** Greenwood County First Steps office 1402C Highway 72 West, Greenwood, SC 29649  
and via Zoom

**Attendance:**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Traci Baldwin | <input checked="" type="checkbox"/> Santasha Highley | <input type="checkbox"/> Sabrina Miller            |
| <input checked="" type="checkbox"/> Lark Coleman  | <input checked="" type="checkbox"/> Jessica Jacobs   | <input checked="" type="checkbox"/> April Ouzts    |
| <input checked="" type="checkbox"/> Becky Corbin  | <input type="checkbox"/> Carolyn McCutcheon          | <input checked="" type="checkbox"/> Loretta Parker |
| <input checked="" type="checkbox"/> Alvin Deal    | <input checked="" type="checkbox"/> Jane Merrill     | <input checked="" type="checkbox"/> Alyson Perrin  |
| <input type="checkbox"/> Jody Gable               | <input checked="" type="checkbox"/> Cathy Miller     | <input type="checkbox"/> Michelle Whitaker         |

**Present:** Traci Baldwin (via Zoom), Lark Coleman, Becky Corbin, Alvin Deal, Santasha Highley, Jessica Jacobs, Jane Merrill (via Zoom), Cathy Miller, April Ouzts, Loretta Parker (via Zoom), and Alyson Perrin (via Zoom)

**Absences:** Sabrina Miller, Michelle Whitaker

**Excused Absences:** Jody Gable, Carolyn McCutcheon

**Call to Order** - Meeting called to order by Lark Coleman at 5:32 PM.

**Invocation** by Alvin Deal.

**Acceptance of Minutes and Agenda**

- One change to the agenda - add Jody Gable to the agenda as an excused absence.
- **Motion made by Alvin Deal to accept the agenda with change. Seconded by Cathy Miller.**
  - **Motion is carried.**
- **Motion made by Alvin Deal to accept the minutes. Seconded by April Ouzts.**
  - **Motion is carried.**

**FAMILY STRENGTHENING COMMITTEE REPORT (Becky Corbin)**

- **Parents as Teachers**
  - Currently we have 26 families enrolled and are successfully participating (Capacity is 30 families)
  - Group Connections is going great! Setting up hearing and vision screenings for November
- **Family Café**
  - Training scheduled for October 25-29
  - Families will be recruited from our other programs, and the community

- **Childcare Training and Education**
  - Grant received to offer more trainings
  - Trainings have been scheduled for in person and virtual at a minimum of once a month.
- **Community Outreach**
  - Partnership with ECC – reading on every other Monday in their Library
  - December 2023 – Partnering with the Boys and Girls Club for an activity breakfast
- Jessica Jacobs - The Pathway House today shared that the support First Steps is offering has been crucial.

**FINANCE COMMITTEE REPORT (Cathy Miller)**

<b>Code</b>	<b>Funding</b>	<b>Amount</b>
120	READY Grant#1	\$30,000
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150	Private – N2Cel (Night to Celebrate)	\$1,500
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560	Carry forward Funds	\$20,000-\$28,000
200	SC Endeavors	\$2,500

- At about \$397,000 at this point with some in-kind and we will need additional discretionary funds that will be able to be used for items that grant money will not cover such as food, etc.
- Not all journal entries have been made by the accounting firm.
  - Santasha Highley and Cathy Miller are setting up a meeting with Garvin Manley regarding this as well as the procedures for accounts payable.
  - Santasha Highley contacted Garvin Manley today to set up a meeting and they suggested that we increase our credit limit to \$10,000. They stated that other counties of similar size have that credit limit amount.
  - Santasha Highley will submit everything to Cathy Miller as communicated by Manley Garvin for review prior to a meeting.
  - This meeting will take place prior to an increase being considered.

**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 Christmas
- Need Fundraiser Ideas
  - Please keep this in mind and submit any ideas.

**GOVERNANCE COMMITTEE REPORT (Jane Merrill)**

- **Attorney Update**
  - Settlement Status - We are waiting on a response from the attorney’s due to illness.
- Bylaws - We were to work on this but because the SCFS bylaws are being rewritten/updated by July 1, 2025 we may consider waiting on any changes taking place.

**EXECUTIVE DIRECTOR REPORT (Santasha Highley)**

- **New Legislation**
  - ED Evaluation/Pay Increases
    - This will be addressed as part of the state offices work on bylaws.
    - Any pay increases have to be approved by the state office.
    - Santasha Highley will also share a current evaluation tool for the GCFS Board to review.
      - [Annual Performance Review Document for Review](#)
  - **Board Composition**
    - Each member still has a term limit for each member and time does not start over because of this change in legislation
    - Delegation term limits are set by the delegation as 2 year or 4-year terms - This will be determined by the original appointment.
    - Elected members can serve up to two 4-year terms then will have to come off the board for at least 1 year before being eligible for return on the board
    - If ANY member of the board misses 3 consecutive unexcused absences, they will have to be removed from the board.
    - Voting rights are revoked for the three highlighted members below until the appointment letters are received for these members.

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- **Branding/New Logo**

- ○ First Steps – New Logo
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- ○ Parents as Teachers
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  - We will be getting a vinyl sign for the front of the building and the logo will now be included on our business cards

- **Current Staff Update**

- Parent Educator - MyKia Arnold (teen parent educator/home visitor)
- Parent Educator – Karina Catalan (parent educator/home visitor)
- Program Coordinator – Jamilah Smith (coordinates childcare trainings, social media, coordinates community outreach) (Parent Educator Supervisor in training---currently serving 2 families)
- Office Assistant – Lamika Cousar (Office Assistant 10 hours a week and up to 20 if needed per agreement)
- We have had a parent request to move to our Parents as Educators program after moving between counties. We are working to help this parent make the transition in order to make sure funding issues do not occur between agencies.

- **Annual Meeting Date**

- December 4, 2023
- Posted on October 15, 2023
- Will review data and progress of GCFS and give out annual awards – Dinner Provided

- **Board Position Nominations Date – February 5, 2024**

- Chair
  - Loretta Parker
  - ?
- Vice-Chair
  - Lark Coleman
  - ?



- Secretary
  - Becky Corbin
  - ?
- Assistant Secretary
  - ?
- We will begin accepting nominations now and voting will occur February 5, 2024.
- **Professional Development and Training**
  - SC First Steps – Early Childhood Summit in Columbia on December 7<sup>th</sup>
  - If anyone is interested in attending – board members are welcome
    - GCFS will pay the registration fee. If you are interested please notify Santasha Highley and Loretta Parker.
    - Loretta Parker is on the SCFS Board planning committee for a conference. They are beginning to collect topics of interest and gather any questions.
      - They would like to have it to be two days and that they may possibly include hotels within the registration.
      - It was discussed having it in August but because of school start dates this may not work.
      - This would be for board members to attend and maybe tag to a third day for EDs.
- **Story Walk Update**
  - Julie Wilkie is the person to be contacted for getting the Story Walk up and running.

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#### **ADJOURNMENT**

6:08 PM meeting was adjourned.

Submitted by Becky Corbin,  
GCFS Full Partnership Board Secretary  
October 2, 2023