



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

**2/5/24  
5:30 PM  
FY24 - Meeting #5**

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

**AGENDA TOPICS**

<b>CALL TO ORDER</b>	<b>LORETTA PARKER</b>
<b>INVOCATION</b>	
<b>ACCEPTANCE OF THE MINUTES AND AGENDA</b>	
<b>FAMILY STRENGTHENING COMMITTEE REPORT</b>	<b>BECKY CORBIN</b>
<b>FINANCE COMMITTEE REPORT</b>	<b>CATHY MILLER</b>
<b>RESOURCE COMMITTEE REPORT</b>	<b>ALVIN DEAL</b>
<b>GOVERNANCE COMMITTEE REPORT</b>	<b>JANE MERRILL</b>

**Notes:**

**EXECUTIVE DIRECTOR REPORT**

- Board Nominations and Elections
- Family Café - Stipends
- 2024 Mileage Rate Increase
- Conference Room Furniture
- Board Appointment Letters
- Inclimate Weather Policy
- Office Safety

**Next Board Meeting: Monday, April 1, 2024 at 5:30 PM**

**ADJOURNMENT**

**Greenwood County First Steps**  
**Full Partnership Board Meeting**  
December 4, 2023 (5:30 PM)

**Location:** 1402C Highway 72 West Greenwood, SC 29649

**Attendance:**

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

**Present:** Traci Baldwin, Becky Corbin, Alvin Deal, Santasha Highley, Carolyn McCutcheon, Jane Merrill, Cathay Miller, Sabrina Miller, April Ouzts, Loretta Parker

**Absences:** Jody Gable, Michelle Whitaker

**Excused Absences:** Lark Coleman, Jessica Jacobs, Alyson Perrin

**Call to Order** - Meeting called to order by Loretta Parker at 5:24 PM.

**Invocation** by Reverend Alvin Deal.

**Acceptance of Minutes and Agenda**

- Motion made by Alvin Deal to accept the agenda as written. Seconded by Carolyn McCutcheon.
  - Motion is carried.
- Motion made by Alvin Deal to accept the minutes. Seconded by Carolyn McCutcheon.
  - Motion is carried.

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

- Parents as Teachers
  - All Required Training is Complete and Program is being fully Implemented
  - All Parent Educator Case loads are at full Capacity with a total of 32 families enrolled
  - Question: Individual Families vs. Group meetings
    - October
      - Served 1,114 children, 12 facilities, and 27 staff
    - November
      - Served 629 children, 7 facilities, and 15 staff
  - Information regarding Parents as Teachers
    - Families Served - 18

- Number of Home Visits - 115
    - Group Meetings - 10
    - Books Distributed - 178
    - Parent testimony was given regarding how this program has helped her and her children.
  - Information regarding Teen Parenting Program
    - Visits are 40 minutes with the child and 20 minutes with the parents
    - Families served - 14 (21 children)
    - Number of Home Visits - 76
    - Group Meetings - 10
    - Books Distributed - 116
  - Ms. Julie from the Pathway House gave a testimony regarding Pathway House and First Steps connections and shared mission.
    - Pathway house has a mission to serve homeless families
    - Almost all of the moms in the Pathway house are being served by First Steps. This is making a difference in their children. They are forming words and talking.
    - Children and families are being supported and educated in a personal way.
    - When families leave the Pathway House, First Steps sticks with them and continues to support them.
- Family Café
  - Training scheduled for December 4-5, 2023 at the State office
  - Families will be recruited from our other programs, and the community
  - Meetings to start on January 24, 2023
- Community Outreach
  - Christmas Reading the week of December 11th at ECC, The learning Vine, Blossom Daycare, The Greenwood Library
  - December 16, 2023 – Partnering with the Boys and Girls Club for Breakfast with the Grinch
  - Early Childhood Center
    - 1,113 books given to children
      - Every other Monday more books are given out and at a Christmas Reading Event
  - Community Baby Shower with Healthy Connections in August
  - Boo Bash
  - Drives with Landers
    - Synergy
    - Sororities & Fraternities
      - Reading to children
      - Food for Thanksgiving
    - Lander Basketball Team
      - Activities with Children

- Piedmont Technical College
  - Tutoring
  - Health Screener
- Future Endeavors:
  - Partner with Greenwood County and have a Dunking Booth with SROs from schools
  - Team building and self-care with partnering agencies
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### **FINANCE COMMITTEE REPORT (Cathy Miller presented by Santasha Highley)**

- In-Kind Total: \$64,344
- Wal-Mart Grant Received: \$1,000
- Budget Summary
- Carryforward total: \$20,013 and Motion needed to approve this use of funds for Operations and Program Services and Materials for FY24

### **RESOURCE COMMITTEE REPORT (Alvin Deal presented by Santasha Highley)**

- Angel Tree - Letters were sent out for donations and sponsors. Received a good bit of community participation.
  - Black Cats Bike Club brought in donations for the tree.
- Still have a few Angels left on the tree if any board members would like to participate and sponsor a child for Christmas
- Still Need Fundraiser Ideas

### **GOVERNANCE COMMITTEE REPORT (Jane Merrill)**

- Settlement Status
  - Our attorney has sent many communications but we do not have the documents yet. We hope to receive those soon.

### **EXECUTIVE DIRECTOR REPORT (Santasha Highley)**

- New Legislation
  - Board Composition
  - ED has spoken with the Delegation office and referred them to the State Office for further clarity.
  - We should receive official letters of appointment by the beginning of the year.
    - Noted that representatives appointed by DHEC, DSS, and Headstart cannot vote until letters are received from those appointing organizations, naming the representative. Until that time they will not be counted as part of the quorum.
- Staff Presentation
  - Cynthia Aaron - Recognition of Service (4 Years)
  - Becky Corbin and Jane Merrill - Board Member of the Year
  - Recognition of staff participation at the conference recently attended and what

they learned.

- Women from Hawaii
  - No matter what you go through just get back to your happy space.
- CEO of Parents as Teachers
  - Fatherhood Session - Shared how to talk to fathers on our caseload.
- How to reach more Hispanic families in our community
- Self-care

### **Loretta Parker**

- Thank you to the staff and board members.
  - Reading Events - Inviting board members to stop and join in.
  - Wrapping helpers are needed to get gifts ready for families.

**Next Board Meeting:** Monday, February 5, 2024 at 5:30 PM

### **ADJOURNMENT**

6:25 PM meeting was adjourned.

Submitted by Becky Corbin,  
GCFS Full Partnership Board Secretary  
December 8, 2023