



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

**4/1/24
5:30 PM
FY24 - Meeting #6**

Meeting called by: Board Chairman – Loretta Parker
Location: 1402C Highway 72 West
Greenwood, SC 29649
Excused Absence(s): Cathy Miller, Jessica Jacobs

AGENDA TOPICS

CALL TO ORDER LORETTA PARKER

INVOCATION

ACCEPTANCE OF THE MINUTES AND AGENDA

FAMILY STRENGTHENING COMMITTEE REPORT BECKY CORBIN

- FY24 Program Data Review
- FY24 End of the Year Group Connection/Trip to the Zoo
- FY25 – Programs (Parents as Teachers, Childcare Trainings, Family Café, HIPPY, Ameri Corps, Childcare Scholarships)
- New Hire(s) – 2 Ameri Corps Members
- Story Walk Update

FINANCE COMMITTEE REPORT

- FY23 Audit Complete – No Issues
- FY24 Budget Review (Fund 550 Carryforward Approx. \$8,000) CATHY MILLER
- FY25 State Allocation \$238,126 (\$6,057 decrease from FY24)
- FY25 Formula Funding Application/Budget/Attachments – Due April 15, 2024
- FY25 State Grant Application \$30, 000 (New Hire - Administrative Assistant)
- FY25 HIPPY - \$7,000
- FY25 Ameri Corps - \$5,000
- FY25 Cost of Living/Merit Increase 2.5% for staff

RESOURCE COMMITTEE REPORT ALVIN DEAL

- Basketball Fundraiser Canceled
- Breakfast Fundraiser

GOVERNANCE COMMITTEE REPORT JANE MERRILL

- Case Update

- New Conflict of Interest Policy (Signed by all board members)
- State Office Approved HR Policies, and Bylaws – Provided by July 1, 2024
- Board Elections – June 2024 Board Meeting

Notes:

EXECUTIVE DIRECTOR REPORT

- **FY25 Formula Funding Grant Application (Renewal Application) – Due 4/15/2024**
(Motion)
 - **Approval of Attachments (A, B, C, D, E, and F)**
 - **Appendix A – Resource Development Plan (Due July 17, 2024)**
 - **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 FY25 Budget**
 - **Approval of First Steps Data – FY24 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**

Next Board Meeting: Monday, June 3, 2024 at 5:30 PM

ADJOURNMENT

**Greenwood County First Steps
Full Partnership Board Meeting**

April 1, 2024 (5:30 PM)

Location: Greenwood County First Steps Office
1402C Highway 72 West
Greenwood, SC 29649

Attendance:

- | | | |
|--|--|---|
| <input type="checkbox"/> Traci Baldwin | <input checked="" type="checkbox"/> Santasha Highley | <input checked="" type="checkbox"/> Sabrina Miller |
| <input checked="" type="checkbox"/> Lark Coleman | <input 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 type="checkbox"/> Alyson Perrin |
| <input type="checkbox"/> Jody Gable | <input type="checkbox"/> Cathy Miller | <input checked="" type="checkbox"/> Michelle Whitaker |

Absences: Traci Baldwin, Jody Gable, Jessica Jacobs, Carolyn McCutcheon, Cathy Miller, Alyson Perrin

Call to Order - Meeting called to order by Loretta Parker at 5:56 PM.

Invocation by Lark Coleman.

Acceptance of Minutes and Agenda

- **Motion made by Jane Merrill to accept the minutes and agenda as written. Seconded by Lark Coleman.**
 - **Motion is carried.**

FAMILY STRENGTHENING COMMITTEE REPORT (Becky Corbin)

- FY24 Program Data Review
 - Family Cafe will no longer be a program but instead a strategy.
- FY24 End of the Year Group Connection/Trip to the Zoo
 - Funded with grant money.
- FY25 – Programs (Parents as Teachers, Childcare Trainings, Family Café, HIPPY, Ameri Corps, Childcare Scholarships)
 - HIPPY
 - Will serve 8 to 10 families.
 - A parent educator will work for this program.
 - Partner with the Greenwood Charter School (4K students)
 - We have everything we need to support this program, including curriculum materials and toys for children, but we will need these funds for travel.
- New Hire(s) – 2 Ameri Corps Members
 - \$400/month stipend and \$2,000+ towards their education.

- Requirements 650 hours/year per person in order to receive.
 - Community Outreach and Social Media
- Story Walk Update
 - Have not been able to reach Greenwood to finalize, although we received clearance and have repeatedly reached out.
 - Reached out to the mayor of Ninety Six.
 - Meeting was scheduled for today, Monday, April 1, 2024. The meeting did not occur. Mrs. Highley will reach out to the mayor to reschedule.
 - To be placed in the Ninety Six Park and the kiosks have been ordered.
- Childcare Vouchers
 - We have been approved for 10 vouchers for one year.
 - This will count as in-kind.
 - We can establish the criteria for receiving these vouchers. We will expect participation.

FINANCE COMMITTEE REPORT (Cathy Miller presented by Santasha Highley)

- FY23 Audit Complete – No Issues
- FY24 Budget Review (Fund 550 Carryforward Approx. \$8,000)
- FY25 State Allocation \$238,126 (\$6,057 decrease from FY24)
 - Based on the U.S. Census Bureau: 2017-2022 American Community Survey 5-year Estimates, Table 17024
 - Questions were raised regarding how the calculations are made and can additional information be submitted to the state for a possible change in funding.
- FY25 Formula Funding Application/Budget/Attachments – Due April 15, 2024
- FY25 State Grant Application \$30, 000 (New Hire - Administrative Assistant)
 - We have not reached the \$100,000/year for the Ready Grant therefore, we are able to apply for this \$30,000 for one year.
- FY25 HIPPY - \$7,000
- FY25 Ameri Corps - \$5,000
- FY25 Cost of Living/Merit Increase by 2.5% for staff
 - The cost of living increase is actually 3.2% based on the Federal increase, but we request only a 2.5% increase.
 - Mrs. Highley has stated that she would be willing to take herself out of this if the board feels this is appropriate. If we include Mrs. Highley, we must take a vote and submit this to the state for approval.
 - **Motion made by Becky Corbin to approve the 2.5% cost of living increase for staff, including Mrs. Santasha Highley pending state approval for Mrs. Santasha Highley. Seconded by Lark Coleman.**
 - **Motion is carried.**
 - Employees investment accounts New York Life through and healthcare through healthcare.gov
 - Mrs. Santasha Highley polled the current employees regarding current offerings for fringe benefits.

- Current staff are satisfied and are utilizing the services that they are receiving.
- Mrs. Highley researched offerings through PEBA, but the cost is not feasible due to budget constraints.
- **Motion made by Becky Corbin to continue to pay 35.5% as cash in lieu of fringe benefits to employees. Lark Coleman seconded the motion.**
- **Motion is carried.**

RESOURCE COMMITTEE REPORT (Alvin Deal presented by Santasha Highley)

- Basketball Fundraiser Canceled due to lack of sign-up for participation.
- Breakfast Fundraiser
 - Possibly to be held at Brewer at the Girls and Boys Club center. The date is TBD.

GOVERNANCE COMMITTEE REPORT (Jane Merrill)

- Case Update
 - Offered \$30,000 to settle the claim with Social Change.
 - The language for the release has been a hold-up for the settlement.
 - Mr. Gaskin does not want to be included personally in the release.
 - The insurance company for Social Change is willing to accept the language not including Mr. Gaskins personally.
 - Some claims that Mr. Gaskins could make have exceeded the statute of limitation.
 - We have spent about \$10,000-\$12,000 currently on legal fees.
 - The intent was to recoup \$20,066 based on the May 2022 OIG report for a sublease buyout payment (\$4,250) and excess sublease payments (\$15,816).
 - We will notify the state if this is
 - **Motion made by Jane Merrill for the board to approve the settlement of \$30,000 from Social Change (insurance company) to Greenwood County First Steps. Mrs. Satasha Highley and Mrs. Loretta Parker are authorized to sign the settlement document on behalf of Greenwood Greenwood County First Steps. Alvin Deal seconded the motion.**
 - **Motion is carried.**
- New Conflict of Interest Policy (Signed by all board members)
 - Absent board members will be emailed the policy requesting submission.
- State Office Approved HR Policies and Bylaws – Provided by July 1, 2024
 - The First Steps State Office requested current policies to submit current policies and bylaws to be reviewed.
- Board Elections – June 2024 Board Meeting
 - Cathy Miller has tendered her resignation as of April 30, 2024.
 - Another appointment will be required by the legislation to replace Mrs. Miller as a Legislative Appointed Board Member.
 - Someone must replace her as the Finance Committee Chair from May 1, 2024, to June 30, 2024.

- We will be voting on the following positions in June:
 - Board Chair
 - Vice Chair
 - Secretary
 - Assistant Secretary
- Then committee chairs will be appointed once the Board Chair is voted in to that position.

EXECUTIVE DIRECTOR REPORT (Santasha Highley)

- FY25 Formula Funding Grant Application (Renewal Application) – Due 4/15/2024 (Motion)
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 - Approval of Attachments (A, B, C, D, E, and F)
 - Appendix A – Resource Development Plan
 - Appendix B – Proposed Program Strategies
 - Corrected typo (deletion of duplicate word “to”)
 - 5 Programs:
 -
 - Appendix C – Community Education and Outreach Plan
 - Corrected typo (“or” to “for”)
 - Appendix D – Fiscal Signatories Form
 - Currently, Mrs. Highley, Mrs. Parker, Mrs. Miller, and Mr. Coleman.
 - This may need to be amended once Board positions are voted on in June and the Board Chair designates the Committee Chairs.
 - Appendix E – Certification Form
 - Appendix F – Board Membership and Attendance
 - Board members reviewed their information and corrected information as needed.
 - Approval of FY25 Budget
 - Approval of First Steps Data – FY24 Projected vs. Actual
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 - Approval of Conflict-of-Interest Policy
 - Date corrected from 2023 to 2025
 - Approval of Whistle Blower Policy
 - Corrected the last line to read, “Policy Approved by Greenwood County First Steps Partnership Board on April 1, 2024.”
 - Approval of Confidentiality Policy
 - No changes
 - Approval of Record Retention Policy
 - No changes
 - Approval of Board Attendance Policy

- No changes
- Approval of Board Member Agreement
 - Review this and submit any thoughts about continuing to sign this as board members.
 - No changes
- Approval of Donation Policy
 - No changes
- Approval of FOIA Request Policy
 - No changes
- **Motion made by Lark Coleman to accept the SCFS FY25 Formula Funding Application as written. Seconded by Jane Merrill.**
 - **Motion is carried.**
- The SCFS FY25 Formula Funding Application will sent to the board tomorrow. Board members will respond by April 11, 2024, and we will email suggestions/changes back out. Board members will email a response to acknowledge that we received and approved via email.
 - **11/15 Board Members approved the Funding Application and the Application is approved for Submission.**

Next Board Meeting: Monday, June 3, 2024 at 5:30 PM

ADJOURNMENT

7:25 PM meeting was adjourned.

Submitted by Becky Corbin,
GCFS Full Partnership Board Secretary
April 15, 2024