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**OCONEE COUNTY FIRST STEPS BOARD and ANNUAL MEETING**  
**THURSDAY, December 6, 2018 at NOON**  
**SC DEPT. of Social Services**  
**Room 209, 223 Kenneth St. Walhalla, SC 29691**

### **Minutes Final**

**Present:** Annette Burney; Kathe Davis; Suzanne Evans; Stephanie Gentry; Misty Lee; Molly Tannery; Katie Conlin; Kendra Vincent; Tony Vincent; Kayla Hamilton; and Alex Whitaker.

**Excused:** Ann Douglas and Tounga Williams

**Visitors:** Doris Ripoll; Jen Schildmeier; Janice Kilburn; Janis Young; Barbara Dyar; Summer Mast; Katie Conlin; Shenquia Scott; Daby Snipes; Nicole Cooper; Gwen Daniels; and Judi Matalik;

### **WELCOME/INTRODUCTIONS/SIGN-IN**

Kendra Vincent, Board Chair called the Annual Meeting to order at 12:10 PM. All Board members and guests were asked to sign in on the appropriate attendance sheets.

### **STATE OF OCONEE COUNTY FIRST STEPS-2018 YEAR in REVIEW**

Monica Alles White, OCFS Executive Director introduced herself and Angela Ray-Program Specialist; and welcomed everyone. Monica summarized the year in review with a PowerPoint presentation that included the following accomplishments:

- Our grant award is supporting 100% (75% was the state target) Evidenced Based Programs. Those programs are Healthy Families America; Child Care Training; Child Care Scholarships and Triple P Positive Parenting education.
- Celebrated Dr. Seuss' Birthday by donating "Your Favorite Seuss" Collection of Books to the Oconee County Branch Libraries and Mobile Van.
- Participated in Prevent Child Abuse month with Pinwheel Gardens at all the Oconee County Libraries, DHEC and other strategic locations and entry ways throughout the county.
- In May, replaced our Home Visitation Program Vendor with The Parenting Place and the Healthy Families America program. We are currently serving 8 families with a ninth one enrolling soon.
- Our CCS program provides partial scholarships of up to \$100 per week for each eligible child attending an ABC quality facility that is rated a "B" level or higher. We are serving 25 children in 17 families so far this year. In addition, we have enhanced our CCS program by linking it

with Triple P--Positive Parenting Program. With Triple P, our parenting education is much more comprehensive than it has been.

- This fall we kicked off another year of Child Care Trainings. Many of our attendees do not have Internet or the ability to take online courses; and several of our Child Care facilities prefer the hands-on experience and interactions that their staff get at our Trainings. Our attendance at CCT classes is stronger than we've had in a long time--Averaging 30-40 participants or more at each training
- In August, OCFS awarded a grant to School District of Oconee County to purchase and fill Book Bags with school supplies and educational materials for over 450 4K students. This is just 1 example of what Oconee County First Steps offers under our Core Functions Responsibilities.
- This fall, for Oconee County's Sesequinsential Birthday, we Kicked Off the Palmetto Basics Message. Palmetto Basics offers-5 Tips that all of us can use to help brain development and growth in children 0-3 years of age. The 5-tips include: Maximize Love, Manage Stress; Talk, Sing and Point; Count, Group and Compare; Explore through movement and Play; and Read and Discuss Stories. We have colorful bags made up with quantities of the Palmetto Basics Tri-fold that lists the 5 tips and the website. Please, if you haven't done so already, take a bag to an agency/group you know that can share this with their participants. Maybe your barber, hairdresser; youth sports team etc. We want to get the word out to all Oconee County residents.
- We are concluding this year with our Warm A Child for the Winter Project. Our public collection sites included the City of Seneca, and the Walhalla Branch of the Oconee county library system. Other collection groups included DHEC; Tribble Center; SC Democratic Party, and SDOC. We have collected over 500 items for distribution to key facilities: DSS; We Care Ministries; Healthy Families America and Our Daily Rest. We will also provide these items to our CCS families.
- The Annual-Year in Review-portion of our Board meeting concluded at 12:28 PM and a seven-minute Intermission was provided to distribute the WAC items to the Vendors

The Year in Review concluded with distribution of Warm A Child Items to: *DSS, Our Daily Rest, We Care Ministries, and Healthy Families America representatives. In addition, Palmetto Basics materials was available for distribution.*

## **OCFS BUSINESS MEETING**

Kendra Vincent, Board Chair called the meeting back to order at 12:35 PM. Due to the fact that some Board members had to leave early for prior commitments; voting agenda items were moved up front to accommodate this need.

### **APPROVAL OF October 18, 2018 BOARD MEETING MINUTES**

Kendra asked if there were any additions, corrections or deletions to the October 18, 2018 Board meeting minutes as emailed. Hearing none, she asked for motion to approve the October 18, 2018 meeting minutes. It was motioned by Annette Burney, 2<sup>nd</sup> by Kayla Hamilton and passed unanimously by those present.

### **NEW BUSINESS**

Kendra Vincent, Board Chair & Monica Alles White, Executive Director

- Schedule of 2019 OCFS Board Meetings Dates and Times-Monica reported that she selected the 3<sup>rd</sup> Thursday of each month as our Board meeting dates except for July and November when we don't usually meet. All the meetings are currently scheduled at DHEC at 609 Townville in Seneca. It was motioned by Kathe Davis and 2<sup>nd</sup> by Suzanne Evans and passed unanimously to accept the 2019 Board meeting dates and location as presented.
- Approval of Slate of New and Renewing Members of OCFS
  - It was moved by Kathe Davis and 2<sup>nd</sup> by Annette Burney to renew the term of Board member Suzanne Evans from January 2019-December 2022. The motion passed unanimously.
  - It was motioned by Tony Vincent and 2<sup>nd</sup> by Molly Tannery and passed unanimously to install 4 new Board members for a term from January 2018 through December 2022. The members include: Katie Conlin, retired educator from New Jersey and new Oconee Co. resident; Barbara Dyar, Transit Assistant with City of Seneca; Summer Mast, HFA Program Supervisor with The Parenting Place; and Janis Young, Center Director with the Tamasee DAR Pennsylvania Children's Center.
- Approval of Slate of OCFS Board Officers (Executive Committee)-It was motioned by Annette Burney, and 2<sup>nd</sup> by Alex Whitaker and passed unanimously to approve the OCFS Officers (Executive Committee) as: Kendra Vincent-Board Chair; Misty Lee as Board Vice-Chair; and Kathe Davis as Secretary.
- Other New Business-Hospitality Chair Kathe Davis thanked Tony Vincent for agreeing to provide the January Board lunch as previously scheduled; and stated that we will select Board members to donate the monthly Board luncheons at the January meeting for the rest of the 2019 year. Since the dates and location are approved; Board members can select which month would be convenient for them to make that contribution.

## EXECUTIVE DIRECTOR REPORT

Monica Alles White, Executive Director

SCFS-Monica reported that she will be attending the Child Care Summit on Friday, Dec 7<sup>th</sup> in Columbia.

Administration- Monica hired Social Media Consultant Kindel Thomas to work 5-10 hour a week improving our Facebook and website content. The contract goes from now until June 30<sup>th</sup> and we are using our Carry Forward funds for this service.

CC Trainings- The fall season concluded with Blood Borne Pathogen CCT on November 13<sup>th</sup> with ~30 attendees. We continue to have good attendance at the trainings and getting good evaluation reports. We also had participants complete a survey on what topic areas they will need training on in 2019. We received some great suggestions that we will try to incorporate them as we schedule the FY 20 CCT program.

CC Scholarships-We have encumbered all our CCS funds including our Carryforward funds. The only exceptions will be if a family changes their status and terminates a CCS. Then we will be able to add a new family with those funds.

Triple P-We completed the 3<sup>rd</sup> Session of these classes with 3 more families graduating from them. The 4<sup>th</sup> session starts back up in January 2019. We have many new CCS families needing to attend.

HFA-We on are track with the number of families we are contracted to have by this date.

Core Functions -The Warm A Child Project collection concluded yesterday, and we presented the results just a few minutes ago at the Annual meeting. In addition, the SC Democratic Party is collecting blankets and throws, and I will be collecting them on Dec 17<sup>th</sup>.

Palmetto Basics-with Kindel onboard, the Website site should be looking much improved and updated after the first of the year. We will have promotional information going out on Facebook on a regular basis with the Palmetto Basics message.

Financial Report-Monica reviewed the financial report with the Board and plans to have a breakdown of Fund 56-Carryforward funds for the January meeting and moving forward, since it is such a large sum.

#### OLD BUSINESS

Kendra Vincent, Board Chair

- Committee Reports:
  - Core Functions Committee-Tony reported that we postponed further promotion of Palmetto Basics for the holidays. He also mentioned that Trinity Baptist Church will be conducting a Palmetto Basics event in January.
    - Warm a Child for the Winter-Items were distributed at the Annual-Year in Review portion of the meeting.
  - Nominating Committee-Kendra reported that we voted on the new and renewing positions under New Business.
- Other Old Business-None.

#### ADJOURN

With no further business, Kendra asked for a motion to adjourn. It was motioned by Tony Vincent and 2<sup>nd</sup> by Alex Whitaker and passed unanimously to adjourn the OCFS December 2018 Board meeting at 12:57 PM.