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**OCONEE COUNTY FIRST STEPS BOARD MEETING**  
**THURSDAY, February 21, 2019 at NOON**  
**SC DHEC at 609 Townville Street, Seneca, SC 29678**

### **Board Meeting Minutes**

Present: Annette Burney, Barbara Dyar, Suzanne Evans, Stephanie Gentry, Misty Lee, Summer Mast, Reg Tatum, Kendra Vincent, Tony Vincent, Alex Whitaker, Tounga Williams, and Janis Young

Excused: Katie Conlin, Kathleen Davis, Ann Douglas, Kayla Hamilton

Absent: Molly Tannery

Visitors: Annabelle Ables, Bea Pullekea,

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

Kendra Vincent, Board Chair welcomed everyone at 12:14 PM. She requested that everyone sign in and make their lunch plate. Kendra told everyone to pick up a name badge (this was a suggestion by Reg after the January Board meeting) and sign off that they received one.

#### **APPROVAL OF January 17, 2019 BOARD MEETING MINUTES**

Kendra asked if there were any additions, corrections or deletions to the January Board meeting minutes as emailed? Hearing none, she asked for a motion to approve the January 17, 2019 Board meeting minutes as sent electronically. The motion was moved by Janis Young and 2<sup>nd</sup> by Alex Whitaker and the motion passed unanimously.

#### **EXECUTIVE DIRECTOR REPORT**

Monica Alles White, Executive Director

Administration-Monica was requested by SCFS to go to Columbia and attend a new Executive Director meeting. At this meeting, the group meet and spoke with Rep. Rita Allision. Some Directors shared their vision on expanding 4K programs in their counties. The new state communications staff was introduced.

Together SC Conference is March 11<sup>th</sup>-13<sup>th</sup>; and Monica will be attending free, courtesy of SCFS. There is an all Executive Director meeting that Monday afternoon.

Darlene Faucette is requesting our attendance at the Tri-County Director Forum Resource Fair at Tri-County Tech College in Pendleton on Monday, March 11<sup>th</sup> from 6:30-8:30 PM. Monica will not be able to attend due to the conference and SCFS meetings that evening. Janis Young agreed to represent OCFS since she was planning to be in attendance at the forum.

Federal/State mileage reimbursement rates have changed; although SCFS only makes the change in July with their new fiscal year. The rate has dropped from 54.5 cents per miles to 54 cents per mile. The Federal rate is 58 cents per mile.

Mid-Year Review of Data-Our Program Officer Janice Kilburn conducted our mid-year review. We are on track to meet or exceed our projected stats except for HFA program. The SCFS data system is old and doesn't accommodate new Evidenced Based programs like HFA very well, especially when their data points are different that SCFS. I spoke at length with Summer/Shenquia and Greta and we decided to have Janice review the data once some modifications were made to the data and count that as our new baseline.

CC Trainings-We offered a CCT on Feb 5<sup>th</sup>. While 40 participants RSVPed yes; only about half of that number attended. Flu and colds going around the child care facilities impacted attendance at this training. The training itself went very well with plenty of interaction and hands on experience. At another CCT on Feb 19<sup>th</sup>; Palmetto Shared Services presented their agency and services, in addition, to how to create positive work environments. Fourteen participants attended after 23 signed up.

Monica met with Janet Thompson, who is a Master Certified Trainer with CCCCD. She also conducts trainings at Tri-County Tech. She has impressive credentials, has a variety of classes she can offer, and is reasonable in her charges. Tounga reported that she has worked with Ms. Thompson and she is highly qualified as a trainer.

Triple P-We recently discovered that while it is very desirable to attend all 5 Triple P classes in order, it is not a requirement to maintain the fidelity of the Triple P program. Consequently, if a parent misses a class, they do not need to wait until the class is offered again at the next Session to continue with the classes. They can attend all the other classes in their scheduled Session and attend a make up one with the next Session. This will expedite the number of families completing their Triple P Parent Education requirement.

Unfortunately, Session 4 class 5 of Triple P needed to be cancelled several times due to Triple P trainer's illness. It was re-scheduled for Feb 13<sup>th</sup> and finally cancelled until Session 5 class 5 on April 4<sup>th</sup>.

Session 5 is scheduled to start on March 7<sup>th</sup>. We have only 1 parent/family needing to participate in the entire program this session. We will open the classes to the CC Facilities in Seneca for other parents to participate in.

CC Scholarships-Monica had to terminate a family's CC Scholarship since mom continued to break her appointment for her mid-year income check. Another family has been receiving 2 CCS since the end of September. Mom has not attended any parenting classes. If Session 5 Class 1 is not attended, that family may need to be terminated. The Child Care Scholarship committee will be contacted to determine our strategy if this occurs.

HFA-The program is operating smoothly except for the data piece that we have already mentioned.

Core Functions-The Committee met on Feb 4<sup>th</sup>. Tony will report on the detailed plans from that meeting in Old Business. I would like to point out the signup sheet for PCA Pinwheel gardens. A garden consists of 40-50 pinwheels and a yard sign. We need Board members to adopt a site or two today, so we know how much materials to purchase.

4K Book Bags-Monica had a meeting with Ann Douglas in early February. We discussed preparing book bags this year for her 380 4K slots, 50 private 4K slots; 150 PIP program slots; for a total of ~600 Book Bags. Ann and I will get working on ordering materials soon, so all are received with plenty of time before the end of the fiscal year. As I mentioned, we are also working on using some of the SDOC staff as trainers for CCT. Ann is working hard at her end to see how this can materialize. We should know more by early April. A concern recently raised is that children that go to private 4K programs and or child care facilities; come to SDOC in kindergarten and don't know the expectations of their classroom settings. Our goal is to try and introduce some of those skills in trainings that CC staff can begin using in our CC facilities, to ease that transition for our families and their children. Misty asked if a field trip can be taken to tour the SDOC facilities by the CC classes. Janis and Tounga both agreed this can be arranged.

Healthy Oconee Coalition-Monica continues to work with this group. The Coalition will be conducting 2 classes of Mental Health First aid training and 1 Poverty Simulation program. The simulation is scheduled for Monday, March 18<sup>th</sup> and the Mental Health trainings are scheduled for Friday, March 15<sup>th</sup> and Tuesday, March 26<sup>th</sup>.

Library Meeting-Monica attended a meeting with Kayla, Blair and Leah on reading projects to work on this year. Also, met with Emily Barteles with Reach Out and Read (ROR) in Oconee County. We are looking at printing a sticker that promotes the Palmetto Basics tip-Read and Discuss stories that can be placed on the books that are distributed to the ROR program participants. At the child's birthday, the library would like to give a coupon or sticker to be taken into the library for a new free book from the Friends of the Library.

Social Media-Kindel has made great strides in updating our website and Facebook sites. There is still plenty of work to be completed on the website. In addition, she is pregnant and due any day now. Monica demonstrated some of the updates and changes to the website.

Advertising-Looking at ordering pediatric toothbrushes, insulated grocery bags, pens and pencils to distribute. Still working on the budget for this. Monica discovered that even though it is printed materials, it is considered advertising and that comes out of our operations budget.

Mission Moment-Monica shared the success story of a dual program (HFA and CCS) participant with the Board.

Financial Report-Monica reviewed the detail report of all fund groups with the Board. Our regional finance manager has transferred as much of Fund 55 expenses over to Fund 56 to help deplete it at this time.

Hearing no questions on the Executive Director's or Financial Report; Monica requested a motion to accept both reports as presented. Tony Vincent made the motion and Barbara Dyar 2<sup>nd</sup> it and with no discussion it passed unanimously.

## **OLD BUSINESS**

Kendra Vincent, Board Chair

- Committee Reports:
  - Hospitality Committee-Suzanne Evans thanked Kendra for the meal. Meal volunteers: Janis-March; Kathe-April; Summer-May and Tounga-June. Those preparing meals asked if we knew of any food allergies. No allergies have been reported to Kendra or Monica. Please let us know if there are any allergies.
  - Core Functions Committee-Tony
    - Prevent Child Abuse Pinwheel Gardens: Monica spoke with Melanie from Children's Trust. Once board members sign up to sponsor a site, we will have a better idea of how much we need to order. Angie did an inventory on how many yard signs, and posters were in storage. There are 31 yard signs.
    - The committee asked for funds to be increased to purchase more pinwheels, signs and posters this year.
    - The committee talked about having a printed banner and tablecloth for events. Tony will get the catalog that he received to Monica. It shows some lightweight items.
- Updates to the Board and Officer Contacts/Listing
  - Corrections were made to Misty Lee and Ann Douglas's email address; Alex Whitaker's phone number was updated, and Annette Burney's position was updated. Tony asked that the title Reverend be removed from his name on the website.
- Other Old Business: None

## **NEW BUSINESS**

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

- Other New Business: Monica will order printed materials that will be categorized as advertising, as well as order the book bags and books for 4K students in all of Oconee county. Afterwards, we may need to move some funds around and have a budget reallocation approved by the Board at our March Board meeting.

## **ADJOURN**

With no further business, Kendra asked for a motion to adjourn. The motion was made by Suzanne Evans and 2<sup>nd</sup> by Annette Burney and passed unanimously to adjourn the Feb 21, 2019 OCFS Board meeting at 1:16 PM.