



(864) 985-3342

ocfsdirector@gmail.com

OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, January 17, 2019 at NOON
SC DHEC at 609 Townville Street, Seneca, SC 29678

Board Meeting Minutes FINAL

Present: Annette Burney, Katie Conlin, Kathleen Davis, Barbara Dyar, Suzanne Evans, Kayla Hamilton, Misty Lee, Summer Mast, Molly Tannery, Reg Tatum, Kendra Vincent, Tony Vincent, Alex Whitaker, Tounga Williams, and Janis Young

Excused: Ann Douglas and Stephanie Gentry

Absent: None

Visitors: None

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair welcomed everyone at 12:02 PM. She requested that everyone sign in make their lunch plate and introduce themselves for the first meeting of the calendar year.

APPROVAL OF December 6, 2018 BOARD MEETING MINUTES

Kendra asked if there were any additions, corrections or deletions to the December Board meeting minutes as emailed? Hearing none, she asked for a motion to approve the December 6, 2018 Board meeting minutes as sent electronically. The motion was moved by Kathe Davis and 2nd by Annette Burney and the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Monica Alles White, Executive Director

SCFS-Monica attended the Child Care Summit on Friday, Dec 7th in Columbia. The keynote speakers focused on the relationship with a good child care provider is critical for the child's healthy development. The setting they used was a foster care setting in China. The speaker adopted an 18-month-old child and she has developed beautifully since she had providers that interacted with her. They made the most of every moment with simple interactions with the child.

In addition, Monica attended the Pickens County “What About the Babies?” meeting. With Palmetto Basics, our focus is on 0-3-year-olds. Research is demonstrating that the pre-natal population is very critical to focus on-even at predicting health outcomes.

Administration-Monica completed Board Orientation to our new Board members on Jan 9th.

Financial management documents (like W-9s) are being requested on some vendors and 1099s are being finalized. The Audit process for FY 18 should be completed shortly. W2s went last week.

Goal of the agency this year is working on developing/documenting day-to-day procedures for how to complete tasks like, PAF’s; Child Care Training Classes; a Child Care Scholarship application etc. Hope to have a binder with all these procedures completed by the end of the fiscal year.

The agency paid to have documents shredded at Staples. ~200 pounds. We continue to clean out the files and will have more shredding to complete in the spring.

CC Trainings-The next CCT is scheduled for Tuesday, January 22, 2019 by Lisa Fields titled “Filling Emotional Tanks”. Approximately 30 participants have signed up already for this training.

CC Scholarships-All our CCS funds are encumbered, including the Carryforward funds. A wait list is being developed once a completed application is submitted with all the accompanying paperwork. There is a great need for quality infant care. Janis Young reported that Pennsylvania CC plans to offer 4 new infant slots by May 2019.

Monica has been meeting with our “veteran” CCS families for a mid-year review of their family status and income levels.

Monica attended a meeting with Lorraine Cragan-Sullivan with Help Me Grow (HMG). They have a link on their website for families to complete an ASQ (Ages and Stages Questionnaire). You may recall that ASQs are required on all CCS children. These were not completed in FY 18 with a previous vendor, which resulted in our conditional approval status with the SCFS office. Both Monica and Angie will be trained on the Assessment tool later this month by Lorraine. HMG will evaluate the assessments after they are completed by parents. The final score will be shared with the family and HMG will make any referral for services that are needed. This is a free service for us; paid for by HMG. Currently, a MOU is going through their legal dept (they are an arm of GHS). Greenville County First Steps is already using this service.

Triple P-The 4th session of Triple P-Positive Parenting Education classes started on January 9th, 2019. We have many new CCS families attending this session.

HFA-Summer Mast has provided me with the following update: The Parenting Place enrolled 1 new family; served 7 Oconee Co. Families; completed 14 home visits (this is a little less than you would normally expect due to the holidays); and 2 moms were screened for depression and found to be negative.

We are having some problems with data entry at the State First Steps end; on at least 1 specific family; and we are hopeful it can be rectified soon.

Core Functions -The Warm A Child Project concluded, and Angie will provide the final count under old business.

The City of Seneca is having their 5K run around St. Patrick's Day. They are allowing Oconee County Chamber Members, which we are now one, provide brochures for their goodie bags. We will supply them with Palmetto Basics tri-folds.

Social Media-The website has been updated; but there is still much more to do. October 2018 Final minutes are posted there, the New Board members are added, and Kindel has cleaned up some links etc. It takes a lot of research behind the scenes by Kindel before she can post an item; especially on Facebook.

Mission Moment-While we were at Staples shredding documents, a worker there reported that her 4K child goes to Orchard Park school. You may recall that we provided book bags and assorted back to school materials for SDOC 4K programs. This woman went on to say her child loved her Book Bag so much that she wore it out, and that she loves the 4K program. I shared this with Ann Douglas too. Kayla reported that a participant in one of her programs commented on how they were a recipient of our Warm a Child for Winter project and that she couldn't wait for her child to open the cute new socks on Christmas that they received.

Financial Report-Monica reviewed the Jan 14, 2019 Financial Report with the Board, using the new format. Monica also offered to meet with any Board member that would like to review the report in more detail, or if they have any questions about the information presented.

Hearing no questions on the Executive Director's or Financial Report; Monica requested a motion to accept both reports as presented. Annette Burney made the motion and Kendra Vincent 2nd it and with no discussion it passed unanimously.

OLD BUSINESS

Kendra Vincent, Board Chair

- Committee Reports:
 - Hospitality Committee-Kathe Davis thanked Tony for today's meal. Volunteers were asked to sign up to bring a lunch meal for the Board meetings until the end of the fiscal year. Monica reminded the Board members that this donated meal is in lieu of cash donations to the agency by the Board of Directors. Meal volunteers: Kendra-February; Kathe-March; Janis-April; Summer-May and Tounga-June. Kathe thanked all the members that volunteered.
 - Core Functions Committee-Tony Vincent mentioned that we need to start thinking about activities for Prevent Child Abuse Month in April.
 - Warm a Child for the Winter Final Stats: Angela Ray reported that a total of 698 items were donated-188 throws/blankets, 95 pairs of gloves, 111 hats and 304 pair of socks were collected. They were distributed to: Our Daily Rest-135 items; DSS-253 items; We Care-125 items, HFA-48 items and our child care scholarship families-123 items. Any leftover items were distributed to our child care scholarship facilities.

- Other Old Business: None

NEW BUSINESS

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

- Confidentiality and Whistleblower Forms-Monica reported that annually Board members need to read and sign off on the OCFS/SCFS confidentiality agreement. She suggested that each Board member witness their fellow Board members' signatures today at the meeting. All forms were then collected by Angela.
- Board Member Agreement forms were then distributed, signed by each Board member and by Kendra Vincent as Chair, and collected by Angela.
- Board Committee Assignments and Board Member Contact Information Information
 - The Board Committee Assignments were distributed. Barbara Dyar asked to be signed up for Meeting/Hospitality Committee and Janis Young for the Child Care Scholarship committee.
 - Board Member and Officer Listing-Noticing some typos, Monica requested that **all** Board members review their contact information as listed and get any corrections/changes to Monica by next week.
 - Committee meetings-The Core Functions committee will meet Tuesday, Feb 5th at 10:00 at OCFS office.
 - Child Care Scholarship Committee doesn't need to meet since all funds are currently encumbered.
 - Executive Committee-will meet monthly. The next meeting will be Tuesday, Feb 12 at 9:00 am at OCFS office.
- Other New Business
 - New Board Mentoring Opportunity-Kendra mentioned that it would be helpful to have current board members mentor new board members; and to answer any questions they may have. Kathe, Kendra and Misty all agreed to be mentors to new Board members.
 - Kayla Hamilton requested 2,000 Palmetto Basics Tri-Folds for the Summer Reading Program.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Tony Vincent and 2nd by Annette Burney and passed unanimously to adjourn the Jan 17, 2019 OCFS Board meeting at 1:08 PM.