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

Board Meeting Minutes

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

Excused: Ann Douglas, Stephanie Gentry, Misty Lee, Reg Tatum, Alex Whitaker

Visitors: None

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair welcomed everyone at 12:08 PM. She requested that everyone sign in and introductions were made.

APPROVAL OF February 21, 2019 BOARD MEETING MINUTES

Kendra Vincent, Board Chairperson asked if there were any additions, corrections or deletions to the February Board meeting minutes as emailed. Hearing none, she asked for a motion to approve the February 21, 2019 Board meeting minutes as sent electronically. The motion was moved by Annette Burney and 2nd by Kathe Davis and the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Monica Alles White, Executive Director

Administration-Monica attended the TogetherSC conference in Greenville, March 11th-13th. The SCFS office had an ED Leadership meeting the Monday afternoon; and the conference was attended on Tuesday and Wednesday. Some good nonprofit resources on By-Laws and Article of Incorporation were received at the conference.

The SCFS office is proposing a new allocation formula to their Board of Directors. It was developed by some EDs and SCFS office staff. There is a flat rate of \$200,000, and then a per eligible child rate. They plan to implement it in phases over the next 2-3 years if approved. Due to our high-risk population in our county, we stand to gain an additional \$3-4,000 once it is fully implemented.

Beginning April 1, 2019, SCFS is placing Free 4K Billboards in Seneca and Walhalla promoting the state's 4K programs. We hope that this will help enrollment with our current 4K providers in the County.

We elected to not accept the offer for \$3,000 to assist the state office with their Needs Assessment this year. Our Needs Assessment was completed less than 18 months ago; and with all the other projects scheduled for this spring, there was no time to head up a project like this. Three counties declined to participate in the planning and facilitating of these Needs Assessment focus groups.

The FY 20 grant application will come out on 3/26/2019 and a webinar on how to complete it on the 27th. The total grant package is due 5/10/19. Our Board meeting is 5/16/19. We will need to submit the grant prior to receiving Board approval. The signature pages will be sent to Janice Kilburn, our Program Officer after the final approval at the May Board meeting. This is similar to what was done last year.

CC Trainings-A training was conducted on March 5th and 19th. Still good attendance at trainings-15-20 attendees. The cold and flu season has played into some smaller attendance numbers. In addition, smaller numbers attend training that is targeted for the CC Directors/Administration.

Dori Young will be joining us again as a trainer in FY 20. So, we will have 2 Certified trainers for our CCT program.

Triple P-Our main trainer for this parenting program is still not 100%; Heath's Haven has secured another certified trainer in Triple P to conduct Session 5 for us.

CC Scholarships-There have been several terminations and a few new CCS families joining the ranks to help us spend all our CCS funds. The CCS committee needs to meet soon to review the CCS forms and to determine what is the required information we need to gather from each family to determine their eligibility. Some of the information is invasive-very personal and I feel shouldn't be gathered.

HFA-We currently have 8 families (1 new family enrolled this month) enrolled in Oconee county, with 21 home visits completed in February. Six children received their scheduled ASQ's and all scores were within range, so no referrals were needed.

Core Functions-Health Oconee Coalition had 1 Mental Health First Aid training on 3/15/19 and Poverty Simulation and Cultural Competency training on 3/18/19. The final Mental Health First Aid training is scheduled for 3/26/19.

Pinwheel gardens materials will be distribution after board meeting. Please capture all volunteer numbers/names and the amount of time spent created them so we can add it to our In-Kind amount.

Ordering of CF materials: Infant and preschools toothbrushes were ordered advertising our website on them. We will include one in each book bag for Fall 2019. Also, the Book bags and books for ALL 4K children have been received and the check is in the mail to SDOC to reimburse them for the materials.

Insulated cloth grocery bags with agency logo, website and phone number were also ordered. The pens you see today have the website on them. And finally, the proof of the new tablecloth and banner should be available soon for ordering.

Monica is working with Reach Out and Read program Emily Bartels and OCPL and Board member Kayla Hamilton on Palmetto Basics, Tip #5 as stickers in English and Spanish and 1-3 years of age Birthday Books.

Social Media-Kindel had a healthy baby and is adjusting to that new role. She is hoping to start to focus back on our website and Facebook pages within the next few weeks.

Financial Report- Monica reviewed the March 2019 Financial report identifying all funds and program balances.

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

OLD BUSINESS

Kendra Vincent, Board Chair

- Committee Reports:
 - Hospitality Committee-Kathe Davis thanked Janis Young for the meal. Kathe Davis will be providing the meal in April.
 - Core Functions Committee-Tony Vincent
 - Prevent Child Abuse Pinwheel Gardens: Board Members were asked to take their box of pinwheels and a yard sign. Monica asked the Board to capture In-Kind hours by listing all the volunteer's names and the time they spent setting up the gardens. Remember to take a picture of the finished garden. Tony asked that we post the pictures of the pinwheel gardens on Facebook and tag Oconee County First Steps. Tony provided a brief explanation how to do this.
 - Monica passed around proofs of the Palmetto Basics, Tip # 5 stickers, Banner, Tablecloth and the Insulated Bags for the Board to preview.
 - Kathe thanked Monica for her enthusiasm and excitement for all the new things that we have going on with First Steps. Everything looks great!
- Other Old Business: Janis Young represented Oconee County First Steps at the Director Forum Resource Fair held at Tri-County Technical College on March 11, 2019. There were about 50 people in attendance and there were some contacts made and literature given out.

NEW BUSINESS

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

- New Business
 - Human Resources Policies Development Review Committee-Monica asked for 2-3 volunteers to assist her with developing and reviewing the draft OCFS Human Resource Policies.
 - Community Resource Development Committee Meeting-Monica mentioned that we need to have Board input on the Layout and Design of the new Resource Guide. Janis

mentioned that Darlene Faucette, from Child Care Resource & Referral just recently put a Guide together. Angela will talk to Darlene to get more information when she is here for the April 2nd Training. Janis also mentioned that UW's 2-1-1 has a website that has a resource guide layout. Angela will look at the website for ideas.

- Child Care Scholarship Committee-Monica mentioned that we need to review the CCS forms for use in FY 20. Angela will send an email to everyone on the committee to select a date.
- Other New Business
 - Round Table Sharing Section-Monica will add a Sharing Section under New Business at each meeting for the Board Members to go around and share any events or projects they are working on with the OCFS Board.
 - Oconee County Public Library-The OCPL will be hosting the 1st Annual Community Street Fair Summer Reading Kickoff on Friday May 31, 2019 at High Falls Park from 1-4 PM. Any business or organization is welcome. There is a \$10 Non-Refundable Fee. This event is free and open to the public. Contact Kayla if you are interested.
 - Board Committee Assignments-Angela will email a copy of the Board Committee assignments to all board members.
 - Core Functions-Monica will create a handout to record all events that we participate in throughout the year. We will capture who represented OCFS and how many people attended; in addition to what materials were distributed.
 - Misc.: Kathe Davis saw Sharon Grant, and she says hello and that she misses everyone. She is thinking about an early retirement.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Annette Burney and 2nd by Kathe Davis and passed unanimously to adjourn the March 21, 2019 OCFS Board meeting at 1:10 PM.