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OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, April 25, 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, Stephanie Gentry, Kayla Hamilton, Summer Mast, Molly Tannery, Kendra Vincent, Alex Whitaker

Excused: Ann Douglas, Misty Lee, Tony Vincent, Tounga Williams, and Janis Young

Absent: Reg Tatum

Visitors: None

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair welcomed everyone at 12:03 PM. She requested that everyone sign in and pick up an insulated grocery bag as well as preschool and infant toothbrushes.

APPROVAL OF March 21, 2019 MEETING MINUTES

Kendra Vincent, Board Chairperson asked if there were any additions, corrections or deletions to the March Board meeting minutes as emailed. Monica Alles White offered a correction in the location/date section to replace February with the month of March. With no further comments, Kendra asked for a motion to approve the March 21, 2019 Board meeting minutes as corrected by Ms. Alles White. The motion was moved by Kathe Davis and 2nd by Annette Burney and with no further discussion, the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Administration-Monica reported that SCFS has asked that all Board members complete the online Evaluation survey. The deadline has been extended to May 3rd. If you have not already done so, can you please complete this survey by the deadline. SCFS is keeping a record of the number of Board members that respond.

Monica recently learned that the Board Secretary does not have to sign off on monthly Board meeting minutes.

The FY 20 grant application is due 5/10/19. Our Board meeting is 5/16/19. We will need to submit the completed grant prior to Board approval. Our dollar amount for the FY 20 fiscal year will be \$200,324. We will not know how much carry forward we will have until the fall. There will be a re-allocation at that time.

Will review the general concepts of the application and get approval from the Board later in the meeting to allow the Executive committee to make the final determination and approval. Otherwise, we would need to send everything in by the due date and then after the May meeting, send in final approval and signature pages. No changes can be made after 5/10/19.

Our Desktop computer died over a week ago. A new one was purchased from Best Buy in Anderson with the specs developed from Jeff Simmons of Simmon's Computer. He also completed the installation and destroyed the old one. We have a Certificate of Destruction. In addition, he helped sign the agency up for Carbonite a backup system that backups our files every day. Desktop was \$999.99; 3-year geek squad protection-\$229; installation-\$137; and Carbonite 2-year backup-\$137; and taxes for a total of just under \$1,600.

CCT-had a training this week with Lisa Fields as the trainer and 2 weeks ago with Darlene Faucette. We continue to have good numbers in attendance and attendees coming from as far as Pelham.

Triple P-Re-scheduled Session 6 due to low attendance and all sorts of issues. They will run Class 1 and 2 for April 30th; then classes 3, 4 and 5 May 7th, 14th and 21st. Monica opened this Session to family support parents at Tamassee DAR to attend. They must RSVP.

CC Scholarships-The committee meet on April 9th and you will hear their full report later in the meeting.

HFA- We currently have 8 families (1 new family enrolled this month) enrolled in Oconee county, with 21 home visits completed in February. All children are currently up-to-date with their ASQ screenings.

Core Functions- Provided pens and Triple P literature at UW and Heath's Haven Empower Oconee kick-off April 11th. Also gave some resource guides to Our Daily Rest.

Pinwheel gardens have been popping up everywhere. Please capture all volunteer numbers/names and the amount of time spent creating them so we can add it to our In-Kind amount. Need to take down after April 30th and either save the signs and pinwheels for next year or distribute them to children. Kathe Davis added that at her facility they planted their Pinwheels and will "pick them" after the event!

All special advertising/promotional materials that have been ordered, are in. Please pick up an insulated grocery bag today.

Monica continues to work with Reach Out and Read program's Emily Bartels and OCPL and Board member Kayla Hamilton on Palmetto Basics #5 stickers in English and Spanish and 1-3 years of age Birthday Books. Kayla circulated a sample of each of the books purchased with funds from OCFS.

Social Media-Kindel is back in action and has been helping to post CCT events and our Pinwheel Gardens.

Having no questions on the Executive Director report, Monica reviewed the April Financial report identifying all funds and program balances. Of the ~\$68,600 funds still unspent in Fund 55 and Carry Forward Fund 56; the following expenditures will occur between now and June 30th:

Personnel-minimum 4 pay periods (could be 6)	\$ 8,700
CC Scholarships at ~\$1,585/week * 13 weeks	\$20,605
New Desktop computer and accessories	\$ 1,600
CCT trainers' fees	\$ 500
HFA-vendor The Parenting Place May/June	\$ 9,166
Triple P-Vendor Heath's Haven May/June	\$ 1,584
Total	\$42,155
Difference	\$26,445

Please keep in mind that smaller expenses like staff travel, supplies, cell phones will still need to be paid; so Monica is confident we will fall under the 15% (\$30,000) Carry Forward amount allowed by the SCFS Board of Directors.

With no questions, Monica asked for a motion to accept both the Executive Director's Report and the April 2019 Financial Report as presented. A motion was made by Barbara Dyar and 2nd by Kayla Hamilton and was approved unanimously by the Board.

OLD BUSINESS

Kendra Vincent, Board Chair asked for Committee Reports:

- Child Care Scholarship- The committee met on April 9th and went over what the State Requirements are for the child care scholarship application and what Oconee County First Steps guidelines are. Monica's goal is to streamline the application process and not collect personal information that we don't need or use. For example, while the SCFS doesn't technically require the families' Social Security numbers, it is on their SC Consent form that we must use. So, a family could refuse to provide this information and we can record that in the data system. We are required to add ethnicity on the FY 20 Child Care Scholarship application. The 2019 Income Guidelines will be used.
- Community Resources Development/Fund Raising Plan- The Oconee County First Steps FY 19-20 Resource Development Plan was presented to the board. Monica mentioned that moving forward we need to make sure we are capturing in-kind for Warm a Child from board members. Monica asked for a motion to approve the FY 19-20 Resource Development Plan. The motion was moved by Kendra Vincent and 2nd by Molly Tannery and the motion passed unanimously.
- Hospitality Committee-Kathe Davis provided the meal this afternoon. Barbara Dyar will provide the meal in May; Tounga Williams in June; Kayla Hamilton in August; Katie Conlin in September and Summer Mast in October.
- Core Functions Committee-Prevent Child Abuse Pinwheel Gardens: Monica mentioned that 45 pinwheel gardens were put up in Oconee County by our Board Members and associated organizations. Monica asked that the pinwheels be taken down by April 30th. If the pinwheels and signs are in good condition, they can be placed in trash bags and we can store them in the

storage facility or at your location if there is room. Please submit your volunteer time for In-Kind to Monica as well as any pictures you may have taken. The Core Functions Committee will need to set up a meeting sometime in May to start thinking about how/where we can distribute our promotional items. If you have any ideas/suggestions, please let any of the committee members know. The committee members are Tony Vincent, Misty Lee, Katie Conlin, Ann Douglas and Molly Tannery.

NEW BUSINESS

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

- Review and Approve FY 20 Formula Funding Grant Application Estimates- All board members were given the FY 20 Budget Spending Summary. Monica went over each program page in detail, taking time to answer any questions before moving on to the next program. In conclusion, Monica asked for a motion to approve the FY 20 BSP as presented with final approval authority to be given to the Executive Committee if needed. The motion was moved by Annette Burney and 2nd by Alex Whitaker and the motion passed unanimously.
- Monica asked for a motion to approve the FY 20 Resource Development Plan as presented in the committee report. The motion was moved by Kendra Vincent and 2nd by Molly Tannery and the motion passed unanimously.
- After reading it, Monica asked for a motion to approve the FY 20 Grant Application Certification Form. The motion was moved by Suzanne Evans and 2nd by Annette Burney and the motion passed unanimously.
- Monica reviewed the Signatories Form which has her as the Executive Director with no financial limitations on contracts; and Kendra, Misty and Kathe as key Board signatures. It was also noted that on all PAFs that are over \$500 or are for personnel (like payroll and travel), require the Executive Director's signature AND a Board Members signature. In addition, Monica reports that for best practice, she prefers all PAFs to be co-signed by a Board member if they are coming in to sign other PAFs. Monica asked for a motion to approve the FY 20 Signatories Form as presented. The motion was moved by Alex Whitaker and 2nd by Suzanne Evans and the motion passed unanimously.
- Round Table Sharing
 - Annette thanked Monica for all her hard work and the sharing of information.
 - Stephanie mentioned the ACE's (Adverse Childhood Experiences) training will be held at the DSS Office in Walhalla on June 11 from 9-12. Lisa Fields will be doing the training. Anyone that is interested can sign up on the Children's Trust Website.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Annette Burney and 2nd by Alex Whitaker and passed unanimously to adjourn the April 25, 2019 OCFS Board meeting at 1:18 PM.