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OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, May 16, 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, Stephanie Gentry, Kayla Hamilton, Kendra Vincent, Alex Whitaker, Tounga Williams

Excused: Ann Douglas, Misty Lee, Summer Mast, Reg Tatum, Molly Tannery, Tony Vincent, and Janis Young

Visitors: None

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair welcomed everyone at 12:02 PM. She requested that everyone sign in and pick up the board materials.

APPROVAL OF April 25, 2019 MEETING MINUTES

Kendra Vincent asked if there were any additions, corrections or deletions to the April Board meeting minutes as emailed? Hearing none, she asked for a motion to approve the April 25, 2019 Board meeting minutes as sent electronically. The motion was moved by Kathe Davis and 2nd by Annette Burney and with no further discussion, the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT-Monica Alles White

Administration

SCFS Allocation Updates-Monica shared the description on how the allocation amounts were developed. The basic principle uses the number of children 0-5 years of age at or below 185% of the federal poverty level.

United Way Agency Award-On Thursday, April 25, 2019 OCFS received the 2018 Outstanding Community Partner Award. The framed certificate was provided for the Board to view and will be posted in the office.

Ann Douglas is retiring June 4th as she announced in her email. Monica invited her to stay on the Board at least to the end of her term; she will consider this request.

DATA-Monica reported that the 3rd quarter data report shows we are currently in compliance with the numbered served, ASQs, Connections and Home Visitation Intensity. Monica cautioned that any

changes to the number served in the HFA program can drastically impact these numbers before the end of the fiscal year. She will continue to work with The Parenting Place to make sure these outcomes are adhered.

Files in the Storage Unit-Angie has made great progress with cleaning out old files and we are either recycling the paper or having it shredded. There is a file cabinet that is locked without a key. Alex provided some suggestions on how to open it without damaging it.

Core Functions-The committee's full report will be provided later in the meeting. Emily Bartels with Reach Out and Read is working to schedule a meeting to review the stickers and how we will operate the program in Oconee County. We will join it with the OCPL Birthday Book program.

CCT-Monica provided a copy of the FY 20 tentative schedule to the Board for their review.

Triple P-Session 6 Updates-The spring sessions have been very difficult; with trainer's illness, new families being awarded scholarships in March, etc. This year we were concerned about carrying forward too much funding; but next year I might suggest we cut off offering new CCS in February and terminate a family immediately when they miss a Triple P class to remain in compliance with SCFS program standards. Some families have been having transportation problems and location/distance issues.

CCS-Updates-Due to funding issues-Only 10 CCS are targeted for FY 20. My goal has been to follow the projected to serve amounts from the December 2017 Comprehensive Plan. The reimbursed amount is only going to be up to \$90/week instead of \$100. And again, I will have to come up with a plan to make sure the family attends the entire 5-class Triple P Parenting Education session.

HFA-We are still addressing data issues. Now we need to capture the "connections" which is like casual referrals to services or programs. I hope as we get a new person to help expand the program that the learning curve is not as steep as we have experienced this year.

Social Media-Kindel is back increasing the number of items posted on the Facebook page etc. I also gave her a copy of the Community Resource Guide in hopes that she can help us to lay it out. We still could use a Board committee or member or two to help us look at this.

Having no questions on the Executive Director report and Data Submission, Monica reviewed the May 2019 Financial report identifying all funds and program balances.

With no questions on the May Financial Report, Monica asked for a motion to accept both the Executive Director's Report with the Data Submission update and the May 2019 Financial Report as presented. A motion was made by Annette Burney and 2nd by Alex Whitaker and was approved unanimously by the Board.

OLD BUSINESS

Kendra Vincent, Board Chair asked for Committee Reports:

- FY 20 Final Grant Application Review: A correction was made to the Budget Spending Plan Summary. The dollar amount on April 24, 2019 was \$200, 324 for Fund 55. The actual amount should have been \$200,340. That correction was made on April 30, 2019 after being reviewed and approved by the Executive Committee and was signed by Kendra Vincent, Board Chair.
- Committee Reports
 - Child Care Training Meeting: Monica passed out the FY 20 Child Care Training Tentative schedule. The School District of Oconee County will be getting together with the district psychologist and one of the key 4K Teachers to write 3 additional trainings that will be offered at Northside Elementary.

- Core Functions: The core functions committee met and suggested that promotional items be given to our childcare training attendees and childcare scholarship families and suggested that we focus the rest of the items on outreach in the community. One suggestion was made by Misty Lee is to attend the Senior Expo. Monica was told this event was sold out and she did not receive a call back about being a vendor. A sign-up sheet was passed around for board members to write down any Outreach event that we should attend in the community. Once this list is developed, we can prioritize which ones we will attend. The committee decided to limit the use of the Palmetto Basics Banner to indoor events to keep it from being damaged in the weather. Angie will be attending the Oconee County Public Library's first annual summer kick off at High Falls Park on May 31st. Palmetto Basics, Toothbrushes and Pens will be distributed.
- Community Resource Guide: Angie created a tri-fold brochure for the community resource guide. So it needs a different layout for printing. Monica sent it to Kindel to get suggestions on how to lay it out. Also, it was suggested that we take it to the printer to be layout.
- Hospitality Committee-Kathe Davis thanked Barbara Dyar for providing the meal this afternoon. Tounga Williams is scheduled in June; Kayla Hamilton in August; Katie Conlin in September and Summer Mast in October. Kathe will continue to send out reminders to those that have agreed to volunteer.

NEW BUSINESS

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

- Personnel Recommendations: In the monthly Executive Committee meeting, Kendra mentioned that Monica shared that she would like to reduce her hours and retire within the next year or sooner. The committee felt it was important to let the whole Board know so that it didn't come as a shock. Kendra mentioned that we need to get together a committee to begin the search. We would need to hire someone as an Associate Executive Director so that they would be able to have the same roles/responsibilities as the Executive Director. Ideally Monica would be able to train this person, reduce her hours and this person would be able to take over when Monica decides to retire. Monica shared that she would be willing to work as a contractual person if an Executive Director is going to be out of town and needs someone to be able to fill in and pay the bills etc. The committee will be getting together soon to discuss how to advertise for the position. The newspaper is not always the best way to conduct the search. Sometimes Indeed and word of mouth is the best. Kathe thanked Monica again for all that she has done. Monica will send an email out to all board members with the current job description.
- Round Table Sharing
 - Tounga Williams reported that Head Start's Grant has been accepted and they will be around for another 5 years. Share Head Start will be in all 4 up-state counties. The class size will be reduced from 20 children to 17. In Oconee County they are looking at 5 Early Head Start classes and 4 Head Start classes. She currently has a waitlist for children 3 and under. She can take infants at 6 weeks. If a pregnant mom is already in the program, that infant automatically qualifies.
 - Annette Burney shared that on May 25 you can drop in at Code Elementary from 1-3 pm and see the dresses that were sewn out of pillow cases for families in Haiti.

ADJOURN

With no further business, Kendra Vincent asked for a motion to adjourn. The motion was made by Suzanne Evans and 2nd by Annette Burney and passed unanimously to adjourn the May 16, 2019 OCFS Board meeting at 12:55 PM.