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OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, June 20, 2019 at NOON
SC DHEC at 609 Townville Street, Seneca, SC 29678

Board Meeting Minutes

Present: Annette Burney, Katie Conlin, Barbara Dyar, Suzanne Evans, Misty Lee, Shanon Lusk, Molly Tannery, Reg Tatum, Kendra Vincent, Alex Whitaker

Excused: Kathe Davis, Stephanie Gentry, Kayla Hamilton, Summer Mast, Tony Vincent, Tounga Williams

Visitors: Lorilei Swanson

WELCOME/INTRODUCTIONS/SIGN-IN

Monica Alles White, Executive Director, welcomed everyone at 12:08 PM. She requested that everyone sign in and get lunch. She mentioned that Kendra Vincent, Board Chair, will be here but was running late, which provided time for the Board members to review the May 2019 Board meeting minutes. In the absence of Secretary, Kathe Davis; Annette Burney volunteered to be recorder for the Board meeting.

APPROVAL OF May 16th, 2019 MEETING MINUTES-Kendra Vincent, Board Chairperson

Upon arrive of Board Chair Kendra Vincent, she asked if there were any additions, corrections or deletions to the May 2019 Board meeting minutes as emailed. Monica Alles White offered a correction in the new business section under personnel recommendations to replace: "*the newspaper is always*" with "*the newspaper is **not** always*". With no further comments, the motion was moved by Annette Burney and 2nd by Barbara Dyar to accept this correction. With no further discussion, the motion passed unanimously.

EXECUTIVE DIRECTOR REPORT-Monica Alles White, Executive Director

Administration-SCFS Updates-Our FY 20 Budget Spending Plan (BSP) has been approved. We will not hear about our grant probably until late July or early August.

Monica attended ED meeting in Columbia on Tuesday, June 18th. The state is hoping to bid for a new Data system in Fall 2019. There were table discussions brainstorming on what we need a Data System to

capture so they can write specs for the system. There were also TED talks to learn about other possible new programs that are EB. The LENA-a literacy program to link with our CCS funds might be a good replacement program for Triple P.

The state sent out new logos last night that we need to begin to use in the future.

Monica also attended a Regional ED meeting last week and learned Palmetto Basics is becoming The Basics. The tips and website will stay the same. We still have > 40K trifolds that we need to distribute ASAP. We need to come up with ideas for distribution.

The Cooley/Daring Liability Invoice is due in July 2019. It is a 2-year renewal with a \$972 installment in FY 20 and other in FY 21.

OCFS purchased a desk unit with PAT program funds years ago. The furniture needs to be moved and/or donated to another non-profit. Monica will contact United Way for assistance with this.

SDOC-There was an initial meeting with Shanon Lusk with SDOC as Ann Douglas' replacement. We will be voting on her later in the meeting to complete Ann's term until December 31, 2019 of this year; and looking to nominate her for a full 4-year term in November. Misty and Kendra both agreed to continue to be mentors should Shanon need any assistance or has any questions.

Monica attended the 4th Annual AHEC Summit and the Heath's Haven Training on ACES-Adverse Childhood Experiences.

DATA-Monica had several conversations with HFA staff regarding data entry. Janice reviewed our data entry to date; and all looks good with 88% - 100% with ASQs and 100% connections. Our CCS and CCT participants and hours exceeded our to-serve projections.

Core Functions-Monica and Kayla met with Oconee Pediatrics and they will begin using our PB tip 5 stickers on the Reach Out and Read well child books and they will also give out the OCPL Birthday stickers at birth, 1st, 2nd, and 3rd birthdays.

The Community Resource Guide is at the printers. Kindel improved the layout and readability of it. The printer is needing to slightly adjust the margins and it should all be printed and ready for distribution by June 30th.

Angie attend the OCPL event at High Falls Park on Friday May 31, 2019. It was the first time for that event. It was well received for a first-time event.

CCT-No new information or changes in the training dates. Monica is still waiting to hear confirmation on the trainings that were proposed by the SDOC and if they are certified trainings.

CCS families-We have 8 completed applications and CCS awarded with 2-3 more awaiting employment verifications or other paperwork. We should be at or very near CCS caseload of 10 participants by July 1, 2019. Because we are focusing on the 0-36-month population, we are providing a disproportionate number of CCS at one of the few infant facilities in the county. We must get waivers from SCFS to use this facility. I'm looking at limiting the number of CCS at this facility to not more than 5 at any time moving forward. We are currently locked in for 6 CCS so far.

We provided an insulated bag, toothbrush and book to each CCS family at the end of the program year.

Triple P-The new schedule for FY 20 will have less CCS to be offered, so we are opening the training to Kinships providers (great and grandparents) through Heath's Haven. Session 4 and 5 will be scheduled as we get closer to that part of the year and can open those Sessions to the public.

HFA-Greta from TPP and I spoke earlier this week regard updates and changes to the contract. We tweaked it a little and made clearer the expectations. They will provide a monthly update on the number

served, connections and home visits. They will also document appropriate CEU training and certificates on staff. Each monthly update will accompany the invoice prior to payment being rendered.

Social Media-Kindel has cleaned up the layout of the Resource Guide and she is busy frontloading some of the Triple P and Child Care Training classes so all she needs to do is hit a button for the items to be released on the website and on Facebook later this summer and fall.

Monica went on to review the June 2019 Financial Report. With no questions on the Financial Report; Monica asked for a motion to accept both the Executive Director's Report and the June 2019 Financial Report as presented. A motion was made by Janis Young and 2nd by Suzanne Evans and with no discussion, passed unanimously.

OLD BUSINESS

Kendra Vincent, Board Chair asked for Committee Reports:

- Hospitality Committee- Monica shared that Tounga Williams provided the meal; Kayla Hamilton is scheduled to provide lunch in August; Katie Conlin in September and Summer Mast in October.
- Nominating Committee Report- Shanon Lusk was introduced by Monica as the new SDOC Designee to complete Ann Douglas' term that expires 12/31/19. A motion to accept Shanon Lusk was made by Barbara Dyar and 2nd by Misty Lee and the motion passed unanimously. In January Shanon Lusk will be eligible for a 4-year term.
- Community Events: A sheet was passed around to add any other community events that we could distribute materials to in our surrounding communities.

NEW BUSINESS

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

- Personnel Recommendations: The Search committee met and decided they wanted to advertise for a Part-Time Executive Director Position instead of an Associate Director. An ad has been placed on our website, Indeed, Facebook and Together SC. All interested applicants must visit www.oconeefirststeps.org to print an application, complete and mail to Misty Lee. Word of mouth and the internet is the best way to advertise. The search committee consists of Kendra Vincent, Kathe Davis, Misty Lee, Annette Burney and Barbara Dyar.
- Other New Business
 - Draft Human Resource Policies: Monica has been looking at Together SC and asking other Executive Director's for input into the development of human resource policies. She plans to work on this in July and will send out email drafts for all to review and provide feedback. Her goal is to have it finalized in August.
- Approval of Re-Schedule September Board Meeting to September 26, 2019: A motion was made to move the September 19, 2019 Board meeting to September 26, 2019 to accommodate Monica's out-of-town events. The motion was moved by Reg Tatum and 2nd by Suzanne Evans and without discussion, passed unanimously.
- Round Table Sharing
 - Janis Young mentioned that the Tamassee Thrift Store would be willing to put Palmetto Basics in customers bags. Dawn can be reached at 864-944-2660. She also mentioned

that Salem will have a big July 4th celebration that she plans to attend and will have a booth for Pennsylvania Children's Center and offered to represent OCFS. This is a well-attended event and focuses on the family. On July 27 from 1-6 PM there will be a 100th Anniversary Celebration on the DAR Campus. Janis offered to represent OCFS there as well. Angela will get together a box of Palmetto Basics, toothbrushes, pens and grocery bags for distribution at these 2 events.

- Shanon Lusk mentioned that she could pass out Palmetto Basics to all kindergarten children in the SDOC during back to school events. She will get SDOC approval on that.
- Misty Lee mentioned that with any carry forward money we could work with the Beaverdam Association to promote Palmetto Basics and provide books to all the churches that attend for their church nurseries.
- Lorilei Swanson mentioned that they did a book drive through Walhalla High School and there are 8 boxes of books left that we could have.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Misty Lee and 2nd by Molly Tannery and passed unanimously to adjourn the June 20, 2019 OCFS Board meeting at 1:10 PM.