



(864) 985-3342

ocfsdirector@gmail.com

**OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, August 15, 2019 at NOON
SC DHEC at 609 Townville Street, Seneca, SC 29678**

Board Meeting Minutes

Present: Annette Burney, Katie Conlin, Kathe Davis, Barbara Dyar, Suzanne Evans, Misty Lee, Summer Mast, Molly Tannery, Reg Tatum, Kendra Vincent, Tony Vincent, Alex Whitaker

Excused: Stephanie Gentry, Shanon Lusk, Janis Young

Visitors: Ally Alicki, Alice Lee, Anna Vincent, Caroline Vincent, Carter Vincent

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair, welcomed everyone at 12:15 PM. She requested that everyone sign in and get lunch. Kendra thanked Misty for providing the lunch.

APPROVAL OF June 20th, 2019 MEETING MINUTES-Kendra Vincent, Board Chair, asked if there were any additions, corrections or deletions to the June 2019 Board meeting minutes. Hearing none, she asked for motion to approve the June 2019 Board meeting minutes as emailed. It was moved by Barbara Dyar and 2nd by Annette Burney and with no further discussion, passed unanimously.

EXECUTIVE DIRECTOR REPORT-Monica Alles White, Executive Director

SCFS

FY 20 Partnership Agreement is signed by all parties; with no Conditional Approval this time. SCFS has approved a new financial software-Blackbaud; and training should start in September. SCFS is now requiring General Liability with Sexual Abuse and Molestation riders. We have D and O insurance; and it is not the same. This is basically an unfunded mandate from the state. Janice Kilburn reported that this won't be officially required until FY 21; but we are still at risk/liable even if it isn't being checked by the state until then. Several insurance agents have reported to Monica that the agency should investigate getting private auto insurance for trips to Columbia and other work business. Monica reported that she did check on renting a vehicle for trips to Columbia. The cost is ~\$120 for 24 an hour

car rental with the appropriate insurance and gas. Reimbursement would be 280 miles at .54 per mile or \$151 per round trip. Monica will report more on this in the coming weeks as TogetherSC works on developing a insurance package for the state partnerships.

The state is requiring a wait list for clients not served. They provided a template with a 20-item list. SCFS 20th Anniversary meeting is Tuesday, September 10th. Board Chairs, Vice Chairs and EDs now are scheduled to meet from 10:00 AM until 4PM (was noon-4PM). Then there is a photo session at 5 PM and the “Celebration” at 6PM. All events are in Columbia. The original conveners Ellie Taylor, Sandra Pruitt and Marie Dunnam as 1st ED, were invited.

Administration

Monica received Kayla Hamilton’s resignation and Alex Whitaker’s resignation this month after receiving Ann Douglas’ effective June 4th. We just learned late last week that Tounga is no longer our Head Start representative. Monica contacted the SHARE group-Shannon Vaughn- and they have selected Alice Lee as the new Head Start designee. She is the Center Director in the Seneca site. Monica introduced her to the Board. The Board will officially vote her in at the September Board meeting. Welcome to Alice.

Monica emailed Blair Hinson with OCPL and they will let her know when they have a replacement hired for the Youth Librarian position. He assured Monica that this is an anomaly to have the Youth Librarian position turnover this frequently in the last 2 years. Alex is checking out some recommendations that we can pass on to the Nominating Committee for his replacement. Our By-Laws say we must have 12 minimum members. We are within that range.

OCFS donated 3 office desks to Penn CC; some DVD players and other classroom supplies including 3-ring Binders to St. Mark’s; Kids Korner and Next-Eagle Ridge High School-Charter School.

Monica will be off and out of town the afternoon of Wednesday August 21st and returning the morning of Tuesday August 27th. And again, leaving on or around Sept 19th and returning on September 25th. She will have limited contact with agency calls and/or emails during that period.

Core Functions

The Oconee Pediatric office is giving out the Reach Out and Read books with the Palmetto Basic Tip 5 stickers. Several OCPL birthday stickers have been distributed too. There has been 1 Birthday Sticker returned to the library so far and a Birthday Book given out as of August 7th with the OCPL project.

The new 2019 Community Resource Guide is available. We had 2,000 copies printed. Kindel Thomas our Social Media designer helped with the layout so that a lot of information can be printed in a small guide and still look readable. We have already given copies to Sheriff’s dept with Mental Health 1st Aid training; our CCS facilities; Heaven Hands and Golden Corner Food Pantry through St. Paul’s Catholic church. And we will provide them at our CCT classes this fall.

On-line Donations/Giving. The Resource Development Committee suggested at their last meeting in the Spring that we investigate On-line giving. Kindel checked into that for us. She reports that there are 2 different programs we can use. The one she feels is seamless in appearance with our website would be “GIFT”. It is very easy to use. The other is “PayPal” which is more familiar with the public but is not as seamless with our website. We have a planned phone call next week to discuss further.

A strategy in our Comprehensive Plan, listed conducting health screenings. We have an opportunity to conduct Hearing Screenings using the OAE equipment that Marie purchased 2 years ago. Monica identified a retired School Health RN to conduct the screenings and spoke with the OAE company on calibrating the equipment; and with Amity of PCFS, on how to run the program. Unfortunately, the

equipment is not working properly. It would need to be calibrated minimally. And probably shipped to the manufacturer to evaluate it for other problems. Evaluation and Calibration cost is ~\$500. If it needs some repair and calibration it can cost \$1,500. Then there are the consumables—earpieces. Avg 1.5 earpiece per child because we don't know what size will fit each child's ear best. The whole project could be \$1,000-2,000 for ~250-300 children.

CCT

Shanon Lusk and Monica meet earlier this month. OCFS is providing Book Bags for all 4K children both in public settings ~ 450-500 to SDOC and private settings. OCH is the only 4K in a private setting now and 23 bags were distributed to them yesterday. Upstate Children's in Walhalla discontinued their 4K program in FY 20. There are another 23 book bags we can distribute as we wish.

Dr. Bridget Briley with SDOC is now a Certified Trainer in 3 of the 5 content areas with CCCCD. We are still working out the bugs of this new opportunity; and hope to offer her 1st class in October. Our first CCT class will be offered by Janet Thompson on Sept 24th.

CCS

There is a new childcare facility-Homestead Academy in the Fair-Oaks area. Donna Collins is the Director. Monica met with her back in early July; and her plans were to open in August. Monica has reached out to her this week via phone and email and has not heard back yet.

OCFS offered 10 children in 9 families with CCS on July 1st. One of the families will drop out after August 16th and that scholarship is scheduled to be continued with a new family on August 19th.

Another family was awarded a CCSs for the month of July with the thought that she might continue on throughout the fiscal year. Due to her employment; she made other arrangements and no longer needed the CCS. We will be filling that slot after school starts. The number of CCS to St. Mark's will be limited to 5 since we have a low total number of CCS available this year.

Triple P

We completed our first Session of Triple P last week. We had 7 parents attend and complete the Session. Our next Session starts at the end of August and it will include 2 other CCS families that attend Penn CC in Tamasee/Salem. We have opened the remaining seats to other families that Janis feels would benefit from the classes.

HFA

Our new employee with The Parenting Place is here for you to meet her. Monica asked Summer to provide the introduction to Ally Alicki. Ally will be designated to Oconee County exclusively. Ally will start out slowly and build to 8-9 participants by the end of this fiscal year, and then continue to grow the program to her maximum caseload of 25. Welcome Ally!

Sheniqua will continue to serve her Oconee Co. participants that she has established a relationship with. She reports that she currently has 8 clients: 3 at level 1 which is the most labor intensive; 4 at level 2; and 1 at level 4. She is working on rolling over all her cases in the SCFS Data system.

Summer reported in a meeting we had early this month that the ASQs that are being completed on HFA children have very few if any areas of concern identified. This further documents the preventive impact HFA program is having on these high-risk families! Thank you for all your hard work!

Finally, Ally is being paid for in the 1st quarter through an internship with another social service agency. Both The Parenting Place and OCFS will see a cost savings that will add to our In-Kind donations and

increase the amount of funds that we can re-classify and re-allocate to other programming like CCS; when we get our Carry Forward amount.

With no questions on the Executive Director's report, Monica provided a brief summary of the FY 20 Fund 55 Expenses recorded so far this year.

With no questions on the Financial Report; Kendra asked for a motion to accept both the Executive Director's Report and the August 2019 Financial Report as presented. A motion was made by Kathe Davis and 2nd by Annette Burney and with no discussion, passed unanimously.

OLD BUSINESS

Kendra Vincent, Board Chair asked for Committee Reports:

- Hospitality Committee- Kathe thanked Misty for providing the meal this month. Future months-Katie Conlin is scheduled to provide lunch in September and Summer Mast in October. Kathe reported that we have had a hard time getting members to sign up for the monthly meals. Is this something we still want to continue? Several members said they would like to continue providing the lunch. In the spring meeting, OCFS Resource Development committee agreed to provide lunches for its members in lieu of financial donations. At some point, the board may need to start giving a monetary donation as well.
- ED Search Committee Update: Misty reported the application process is closed and that the committee has received and reviewed the applications and resumes. The committee feels that they have 4 strong candidates. They are in the process of finding dates and times to set up the initial interviews. Monica will train the new ED for approximately 6 weeks at 15 hours/week. After the transition takes place, Monica's hours will reduce and the new ED's hours will increase. The committee made two recommendations for approval by the full Board. The 1st recommendation is to earmark \$5,000 of the Carry Forward funds for the ED transition period. The 2nd recommendation is to make an offer to the final candidate of \$50,000 annually, for 30 hours/week with State Holidays off and no PTO. Misty Lee made the motion to accept the 1st recommendation. It was 2nd by Tony Vincent and with no further discussion, passed unanimously. Misty Lee made the motion to accept the 2nd recommendation and it was 2nd by Suzanne Evans. With no further discussion, it passed unanimously. The Search Committee hopes to bring a new ED name at the September board meeting for approval. The application process can be reopened if the committee feels that they do not have a strong, interested candidate after the interview process.

NEW BUSINESS

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

- FY 20 OCFS Partnership Agreement with SCFS: The OCFS Partnership Agreement was signed by both parties. The Continuous Quality Improvement Rubric and Program Officer notes of the Grant Application Review were presented by Monica. Specifically, the need to follow term limits guidelines from the state; and improve Board funding of the agency beyond the In-Kind donation of the Board meeting luncheon. Kendra asked for a motion and 2nd to approve this presentation and spread them within the minutes. The motion was moved by Annette Burney and 2nd by Misty Lee and with no further discussion, passed unanimously.
- Draft Human Resources Policies Review- Monica reviewed HR policies from TogetherSC and a few First Steps partnership agencies. The draft OCFS policies are created by a cut and paste of

those agencies policies; including the Employment At Will Disclaimer. Monica reviewed key points on each page; including areas in question in red ink. There will need to be an employee sign off page included. Monica requested input and suggestions on how to tailor the Human Resource Policy for our agency. Tony Vincent recommended that we have Jody Gaulin look over our Human Resources Policies. Monica will reach out to Jody next week.

- Review 2019 Kids Count Data Book: Monica went over the Kids Count Data Book and highlighted significant changes in each area. A motion to approve the 2019 Kids Count Data was moved by Kathe Davis, 2nd by Suzanne Evans and with no further discussion, passed unanimously.
- Schedule Committee Meeting
 - Core Functions: Monica reported that we still have over 40 thousand Palmetto Basics trifolds to distribute. There are also 100's toothbrushes that were planned for Trunk or Treat events. Since Tony will be out of town for the September Board meeting, it was suggested Board members email suggestions to Monica or Tony on how to distribute both items.
 - Round Table Sharing: Monica requested the Board to review the Board Member and Officer listing in detail and let Monica know of any changes that need to be made. Monica is especially concerned about term limits and start dates on the Board. Monica and Misty will be at Jazz on the Alley doing a State Health Assessment Survey as members of the Healthy Oconee Coalition. Misty passed out surveys for all board members to complete and can get quantities as needed. She can also send a link to complete the survey on-line to anyone that would like it. Annette reported that on Friday August 16th from 5-7 PM the Blue Ridge Community Center will be passing out backpacks with school supplies for kindergarten to high school students.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Tony Vincent and 2nd by Kathe Davis and passed unanimously to adjourn the August 15th, 2019 OCFS Board meeting at 1:31 PM.