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**OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, SEPTEMBER 26, 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, Stephanie Gentry, Alice Lee, Misty Lee, Reg Tatum, Kendra Vincent, Tony Vincent, Janis Young

Excused: Shanon Lusk, Summer Mast and Molly Tannery

Absent: None

Visitors: Blair Hinson

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair, welcomed everyone at 12:00 PM. She requested that everyone sign in and get lunch. Kendra thanked Katie Conlin for providing the box lunches from 313 in Seneca.

Kendra stated that we are altering the agenda to accommodate some Board members that may need to leave early for other commitments.

OLD BUSINESS

- **Nominating Committee-** Kathe Davis asked for a motion for the approval of Alice Lee as Head Start designee board member, completing Tounga Williams' term ending 12/31/2019. Alice will be eligible for her first full term 1/1/2020. The motion was made by Janis Young and 2nd by Annette Burney and with no further discussion, passed unanimously.
- **ED Search Committee Update:** Misty Lee reported that the interview process for the new Executive Director is complete. The committee started out with 4 strong candidates and 1 dropped out. Three interviews were conducted and two were brought back for a 2nd interview. It was a very hard decision, but the committee feels very satisfied with their selection. The search committee made the motion to accept the new Executive Director candidate recommendation to the board. It was 2nd by Suzanne Evans, and with no further discussion, passed unanimously. Misty provided background education and experience of the new Executive Director. In Addition, she asked that we not mention the name of the new Executive Director until the search

committee is able to make an official offer, receive an acceptance from the candidate; and notify all the other candidates.

APPROVAL OF August 15, 2019 MEETING MINUTES-Going back to the original agenda, Kendra Vincent, Board Chair, asked if there were any additions, corrections or deletions to the August 2019 Board meeting minutes. Hearing none, she asked for a motion to approve the August 2019 Board meeting minutes. It was moved by Kathe Davis and 2nd by Tony Vincent and with no further discussion, passed unanimously.

EXECUTIVE DIRECTOR REPORT-Monica Alles White, Executive Director
SCFS

Monica shared an article that was in the Post and Courier on September 14th. The SCFS office is also distributing this article.

SCFS 20th Anniversary meeting was in Columbia Tuesday, September 10th. There was an ED and Board Chair training from 11-3:30 that Monica attended. At 5PM the group went to the state house steps for a photo opportunity and a reception at 6PM. All events were in Columbia. The original conveners Ellie Taylor, Sandra Pruitt and Marie Dunnam were invited. We understand that Marie attend and maybe Sandra.

In the office, we have been busy working on the FY 19 Annual Report, Numbers Served and Data Matrix and FY 19 CCT Summary and FY 20 CCT Plan. All are due by October 1, 2019. We should be able to have copies of the Annual Report at the October Board meeting. All we need to add is a photo.

Administration

The auditing firm Scott and Company requested materials for the FY 19 Audit in the end of August, due the following week. All materials have been submitted and the firm feels that everything looks good so far. Please note that OCFS will get audited annually despite what anyone else reports to us.

Monica stated that Blair Hinson with OCPL reported that the new Youth Services Librarian should be onboard soon. He will plan to attend the October Board meeting with this new person as a transition.

Liability Insurance Update-Nothing new to update. Together SC is waiting to present their information to the state on a product/company to use. Again, while this is required, we have this fiscal year to get that insurance in place.

A car was rented to attend the SCFS 20th Celebration/meeting. Even with all the different insurance riders and a full tank of gas the total cost was \$117. This compares with ~\$150 travel reimbursement. The only out-of-pocket expenses were the tolls. Monica recommends for long-distance trips, that a vehicle be rented, with the proper insurance(s) instead of paying mileage to the staff person.

Core Functions

On-line Donations/Giving-Monica discussed On-line giving with Kindel in August and even looked at starting this process. "Gift" is the product we want to use that is compatible with our website and "Pay Pal" will be used behind the scenes to collect the funds. Since we are so close to having a new ED, Monica suggested we formalize this process once the new ED is on board.

450-500 book bags were distributed to all public and private 4K students in Oconee County at both SDOC and OCH. There are another 23 additional book bags we can distribute as we wish. These were originally scheduled to be distributed to Upstate Children's Center in Walhalla. They no longer are providing a 4K classroom.

CCT

Our first CCT class was offered by Janet Thompson on Sept 24th and we had 33 attendees of 43 registered. Angie reports that the attendees were engaged and had good things to say after the training.

SDOC's Bridget Briley is no longer able to be a Certified Trainer for us this year due to her other commitments. We are still scheduled to offer 16 hours of certified training this year. And Janet Thompson may add some other certified classes to fill in the schedule for us; especially some hours in Program Administration. The next CCT is scheduled for October 22nd with Dorian Young as the trainer.

CCS

OCFS offered 10 children in 9 families with CCS on July 1st. There has been so much movement in this area that we have already helped 14 children so far. We are mostly serving infants and the majority of them are placed with St. Mark's CDC. FELC lost a staff person, so they currently do not have any infant services. They plan to restore that age group once they can replace a staff person.

Homestead Academy reports that they opened up on September 4th and currently have 4 children. They are accepting new infants (6 weeks old or older) and children to age 12. There is a new facility in Clemson-Clemson Creative Center that is also accepting infants.

Triple P

Session 2 started with 3 families at Penn Children's Center. We have opened the remaining seats to other families that Janis feels would benefit from the classes. Unfortunately, there haven't seen any other parents in attendance. The final session concludes tonight.

HFA

Monica received an email from Sheniqua on her caseload. She is still serving 8 clients in the county. Most of her clients, she reports are either seeking employment or planning to enroll in school. One earned a Phlebotomy Certificate. Many are coming upon their 1-year anniversary in the program. Several have progressed to level 2 and required less home visits each month. Data entry needs are still an issue and I suggested Sheniqua and the other staff attend the Data trainings from the state that are scheduled in October.

Summer provided a report to me since she is not able to be here today. She is working with Ally on conducting a new mother assessment. They have 2 moms currently enrolled and after the assessment today, a 3rd may be enrolled. They are looking at ways to doing outreach in the area. Ally has further HFA trainings scheduled in November. Her home base is located at DSS and Summer reports that DSS has been wonderful to work with! Thank you, Stephanie, with that assistance.

We are still trying to capture the In-kind donation from the internship that was provided for the first quarter of The Parenting Place contract. We will need to re-direct those funds as we do our Carry Forward re-allocation. We have a meeting scheduled for Oct 9th to discuss this issue.

With no questions on the Executive Director's report, Monica provided a brief summary of the Fund 55 Expenses recorded so far this year. Over \$6K has been submitted to our RFM for In Kind but none if it is reflected in this report. Also, there have been 4 payrolls that have been paid with a 5th one submitted; and none of that is reflected in the financial data system yet.

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

OLD BUSINESS

Kendra Vincent, Board Chair asked for Other Old Business:

Board Membership Term Limits Listing-Monica Alles White

- Monica went over the board member listing and explained how she came up with the term limits for each board member. She asked that each board member take the time to look over the list before the next board meeting. Annette volunteered to get literature on the term limits of legislative appointees from the delegation.

Approval and adoption of OCFS Human Resource Policies-Monica Alles White

- Monica reported that we are not ready to approve the OCFS Human Resource Policies as anticipated. Jody Gaulin was an excellent resource for looking over the Human Resource Policies. Jody went over the Policies in great detail and met with Monica. At the 20th Anniversary Celebration, Charles Weathers stated that a complimentary HR service would be available to FS Partnerships. Monica will be on a conference call with him next Tuesday October 1st regarding this service.

NEW BUSINESS

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

- **Schedule Committee Meeting**
 - **Nominating**
 - The Nominating Committee will meet Thursday October 24 at 11:00 am at the St. Mark's office
 - **Core Functions**
 - The Core Functions Committee will meet Thursday October 3 at 8:30 am at the St. Mark's office
- **Round Table Sharing:**
 - Kathe Davis saw Judy Metcalf in passing and she expressed interest in the possibility of coming back on the OCFS board.
 - Janet Young mentioned that Tamassee DAR is going through some major changes and they are looking at going back to their roots of helping children by providing a place to live, an education and a trade. On Oct 1 they will be rolling out this new idea. Janis will bring more info to the next board meeting.

- Tony Vincent is on a committee that is looking at alternatives to pay day loans. If you know of anyone that may benefit, please contact Tony.

ADJOURN

With no further business, Kendra asked for a motion to adjourn. The motion was made by Janis Young and 2nd by Tony Vincent and passed unanimously to adjourn the September 26, 2019 OCFS Board meeting at 12:55 PM.