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**OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, JANUARY 16, 2020 at NOON
SC DHEC at 609 Townville Street, Seneca, SC 29678**

Board Meeting Minutes

Present: Darcy Arnall, Annette Burney, Katie Conlin, Kathe Davis, Barbara Dyar, Suzanne Evans, Alice Lee, Misty Lee, Summer Mast, Judy Metcalf, Nivia Miranda, Lorilei Swanson, Molly Tannery, Kendra Vincent, Janis Young

Excused: Vanessa Earle, Shanon Lusk, Tony Vincent

Absent: Stephanie Gentry, Reg Tatum

Visitors: None

Staff: Daby Snipes, Angie Ray

WELCOME/INTRODUCTIONS/SIGN-IN

Kendra Vincent, Board Chair, welcomed everyone at 12:04 PM. She requested that everyone sign in and get lunch. Kendra thanked Barbara for providing the lunch.

APPROVAL OF December 12, 2019 MEETING MINUTES-Kendra Vincent, Board Chair, asked if there were any additions, corrections or deletions to the December 2019 Board meeting minutes. Hearing none, she asked for a motion to approve the December 2019 Board meeting minutes. It was moved by Annette Burney and 2nd by Kathe Davis and with no further discussion, passed unanimously.

EXECUTIVE DIRECTOR REPORT-Daby Snipes, Executive Director

SCFS – Daby attended Orientation at SC First Steps in Columbia. Met with State Executive Director about plans to reach out to our Legislators in our area.

Administration – Blackbaud is up and running, still having issues but working with SC First Steps to accommodate and Manley Garvin in transition.

Core Functions – Recap of Warm a Child and Core Function Committee is asked to plan/organize Pinwheel gardens/Week of the Young Child

Child Care Trainings – Trainings have been going very well, up to 40 in attendance. New Child Care Providers **and** New Trainers – Tonya Hayes training for Administration/Directors February 11.

Child Care Scholarships– Presently 10 CCS at Foothills (2), Pennsylvania Center (1), Our Club House (1), St. Mark’s CDC (6). Daby led in the discussion about ABC Quality, Child Care Providers Public and Private in **Oconee** County. We plan to create a listing/guide for parents of Child Care Providers.

Triple P Parenting Program -Session 4 to begin February 13, 2020

Healthy Families America (Home Visitation) – Summer Mast * **report attached**

- **Clients** – 12 enrolled, 12 active
- **Cumulative risk factors:** 58
 - Top 3 risk factors: TANF eligibility
 - Exposure to parental/caregiver depression
 - Exposure to parental/caregiver mental illness

Daby 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 December 2019 Executive Directors’ report as presented. A motion was made by Barbara Dyar and second by Vanessa Earle and with no discussion, it passed unanimously.

OLD BUSINESS

Kendra Vincent, Board Chair

- **Committee Assignments/Choices/Reports**
 - Board Members went around the room and learned about what each committee is responsible for. Board Members were asked to look at the committee they had signed up for and let Angie know if they want to stay on that committee.
 - We reviewed Board Member Roles, Responsibilities and signed Conflict of Interest forms and Consent forms.
- **Committee Reports:**
 - **Hospitality Committee-Kathe**
 - Kathe thanked Barbara Dyar for providing the lunch today. Suzanne Evans will bring the lunch in February.
 - **Community Needs Assessment- Daby**
 - Phase I was submitted December 2019
 - Phase II is due February 29, 2020. Angie had all the child- care training attendees complete at the January 14, 2019 training.
 - **Survey**

Daby requested everyone to check their email from Maria Zubizarreta to complete Survey for Oconee County First Steps. She also requested members to take parent surveys with them to have parents complete for Needs Assessment Phase II.
 - Molestations/Abuse statement for Insurance- Daby
 - Has been submitted, waiting for approval from Insurance Company
- **Other Old Business**
 - New Route for CAT Bus to Tri- County on HWY 11

NEW BUSINESS

Kendra Vincent, Board Chair & Daby Snipes, Executive Director

- **SC First Steps Email – Gmail for Non-Profits**

Daby will submit request for email through Gmail for Non-profits per request of SC First Steps.

- **2020 Census** – We will meet with CENSUS planning committee and present plan to reach 0 to 5-year-old families the most undercounted group in Oconee County
- **Other New Business**

ADJOURN

With no further business, the January 16, 2020 OCFS Board meeting was adjourned at 1:45 PM.