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**OCONEE COUNTY FIRST STEPS BOARD MEETING  
THURSDAY, OCTOBER 17, 2019 at NOON  
SC DHEC at 609 Townville Street, Seneca, SC 29678**

**Board Meeting Minutes**

Present: Katie Conlin, Kathe Davis, Barbara Dyar, Suzanne Evans, Stephanie Gentry, Alice Lee, Misty Lee, Shanon Lusk, Summer Mast, Reg Tatum, Kendra Vincent

Excused: Molly Tannery, Tony Vincent, Janis Young

Absent: Annette Burney

Visitors: Ally Alick, Blair Hinson, Daby Snipes, Lorilei Swanson

**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 Summer for providing the lunch.

Kendra introduced Daby Snipes as the new Executive Director for OCFS. She comes originally from Pensacola Florida and has lived in Westminster for the past 35 years. She taught in the local school district and most recently served as the Program Coordinator of Safe Kids Upstate Prisma Health.

**APPROVAL OF September 26, 2019 MEETING MINUTES**

Kendra Vincent, Board Chair, asked if there were any additions, corrections or deletions to the September 2019 Board meeting minutes. Hearing none, she asked for a motion to approve the September 2019 Board meeting minutes as emailed. It was moved by Barbara Dyar and 2<sup>nd</sup> by Kathe Davis and with no further discussion, passed unanimously.

**EXECUTIVE DIRECTOR REPORT**

Monica Alles White, Executive Director

**SCFS**

The FY 19 OCFS Annual Report is completed and we provided it electronically to the Board and have a few hardcopies today for those that want one. Anyone that has seen it reports that it is easier to read, which it is. But it is very expensive to print in color-\$8/copy. The state provided the template for the layout. So, you should see consistency throughout the state partnerships' Annual Reports.

At the SCFS webinar on Tuesday, the state announced that each county's 3-year Needs Assessment is due Dec. 31, 2019. There are several items to prepare and then reflect on as we complete this task.

## **Administration**

Liability Insurance Update-After we approve the HR policies later in the meeting, and Daby comes on Board next week, we can look at investigating the Liability Insurance needs of the agency and get that task completed. We should be able to have that in place by the December Annual meeting.

Speaking of the Annual meeting, pending the Board approval later in the meeting, we are moving forward to have the Annual meeting at the Walhalla DSS office at noon on Thursday December 12<sup>th</sup>. Stephanie Gentry with DSS has graciously allowed us to use her meeting room again this year and we will secure the same caterer as last year.

## **Core Functions**

On-line Donations/Giving-No update at this time. Awaiting Daby's start to complete this activity/transaction to set up PayPal account security questions. We also will need to remove my Facebook account information from the OCFS Facebook page as manager; and add Daby's information. Monica spoke yesterday to 55-60 women of St. Paul's the Apostle Catholic Church, Heaven's Hands yesterday. They are one of the groups that are making us throws for WAC distribution. WAC- Monica will defer to Core Function's report later in the meeting. SDOC plans to collect items with their staff.

Balance of Promotional materials:

- ~350 Grocery Bags
- 20K Palmetto Basics
- ~1000 infant toothbrushes
- 10 preschool toothbrushes
- ~600 Resource Guides
- 250-300 pens

## **CCT**

Our second CCT class will be offered by Dorian Young on October 22<sup>nd</sup> and we have 53 attendees scheduled already.

We have a new trainer-Tonya Hayes that introduced herself to us. She is from the Columbia area and we are talking about a training in Program Administration for the CC Providers/Directors after the first of the year.

## **CCS**

We continue to have lots of movement in our CCS program. Have another new infant at St. Mark's. No sooner does one family leave for whatever reason and we already have a new one taking their place. With our 10 funded CCS, we have already served 15 children and have 5 on the wait list.

## **Triple P**

Session 3 started this morning at Heath's Haven. We still need to find another EB program to link with our CCS program. Triple P is too demanding of parents' time. Especially single parents with other young children.

Monica met staff from Seneca Foothills Care Center and they provide some Parenting Education classes, but they are not considered Evidenced Based. We were hoping we to "share" parenting resources" with them.

## **HFA**

Monica attended a meeting on Oct 9<sup>th</sup> with Greta and Aneisha-the CPA firm they use for their billing. We looked at several spreadsheets and determined the new payable to vendor amount and additional In-Kind. The 3<sup>rd</sup> party internship has gained us over \$12,500 to re-allocate this year in addition to our Carry Forward amount. We should be doing well with our state Match earlier in the year than last year.

1. Number of clients enrolled: 11
2. Number of active clients: 10
3. Number of cumulative risk factors across active clients: 50
4. Top three risk factors:
  - Parental depression
  - Caregiver mental illness
  - TANF eligibility
5. Since July 2019, 55 home visits have been completed.
6. 71 referrals have been made across 8 clients.
7. 6 of 9 children are on track developmentally per ASQ-3 administration.

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 October 2019 Financial Report as presented. A motion was made by Suzanne Evans and 2<sup>nd</sup> by Misty Lee and with no discussion, passed unanimously.

## **OLD BUSINESS**

Kendra Vincent, Board Chair

- Approval and Adoption of OCFS Human Resource Policies - Monica went over the changes that she made to the Human Resource Policies from feedback that she had received from Charles Weathers. One thing Charles pointed out as a concern is making an offer to a new employee before the SLED and DSS Registry were completed and returned. This is something that we may want to consider moving forward. A motion was made by Kathe Davis and 2<sup>nd</sup> by Reg Tatum and with no further discussion, passed unanimously.
- Approval of OCFS Board Member Listing and term Limits- Monica
  - Kendra passed around and asked that everyone look at the board member listing in detail and make any necessary corrections. Monica said she feels that this is the most accurate listing and will use moving forward when the Nominating Committee meets next week. A motion was made by Suzanne Evans to accept the October 2019 OCFS Board member listing and term limits and 2<sup>nd</sup> by Shanon Lusk and with no further discussion, passed unanimously.
- **Committee Reports:**
  - **Core Functions Committee- Tony**
    - **Warm a Child for the Winter Plans:**
      - In Tony's absence, Monica gave an update on the Core Functions committee. Borg Warner is paying for a ½ page ad for Warm A Child and that will run on October 24<sup>th</sup>, 2019. Oconee County First Steps will pay for the remaining ads on October 31<sup>st</sup>, November 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup>. Public Drop Off Locations include: City of Seneca, Walhalla Library, and United Way of Oconee County. Private, employee drop offs include: DHEC, SDOC and Tribble Center. Locations receiving the donations include: Our Daily Rest, We Care Ministries, Foothills Care Center, Healthy Families

America and Child Care Scholarship families. Heaven's Hands and the Democratic Party will also be making and/or collecting blankets.

- **Hospitality Committee-Kathe**
  - Kathe thanked Summer for providing the lunch today. Barbara will bring the lunch in January 2020. The Committee will look at scheduling the rest of the Board lunches for the 2020 year at the January meeting
- **Other Old Business**
  - **Nominating Committee Meeting October 24<sup>th</sup> at 11 AM at the OCFS office**

## **NEW BUSINESS**

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

- **Re-scheduling Annual Board Meeting to Thursday, December 12<sup>th</sup> at DSS-Kendra**

A motion was made by Kathe Davis to reschedule the Annual Meeting to Thursday, Dec 12<sup>th</sup> at noon at the DSS office in Walhalla. It was 2<sup>nd</sup> by Suzanne Evans and with no further discussion, passed unanimously.
- **Carry Forward funds and new BSP-Monica and Executive Committee**

The board was asked to approve a tentative plan to address the Carry Forward BSP and revised HFA program amounts to provide for the efficient operations of OCFS. Monica presented the board with the Carry Forward BSP and went over it in detail. A motion was made to give the Executive Committee and Executive Director(s) the power to make these decisions for carry forward funds before the Dec 12<sup>th</sup> meeting. The motion was made by Barbara Dyar and 2<sup>nd</sup> by Shanon Lusk and with no further discussion, passed unanimously. Daby shared her plan on how she could use carry forward funds from the scenario that was given in the interviews.
- **Schedule Board Committee Meetings**

Monica reported we need to develop a Needs Assessment Committee to help complete the Needs Assessment task due December 31, 1029 and to revise our Comprehensive Plan. A Sign-Up sheet was circulated for volunteers to sign up to be a part of this committee.
- **Other New Business**
  - The Board was asked to email any names of people in the community that we need to invite to the annual meeting to Monica or Angie. At the Annual Meeting Daby Snipes will be formally introduced to the public.
  - Daby would like to get local businesses involved in First Steps including Itron. She will contact the newspaper and provide press releases.
  - Blair Hinson announced that the new library designee would start in Oct 21. Her name is Darcy Arnall. Blair also brought 2 of the literacy kits that are being introduced at the library. They will be housed mainly at the Walhalla Branch. There are 30, 3<sup>rd</sup> Grade Kits and 24, Kindergarten Kits. The library collected 500 pairs of underwear for the Captain Underpants Drive.

## **ADJOURN**

With no further business, Kendra asked for a motion to adjourn. The motion was made by Kathe Davis and 2<sup>nd</sup> by Barbara Dyar and passed unanimously to adjourn the October 17, 2019 OCFS Board meeting at 1:17 PM.