



Board Meeting
January 9, 2015

Board Members Present: Lauren Briles, Meredith Burton, Lorraine DeJong, Keith Frazier, Stephanie Knobel, Grady Patterson, Jennfer Powers, Melissa Roper, Cynthia Sosebee, Karen Sparkman, Melissa Starker, Karen Allen, Tricia Surles, Julie Hartman, Susan Kear, Lillie Hall, Nancy Powers

Staff Present: Derek Lewis, Leslie Latimer, Anne Lee Buck and Beth Jamieson

Meeting called to order: 1:01 pm by **Keith Fraizer**

Approval of October board meeting minutes: There were no additions or corrections. Motion made by Jennifer Powers to approve the minutes as written, second by Tricia Surles. Motion passed with a vote.

Bylaw Revisions: Derek Lewis presented possible bylaw revisions. Bylaw revisions were as follows:

These revisions have been proposed at the SCFS level, to reflect language within the reauthorization bill that may have been in conflict with local bylaw policies. This is for information only, and will not become enacted until the SCFS board approves at upcoming meeting:

- Page 4: Board Makeup changes (to be discussed separately)
- Page 5: (1) Elected and Agency appointee Board member terms expanded to Four years (with limit of 2 consecutive terms). Legislative appointees still 12 month term
- Page 5: Directors who miss more than three consecutive meetings without excuse shall be removed

No approval is needed by local board. The state board will approve them and we will have to include in our bylaws in April.

Greenville First Steps Board Policy Revisions/Board and Committee Structure: Derek Lewis presented possible policy revisions.

State office of First Steps has a committee looking at what evidence-based programs are. Private and federal funds can be used on any program or service that the board chooses. This has been approved by the state office but has not been sent out as policy for local partnerships.

Greenville First Steps Board Governance Policy Revisions:

- Policy 1.0 – Mission and Priorities
- Add 1.c: At least seventy-five percent of state funds appropriated for programs must be used by the local partnership for evidence-based programs. Not more than twenty-five percent of state funds appropriated for programs to a local partnership may be used for evidence-informed programs.
- Policy 2.0: General Executive Constraint: No changes
- Policy 2.1: Treatment of Children and Families: No changes
- Policy 2.2: Treatment of Partners: No changes
- Policy 2.3: Treatment of Staff: No Changes
- Policy 2.4: Financial Planning and Budgeting: No Changes
- Policy 2.5: Financial Condition and Activities: No Changes
- Policy 2.6: Asset Protection: No Changes
- Policy 2.7: Emergency Executive Succession: No Changes
- Policy 2.8: Compensation and Benefits: : No Changes
- Policy 2.9: Communication and Support to the board : No Changes
- Policy 2.10: Programs and Services
 - Change 1: Ensure At least seventy-five percent of state funds appropriated for programs must be used by the local partnership for evidence-based programs. Not more than twenty-five percent of state funds appropriated for programs to a local partnership may be used for evidence-informed programs.
- Policy 2.11: Regulatory/Legislative Action: No change
- Policy 3.0: Governance- Management Connection: No change
- Policy 3.1: Unity of Control : No change
- Policy 3.2: Accountability of Executive Director : No change
- Policy 3.3: Delegation to Executive Director : No change
- Policy 3.4: Monitoring Executive Director performance: No change
- Policy 4.0: Governance Commitment
 - 4.9 Change to: The Executive Director or designee will serve as a non-voting member on each committee
 - 4.10 Change to: The Board shall maintain a size no smaller than 12 and no greater than 30
- Policy 4.1: Governing Styles : No change
- Policy 4.2: Board Job Descriptions: No change
- Policy 4.3: Agenda Planning : No change
- Policy 4.4: Officer's Role: No change
- Policy 4.5: Rules of order : No change
- Policy 4.6: Board Members' Code of Conduct: No change
- Policy 4.7 Directors' Individual Responsibilities:
 - 1. Attendance: Change to Members who miss more than 3 consecutive meetings without excuse shall be removed.
- Policy 4.8: Board Committee Principles:
 - 8. Add: Three board committees shall be established as standing committees (Finance/Executive committee, Program committee, Community

Engagement committee). Committee shall nominate up to two members to serve as voting members of board.

- Policy 4.9: Board Committee Structure: No change
- Policy 4.10: Board Size, Nomination, Election, Term Limits
- Intro: Board shall maintain a size of no fewer than 12 and no more than 30 members.
- 4: Members shall serve no more than 2 Four year terms. Members, other than designees and appointees, may be nominated again after spending a minimum of one year as a non-member of the board
- Policy 4.11: Cost of Governance: No change

Grady Patterson Made a motion to approve the policy revisions as written, seconded by Julie Hartman. Motion passed with a vote.

Proposed 2015 Committee and Board Structure was discussed at this time. This was discussed so the group felt comfortable voting on the policy revisions. Childcare and Community Engagement Committees would be built after board member terms end. Some committee slots can be designated (ie. Pres and VP from GCCA). For board structure to be complete, board members' terms have to end.

Reauthorization Legislation Language: Derek Lewis discussed some language that is currently in reauthorization legislation.

Legislation Areas of Discussion: These are three areas within the legislation to Reauthorize First Steps that were not included in our ByLaw revisions that I think the board should be made aware of (no action needed)

- P4. Section 3: "Every student entering the public schools for the first time in prekindergarten and kindergarten must be administered a readiness screening by the forty-fifth day of the school year"
- P12: At least seventy-five percent of state funds appropriated for programs must be used by the local partnership for evidence-based programs. Not more than twenty-five percent of state funds appropriated for programs to a local partnership may be used for evidence-based programs.
- P14: Each local First Steps partnership shall expend funds through the South Carolina First Steps to School Readiness Board of Trustees or its fiscal designees until the capacity of the local partnership to manage its fiscal and administrative responsibilities in compliance with the standard accountability system has been reviewed and certified by the South Carolina First Steps to School Readiness Board of Trustees or its designee.

Derek will compose a letter to send to the state office about P14 and the documented requirements. Keith and Lillie suggested that we have a plan in place for management. Lauren Briles made a motion to compose the letter to SC First Steps, seconded by Tricia Surles. Motion passed with a vote.

2015 Officer Election: 2015 officers were presented as follows:

Board Chair: Keith Frazier

Vice Chair: Grady Patterson

Executive Committee: Keith Frazier, Karen Allen, Karen Sparkman, Grady Patterson, Danny Varat

Lauren Briles made a motion to approve the 2015 officers as presented. Seconded by Tricia Surlles. Motion passed with a vote.

2015 Board Member Renewals and Appointments: 2015 new members and appointees were presented as follows:

Renewing Appointments:

- Karen Allen, Greenville Library Appointee
- Lillie Hall, DHEC Appointee
- Linda Brees, Business Community
- Jennifer Powers, Business Community
- Wade Kolb, Grady Patterson, Danny Varat: Legislative Appointees

New Appointments:

- Gina Blohm, Community Foundation Designee
- Jil Littlejohn, City Government Designee
- TBD, United Way of Greenville Designee
- All current board members would remain on the board until their terms expire, when the non-board positions would revert to committee positions.

Grady Patterson made a motion to approve the board members as presented. Seconded by Lauren Briles. Motion passed with a vote.

2015 Meeting Schedule:

Friday April 10: Board to review FY2016 Funding Priorities

Friday May 8: Board to approve finalized FY2016 Budget (this is a 10 min conference call)

Friday, Aug 14: Annual review of Director

Friday, Oct 9: Annual Report, allocation of Surplus funds

Friday, Dec 11: Election of new officers.

Meetings scheduled for 1:00PM

There was some discussion about the Friday, May 8th board meeting (approval of 2016 budget) being changed to Thursday, May 7th. This was approved by all members present.

Other:

Greenville First Steps staff presented things that are happening within the organization from January to April.

Meeting Adjourned at 2:16 pm by **Keith Frazier**