



**Greenville First Steps Annual Meeting – December 8, 2017 Minutes**

**Board Members Present:** Grady Patterson, Lauren Briles, Danny Varat, Jeremy Watts, Kelly Byers, Jonathan Cote, Anna Hall, Michelle Greco, Stacy Burr, Stacey Peek, Gina Blohm, Karen Sparkman, Melissa Roper

**Staff Present:** Derek Lewis, Beth Jamieson, Anne Lee Buck, Tiffany Massey

**Guests:** n/a

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|---|-----------------|
| 1. Welcome  | Grady Patterson |
| 2. Approve September minutes<br><b>MOTION by Lauren Briles</b><br><b>SECOND by Danny Varat</b><br><b>No Discussion</b><br><b>APPROVED Unanimously</b>   | Grady Patterson |
| 3. Approve Board Commitment form – Attachment A<br><b>MOTION by Danny Varat</b><br><b>SECOND by Stacy Burr</b><br><b>No Discussion</b><br><b>APPROVED Unanimously</b>   | Grady Patterson |
| 4. Approve Conflict of Interest form – Attachment B<br><b>Motion to accept Conflict of interest form with revisions by Danny Varat</b><br><b>Second by Gina Blohm</b><br><b>No Discussion</b><br><b>APPROVED Unanimously</b>  | Grady Patterson |
| 5. Approve Child Abuse Policy - Attachment C<br><b>MOTION by Michelle Greco</b><br><b>SECOND by Anna Hall</b><br><b>No Discussion</b><br><b>APPROVED Unanimously</b>  | Grady Patterson |
| 6. Approve board members<br>Grady thanked the board members who have served and are rotating off this year. <ul style="list-style-type: none"> <li>• Jennifer Powers</li> <li>• Stacey Peek</li> <li>• Tricia Surlles</li> </ul> Grady presented the New Board Member nominations <ul style="list-style-type: none"> <li>• Eric Hassman – Carbyne Capital Partners</li> <li>• Cal Hurst – TD Bank</li> <li>• Julie Press – Elliott Davis</li> <li>• Stacie Stegall – DHG Search</li> <li>• Leonard Kupersmith – Christ Church Episcopal School</li> </ul> <b>MOTION by Stacy Burr</b><br><b>SECOND by Gina Blohm</b><br><b>No Discussion</b><br><b>APPROVED Unanimously</b> | Grady Patterson |
| 7. Approve 2018 Board Calendar  | Grady Patterson |

February 9, 2018

March 9, 2018

April TBD

August 10, 2018

October 12, 2018

December 14, 2018

\*\*All board meetings to be held at 1pm except December meeting which will be at noon

**MOTION by Tiffany Whitney**

**SECOND by Danny Varat**

**No Discussion**

**APPROVED Unanimously**

8. Strategic Plan update: Palmetto Basics Derek Lewis  
Derek highlighted the Palmetto Basics Leadership team and their guidance. Karen Allen, Greenville County Library System; Lauren Briles, Primrose School of Greenville; Laura Caligan-Gilliam, The Graham Foundation; Debbie Cooper, Community Foundation of Greenville; Natalie Dougherty, Bon Secours St Francis Health System; Jennifer Harrill, United Way of Greenville; Tobi Kinsell, United Way of Greenville; Amanda Lecaroz, Greenville County Schools; Derek Lewis, Greenville First Steps; Tobita McKinney, SHARE Head Start; Jamie Moon, Institute for Child Success; Tom Moran, Greenville Health System; Danna Rohleder, Greenville County Schools Board of Trustees; Ansel Sanders, Public Education Partners; Karen Sparkman, Greenville County Schools
9. Palmetto Basics Anne Lee Buck  
Staff provided an update on the Palmetto Basics implementation. As of this date, 129 local organizations have signed on to integrate the Palmetto Basics messaging into their existing programs and message. Anne Lee highlighted the Champion Workshop we hosted on October 23, 2017. Over 90 people (60 organizations) heard from national speaker and author, Dr Laura Jana. Organizations identified ways they can implement the Basics and the resources needed.
10. Development Update Tiffany Massey  
Tiffany Massey and Grady Patterson updated the Board on the Annual Giving campaign. We have had 100% of staff giving along with 84% of board giving. Total funds raised to date: \$5,800.
11. Nonprofit Collaborative Center Derek Lewis  
Derek provided an update about an opportunity to relocate the Greenville First Steps office to a new space which has the potential to be a Nonprofit Collaborative Center. This new center would be a state of the art training facility with flexible meeting space, a model classroom, and collocated services. Proposal from staff to move office location in March 2018 and to explore collaborative aspect.  
**MOTION to approve by Stacey Peek**  
**SECOND by Gina Blohm**  
**No Discussion**  
**APPROVED Unanimously**
12. Palmetto Shared Services Alliance Update Derek Lewis  
Derek provided an update on Palmetto Shared Services Alliance – See attachment D
13. Other Business Derek Lewis
14. Adjourned at 1:37pm Grady Patterson

**Next meeting: February 9, 2018. Location TBA.**



### Greenville First Steps Board member expectation form 2018

I, \_\_\_\_\_, understand that as a member of the Greenville First Steps Board of Directors, I have a responsibility to ensure the organization does the best work possible in pursuit of our goals. I will act responsibly and prudently as its steward. As part of my responsibilities, as a board member:

1. I will interpret Greenville First Steps work and values to the community, represent the organization, and act as a spokesperson.
2. I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events. I understand that I may send a non-voting designee as a proxy if I am unable to attend.
4. Each year, but no later than Thanksgiving of each year, I will make a personal financial contribution at a level that is meaningful to me.
5. I will excuse myself from discussions and votes where I (or an immediate family member) have a conflict of interest.
6. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in, and take responsibility for, making decisions on issues, policies and other matters.
7. I will work in good faith with staff, and other board members, as partners toward achieving our goals.
8. I will work to ensure the organization has the resources and support necessary to achieve the expectations identified within the Strategic Plan.

**In turn, the organization will be responsible to me in the following ways:**

1. I will be sent, without having to request them, organization information, board agendas and supporting documentation, and updates that allow me to stay appropriately informed regarding organization's operations and pending actions.
2. Opportunities will be offered to me to discuss with Executive Director and board chair, the organization's programs, goals, activities, and status.
3. Board and staff will respond in a straightforward fashion to questions I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the organization.
4. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

**I understand that my involvement with the Greenville First Steps board is essential to the success of this organization and will do what is needed to support this organization's success.**

\_\_\_\_\_  
Board member signature

\_\_\_\_\_  
Date



### Conflict of Interest Questionnaire

In an effort to help Greenville First Steps continue to be as transparent as possible with funders and stakeholders, we ask board members to disclose any potential conflicts of interest that may exist between Greenville First Steps, and the board member, his/her family, and business interests. Disclosure of a potential conflict does not eliminate the board member from having financial dealings with the organization, but rather, helps to inform the Executive Committee so that they may better monitor when potential conflicts may impede the work of the organization.

1. Are you an officer (employee or board member) of an organization that conducts business with or currently receives funding from Greenville First Steps?  Yes  No  
If yes, please define: \_\_\_\_\_

2. Do you have a family relationship with anyone who conducts business with or currently receives funding from Greenville First Steps?  Yes  No  
If yes, please define: \_\_\_\_\_

3. Have you or a family member received any employment agreement, compensation, or any other financial arrangement from a third-party vendor doing business with Greenville First Steps?  
 Yes  No  
If yes, please define: \_\_\_\_\_

Any additional comments or information:

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I agree that I have disclosed all potential conflicts of interest as they relate to Greenville First Steps and my business dealings. I commit to refrain from using my position on Greenville First Steps board in any way that may directly (or indirectly) benefit me, my employer, or my immediate family. I commit to recuse myself from any Greenville First Steps business (in board meetings or as my capacity as an individual board member) that may be perceived as a conflict of interest.

Board member's name: \_\_\_\_\_

Board member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose:** Greenville First Steps is committed to protecting children/families from sexual misconduct and abuse. The purpose of this policy is to establish and emphasize procedures regarding the prevention and reporting of sexual misconduct and abuse and to establish clear and reasonable boundaries for interactions between child/family and employees. However, employees must ensure that their own interactions, communications, and relationships with child/family are appropriate.

Employees must avoid conduct that can be reasonably construed as sexual misconduct, abuse, or inappropriate behavior. The Employer will evaluate, after conducting a thorough review, each instance of employee conduct on a case-by-case basis to determine the appropriateness and whether discipline, including up to termination, is warranted.

**Prohibited Conduct:** Employees are prohibited from engaging in sexual misconduct, sexual exploitation, and abuse of child/family regardless of the age of the child/family or the proximity in age of the employee to the child/family. Moreover, in accordance with South Carolina law, it is a crime for an employee to engage in sexual conduct with child of any age. Prohibited behavior with child/family includes, but is not limited to: 1. Making contact or touching a child/family's body or clothing in an inappropriate or sexual manner; 2. Dating, flirtation, making sexual remarks or advances, and seeking romantic or sexual relationships; 3. Engaging in conversations or making comments of a sexual nature if such conversations or comments are not related to the employee's professional responsibilities; 4. Other than for purposes of addressing child/family dress code violations or concerns, referencing the physical appearance of clothes of a child/family in a way that could be interpreted as sexual; 5. Making sexual or derogatory comments, gestures, or jokes; 6. Displaying, sharing or transmitting sexually inappropriate or explicit materials; and 7. Singling out a particular child/family or child/family for personal attention or friendship beyond the ordinary and acceptable staff-child/family relationship. With the knowledge of parents and guardians of child/family, appropriate and professional relationships and interactions between employees and child/family may exist outside of school, including, but not limited to during community activities and sporting events. Employees, however, should not make outside child/family interaction a regular part of their social life.

**Training and Awareness:** The Administration shall implement a training program so that all employees are aware of the content of this policy. All employees shall be trained and provided information annually pertaining to the prevention, identification, and reporting of possible sexual misconduct or abuse of child/family. Administrators and employees must be observant for and immediately report suspected grooming of child/family.

**Reporting:** The Employer shall thoroughly and promptly investigate all reports of abuse or misconduct by employees. The Employer will take appropriate action, including providing support to child/family and taking personnel action, including up to termination of an employee, based upon the results of an investigation. When a certified employee is dismissed or resigns as a result of misconduct or abuse, the Employer shall immediately report that misconduct or abuse to the South Carolina Department of Education in accordance with state law and regulation. Retaliation against anyone reporting or thought to have made a report is prohibited. Any individual filing a complaint is assured that he or she will be free from any retaliation for having filed such a complaint.

# FY18 contract details

Contracted Activity	Contracted # (July 2017- June 2018)	Actual # (July-Nov)	Projected # (July 2017-June 2018)
<b>Scholarships</b>			
Ensure 120 children are enrolled in scholarship programs	120	105	120
<b>Child care training</b>			
Ensure ECD 101 is offered in Greenville Schools in FY18	Yes	No	Spring 2018
Ensure 400 total training hours are delivered	400	100	400
<b>Online Platform</b>			
120 total registered users	120	11(+40)	75(+40)