

**Greenville First Steps
Board meeting minutes
Friday, February 10, 2023**

Members present: Eric Hassman (chair), Jane Yates, Deb Vanderveer, Amy Fowlkes, Jennifer James, Susan Stevens, Gina Blohm, Corey McDowell, Cynthia Sosebee, Travis Wharton, Kelly Byers
Staff present: Derek Lewis, Jamaal Rashad, Beth Jamieson, Nicole Sheppard

1. Welcome, and Introductions Eric

Eric welcomed everyone- and asked all board members to introduce themselves

Eric reminded each board member to fill out the Board Commitment form for 2023.

Approval of December board meeting minutes Eric

Motion to approve December 2022 board minutes. Motion made by Deb Vanderveer and Second by Kelly Byers. Motion carried.

2. Revision to GFS Employee handbook Derek

Staff proposed revision to Employee Handbook to add Juneteenth as a recognized holiday (revised page of handbook enclosed). Change will align GFS holiday schedule with federal holidays. Motion made by Gina Blohm and Second by Amy Fowlkes. Motion carried.

3. Strategic Planning/Budget approval timeline Derek

Derek provided an update on the Strategic Plan and Budget approval timeline.

Community Needs Assessment Stakeholder input	December 9, 2022
Board review of Needs Assessment/Priorities	February 10, 2023
Board approval of 2023-2025 Strategic Plan	March 10, 2023
Board approval of FY24 Funding priorities	
Board presented with FY24 budget draft for input	April 15, 2023
Board approval of FY24 Budget and Renewal plan	April 28 (brief call)

4. Strategic Planning Activity Beth

Notes from planning activity attached.

5. Upcoming Family Connects Breakfast

Friday, February 24 7:30-9:00AM- Westin Poinsett Hotel

Three ways you can help:

Attend the breakfast.

Email 10 people and personally invite them. Lists provided in packet.

Engage on social media after launch.

6. Executive Session to discuss personnel matters.

Motion to enter executive session made by Kelly Byers, seconded by Cynthia Sosebee.

Staff were excused. No action was taken during Executive Session. When executive session ended, meeting resumed as follows:

7. Upcoming dates

Family Connects breakfast, Westin Poinsett Hotel	February 24
Board meeting	March 10 1pm
Swamp Rabbits Hockey Game	March 31, 7pm
Board meeting	April 28 (brief call, time TBA)
First Steps board drop-in social	May 10 4:30PM

8. Meeting Adjourned

Attachment one: Revision to Greenville First Steps employee handbook: HOLIDAYS

GCFS offers 13 paid holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours. In general, a holiday that falls on a Saturday will be observed on the Friday preceding the holiday and a holiday that falls on a Sunday will be observed on the following Monday. Any hourly, non-exempt employee required to work on a holiday will receive 1½ hours pay for each hour worked, or, at his or her request, a different day off with pay.

Greenville County First Steps observes the following holidays:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving Day
Christmas Eve	December 24th
Christmas Day	December 25th
New Year's Eve	December 31st

2 Floating Holidays As Requested & Approved in Advance Employees may use a Floating Holiday to observe a personal day, religious holiday, or, if approved, as a paid inclement weather day.