

Greenville First Steps Board meeting. April 27, 2023

Board members present: Eric Hassman, Corey McDowell, Cynthia Sosebee, Deb Vanderveer, DeeDee Washington, Gina Blohm, Jane Yates, Jennifer James, Jeremy Watts, Jonathan Cote, Kelly Byers, LaVonda Paul, Stacie Stegall, Travis Wharton. Also present: Janice Kilburn, SC First Steps

Staff members present: Derek Lewis, Nicole Sheppard, Beth Jamieson

Welcome, and call to order: Eric called the meeting to order and welcomed everyone

Consent Agenda:

Budget and Renewal Documents

1. Approval of FY24 Budget Spending Plan
2. Approval of FY24 Scope of work and attachments included in Renewal Plan
3. Approval of FY24 to FY26 Strategic Plan
4. Approval of Eric Hassman and DeeDee Washington as Board Fiscal Signatories and Derek Lewis as staff signatory (mirrors motion made at December meeting- but re-made here to comply with SCFS approval timeline)

Board operations:

5. Approval of March GFS meeting minutes
6. Approval of Carrie Silver, Emily Pettigrew as new board members
7. Approve 2nd term for Eric Hassman and Stacie Stegall
8. Approve addition of Kelly Byers to Executive Committee

Motion to approve all of the above made by: Jeremy Watts, Second by Kelly Byers. Motion carried.

Recognition of Gina Blohm and Jonathan Cote who are rotating off board effective July 1- Eric recognized the two board members who are rotating off the board. Special thanks to Jonathan and Gina for their service.

Upcoming events:

Board Drop-in Social:	May 10 4-530pm (Location Gather GVL- 126 Augusta St)
2023 Board meetings:	September 8 1pm
	October 13 1pm
	December 8 Noon (Annual Meeting and Luncheon)

All documents for board approval are found here:

<https://www.dropbox.com/sh/uybtod7jn86lf3q/AAC82Wt5B90gzbHLL8pA9XbjA?dl=0>

Brief summary of each of the attachments for board review included on following pages

Notes on documents for approval:

Budget and Renewal Plan documents:

- Approval of **FY24 Budget Spending Plan** (attachment in folder: labeled “BSP FY24”. Spending plan is similar to one presented to Board in early April, except for two changes:
 9. There was a formula error in calculating 8% increase for **salaries**. \$4,500 more was budgeted in salaries than needed for 8% increase. Additional dollars were moved to 55-101-537300 (Contract services) for future projects. (Good eye Travis Wharton)
 10. 320- **4K supports** changed to 180-Community Outreach. GFS uses funds to add enrichment activities to existing public school 4k services (art, theatre, yoga, parenting programs) According to SCFS revised program standards- the project as we support it (enrichment and program enhancement) doesn't fit with 320 program standards (which is more focused on increasing enrollment in programs). We will move funding to 180-Community outreach. No changes to programming- just change of where program lives.
- Approval of **FY24 Scope of work attachments** included in Renewal Plan

Appendix A: Resource Development Plan- This document reflects our fund development goals for FY23- and the actual funds we raised (we exceeded our goals)- and includes the FY24 goals we have set (which align with the Strategic Plan and programmatic goals)

Appendix B: Proposed Program Strategies: This document reflects the programs we plan to deliver in FY24- This document also lists when those projects are due to be bid out in compliance with SCFS policies

Appendix C: Community Education and outreach plan (FY24): This document summarizes the plans we have included for Community Outreach and Education- in general this is where we document and report online, print AND community outreach efforts to increase awareness of GFS supported services throughout the community

Appendix E: This document attests that the Board has Met (on April 27) and approved these documents- it is signed by the board chair

Appendix F: Board members and attendance matrix: This document has two tabs. One tab reflects the attendance of all board members at Board meetings. Board policy requires all board meetings to have a quorum (we did) and for no board members to miss more than 3 consecutive meetings (no board members missed 3 meetings). The other tab reflects the term for each board member (when elected and when term ends) and what categories board members represent
- Approval of **FY24 to FY26 Strategic Plan**. No changes to plan that was presented to the Board.

- **Fiscal Signatories:** Approval of Eric Hassman and DeeDee Washington as Board Fiscal Signatories and Derek Lewis as staff signatory (mirrors motion made at December meeting- but re-made here to comply with SCFS approval timeline). No file- we will re-file document signed in Jan 2023

Board operations:

- Approval of March GFS meeting minutes (on following page)
- Approval of Carrie Silver, Emily Pettigrew and Cheryl Garrison as new board members (bios on following page)
- Board members rotating off (both have served their 2 4-year terms)
Gina Blohm (philanthropy)
Jonathan Cote (business)
- Approve 2nd 4 year term for Eric Hassman and Stacie Stegall. Thank you to these two for agreeing to serve a second term
- Approve addition of Kelly Byers to Executive Committee. With Gina Blohm rotating off the board in June 2023, Kelly Byers has agreed to step into her role on the Executive Committee.

March Minutes:

Greenville First Steps Board meeting minutes Friday, March 10, 2023

Members present: Eric Hassman (chair), DeeDee Washington, Jane Yates, Jennifer James, Jonathan Cote, Stacie Stegall, Cynthia Sosebee, Corey McDowell, LaVonda Paul, JoKeitha Seabrook, Jeremy Watts
Staff present: Derek Lewis, Jamaal Rashad, Beth Jamieson, Nicole Sheppard, Janice Kilburn

1. Welcome, and Introductions Eric Hassman
Eric welcomed everyone to the meeting.
2. Approval of February Minutes Eric Hassman
Motion to approve February 2023 minutes. Motion made by Corey McDowell and Seconded by DeeDee Washington. Motion carried.
3. FY24 Approval Timeline
Derek went over the GFS approval timeline.

December 9	Community stakeholder input
February 10	Board input
March 1	Needs and Resource Assessment submitted to SCFS
March 10	Board reactions to proposed 2023-2026 Strategic Plan
March 27	GFS Exec Committee approves FY24 budget, Strategic Plan
April 3	Board provided GFS FY24 draft budget
	Board provided with draft of Strategic Plan
April 28 (time TBA)	Board approves final version of Budget and Plan
May 1	FY24 Budget and Strategic Plan submitted to SCFS
4. FY24 Funding Update- Derek provided an update on timeline for funding. As of now, SCFS funding appears to be flat. SCFS awarded Greenville First steps \$90,000 (\$30,000 a year/three years) to help sustain salaries- and to allow for offset of private funds tied to salaries for Triple P. Will be able to use some of these funds to cover raises in FY24 budget
5. Strategic Plan Check in: Beth provided an update on Strategic Plan including program goals, and timeline for implementation. (Projected to Serve Matrix included on following page)
6. Family Connects Launch: Waiting on final signatures from DHEC and PRISMA- but expect to have first clients served by mid April- with first home visits in May.

Program**Parenting Supports**

Family Connects

Nurturing Parenting

Triple P (Level 2,3)

Triple P (Level 4)

Countdown to Kindergarten

Nurse Family Partnership

TOTAL HIGH INTENSITY

PARENTING

TOTAL PARENTING

% of total 0-5 population
(n=31,000)**Early Literacy Strategies**

Books Distributed

Reach Out and Read

Dolly Partons Imagination Library

Childcare staff trained

Outreach

Electronic Content

Clicks for additional information

Community Outreach activities

GCS 3K/4K enhancement

Fund Diversification

Secure private funds

Secure Matching Funds

Endowed Fund

FY23	FY24	FY25	FY26	Total FY24- FY26
0	3120	3400	4000	10520
50	40	50	50	140
550	550	550	550	1650
50	40	45	50	135
70	70	80	90	240
335	280	280	280	840
	3535	3834	4453	11822
	4085	4384	5003	13472
	11%	12%	14%	
15000	12000	12000	12000	36000
4000	5000	5000	5000	15000
1040	1250	1500	1800	4550
0	150	150	150	450
4500	6000	7500	9000	22500
	1500	2000	3000	6500
3500	4000	4000	4000	12000
680	800	800	800	2400
475000	750000	750000	750000	2250000
500000	1600000	1600000	1600000	4800000
560000	610000	640000	700000	700000

New Board member nominations:

Dr. Carrie Silver (Education category)- Carrie serves at USC Upstate as the director of Recruitment and Marketing for USC Upstate. Prior to this she served 6 years as the director of Furman's Bridges to a Brighter Future, working to improve college access opportunities for non-traditional students. Dr. Carrie Silver began her career as a writer and eventually transitioned into higher education through teaching writing. She has taught composition, public speaking, and qualitative methods at Clemson University and University of North Carolina at Charlotte.

Emily Pettrigrew (Philanthropy category). Emily serves as the Marketing associate for the Community Foundation of Greenville. Prior to moving to Greenville, Emily worked for Ferst Readers, a children's literacy nonprofit based in Georgia. Emily's husband is an associate pastor in Clemson.