

Greenville First Steps Board Minutes
Friday, September 8
Childrens Museum of the Upstate

Board members present: Jane Yates, Deb Vanderveer, Cynthia Sosebee, Jeremy Watts, JoKeitha Seabrook, Deedee Washington, Carrie Silver, Kelly Byers, Corey McDowell, Eric Hassman, Emily Pettigrew, LaVonda Paul
Guests present: Amy Fowlkes (Library), Jennifer James (DSS), Kerry Cordan (SCFS), Lauren Luneckas (TCMU)

1. Welcome, introduce new members Eric Hassman
Eric welcomed board members, and guests, including two new board members (Carrie Silver and Emily Pettigrew) and our new SCFS liaison (Kerry Cordan)
2. The Childrens Museum of the Upstate Lauren Luneckas, CEO TCMU
Lauren welcomed board to the Childrens Museum and provided a brief update on the work TCMU has undertaken, including the new Mobile Museum, sponsored in part by Greenville, Pickens and Laurens County First steps. Mobile museum should be operational by November.
3. Approval of April 2023 Minutes
Motion: DeeDee Washington, Second: JoKeitha Seabrook. Motion carried
4. Celebration: Triple P Greenville a finalist for What Works SC award !!!
Congrats to Triple P team on securing Top 4 finalist for What Works SC award. Ceremony will be held in Columbia in November. More details to follow.
5. Preliminary review of FY23 finances (un-audited numbers)
Motion: To approve fund designations as follows:
\$80,000 unrestricted private funds to Endowed fund

Fund 56 (estimated available funds up to \$40,000) Books/Little Free Libraries/Early Literacy
Motion: Jokeitha Seabrook, Second: DeeDee Washington. Motion carried
6. "Every Step of the Way" promotion campaign: No action taken
7. First Steps reauthorization
8. Greenville First Steps By Law revisions
Motion: To approve By-Laws as presented (below)
Motion: Kelly Byers, Second: Deb Vanderveer. Motion carried
9. Proposed Greenville First Steps Board composition (below)
10. TCMU Mobile unit- board encouraged to tour bus after meeting adjourn
11. Executive session: Board feedback to chair for Exec Director evaluation
12. Adjourn

Preliminary review of FY23 finances

Fund Type	Unspent balance	Notes:
State funds (Fund 55)	\$40,000 (est)	Recommend (up to): Early Literacy efforts
Private (unrestricted funds)	\$153,412	Recommend: \$80,000- Move to Endowed Fund \$10,000- Center for developmental Services \$63,412- Hold for future programming
Private (restricted funds)	\$190,000	Funds allocated in FY24 for Triple P (\$140,000) Funds allocated in FY24 for General operations (\$50,000)
Private: Endowment	\$593,000	Greenville First Steps Endowed Fund balance
Family Connects Fund (held at Community Foundation)	\$1,048,628.50	5/1/2022 to present: Deposits: \$1,419,000 Withdrawals: \$370,371.50

A few notes:

Searchlight: A local group of volunteers working to increase access to quality childcare. GFS is partnering with them to host meetings with churches to explore use of Sunday School space. Dollars will be used to cover costs of meetings, documents/resources

Center for Developmental Services: Made an ask of First Steps to assist with some onetime costs associated with facility security improvements

Greenville's Gift provides newborn kits (diapers, clothes, books) for NFP and Nurturing Parenting families. We are working on a \$10,000 grant to allow them to also provide resources for Family Connects clients who are Medicaid eligible. This \$5,000 would be a required match for this grant

Endowed fund: GFS strategic plan goal to grow endowed fund to \$800,000 by June 2026. Moving \$80,000 would increase Endowed Fund to \$673,000

Family Connects fund: This balance will cover entire FY24 MOA with DHEC (\$832,397), Family Connects International MOA (\$75,000), Smoak PR MOA (\$20,000),⁶ and remaining balance will roll over to FY25

Greenville First Steps By Laws proposed revisions

Section VI(b) Composition

Current:

The Board of Directors of the Corporation (the “Board”) shall be composed of members as described in the Enabling Act. The membership of the Board of Directors shall be determined as follows: (1) The Corporation shall maintain a total minimum membership of twelve (12) and a maximum membership of thirty (30) elected, appointed and designated individuals. Elected and appointed Directors shall comprise of a voting majority of the board. (2) No more than four (4) from any of the following categories may be elected to sit on the Board. (a) prekindergarten through primary educator; (b) family education, training, and support provider; (c) childcare or early childhood development/education provider; (d) healthcare provider; (e) local government; (f) nonprofit organization that provides services to families and children; (g) faith community; (h) business community; (i) philanthropic community; and (j) parents of preschool children. (3) To assure that all areas of the county or multicounty region are adequately represented and reflect the diversity of the coverage area, the county legislative delegation may appoint up to four (4) Directors to the Board. Of these Directors, two (2) are appointed by the Senate members and two (2) by the House of Representatives of the delegation from persons with resources, skills, or knowledge that have specific interests in improving the readiness of young children for school. (4) Each of the following entities located within the Corporation’s coverage area shall designate one (1) member to serve as a member of the Board: (a) county department of social services; (b) county department of health and environmental control; (c) Head Start or early Head Start; (d) county library; and (e) each of the school districts in the county

Proposed Revision:

The Board of Directors of the Corporation (the “Board”) shall be composed of members as described in the Enabling Act. Board must be comprised of individuals with resources, skills, knowledge, and interest in improving the readiness of young children for school. The membership of the Board of Directors shall be determined as follows: (1) The Corporation shall maintain a total minimum membership of seven (7) and a maximum membership of fifteen (15) elected and appointed individuals.

The board shall consist of:

- Up to four (4) members elected by the local First Steps board of directors. Elected members shall be elected to serve a four (4) year term, and may be re-elected for a second four (4) year term, for a total of eight (8) consecutive years.
- Up to nine (9) members appointed by the Greenville Legislative Delegation (or their designee) to include six (6) Appointed Directors from the community, one (1) representing the Department of Social Services, one (1) representing Head Start/ Early Head Start, and one (1) representing SC Department of Health and Environmental Control. Legislative delegation shall set terms of service for Legislative delegation appointees.
- Up to one (1) appointed member from the Greenville Library System, appointed by Greenville County Council. Council shall set terms of service for Library appointee.
- Up to one (1) appointed member from Greenville County Schools, appointed by Greenville County School Board. Greenville County School board shall set terms of service for School District appointee.

Section VI(c). Terms, Resignation, Removal and Vacancies.

Current:

Terms. Except in case of earlier resignation, removal, death or other inability to serve, the term of service of each Director shall expire four (4) years from such Director's date of election or appointment. A Director may not serve more than eight (8) consecutive years. A Director elected or appointed to fill a vacancy in a Directorship caused by resignation, removal, death or other inability to serve, shall serve out the unexpired term to which he is elected or appointed.

Proposed:

Terms. Except in case of earlier resignation, removal, death or other inability to serve, the term of service of each Director shall expire in accordance with terms set by appointing entity, or four (4) years from date of election if elected by board.

Current board (as of June 30 2023)

Board member	Category	Current Term ends
Appointed Members		
Jane Yates	DHEC appointee	9/1/2024
Amy Fowlkes	Library appointee	10/8/2025
Jennifer James	DSS appointee	9/1/2024
Susan Stevens	GCS appointee	8/13/2025
Cynthia Sosebee	Head Start appointee	12/1/2023
Jeremy Watts	Legislative Appointee	11/1/2024
Corey McDowell	Legislative Appointee	11/1/2023
Deb Vanderveer	Legislative Appointee	11/1/2023
DeeDee Washington	Legislative Appointee	11/1/2023
Elected Members		
Carrie Silver	Education	7/1/2027
LaVonda Paul	Childcare provider	7/1/2026
Eric Hassman	Business community	7/1/2027
Emily Pettigrew	Philanthropy Community	7/1/2027
Travis Wharton	Philanthropy Community	7/1/2025
JoKeitha Seabrook	Faith Community	7/1/2025
Kelly Byers	Local Government	7/1/2026
Stacie Stegall	Business community	7/1/2027

2023-2024 Appointments (proposed)

Category	Proposed member	Effective Date
Legislative Appointee (community #1)	DeeDee Washington	11/1/23
Legislative Appointee (community #2)	LaVonda Paul	11/1/23
Legislative Appointee (community #3)	Travis Wharton	11/1/23
Legislative Appointee (community #4)	Corey McDowell	11/1/23
Legislative Appointee (community #5)	Kelly Byers	11/1/23
Legislative Appointee (community #6)	Carrie Silver	11/1/23
Legislative Appointee (DSS designee)	Ned Moore	11/1/23
Legislative Appointee (DHEC designee)	Jane Yates	11/1/23
Legislative Appointee (SHARE designee)	Cynthia Sosebee	11/1/23
Greenville County Appointee (Library appointee)	Amy Fowlkes	TBD
Greenville School Board Appointee (GCS appointee)	Dr. Susan Stevens	TBD
GFS Board elected (#1)	Eric Hassman	11/1/23
GFS Board elected (#2)	Emily Pettigrew	11/1/23
GFS Board elected (#3)	JoKeitha Seabrook	11/1/23
GFS Board elected (#4)	pending	

*Rotating off board: Jeremy Watts, Deb Vanderveer, Stacey Stegall

**Appointment ended: Jennifer James