

Greenville First Steps Board meeting agenda and notes

February 9 2024

Chairman: Eric Hassman Executive Director: Derek Lewis

Members present: Carrie Silver, Emily Pettrigrew, Jane Yates, Travis Wharton, Ned Moore, Deedee Washington, Eric Hassman, JoKeitha Seabrook, Kelly Byers, Vonda Bowman, Corey McDowell

Staff present: Derek Lewis, Nicole Sheppard, Beth Jamieson, Jamaal Rashad

Welcome Eric Hassman

Eric welcomed everyone.

Consent Agenda Eric Hassman

December meeting minutes

FY23 External Audit

Jan and YTD financials

Endowed Fund report

FY23 Annual Report

(all files saved [HERE](#))

Motion to approve consent Agenda, DeeDee Washington, second by Corey McDowell, motion carried.

Update on SEACHlight and Childcare Outreach efforts Derek Lewis

Derek provided an update on the childcare landscape and the needs of the community to expand access to childcare throughout the community. Information on attached form includes a projected shortage of 4,500 childcare slots (primarily infant and toddler). Presentation was made for information only, board members expressed willingness to further explore needs and opportunities for First Steps involvement in upcoming meetings.

Year 1 Strategic Plan and # Served Matrix: Beth Jamieson

Beth and Derek presented the YTD program summary- including comparison information to FY24 goals AND 2024-2026 Strategic Plan 3 year goals. Data is included in board packet. Staff also presented projected financials for FY25 (numbers will not be finalized until SCFS staff provide final budget numbers. One key note- FY25 will include a \$100,000 reduction of private income currently used for internal staffing positions- may require a staff reduction to cover shortfall. No action taken.

FY25 Budget timeline

Derek Lewis

No action, review of projected FY25 budget approval timeline

March: Staff will work to develop a series of programmatic recommendations to meet FY25 outputs as defined by Strategic Plan

April 12 Board meeting to review staff recommendations and provide input

April 19 Staff will send FY25 Budget and Scope of work draft to board

April 22-30 Staff will check in with board members for input on final draft

May 1 Board will receive final FY25 draft

May TBA Board will vote to approve (once income #s are finalized by SCFS)

Update on Board appointments and officer election timeline

Derek Lewis

Legislative Delegation appointments have cleared final hurdle and should be presented and approved at upcoming meeting (likely April). County Council appointment of Library appointee should also follow. Greenville First Steps board elections for remaining 4 spots will occur in May meeting- along with officers.

Executive Session for Personnel Matters/ Executive Director Annual Review

Motion to go into executive session to discuss Personnel Matters, and to present the Board with Executive Director's annual review. Motion by Kelly Byers, Second, Vonda Paul.

After Board exited Executive Session motion was made to accept Executive Director Evaluation (as presented by the Board Executive Committee) and to approve \$20,000 in onetime bonuses funded with a portion of surplus private funds from conclusion of Triple P Greenville multi-year grant (\$8,000 for Executive Director and \$12,000 to be distributed by Executive Director to other staff as appropriate). Motion made by JoKeitha Seabrook, Second Carrie Silver. Motion carried.

Eric noted there was no additional new business.

Motion to adjourn: Travis Wharton, Second: DeeDee Washington. Motion carried.

Meeting adjourned.