



## Greenville First Steps Board Meeting Minutes

Friday, September 16 1:00PM

Location: First Steps offices- 2101 Laurens Road, Greenville SC 29607

1. Welcome, Introduction of visitors Keith Frazier  
**Keith Frazier welcomed all to the new Greenville First Steps office. Grady Patterson, vice chair, was recognized for being nominated as one of Greenville's Best and Brightest**
  
2. Welcome by Edgar Francis, ERF Marketing Edgar Francis  
**Edgar Francis, ERF Marketing CEO and Greenville First Steps landlord welcomed the board of directors and gave a brief introduction to ERF Marketing.**
  
3. Approval of April Board minutes Keith Frazier  
**MOTION by Danny Varat**  
**SECOND by Tricia Surles**  
**No discussion**  
**APPROVED unanimously**
  
4. Approval of FY16 Annual Report Keith Frazier  
**Keith: Beth sent a link to the Fy16 Annual report. We will discuss a few highlights later in the meeting.**  
**MOTION by Stacey Peek**  
**SECOND by Jennifer Powers**  
**No discussion**  
**APPROVED unanimously**
  
5. Strategic Plan Presentation: Read Greenville Beth Jamieson & Anne Lee Buck
  - a. Asset Map findings
  - b. 2016-2017 Read Greenville plan (handout)

Greenville First Steps staff Beth Jamieson and Anne Lee Buck presented the findings of an access to book asset map for Greenville County and an explanation of how Read Greenville will incorporate the findings into its plan.

6. United Way funding applications Derek Lewis
- a. Childcare Scholarships \$175,000
  - b. Read Greenville \$40,000

**Derek presented plan to apply for United Way of Greenville County 3 year funding.**

7. Judson YMCA 3 year funding commitment – Motion to commit support to Judson YMCA with \$65,000/year commitment for three years of state/private First Steps funds (**handout attached**) Derek Lewis

**Derek presented plan and need.**

**MOTION by Susan Kear**

**SECOND by Stacy Burr**

**No discussion**

**APPROVED unanimously (Stephanie Knobel abstained because of conflict of interest)**

8. Palmetto Shared Services update Derek Lewis

**Derek gave update. The Institute for Child Success is volunteering their time to assist in the creation of an independent 501(c)3 for Palmetto Shared Services Alliance.**

9. Board Terms (**handout attached**) Keith Frazier

**Handout lists board members and their initial date on the board, and the date Greenville First Steps staff project their term expires. Derek, Beth and Leslie will be checking in over the fall with each member to confirm information and explore next steps.**

10. FY 16 Actual Expenses (**handout attached**) Derek Lewis

**Derek discussed FY16 expenses to as of September 16th.**

11. Upcoming Dates Keith Frazier

- a. Board Meeting- Friday, Oct 21 1pm (date changed due to Fall Break)
- b. Board Meeting- Friday, Dec 9 noon (Lunch provided)

12. Executive Session to discuss Annual Review of Exec Director Keith Frazier

**MOTION by Grady Patterson**

**SECOND by Susan Kear**

13. Adjourn Keith Frazier



FY 16 Actual expenses (projected)

Program	State	Private	In-kind	Total	% of total
Admin Support	\$199,514	\$0	\$0	\$199,514	8%
Childcare Training	\$116,991	\$4,590	\$0	\$121,581	5%
Community Education	\$183,614	\$17,890	\$0	\$201,504	8%
Countdown	\$8,613	\$0	\$1,232	\$9,845	1%
Nurse Family Partnership	\$122,500	\$45,132	\$1,032,178	\$1,199,810	50%
Babysteps	\$40,820	\$0	\$0	\$40,820	2%
Childcare Scholarships	\$386,980	\$9,290	\$150,000	\$546,270	23%
Shared Services	\$0	\$64,640	\$0	\$64,640	3%
<b>Total</b>	<b>\$1,059,032</b>	<b>\$141,542</b>	<b>\$1,183,410</b>	<b>\$2,383,984</b>	

FY16 Budget vs Actual

	FY16 Budget	FY16 Actual	FY16 Variance
Private \$\$	\$801,313	\$144,647	\$656,666
In-Kind support	\$1,182,178	\$1,182,178	\$0
Federal \$\$	\$7,000	\$0	\$0
SCFS State \$\$	\$996,431	\$962,495	\$33,936*
SCFS unspent FY15 funds	\$94,152	\$93,430	\$722
<b>Total</b>	<b>\$3,081,074</b>	<b>\$2,383,982</b>	<b>\$696,162</b>

Fund Balance (Allocated and Unallocated)

Fund Type	Projected Beginning FY17 Balance	Allocated for FY17	Un-Allocated
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State \$\$	\$12,243	\$12,243*	\$0
Private \$\$ (restricted)	\$883,976	\$546,249**	\$337,727
Federal \$\$	\$27,424	\$27,424***	\$0