



FY19 Minutes – August 15, 2018 @ 8:10 am

Mrs. Duchett Polite Hylton, Executive Director

Sign-In/Handouts

Members Present: Deloris Dunham, Duchett Polite Hylton, Kimberly Malphrus, Maribel Luna Sanchez, Eleanor Hazel, Hazel Holmes, Constance Martin-Witter, Margaret Williams and Mildred Daniels

- I. Call to order: Ms. Delores Dunham
- II. Welcome/Invocation
- III. Approval of Consent Agenda Items
 - a. Tentative schedule of events
 - b. Minutes – motion/approved
 - c. Reports - Executive Director, Programs

Executive Director’s Report

The Annual Board meeting will take place on October 17, 2018. The venue, theme and keynote speaker will be announced later. Board training will begin at 4 pm and the Annual Board meeting to follow. The theme, “Looking in a New Direction and Broadening our Horizon.”

The South Carolina First Steps Chairman’s Summit will take place in Columbia, South Carolina, Friday December 7, 2018. Interested board members that would like to attend, please notify Mrs. Hylton.

The Community Event this year will be, “Growing Healthy Families.” This Community Fun Day Will take place on the last Saturday in May (*Update: 5/18/19 @ Wagon Branch Comm Ctr*).

The Dolly Parton Imagination Library (DPIL) has the following changes: The enrollment process for this project will be completely in-house and on-line because of tighten privacy laws. Jasper County First Steps will no longer share enrollment with Pesos and DSS. All partnering agencies will be asked to discontinue all enrollments using paper forms. Parents can sign for consent using the Dolly Parton online website.

The DPIL enrollment will cap out at 500 children due to limited funds. The cost is \$30 per child for one year.

New Business

All board and staff members must acknowledge and sign confidentiality and conflict of interest forms.

All board members are expected to contribute \$25 for annual general board giving and \$25 to support the Christmas Angel Tree project. The deadline for the annual giving is September and October for the Angel Tree.

A new position is open for a Parent Educator. The application process will close Friday, August 24, 2018. As of this meeting, three new applications have been received for review.

Jasper County First Steps has received an annual grant of \$200,000 from South Carolina First Steps. Jasper County first steps has met all financial checkpoints. There is a 13% administrative cap. The admin cost was 9.4% and well exceeded the required match by 15% at 57.5%.

This new fiscal year, Jasper County First Steps will be paying 25% of the rental cost for office space. Jasper County Public School district will pay the remaining as an in-kind donation.

Dolly Parton Imagination Library cost Jasper County First Steps \$12,000 and \$62,000 is paid in-kind by DPIL. The last Little Free Library will be located outside of the Jasper County First Steps Office.

First Steps received conditional approval for two strategies for the FY18 Annual Review. **Countdown To Kindergarten** was cited for not meeting 75% of the expected to serve numbers. Summer 2017: a kindergarten teacher served 1 of 10 students. The expected service numbers were reduced from 33 to 21 students. Summer 2018, 100% of the students were served. **Child Care Scholarships** was also cited. First Steps has struggled placing the scholarships that were purchased. The board will have a discussion on whether to continue or discontinue the strategy. Many clients do not qualify they do not meet either the requirements of employment or training enrollment. Another problem is the shortage of infant child care in Jasper County, which makes it difficult for qualifying families to find facilities.

Parent Educator’s Report

There will be a PAT Group Connection workshop in February. Topic, “Dads Matter”. A recommendation has been given to the executive director to initiate a Dads Matter campaign in Jasper County. A \$2,500.00 grant has been written to fund the Dads Matter project.

No participants attended the Child Passenger Safety program. The program is offered monthly.

Board President’s Report

No report

Meeting adjourned at 8:56 pm

Submitted by

Constance Martin-Witter, Secretary

The above minutes represent the Jasper County First Steps Board Meeting, August 15, 2018. Verified by:

Deloris Dunham, JCFS Board Chair

Constance Martin-Witter, Secretary