



**Darlington County First Steps Partnership Board of Directors Meeting**

**Location: ZOOM Video Conference**

**Date: Tuesday, March 9, 2021**

**Time: MINUTES**

This meeting was held within FOIA and ADA Compliance. Board Meetings are open to the public and meeting minutes are kept on file in the office of Darlington County First Steps and are available to the public for review.

**Board Members Present:** Winfred Herrington, Lucretia Bellamy, Linda George, Lilkenya Jenkins, Rennie McManus-McCoy, Howard Nettles, T.C. Sawyer, Robert Stucks, Beth Campbell

**Board Members Absent:** Jimmie Epling, Diane McIver, Thomasena Davis

**Staff:** Darnell Byrd McPherson, Patricia Sullivan

**Guests:** Jon Artz

	<b>Agenda</b>	<b>Discussion/Action</b>	<b>Responsible Person(s)</b>
1.	Call to Order and Invocation	Call to order at 6:06pm and invocation.	Acting Board Chair, Winfred Herrington
2.	Roll Call and Establishment of a Quorum		Darnell Byrd McPherson, DCFS Executive Director
3.	Review and Approval of Agenda & Board Minutes	Meeting agenda and board minutes from previous board meeting was received as information.	
4.	Welcome and Introductions of Newly Elected Members		Linda George, Rennie McManus-McCoy, Howard Nettles, T.C. Sawyer, Robert Stucks
5.	Key Aspects of Board Membership	Jon Artz recommended doing a board training with an outside consultant. Artz also mentioned there were some funds remaining from the Preschool	Jon Artz, Program Officer, State Office

		<p>Development Grant and board training is an eligible request.</p> <p>Artz reviewed Conflict of Interest Policy and Board Member Agreement. He highlighted the need for board participation for the Formula Funding Grant Application and Comprehensive Plan.</p> <p>Artz then reviewed elements of the Corrective Action Plan:</p> <ul style="list-style-type: none"><li>- Board Agreement</li><li>- Fiscal Signatories Sub-Committee</li><li>- Board Minimum Requirement</li><li>- Conflict of Interest Policy and Disclosure Form (to be completed annually).</li></ul> <p>McPherson mentioned the need for a newly hired Finance Manager with an accounting background. She stated DCFS has one interviewee for this position who will be interviewed by Annie Cherry, Lead Fiscal Manger of Local Partnerships at the State Office.</p> <p>Artz reviewed the Formula Funding Grant Application and explained this type of application provides the least amount of disruption to funding.</p> <p>McPherson asked Artz to review timeline for Formula Funding Grant Application and mentioned the board's</p>	
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		meeting schedule not complimenting the renewal application deadline. Artz provided deadline dates: <ul style="list-style-type: none"> <li>- May 3, 2021 – Phase 1 Due</li> <li>- July 15, 2021- Board Information Due</li> <li>- July 31, 2021- Program Data Due</li> </ul>	
6.	First Steps in Darlington County: Programs and Services		McPherson
7.	<p>Action Items:</p> <ul style="list-style-type: none"> <li>- Approval to award financial stipends to employees who work on any supplemental grants awarded to DCFS: The Duke Endowment, S.C. Cancer Alliance, Children’s Trust, Fact Forward</li> <li>- Approval to submit FY22 Renewal Application to Board via email for electronic review. Renewal application due 5/31/21.</li> </ul>	<p>McPherson reviewed supplemental grants and the program objectives.</p> <p>Motion to approve electronic reviewing of Renewal Application/Formula Funding Grant Application via email- Linda George</p> <p>Second- Rennie McManus McCoy</p> <p>Artz suggested reflecting approval of Formula Funding Grant Application in meeting minutes.</p>	All board members voted yes.

8.	Questions, Comments, Closing Remarks	Herrington and McPherson expressed gratitude to new board members.	
9.	Adjournment	Motion- T. C. Sawyer Second- Howard Nettles	All board members voted yes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_