



Meeting of the Board of Trustees

February 16, 2018

11:00 am

EdVenture Children's Museum, 211 Gervais Street, Columbia, SC

- I. Call to Order and Approve Agenda (Ken Wingate)
Motion: To adopt the agenda as submitted.

- II. Approve December Minutes (Ken Wingate)
Attachments: December 2017 Minutes
Motion: To adopt the December 2017 minutes as submitted.

- III. Executive Committee (Ken Wingate)
Attachments: Committee Report, Minutes from Executive Committee – Jan. 31, 2018

- IV. Finance and Administration Committee (Judith Aughtry)
Attachments: Committee Report, Financial Report as of Jan. 31, 2018, Private Donations Report as of Jan. 31, 2018, FY2017 Match and Admin Waiver Request from Local Partners, Minutes from Finance Committee Meeting – Feb. 6, 2018
Motion: To approve the waiver requests for 7 Local Partners, Barnwell, Calhoun, Chester, Clarendon, Georgetown, Marlboro, and Sumter, to exceed the 8% administrative cap and for 2 Local Partnerships, Hampton, and Horry, to exempt them from meeting the 15% match requirement for the 2017 fiscal year.

- V. Early Head Start Governance Council (Roger Pryor)
Attachments: Committee Report, Minutes from EHS Governance Council – Jan. 22, 2018
Motion: To approve staff's February 1, 2018 submission of a one-time, supplemental funding request of \$208,517 to the Office of Head Start.
Motion: To approve the Incident Reporting Policy as proposed.

- VI. Programs and Governance Committee (Jennifer McConnell)
Attachments: Committee Report, Programs Recommended for First Steps Designation as Evidence-Based, First Steps Board of Trustees List of Evidence-Based Programs, FY2018 Reallocation of Local Partner Budgets 15% and Greater – New Strategies, Staff Report for Program and Grants Committee, Minutes from Program and Grants Committee Meeting – Jan. 31, 2018
Motion: To approve the addition of the following seven programs to the current list of evidence-based: Early Identification and Referral, Early Steps to School Success, Imagination Library, Language Environmental Analysis (LENA), Raising a Reader (with parent training), Nurturing Parenting Program, Parent Child Home.



Motion: To approve the request of Darlington and Sumter to begin new strategies for Fatherhood and Child Care Quality Enhancement respectively.

VII. Legislative Committee (Sen. Gerald Malloy)

Attachments: Committee Report, Minutes from Legislative Committee – Jan. 29, 2018

VIII. Executive Director’s Report (Georgia Mjartan)

Attachments: Executive Director’s Report

IX. South Carolina Early Childhood Advisory Council (Ken Wingate)

Motion: To convene a meeting of the SC Early Childhood Advisory Council.

Motion: To adjourn the meeting of the SC Early Childhood Advisory Council and reopen the meeting of the Board of Trustees of SC First Steps.

X. New Business (Ken Wingate)

XI. Adjourn

Motion: To adjourn the meeting of SC First Steps.

**South Carolina First Steps to School Readiness
Board of Trustees Meeting
December 7, 2017**

**Carolina Room, The Inn at USC, Columbia
3 p.m.**

DRAFT MINUTES

Members Present (19):

Ken Wingate, Chair
Julie Hussey, Vice-Chair
Superintendent Molly Spearman
Senator Greg Hembree
Senator Gerald Malloy
Representative Rita Allison
Representative Jerry Govan
Amy Williams
Walter Fleming
Alexia Newman
Jennifer McConnell
Tim Holt
Rick Noble
Roger Pryor
David Wilson
Susan Alford
Mary Lynne Diggs
Josh Baker

Members Absent (4):

Judith Aughtry
Tracy Lamb
Evelyn Patterson
Sue Williams
Beverly Buscemi

Staff Present:

Georgia Mjartan
Julia-Ellen Davis
Dan Wuori
Rebecca Brown
Debbie Robertson
Ginger Ryall
Russell Brown
Samantha Ingram
Betty Gardiner
Kate Roach

Call to Order/Quorum Call

Mr. Wingate called the meeting to order at 3:16 pm and stated that a quorum was present.

Mr. Wingate introduced new board members, Mr. Josh Baker, Director, DHHS, and Mr. Pat Maley, Interim Director, DDSN (in absentia). He then introduced Ms. Georgia Mjartan, the newly-appointed Executive Director of SC First Steps.

Mr. Wingate made a motion to adopt the agenda, followed by a second by Ms. Hussey. The agenda was unanimously adopted.

Mr. Wingate called for a motion to approve the minutes of the October 20, 2018 meeting. Upon a motion by Mr. Holt and a second from Representative Allison the minutes were unanimously approved.

Mr. Wingate called the Board's attention to the Consent Agenda, which included ratification of the Executive Committee/Early Head Start Governance Council's approval of a "balance of funds request" for the Early Head Start program and a new strategy request for Dillon County from the Program and Grants Committee. Both actions were approved by committee. The consent agenda passed unanimously.

Mr. Wingate called trustees' attention to proposed board meeting dates for 2018. He noted that the scheduled October retreat will tentatively be held at his farm. Upon a motion by Mr. Baker and a second by Mr. Roger Pryor the 2018 board meeting dates were approved.

Mr. Wingate gave the Chairmen's Report, presented the 2017 Annual Report and noted that it was submitted to the Board, per state law, on December 1 2017. Mr. Wingate asked for board members and local partnerships to review the report and share with board members at the county level. Mr. Rick Noble noted that this report was the best annual report he has seen during his time with SC First Steps.

Mr. Wingate presented Ms. Julia-Ellen Davis with the 2017 Champion for Children award, for her time as a long-term board member and her service as First Steps' Interim Director. Ms. Davis gave a few remarks and thanked staff and partners.

Mr. Wingate then acknowledged the retirement of Ms. Marie Dunnam, Executive Director of Oconee County First Steps, and thanked her for her 17 years of service to the organization.

Mr. Wingate reminded the group of the following day's Chairmen's Summit on Early Childhood and shared event logistics. Mr. Wingate then acknowledged the work Ms. Mjartan has done since October 20th, even prior to her official start day December 4th, and noted her many meetings with people across the state.

Sen. Malloy presented on behalf of the Legislative Committee and stated that Senator Shane Martin would like to meet with Ms. Mjartan soon to discuss the Senate's reauthorization of SC First Steps. The goal is to remove the bill from the contested calendar and move to the uncontested calendar. Should that happen, the bill could move very quickly and could pass within 2 weeks. Sen. Hembree concurred that such a meeting would be important.

Mr. Walter Fleming deferred to Mr. Mark Barnes to give the report for the Finance and Administration Committee. Mr. Barnes presented the financial report. Mr. Noble asked about the financial statement of activities, specifically about the interest income and asked Mr. Barnes to explain where it comes from. Mr. Barnes said it came from EIA funds and the large amount of 4K carry forward. The interest will go back to the 4K program.

Mr. Noble asked about 19 cars recently purchased by the agency. Mr. Barnes stated that 14 of the vehicles are dedicated to Early Head Start program personnel and the remainders of these cars are being used within the 4K program. Mr. Barnes reported that the cars were assigned to staff whose primary functions involve daily travel and he discussed resulting cost savings to the agency.

The Program and Grants Committee did not have a report, its only action item having been approved as part of the day's consent agenda.

Ms. Alexia Newman gave the report for the Strategic Planning and Evaluation Committee and presented the external evaluation of the Parents as Teachers (PAT) program. Ms. Newman thanked Ms. Mary Anne Mathews and the evaluators for such a thorough report. The evaluators, Compass Evaluation and Research, Inc. then gave a presentation on the evaluation report.

Evaluator noted these findings.

- PAT programs are meeting if not exceeding requirements.
- Average enrollment is 21 months.
- Average two or more home visits per month.
- Percent of parents attending group meetings grew from 50% (2009-2010) to 63% (2015-2016)
- More than 80% of participants have two or more identified school readiness risk factors, meaning the program is successfully targeting the state's most at-risk families.
- The connection rate for referrals was greater than 93% in 2015-2016.

Short-Term Outcomes:

- Statistically significant gains in both the Adult-Child Interactive Reading Inventory (ACIRI) and Keys to Interactive Parenting Scale (KIPS)

Child Screenings and Referrals

- All children screened for delays or potential delays.
- Screenings lead to referrals

Long-Term Outcomes

- CIRCLE and retention data reveal no significant differences between (high-risk) PAT clients and their more advantaged peers, suggesting the program is successfully mitigating early achievement gaps and allowing participants to arrive at school on similar footing with their more advantaged peers.

Mr. Pryor gave the presentation for the Early Head Start Governance Council. Mr. Pryor stated the council was working on the expansion grant and addressing concerns in Dillon County. Mr. Pryor deferred to Ms. Mjartan for additional comments. Ms. Mjartan informed the Board that First Steps will be terminating its contract with Little Treasures (the Dillon County EHS Provider) and refocusing resources in other centers to best serve the community. Extensive efforts were made to mediate, however, federal authorities strongly recommended that SC First Steps move on and the feds agreed to help SC First Steps with the continuation of services to the clients.

Ms. Mjartan presented the Director's Report that was prepared by Ms. Davis. Ms. Mjartan said next year we will serve 416 children in the EHS-CCP program using the expansion grant. Ms. Mjartan thanked the Local Partnership Executive Directors for making the programs happen in their counties.

Ms. Mjartan mentioned that Mr. Wingate would be honoring Governor Jim Hodges at the Summit and encouraged everyone to attend. She then thanked our sponsors for the Summit, especially Children's Trust, for being a presenting sponsor.

Ms. Mjartan said the SC First Steps 4K program now has 2000+ children enrolled. Ms. Mjartan also mentioned the improvements to the First Steps building and increased capacity for technology and the impact of adding an exterior sign.

Ms. Mjartan talked about the restrictions of our resources/funds. The goal is to have the board raise \$20K in private funds and would be looking for 100% engagement of the board and wants to be able to report to others that our board is "all-in." Ms. Mjartan then asked that board members consider giving in calendar year 2017 and / or pledging a gift for calendar year 2018. She then distributed pledge forms to all board members present, noting that some members had already committed to give ahead of the meeting.

The Board participated in an asset mapping activity by creating an asset map for early childhood in SC. Board members and meeting guests were asked to write on a sticky note what they know is happening for young children and families in our state, the name of the organization and the name of the person that Ms. Mjartan needs to meet.

The board completed the activity.

With no other business, the meeting adjourned at 5:00 p.m.



To: SC First Steps Board of Trustees
From: Ken Wingate, Board Chair, Executive Committee Chair
Date: February 9, 2018

Executive Committee Report

The Executive Committee of the Board of Trustees met in person on January 31, 2018. It was a very productive meeting that included overviews of what many of the other board committees are focusing on in more depth. In addition to matters that will be covered by other committee, the Executive Committee brings the following points to the board for information and / or discussion.

Board Vacancies

Currently there are three vacancies and two positions for which we need to identify replacements due to term expirations. The full board as well as other stakeholders including local partners and staff are encouraged to suggest to the board's Executive Committee potential candidates to fill these roles. Our goal is to generate a large pool of qualified candidates that the Executive Committee can then discuss and bring to the full board. It is noted that the board does not select individuals to fill vacancies, as these are all appointments. However, typically the appointing party appreciates recommendations from the board.

Current Vacancies:

- Early Childhood Educator
- Parent of a Young Child
- Parent of a Young Child

Expired or Expiring Positions:

- Parent of a Young Child (Aughtry, term expired)
- Early Childhood Educator (Noble, 1st term expired, retiring in July)



Minutes of the Executive Committee Meeting
SC First Steps Board of Trustees
January 31, 2018

Committee Members Present: Ken Wingate, Chair; Julie Hussey, Vice Chair; Judith Aughtry, Finance Chair (by phone); Jennifer McConnell, Program and Grants Committee Chair; Alexia Newman, Strategic Planning and Evaluation Chair; Roger Pryor, Early Head Start Governance Council Chair

Staff Liaison: Georgia Mjartan, Executive Director

Call to Order

Ken Wingate called the meeting to order at 10:15 am with all committee members present in person and by phone.

Legislative

Georgia Mjartan provided a legislative update highlighting the tremendous support she has received from all four members of the legislature serving on our board. In particular, she noted the time and intense support Senator Malloy has been providing her as she learns how to navigate the SC State House. Her updates included:

- Status of Permanent Reauthorization
- Budget Request: \$2,911,698 for SCFS including:
 - \$1,830,000 for local partnerships' home visiting programs (direct)
 - \$737,000 for Partnership Data System
 - \$250,000 for Partnership Financial Data System
 - \$94,250 for IT Coordinator
- Provisos (submitted with budget request)
 - 1-year reauthorization
 - SC School Readiness Tax Credit (\$2,346,038) – initially submitted as a collective effort of SCFS, Children's Trust, ICS, united Way and Save the Children but is now being rescinded from our request (for the short-term)
 - 4K – unexpended funds (carry forward), one-time grants for providers, technology for providers, and tuition and transportation increase
- Monitoring:
 - S. 840 (Talley) to create a Department of Early Development and Education

Board

The executive committee discussed board vacancies and expired terms and began to develop a process to ensure we have a thoughtful and strategic nomination / recommendation process in place. Georgia Mjartan proposed developing a board matrix to help identify strengths and gaps in our current board. In addition, she proposed soliciting input from board, staff, local partners, early childhood allies, legislators, etc.

With the chairs of each board committee in the room, attention then turned to the role of committees as the primary avenue for board-level work to get done. Each committee has a

1300 Sumter Street • Concord Bldg., Suite 100 • Columbia, South Carolina 29201
Phone 803-734-0479 • Fax 803-734-1431 • Web site www.scfirststeps.org



designated senior management staff liaison who will work with the chair to ensure the meetings happen on a regular basis and are most productive. Going forward, minutes from the committee meetings will be included in the board packets in addition to a summary report to the board presented by each committee.

Georgia provided an update on board financial commitments (donations made in calendar year 2017 and pledges made for calendar year 2018). Noting that over half of the board had pledged, the board discussed ways to encourage 100% giving.

Personnel

The committee went into executive session to discuss personnel matters.

Fiscal & Administrative

The Financial Report and Private Donation Report as of Dec. 31, 2017 were reviewed. Two fiscal policies that are under development were discussed, and input was taken from board executive committee members. Specifically, the policies discussed were: Fixed Price Contracts and the process for Approval of Expenditures. Some areas of concern were highlighted with the goal of problem-solving solutions.

The committee engaged in a deep discussion about the role of the state office in fundraising and grant-seeking, providing guidance and input to the new Executive Director. Specifically, the question was raised, "Where do you stand on the idea of the state office raising money *both* for programs run directly by the state office (i.e. Early Head Start – CCP) *and* for the purpose of passing through to local partners, possibly all or possibly only some?" All members were in support of the "both / and" strategy.

Program

The "program" report focused in on a few key topics within each program area. Regarding Local Partners, the concern about budget / spending guidelines was discussed. Georgia invited board leadership to participate in her informal "Listening Tour" of Local Partners.

Regarding 4K, Georgia spoke about the staff's efforts to integrate with both Department of Education and DSS for the purpose of increasing the number of children served by 4K and the quality of private 4K options. It was also noted that the Education Oversight Committee report on 4K was published in January.

Roger Pryor provided an update on Early Head Start including outlining a number of concerns and how they are being addressed. These concerns include deficiencies cited by federal govt. that will result in required re-compete, the fact that we are behind on expansion and spend-down, center-level concerns, internal personnel concerns and vacancies and fiscal oversight. The First Steps Early Head Start-CCP Director is retiring mid-February, and position is currently being advertised. As the senior management team member over Early Head Start (and 4K), Dan Wuori will be accountable for leading the EHS-CCP team in the interim period until a new director is hired. He will be addressing



these concerns during this time. Given the time spent discussing concerns, Georgia and Roger also made a point to note the value that our EHS-CCP program brings including:

- Meeting a need in high-need communities / counties
- Integrating state-level program with local partners and 4K providers (leverage)
- Over 5 years, bringing approx. \$35 million into SC for children in poverty 0-3 much of which might not have otherwise have come to SC

Adjourn

The meeting was adjourned at 12:30 pm.



To: SC First Steps Board of Trustees
From: Judith Aughtry, Chair, Finance and Administration Committee
Date: February 9, 2018

RE: Finance and Administration Report

The Finance and Administration Committee met via conference call on February 6, 2018 to receive updates from staff. Detailed meeting minutes are attached. The committee brings forward the following updates and one proposed action item today.

ACTION: Local Partnership Waiver Requests

Each year the Local Partnerships are required to request from the Board of Directors a waiver if they failed to keep their administrative costs under the 8% cap, and if they fail to achieve the 15% match requirement for funds they receive from the state. The committee received requests from 7 local partnerships for a waiver as they exceeded the 8% cap on administrative costs. This is down from 22 requests for the same purpose last fiscal year. In addition, 2 local partnerships did not meet the 15% match requirement. These two partnerships have requested a waiver for the match requirement. Today, we ask the Board to ratify the staff's submission of this supplemental funding application.

Motion: To approve the waiver requests for 7 Local Partnerships, Barnwell, Calhoun, Chester, Clarendon, Georgetown, Marlboro, and Sumter to exceed the 8% administrative cap, and to exempt 2 Local Partnerships, Hampton, and Horry, from providing 15% match for state funding for the 2017 fiscal year.

Update on the State Budget Request

Mark Barnes provided an update to the committee on the status of the request. The Governor recommended funding two of the budget requests from First Steps. This included the data system for the Local Partnerships, both recurring and non-recurring. It also included non-recurring funds for the purchase and implementation of the new financial management system that is currently moving through the RFP process with the state. The funding for the data system includes one full time staff to manage and monitor the data system. Staff presented the budget request to the House Ways and Means Subcommittee. There was one additional request at that time for a proviso and associated budget request for the School Readiness Tax Credit developed by First Steps, Save the Children Foundation, The Children's Trust, The Institute for Child Success, and the United Way Association of SC. This proviso and associated budget request was subsequently pulled out of the request after it was identified that additional work with some House of Representatives was needed in order to accomplish passage. Staff will present the budget request to the Senate Finance Education Subcommittee on Wednesday, February 14.

Financial Report

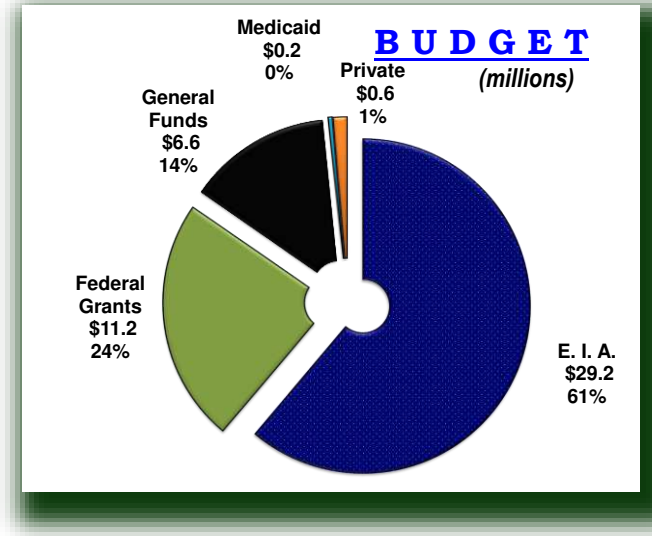
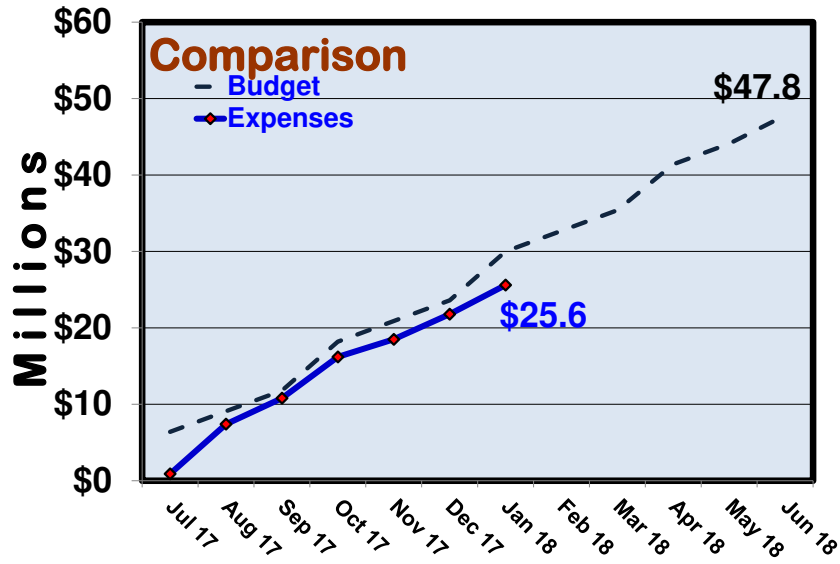
The YTD financial report was reviewed with the committee with general discussion. The 4K expenses will be higher than that of last year due to the proviso that is in the current year's budget that extended times and days for students. Staff will provide an estimate at the next meeting for the end of year surplus. Staff asked for and received feedback on ways to improve the financial reporting for the Board.



FY 2018 Financial Status Report

As of:
Jan 31, 2018

SPENDING RATES	
Projected =	63%
Actual =	54%
Spending is UNDER Budget	



PROGRAMS / OPERATIONS Description	E.I.A. APPROPRIATION			GENERAL FUNDS & FEDERAL GRANTS			PRIVATE & MEDICAID			GRAND TOTAL		
	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	BUDGET	EXPENSES	BALANCES
LOCAL PARTNERSHIPS	\$ 14,435,228	\$ 10,826,421	\$ 3,608,807			\$ -			\$ -	\$ 14,435,228	\$ 10,826,421	\$ 3,608,807
LOCAL PARTNERSHIPS SUPPORT & TECH. ASST.	\$ 2,758,135	\$ 942,498	\$ 1,815,637			\$ -	\$ 539,162	\$ 121,209	\$ 417,953	\$ 3,297,297	\$ 1,063,707	\$ 2,233,590
PRIVATE 4-K	\$ 9,662,864	\$ 5,359,843	\$ 4,303,021	\$ 6,582,010	\$ 3,060,500	\$ 3,521,510			\$ -	\$ 16,244,874	\$ 8,420,343	\$ 7,824,531
EARLY HEAD START CHILD CARE PARTNERSHIP			\$ -	\$ 11,219,325	\$ 3,922,695	\$ 7,296,630			\$ -	\$ 11,219,325	\$ 3,922,695	\$ 7,296,630
BABYNET	\$ 750,000	\$ 543,697	\$ 206,303			\$ -	\$ 177,645	\$ 167,125	\$ 10,520	\$ 927,645	\$ 710,822	\$ 216,823
COUNTDOWN TO KINDERGARTEN	\$ 125,000	\$ 1,600	\$ 123,400			\$ -			\$ -	\$ 125,000	\$ 1,600	\$ 123,400
POLICY & ACCOUNTABILITY	\$ 1,500,000	\$ 592,513	\$ 907,487			\$ -	\$ 50,000	\$ 47,653	\$ 2,347	\$ 1,550,000	\$ 640,166	\$ 909,834
GRAND TOTAL:	\$ 29,231,227	\$ 18,266,572	\$ 10,964,655	\$ 17,801,335	\$ 6,983,195	\$ 10,818,140	\$ 766,807	\$ 335,987	\$ 430,820	\$ 47,799,369	\$ 25,585,754	\$ 22,213,615

NOTES:

- 1) Local Partnerships:
 - a. Funding sources: Education Improvement Act (EIA) funds
 - b. Formula allocation cash advances are disbursed on a quarterly basis
 - c. Expenditures reflect disbursements from SC First Steps (state-level)
 - d. Does not include local-level actual expenses to staff and vendors
- 2) Federal grants are multi-year - budget authority shown
- 3) Private & Medicaid budgets based on income received
- 4) LP Support & Technical Assistance
 - a. Regional finance managers (RFM).....accounting firms
 - b. Accounting software network support & data housing
 - c. Programmatic data housing & network support
 - d. Workers' compensation insurance coverage
 - e. External programmatic evaluation
 - f. Financial audits --- annually
- 4) LP Support & Technical Assistance (cont.)
 - g. Does not include local-level actual expenses to staff and vendors
 - h. OFS program staff (salaries & fringe benefits)
 - i. Operations cost
 - j. Travel cost to LPs
 - k. Lease (cost allocation of office rent)
- 5) 4K EIA budget reduced by \$105K -- transfer to EOC for evaluation (proviso #1.58 & 1A.30)



FY 18 DONATIONS

DATE REC'D	GENERAL	SUMMIT	DONOR	FUNDS	PURPOSE / COMMENTS
Jul 13, 2017	\$ 10,000.00		Goldman Sachs Gives	RESTRICTED	Starlings Research Project
Jul 13, 2017	\$ 10,395.00		Parents As Teachers National	RESTRICTED	Prof. Dev. and Parent Assistance
Jul 17, 2017	\$ 1,000.00		Save The Children	RESTRICTED	PAT Conference and Consultants
Jul 27, 2017	\$ 210.00		TRUIST Connect	Unrestricted	General use
Oct 12, 2017		\$ 3,000.00	Kaplan Early Learning Company	RESTRICTED	Chairmen's Summit
Oct 30, 2017	\$ 180.00		TRUIST Connect	Unrestricted	General use
Nov 3, 2017	\$ 108.96		TRUIST Connect	Unrestricted	General use
Nov 6, 2017		\$ 1,000.00	Institute for Child Success	RESTRICTED	Chairmen's Summit
Nov 8, 2017		\$ 5,000.00	Children's Trust Fund of SC	RESTRICTED	Chairmen's Summit
Nov 8, 2017		\$ 200.00	Teaching Strategies	RESTRICTED	Chairmen's Summit
Nov 8, 2017		\$ 1,000.00	Lakeshore Learning Materials	RESTRICTED	Chairmen's Summit
Nov 13, 2017		\$ 500.00	Sisters of Charity Foundation	RESTRICTED	Chairmen's Summit
Nov 13, 2017		\$ 500.00	Pascal Learning, Inc. (Ready Rosie)	RESTRICTED	Chairmen's Summit
Nov 15, 2017		\$ 50.00	Child Care Resource & Referral	RESTRICTED	Chairmen's Summit
Nov 15, 2017		\$ 50.00	Children's Museum Lowcountry	RESTRICTED	Chairmen's Summit
Nov 15, 2017		\$ 50.00	Matthew & Katy Seppi	RESTRICTED	Chairmen's Summit
Nov 15, 2017		\$ 31.74	Kershaw First Steps	RESTRICTED	Chairmen's Summit
Nov 15, 2017		\$ 63.48	Colleton County Memorial Library	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 50.00	Family Connection of SC	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 50.00	Impact America	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 50.00	Edventure	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 100.00	Children's Trust Fund (for SC DSS)	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 90.00	Spartanburg Community College	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 30.00	Charlene High	RESTRICTED	Chairmen's Summit
Dec 11, 2017		\$ 30.00	Cash (unknown)	RESTRICTED	Chairmen's Summit
Dec 12, 2017		\$ 2,500.00	SC Council on Competiveness	RESTRICTED	Chairmen's Summit
Dec 15, 2017		\$ 150.00	Greenwood First Steps	RESTRICTED	Chairmen's Summit
Dec 15, 2017		\$ 50.00	Cherokee First Steps	RESTRICTED	Chairmen's Summit
Dec 15, 2017		\$ 30.00	Abbeville First Steps	RESTRICTED	Chairmen's Summit
Dec 28, 2017	\$ 250.00		Board Member	Unrestricted	General use
Dec 28, 2017	\$ 1,000.00		First Steps Staff	RESTRICTED	To be determined
Dec 28, 2017	\$ 1,000.00		Board Member	Unrestricted	General use
Dec 28, 2017	\$ 1,000.00		Board Member	Unrestricted	General use
Dec 28, 2017	\$ 500.00		Board Member	Unrestricted	General use
Jan 3, 2018		\$ 50.00	SC State Library	RESTRICTED	Chairmen's Summit
Jan 4, 2018		\$ 360.00	Richland First Steps	RESTRICTED	Chairmen's Summit
Jan 4, 2018		\$ 360.00	Spartanburg First Steps	RESTRICTED	Chairmen's Summit
Jan 4, 2018		\$ 3,194.64	Eventbrite	RESTRICTED	Chairmen's Summit
Jan 4, 2018	\$ 100.00		Board Member	Unrestricted	General use
Jan 4, 2018		\$ 180.00	SC Dept. of Health & Human Svcs	RESTRICTED	Chairmen's Summit
Jan 16, 2018	\$ 30.76		TRUIST Connect	Unrestricted	General use
Jan 16, 2018		\$ 50.00	University of South Carolina	RESTRICTED	Chairmen's Summit

Sub-Totals \$ 25,774.72 \$ 18,769.86

GRAND TOTAL: \$ 44,544.58



FY 17
2-Feb-18

	INFORMATION ONLY										Percentages
	Repeat From FY 16	Minimum Budget Allocation	Not Enough Funding	Necessary Admin. Cost	Increase In Admin. Expenses	Less Overall or Program Spending	Increase Employee Benefits	Decreased Grants & Donations	In-Kind Not Submitted	Operating In-House Programs	
Barnwell	●	☆				◇					10.286%
Calhoun	●	☆	◇		◇	◇					8.370%
Chester	●	☆	◇	◇			◇				8.337%
Clarendon	●	☆	◇	◇	◇				◇		12.022%
Georgetown	●	☆	◇	◇	◇		◇				12.684%
Marlboro	●	☆	◇	◇	◇						10.957%
Sumter					◇	◇					11.539%

7 Local Partnerships exceeded the 8% Administrative Limit in **FY 17**

16 Did not repeat from **FY 16**

6 Local Partnerships repeated from **FY 16**

All invoices and in-kind documentation are due to the Regional Finance Managers (RFM) no later than July 31st.

County	HISTORICAL INFORMATION Less Than 15%				Did Not Submit In-Kind	Less Overall or Program Spending	Under Staffed	Low Donations Private funds	Excess of Carry Forward	Percentages
	FY 13	FY 14	FY 15	FY 16						
Hampton			Everyone met their in-kind match		●	●	●	●		7.104%
Horry	◇				●	●		●	●	7.122%

**Minutes from Finance and Administration Committee Meeting
February 6, 2018**

Members present: Judith Aughtry, Chairman; Walter Fleming, Vice Chairman; Rick Noble

Nonmembers present: Georgia Mjartan, Executive Director; Mark Barnes, COO/CFO; Debbie Robertson, Chief Partnership Officer; Russell Brown, Finance and Audit Director; Annie Cherry, Finance Manager, Local Partnerships

Absent: Tim Holt

Meeting was called to order by Judith at 2:00.

ACTION ITEM: Approve waivers for local partnerships.

Once the quorum was established, Judith asked Mark to review the first item with the committee. This was the request for waivers for Local Partnerships that exceeded their 8% administrative cap and those that did not meet the minimum match required of 15%.

Mark reviewed the requests and then there was general discussion about the requests.

The number of administrative cap waivers dropped to 7, from last year's 22. This was mainly due to two things. The first is that each partnership received a minimum of \$200,000 in state funds, from a minimum of \$138,000 the year before. The second was the Local First Steps Team concepts that was presented and approved by the Board in 2016. This allows for adjustments to the computation based on the expenditures for First Steps Programs in the counties, if the Local Partnership actively worked to advance the state level programs. These included BabyNet, the 4K Program, and the Early Head Start-Child Care Partnerships.

Mark reminded the committee that the Board approved a 13% administrative cap for the 2017-18 fiscal year, along with other recommendations the Board approved which included doing away with the program code 150, which the partnerships use. There was general discussion about the concerns from General Assembly staff about the recommendations regarding the implementation of the required percentages of Evidence Based programs and Evidence Informed programs. The implementation of eliminating the 150 code would affect the overall coding of the local partnerships, and may have a dramatic impact on the ability to achieve the 13% administrative cap. This is because of the lack of a clear place to document the costs of the things in the legislation that local partnerships are required to do. All the following three things do not fall within the program category, nor are they administrative expenses. These include being a portal for services for the community, acting as a convener for the community around early childhood issues, and support of state-level school readiness priorities. Georgia informed the committee that she would be working to finalize a solution with the Board and General Assembly staff.

Staff reminded the Committee that many of the processes for the Local Partnerships were going to have to be modified this year due to the impending implementation of the new Financial Management System for the partnerships. These include contracts and procurement, the chart of accounts, work flow processes, etc.

After this discussion, the committee voted unanimously to approve the waivers for all of the requests.

For Information: Update on the State Budget Request

Mark provided an update to the committee on the status of the State Budget Request which was presented last year to the Board. He mentioned the submission of the request to the Governor's office, the House Ways and Means Committee, and the upcoming meeting with Senate Finance on Wednesday,

February 14th. He mentioned that the Governor's Office recommended that the General Assembly fund First Step's request for the Local Partnership Data Base, both recurring and one-time costs. The recurring cost includes one staff person to manage and monitor the data system. He also requested that the General Assembly provide one time funding to cover the costs of the new Financial Management System for the Local Partnerships. He also recommended all of the agency's requests for provisos.

After the agency submitted the budget request to the Governor, one additional budget item and proviso were submitted. This one had been discussed and reviewed with the Board on several occasions and is called the School Readiness Tax Credit Pilot Project, which was developed in conjunction with The Children's Trust, Save the Children Foundation, The Institute for Child Success, and the United Way Association. It includes a request for one time funding of approximately \$2.3 million. This proviso request was withdrawn after being submitted due to some additional discussion and review being needed to meet the legislative requests. It will be resubmitted once all issues are resolved.

For Information: Financial Report

The YTD financial report was reviewed. All of the Early Head Start funds are budgeted for the year. The 4K Program will have higher expenses this year than in the past due to the extended day and year proviso that was passed last year for this year's state budget. Initial estimates indicated that First Steps would expend almost \$3 million more than last year in direct services for children. The surplus for the SFY 2017-18 year will be much smaller. We should have a better idea on the year ending surplus for the next Board Meeting in April.

Other discussion included requesting from the committee what additional information it would like to include in the routine budget updates. The form of the current report was discussed with the committee members feeling very comfortable that the level of information they were receiving in the report. They felt overwhelming that the current report was adequate for their needs. Several possible changes were discussed. Mark mentioned that he wanted to make sure that all of the Committee Members received whatever information they felt they needed in order to meet their fiscal duties. We will continue to tweak the format to provide updated information in the most clear and efficient method. One request that will be implemented will be to list the donations on the report, but not identify specific board members. In addition, Mark and Russ were asked to have the most recent report available for the Board on the 14th of February.

For Information: Other Issues

Staff is working on a number of issues. These include updating the Procurement Policies to more clearly show the internal controls and approvals for all purchasing. In addition, the Contract Policies and Procedures will include more processes regarding the approval and payments for the Fixed Price Contracts for the agency. These are contractual agreements that are procured under the State Department of Education's umbrella and are managed by the State's Materials and Management Office in the Department of Revenue and Fiscal Affairs. First Steps uses these processes to provide consulting for Communications, Early Head Start, and other critical agency functions.

Mark mentioned that he and other Early Head Start staff attended EHS Fiscal Monitoring Training in Atlanta associated with the Early Head Start Grant this week.

After other general discussion Judith adjourned the meeting.



To: SC First Steps Board of Trustees
From: Roger Pryor, Chair, Early Head start Governance Council
Date: February 9, 2018

RE: EHS Governance Council Report

The Early Head Start Governance Council met via conference call on January 22, 2018 to receive program updates from staff. Detailed meeting minutes are attached. The committee brings forward the following updates and two proposed action items today.

Director Retirement

EHS Director Rebecca Brown will be retiring, effective February 14, 2018. A search for her replacement is underway via both the state jobs website and a variety of national outlets. Dr. Dan Wuori will be assuming acting leadership of the program until a permanent director is hired.

Update on Dillon County Providers

In late September 2017, violations of First Steps' corporal punishment policy occurred at Little Treasures Christian Daycare in Dillon, SC which resulted in the issuance of grant deficiencies by the federal Office of Head Start. First Steps took immediate action, removing the teachers in question, requiring the retraining of staff and maintaining a daily, on-site monitoring and technical assistance presence for a period of six weeks. In December, First Steps provided the center notice that it would be discontinuing its contract effective February 2, 2018. Since December, all teachers system-wide have received updated training and signed an updated Code of Conduct reflecting elaborated guidance on behavior management.

First Steps is currently working in partnership with Pee Dee Community Action Partnership to re-open these classrooms on a temporary basis at the Hamer-Canaan Head Start Center, pending the opening of a new Early Head Start center to be operated under the auspices of Dillon County First Steps.

Round Two Expansion Grant Update

SCFS is in the final stages of identifying and contracting with expansion centers for its Round Two grant, which will include expansion into McCormick and Fairfield Counties. At present, 98 of 162 expansion slots are secured under contract, with facility renovations underway. First Steps expects to meet full program enrollment by its August 2018 deadline.

ACTION: Supplemental Funding Application

On Wednesday, January 31, 2018 First Steps was contacted by its EHS Program Specialist in Atlanta and informed of a time-sensitive supplemental funding opportunity that could help to support the renovation, equipping, and licensure of a replacement EHS site in Dillon County. On February 1, 2018 First Steps applied for \$208,517 in supplemental funding for this purpose. Today we ask the Board to ratify the staff's submission of this supplemental funding application.

Motion: To approve staff's February 1, 2018 submission of a one-time, supplemental funding request of \$208,517 to the Office of Head Start.

ACTION: New Policy - Incident Reporting to Office of Head Start

Staff propose the creation of a new policy on incident reporting. The proposed policy text - which will be supplemented by detailed procedures - is as follows:

In the event of a significant incident involving a child injury, the health and safety of program participants, a classroom closure, the mandated reporting of suspected abuse or neglect to the SC Department of Social Services, or the involvement of law enforcement in any situation related to the Early Head Start program, thorough and timely incident reporting to the Office of Head Start shall be required.

Motion: Approve Incident Reporting Policy as proposed.

**South Carolina First Steps
Early Head Start Governance Council Meeting
Monday, January 22, 2018
Teleconference
MINUTES**

Members Via Phone (10):

Roger Pryor, Early Head Start Governance Council Chair
Julie Hussey, Early Head Start Governance Council Vice-Chair
Walter Fleming
Ellen Still
Amy Williams
Candi Lalonde
Jennifer McConnell
Felicity Bradley

Others Present:

Dr. Dan Wuori, South Carolina First Steps Deputy Director
Julia-Ellen C. Davis, South Carolina First Steps Special Advisor
Rebecca Brown, South Carolina First Steps Early Head Start Director
Bridgett Shealey, Early Head Start Program Assistant
Mark Barnes, South Carolina First Steps CFO/COO
Lavinia Tejada, Early Head Start Fiscal Manager

Call to Order

Members of South Carolina First Steps Early Head Start Governance Council were welcomed, and the meeting was called to order at 10:05 AM. There were no actions—only updates, but a quorum was met.

Director Transition

Dr. Wuori began the meeting by letting everyone know that South Carolina First Steps Early Head Start Director, Rebecca Brown, will be retiring. Her last day with the program will be February 14, 2018. Dr. Wuori mentioned that the job opening will be placed not only on the South Carolina state job site, but also on job sites nationally in an attempt to find the best possible candidate for the position. Dr. Wuori will be stepping up his role with Early Head Start while a replacement is found and the transition takes place.

Once the job posting is active, a link will be shared with all Governance Council members. Dr. Wuori asked that members share this information with anyone who may be a good fit.

Response to Federal Compliance Findings

In September of 2017 there was an incident in an EHS classroom in Dillon county that violated SCFS EHS policies. Direct action was taken, but the deficiency was noted by the Region IV Head Start Association.

Upon learning of the incident, SCFS required that both teachers be removed from the classroom immediately. Neither teacher was allowed to return to an EHS classroom. An on-site review was conducted by SCFS EHS staff and daily monitoring occurred in the center daily from September 25th

through December 1st. Corrective actions were taken at the center and all SCFS staff members and EHS teachers were required to take the mandated reporter training on child abuse and neglect online through the University of South Carolina Children's Law Center.

The issue was investigated by both the Department of Social Services (DSS) and Out of Home Abuse and Neglect (OHAN). Both agencies concluded that the claim was unfounded based on the guidelines for child abuse. However, the actions violated the SCFS teacher code of conduct and deemed unacceptable to South Carolina First Steps. Ultimately the decision was made to terminate services with the center. The final day for EHS services at the center will be February 2, 2018.

There was a subsequent issue at Thornwell Home for Children in Laurens County which led to the termination of a teacher.

SCFS EHS has re-trained all staff statewide (teachers and SCFS EHS employees) on classroom guidance and abuse and neglect. The SCFS Code of Conduct was also updated for clarity and SCFS policies were updated to clearly define that all physical interactions between teachers and children should be tender and loving. SCFS staff also held a mandatory training in the centers at the beginning of January at which these topics were discussed in more detail and a video was shown to teachers modeling what to do in the classroom. Monitoring forms and tools were also updated during this time. Coaching in this area for all staff will be ongoing.

To better outline how SCFS responded to these findings, all of this information (almost 700 pages of documents) will be sent to Region IV by close of business January 22, 2018.

Dillon County

Due to terminating the existing relationship in Dillon County, all child care centers in the area were visited by at least one member of SCFS senior management. One center was interested in collaborating with EHS, but withdrew the contract shortly after submitting it. All other existing centers in the area either don't have space for EHS or the need.

After much searching, Mr. Walter Fleming with the Pee Dee Community Action Partnership has offered to provide a temporary space for the EHS classrooms at the Hamer-Canaan Head Start Center. This partnership will only be temporary and the logistics are still being finalized, but the hope is to move as quickly as possible to reduce the lapse in service for families.

The long-term solution is to partner with Dillon County First Steps who is looking into opening and licensing a child care facility themselves. Promising leads for a space are being explored. Dr. Wuori and a representative from Dillon County First Steps will be conducting a presentation to the Latta City Council for what could result in a space for the long-term need.

In December, parents were notified in person of the decision to terminate the contract with Little Treasures. Letters are being sent to families to communicate this most recent decision. Children will remain enrolled in the EHS program and will continue to receive services through the Family Advocate in that area. There are some families who are happy at the existing site and may choose to stay there; these families will either pay tuition or use a voucher for service.

Both the short-term solution and the long-term partnership in Dillon County have been communicated to the Region IV office and have been approved.

Round Two Expansion

Early Head Start Director, Rebecca Brown, began this update by reminding the council members that the EHS program is expanding from 12 to 14 counties. With this expansion, the number of slots for children increased by 162 and of those 98 have already been secured with new partner contracts; 64 openings still remain in process.

In the grant, it was noted that SCFS EHS will be expanding into two new counties. In addition, existing partnerships and counties are being assessed to find the greatest need. With this increased focus, the program expects to meet the deadline of August 2018 to reach full enrollment for Round 2.

EHS Finance Report

SCFS CFO/COO, Mark Barnes, mentioned that in December, he was made aware that a financial report was not submitted in a timely manner. Due to transition issues, the draw down which shows payments and commitments was delayed. The draw down was the only issue--all Round 1 payments last year were made on time and all appropriate expenditures were made.

Corrective actions have been implemented because of this delay. A calendar of events was created, additional training of staff will occur, and research is being done to determine that an adequate number of appropriate people have access to the systems.

EHS Fiscal Manager, Lavinia Tejada, then introduced the grants beginning with grant number -3317 (the continuing grant) and pointed out that while the supplies budget is a bit higher than anticipated, budgets are being followed. EHS is in the process of moving office space from the bottom floor of the building to the second floor.. All payments to child care partners are current.

The expansion grant was discussed next. Noteworthy on this grant is that all start-up funding has been disbursed to all new partners and Teaching Strategies Gold subscriptions for the new Round 2 teachers have been purchased. SCFS does not anticipate that carry forward approval will be issued again this year so all money in this grant will be disbursed. The agency is exploring purchasing new vehicles as well as procuring classroom and playground items.

Upcoming Self-Assessment

The EHS Annual Self-Assessment will take place February 22nd through March 2nd. This is required annually of all EHS grantees. This year, the staff will be conduct this with the help of volunteers using an assessment tool used by the Federal government. Teams will randomly select 10% of files to review in the office and classroom visits will focus on Health and Safety and Education. Each classroom will be visited during the assessment, but not all classrooms will receive screenings in both areas.

Health staff members will focus on areas in education and Education staff will focus on health in order to create unbiased teams. Teams are currently being developed--Governance Council and Policy Council members are invited to assist during this time. Cross-training for the self-assessment will be held on February 20th at the First Baptist Church in Columbia.

Additional Comments

In closing, Dr. Wuori mentioned that there will be a regular calendar of Governance Council meetings that will be held in Columbia going forward. This meeting was originally supposed to be a joint meeting with the Policy Council, but the Policy Council chairperson has asked for governance

training to take place before the joint meeting. Training for Policy and Governance Councils with Henry Jones and Associates is upcoming.

Finally, Dr. Wuori mentioned that Julia-Ellen Davis will also be leaving South Carolina First Steps. Ms. Davis stepped down as the SCFS Interim Director when the role was permanently filled in December. her final day will be February 1st.

With no further business on the agenda, Dr. Wuori thanked everyone for their attendance and the meeting was adjourned at 11:15 AM.



To: First Steps Board of Trustees
From: Jennifer McConnell, Chair, Program and Grants Committee
Date: February 16, 2018

RE: Report of the Program and Grants Committee

The Program and Grants Committee met on Wednesday, January 31, 2018 to review First Steps Partnership requests for programs to be added to the board approved list of Evidence Based Programs. The committee unanimously approved the addition of seven programs as listed on the attached table (attachment 1).

The committee recommends the following motion: **the Board approve the addition of the following seven programs to the current list of evidence based: Early Identification and Referral, Early Steps to School Success, Imagination Library, Language Environmental Analysis (LENA), Raising a Reader (with parent training), Nurturing Parenting Program, Parent Child Home.** See attachment 2 for revised list.

In addition the Committee recommends the following motion: **the Board approve the request of Darlington and Sumter to begin new strategies for Fatherhood and Child Care Quality Enhancement respectively.** The attached table (attachment 3) provides details.

The committee also received an update on the status of Local Partnership programs that had received conditional approval and those whose state funds carry forward had exceeded 15% of their state allocation. The staff memo update is attached for your information (attachment 4).

Attachments:

- Attachment 1. Programs Recommended for First Steps Designation as Evidence Based
- Attachment 2. First Steps Board of Trustees List of Evidence Based Programs
- Attachment 3. FY2018 Reallocation of Budgets 15% and Greater – New Strategies
- Attachment 4. Staff Report for Program and Grants Committee
- Attachment 5. Minutes Program and Grants Committee Meeting -January 31, 2018

Programs Recommended for First Steps Designation as Evidence Based

Attachment 1

Strategy Name & Description	Criteria for Evidence Based ¹	Research Study	Study Outcomes
Early Identification and Referral (EI&R): SCFS strategy to increase developmental screenings and referrals	A-1.	Guevara et al. (2013)	Increase in children identified with delays, referred to EI, and eligible for EI services and in a more timely fashion
Early Steps to School Success: Home visitation program to promote early literacy and language	A-1	Iruka et al. (2017)	Improved language skills
Imagination Library: Early childhood literacy program	A-1	Samiei et al. (2016)	Higher early language and math scores
Language ENvironment Analysis (LENA): digital recorders and software, along with feedback on parent progress to improve quality and quantity of talk to young children	A-1	Gilkerson et al. (2017)	Gains in children’s language ability
Raising a Reader: Early childhood literacy program	A-1 ²	Anthony et al. (2014)	Paired with parent literacy training, increased oral language & print knowledge
Nurturing Parenting Program for Parents and their Infants, Toddlers and Preschoolers: home-based and/or group-based parenting programs	A-2 <i>National Registry of Evidence Based Programs and Practices (NREPP) SAMHSA</i>	Cowen (2001)	Improved parenting attitudes, knowledge, beliefs & behaviors
Parent Child Home: Home-based literacy and parenting program	A-2 <i>California Evidence Based Clearinghouse for Child Welfare (CEBC)</i>	Madden et al. (1984)	Improved social-emotional and language skills

¹ Note that all strategies will meet the criteria of evidence-based only if they also follow the guidelines for fidelity as set forth in program manuals or key aspects of relevant research showing program effectiveness.

² Raising a Reader was shown to be effective when paired with parent literacy training, but not when implemented without parent literacy training

FIRST STEP LEGISLATION - SECTION 59-152-25. Definitions.

(A) "Evidence-based program" means a program based on a clear and consistent program model that is designated as such by the South Carolina First Steps to School Readiness Board of Trustees because the program:

- (1)** (a) is grounded in published, peer-reviewed research that is linked to determined outcomes;
(b) employs well-trained and competent staff to whom the program provides continual professional development that is relevant to the specific model being delivered;
(c) demonstrates strong linkages to other community-based services; and
(d) is operated to ensure program fidelity; or
- (2)** is commonly recognized by experts in the field as such a program.

Research Study References

Anthony, J. L., Williams, J. M., Zhang, Z., Landry, S. H., & Dunkelberger, M. J. (2014). Experimental evaluation of the value added by raising a reader and supplemental parent training in shared reading. *Early Education and Development, 25*(4), 493-514.

Cowen, P. S. (2001). Effectiveness of a parent education intervention for at-risk families. *Journal of the Society for Pediatric Nursing, 6*(2), 73-82.

Gilkerson, J., Richards, J. A., & Topping, K. (2017). Evaluation of a LENA-Based Online Intervention for Parents of Young Children. *Journal of Early Intervention, 39*(4), 281-298. doi:10.1177/1053815117718490

Guevara, J. P., Gerdes, M., Localio, R., Huang, Y. V., Pinto-Martin, J., Minkovitz, C. S., & ... Pati, S. (2013). Effectiveness of developmental screening in an urban setting. *Pediatrics, 131*(1), 30-37. doi:10.1542/peds.2012-0765

Iruka, I. U., Brown, D., Jerald, J., & Blitch, K. (2017). Early steps to school success (esss): Examining pathways linking home visiting and language outcomes. *Child & Youth Care Forum, doi:10.1007/s10566-017-9430-1*

Madden, J., O'Hara, J. M., & Levenstein, P. (1984). Home again. *Child Development, 55*, 636-647.

Samiei, S., Bush, A. J., Sell, M., & Imig, D. (2016). Examining the association between the Imagination Library early childhood literacy program and kindergarten readiness. *Reading Psychology, 37*(4), 601-626. doi:10.1080/02702711.2015.1072610

Registries/Clearinghouses of Evidence-Based Programs

California Evidence Based Clearinghouse for Child Welfare (CEBC): This clearinghouse provides child welfare professionals with access to vital information about selected child welfare-related programs. Programs are rated by review of published, peer-reviewed research articles using the Scientific Rating Scale. Typically, the raters include the topic expert, and two of the CEBC staff. Each eligible program also is examined to see which child welfare outcome(s) (e.g., safety, permanency, and/or child/family well-being) are addressed in the research evidence for that program. <http://www.cebc4cw.org/>

Substance Abuse and Mental Health Services Administration's (SAMHSA's) National Registry of Evidence Based Programs and Practices (NREPP): This is a searchable online registry of more than 250 interventions supporting mental health promotion, substance abuse prevention, and mental health and substance abuse treatment. Programs are pre-screened to ensure that at least one evaluation study meets the minimum criteria for review. At that point, programs are reviewed based upon rigor, effect size, program fidelity, and its conceptual framework. <https://www.samhsa.gov/nrepp>



FIRST STEPS BOARD OF TRUSTEES LIST OF EVIDENCE BASED PROGRAMS

As of January 31, 2018

STRATEGY	DATE OF BOARD APPROVAL
4-Year-Old Kindergarten (half-day, full-day, extended-day)	6/16/17
Child Care Coaching/Quality Enhancement	6/16/17
Child Care Scholarships ¹	6/16/17
Child Care Training/Professional Development	6/16/17
Early Education for Children Under 4	6/16/17
Early Head Start	6/16/17
Head Start	6/16/17
Healthy Families	6/16/17
Incredible Years	6/16/17
Nurse-Family Partnership	6/16/17
Parent Child Interaction Therapy	6/16/17
Parents as Teachers	6/16/17
Reach Out and Read	6/16/17
Triple P	6/16/17

Note: all strategies meet the criteria of evidence-based only if they also follow the guidelines for fidelity as set forth in program manuals or key aspects of relevant research showing program effectiveness.

¹ Expenditures on child care scholarships shall be considered evidence-based when formally linked with one or more additional evidence-based programs. Stand-alone scholarship expenditures, without formal connections to evidence-base companion strategies, shall be considered evidence-informed.



**First Steps County Partnerships
FY 2018 Reallocation of Budgets 15% and Greater
FEBRUARY 2018**

The Programs and Grants Committee respectfully submits to the Board of Trustees the following counties' requests for the allocation of budgets and/or the re-allocation of budgets where the reduction is greater than 15% of the TOTAL program/strategy. The counties' requests for the allocation/reallocation of PUBLIC (state & EIA appropriated) and/or PRIVATE (state-level) AND Federal (TANF) budgets/funds are presented to the Board of Trustees for information only and/or need approval. *(The SC First Steps Chief Program Officer has reviewed and preliminarily approved these budget adjustments.)*

COUNTY PARTNERSHIP	FUNDING SOURCE	FROM PROGRAMS AND AMOUNTS	TO PROGRAMS AND AMOUNTS	JUSTIFICATION
RE-ALLOCATIONS (Information Only)				
NEW ALLOCATION OF PENDING FUNDS (P&G Committee Approval Required)				
NEW STRATEGIES (B.O.T. Approval Required)				
Darlington	Fund 56 Fund 30	Carry Forward - \$10,000 "Parents Are First" - \$42,000	- 208-2 Fatherhood Initiative - \$52,000	This action will segregate the work begun with fathers through our partnership with the S. C. Center for Fathers and Families, Children's Trust and S. C. Campaign to Prevent Teen Pregnancy. All fatherhood strategies are directly linked to the S. C. Center for Fathers and Families. This evidence-based approach to working with fathers will provide a more intensive structure with corresponding resources (recordkeeping and reporting) while improving outcomes for young fathers. We are supplementing our work with fathers by incorporating an emphasis on men's health. (see Community Health -9072).
Sumter	Fund 56	Carry Forward - \$45,000	601-2 Child Care Quality Enhancement - \$45,000	In December the Sumter Board voted to begin a Child Care Quality Enhancement Program. 3 to 5 childcare providers will be selected to participate. An RFP was issued in December and staff are currently selecting providers based on submitted applications. A certified Child Care Technical Assistant will be employed and program implementation will take place as per First Steps Program Standards for Quality Enhancement.
NEW STRATEGIES (Information Only)				
Darlington	Fund 30	Grant from Children's Trust	203-1 Strengthening Families - \$75,000 (to be subcontracted to school district for implementation)	



To: First Steps Program and Grants Committee
From: Debbie Robertson, Chief Partnership Officer
Date: January 31, 2018

RE: Staff Report for Program and Grants Committee Meeting

1. **Partnerships with Carry Forward exceeding 15% of budget:** First Steps Fiscal Accountability Standards require that Partnerships whose carry forward funds from the prior fiscal year exceed 15% of their current year's (FY18) formula allocation must submit written justification along with a plan to reduce their amount of carry forward to 15% or lower by the coming fiscal year. Partnerships whose carry forward exceeds 15% for two or more consecutive fiscal years are subject to conditional approval and potential withholding of grant funds at the discretion of the SC First Steps Board of Trustees. The following Partnerships have exceeded the 15% carry forward limit and have submitted appropriate justification and plans for use of carry forward: Barnwell, Berkeley, Charleston, Chesterfield, Clarendon, Georgetown, Hampton, Laurens, Marion, Sumter and Williamsburg. For six of these Partnerships this is the second year for exceeding 15% (Barnwell, Berkeley, Charleston, Chesterfield, Hampton, and Sumter). In all of these cases state office staff is working closely with the partnership executive director to ensure their plans for carry forward proceed and are completed by the end of the fiscal year. Regular monitoring of expenditures related to carry forward funds will take place

2. **Update regarding Conditional Approvals:** status report attached

3. **FY 18 Partnership and Program Accountability Standards:** State office technical assistance staff is compiling suggested changes to the Accountability Standards from Local Partnership executive directors and staff, as well as state office program managers and senior staff. These changes will be brought to the program and grants committee for review and discussion at their next meeting. FY 19 Standards are scheduled to be approved by the State Board of Trustees at their April 20th meeting.



Status Report on Local Partnership Conditional Approvals for FY 18 Grant Agreements

Prepared by: **Debbie Robertson, Chief Partnership Officer**

Beginning in 2008, the First Steps On-Line Data System began collecting client level and detailed program implementation data for those programs of greatest investment. This ability to uniformly track program performance enabled the review of the annual County Partnership Renewal Plans (i.e. grant requests) based on program performance the prior year. Program Standards are adopted by the State Board each year that outline the requirements for quality program implementation. It is the activities outlined in these standards that the data system is designed to track. By 2010, a Renewal Plan review process was established that utilized “Conditional Approval Codes” – allowing the review and approval by program strategy rather than for the County Renewal Plan as a whole. This facilitated approval of Renewal Plans so that successful programs could continue as in prior years and those programs needing further attention and technical assistance could be targeted.

The South Carolina First Steps Partnership and Program Accountability Standards delineate specific performance expectations and requirements for partnerships. As a result of performance deficits during FY17, 10 County Partnerships received “Conditional Approvals” for FY18. The concerns and a specific set of corrective actions were provided to the county partnerships as part of the FY 18 Grant Agreement. All of the County Partnerships have submitted corrective action plans to address deficiencies.

As of the end of the second quarter the following counties are in **compliance** with their corrective action plan:

Allendale	Barnwell
Chester	Dorchester
Hampton	Marion
York	

State Technical Assistance staff members are continuing to work with following counties to complete the goals set forth for the corrective action plans they have submitted:

Aiken	Clarendon
Marlboro	



PROGRAM AND GRANTS COMMITTEE
January 31, 2018 – 1:30 PM

Meeting Minutes

Members Present: Jennifer McConnell, Chairperson
Julie Hussey
Roger Pryor

Members Absent: None

Staff Present: Debbie Robertson, staff for the committee
Georgia Mjartan, Executive Director
Dan Wuori, Deputy Director

1. Informational Item - Process for determining state board 'evidence based' designation

The committee engaged in extensive discussion regarding the process for designating proposed programs as evidence based in accordance with First Steps legislation.

2. Action Item - Recommendation for State Board approval of 7 new programs to be designated as 'evidence based'

The committee reviewed in detail information provided by staff to ensure that the following programs meet the legislative requirements for evidence based: Early Identification and Referral, Early Steps to School Success, Imagination Library, Language Environmental Analysis (LENA), Raising a Reader (with parent training), Nurturing Parenting Program, and Parent Child Home. Attachment 1 provides further information. Roger Pryor made the motion to recommend that these programs be added to the Board approved list of 'evidence-based programs'. Julie Hussey seconded the motion and it was unanimously approved. See attachment 2 for proposed revised list. Three additional programs were discussed and will remain pending while further review and information gathering takes place. These programs are: a Doula Program, 24/7 Dads, and Make Parenting a Pleasure.

3. Action Item - Recommendation for the Use of State Funds for new programs proposed by Darlington and Sumter Partnerships

The Committee reviewed the requests from Darlington and Sumter Partnerships to begin new programs using carry forward state grant funds. Julie Hussey moved that the committee recommend that the State Board approve the request of Darlington and Sumter Partnerships to begin new strategies for Fatherhood and Child Care Quality Enhancement respectively. The motion unanimously carried. Attachment 3 provides details.

4. Information Item – update on Local Partnership Programs

The committee also received an update on the status of Local Partnership programs that had received conditional approval and those whose state funds carry forward had exceeded 15% of their state allocation. The staff memo update is attached for your information (attachment 4).

5. Information Item –FY19 Partnership and Program Accountability Standards

The committee was informed that the FY 18 accountability standards were under the process of annual review. Accountability standards are being written for any new programs designated as evidence based to ensure implementation fidelity and will be proposed for addition to current standards at the next State Board meeting.

There being no further business, the meeting was adjourned.

Attachments:

Attachment 1. Programs Recommended for First Steps Designation as Evidence Based

Attachment 2. First Steps Board of Trustees List of Evidence Based Programs

Attachment 3. FY2018 Reallocation of Budgets 15% and Greater – New Strategies

Attachment 4. Staff Report for Program and Grants Committee

Attachment 5. Minutes Program and Grants Committee Meeting -January 31, 2018



To: SC First Steps Board of Trustees
From: Senator Gerald Malloy
Date: February 9, 2018

Legislative Committee Report to the Board

The Legislative Committee of the Board met on January 29, 2018. Rep. Allison hosted us in the Blatt Building. Sen. Hembree and Sen. Malloy were present. Rep. Govan had a prior commitment and was unable to attend.

The committee discussed the status of First Steps' reauthorization, S.840 to create a Department of Early Development and Education, and First Steps' budget request including provisos.

Minutes from the Meeting of the SC First Steps Legislative Committee

January 29, 2018

4th Floor Conference Room, Blatt Building

Members Present: Rep. Rita Allison, Sen. Greg Hembree, Sen. Gerald Malloy

Members Absent: Rep. Jerry Govan

Staff Liaison: Georgia Mjartan

The meeting was called to order at 9:10 am. Senator Malloy provided an update on reauthorization efforts. There was discussion about the fact that Senator Shane Martin's name is still on the bill, which is on the Senate Floor. Senator Martin has provided a list of six requests regarding changes to the operation and structure of First Steps. This list was sent to Georgia Mjartan for resolution. This list of requests was discussed. The group concluded that the Executive Director of First Steps does not have the power to make the changes requested, as they would all require either board or legislative involvement. The content of these requests was discussed as well.

Senator Talley's bill, S.840, to create a Department of Early Development and Education, was discussed.

SC First Steps' budget request was reviewed, specifically the tax credit proviso submitted on behalf of a number of partners (Children's Trust, ICS, Save the Children, and United Way Association).

The committee agreed to meet formally on the months when the full board of trustees does not meet.

The meeting adjourned at 10:00 am.



To: SC First Steps Board of Trustees
From: Georgia Mjartan
Date: February 9, 2018

Executive Director's Report

Over the past two months, I have had the privilege of learning about First Steps through the eyes of many different stakeholders including, perhaps most importantly, parents and children served by our local partners, Early Head Start, and First Steps 4K. I have met with legislators and legislative staff; agency leaders and division directors at DSS, DHHS, Department of Education, and Children's Trust; and local partnerships in their own communities including Richland, Lexington, Abbeville and Greenwood with visits scheduled in the next month for Spartanburg, Greenville, Berkeley, Charleston, and Dorchester. I have spent time with childcare center owners, directors and teachers, including those serving at centers that operate First Steps 4K programs and with whom we partner through the Early Head Start – CCP program. I've listened to and learned from our state office staff, including our highly capable leadership team and our many colleagues who work across the state in the field providing support to the local partners, direct service to families in our Early Head Start program, and training and technical assistance to teachers across the state (among many other things). Through these experiences, I have compiled some initial observations and suggestions which I will share in more depth at our board meeting.

Purpose and Clarity about Mission and Vision, Impact and Goals

Vision: Every South Carolina child will be prepared for success in school.

Mission: Collaborating with other entities, First Steps helps South Carolina families and caregivers prepare their children for school success by maximizing public and private community resources to deliver, enhance and expand high-quality early childhood services.

Thoughts and Observations:

More children, served better, more comprehensively, at a higher quality, so more children enter Kindergarten more prepared and ready to succeed.

How do we measure success? How do we track and communicate goals, progress toward goals, barriers to success, outcomes, and long-term impact?

- Across the state
- In communities
- At the local partnership level
- In 4K
- In Early Head Start

Role as Convener, Collaborator, Connector

Bright spots:

- Interagency collaboration
- Staff members serve as field leaders and contributors (i.e. SCECA, SC Association of Infant–Early Childhood Mental Health, SC Early Learning Standards, etc.)

Opportunities:

- 4K Promotion and Waiting Lists
- Quality Enhancement
- Teacher Training
- Workforce

Role of State Office

- Clarity and better communication
- Role with local partners
- Role in direct operation of programs
- Role as facilitator, convener and connector (i.e. Early Childhood Advisory Council)

Internal Operations

- Formalizing accountability (i.e. chain of command)
- Integrating across programs
- Strengthening systems, internal controls, and risk mitigation
- Continuing the commitment to and investment in inclusion, diversity and equity
- Building upon efforts to build a motivated and energized team