



## Meeting of the Board of Trustees February 21, 2019

Immediately following the Early Childhood Advisory Committee meeting  
IT-oLogy, 1301 Gervais Street, #200, Columbia, SC

- I. Call to Order and Approve Agenda (Julie Hussey)  
**Motion:** To adopt the agenda as submitted.
- II. Approve December 2018 Minutes (Julie Hussey)  
**Attachments:** December 2018 Minutes  
**Motion:** To adopt the December 2018 minutes as submitted.
- III. Executive Committee (Julie Hussey)  
**Attachments:** Committee Report, Executive Committee Minutes – January 18, 2019
- IV. Legislative Committee (Senator Gerald Malloy)
- V. Program and Grants Committee (Jennifer McConnell)  
**Attachments:** Committee Report, Program and Grants Committee Minutes, Local Partnership Competitive Grants Summary, Programs Requesting Review for First Steps Designation as Evidence Based, List of Evidence-Based Programs, Conditional Approval Status Report  
**Motion:** The Program and Grants Committee recommends that the programs: “Quality Counts” and “Motherhead – Fatherhead” be designated as Evidence Based and added to the State Board list of Evidence Based Programs (attachment 3).
- VI. Strategic Planning and Evaluation Committee (Dr. Amy Williams)  
**Attachments:** Committee Report, Strategic Planning and Evaluation Committee Minutes – January 14, 2019, Vision Exercise
- VII. Finance and Administration Committee (Walt Fleming)  
**Attachments:** Committee Report, Allocation Review Team Minutes #1, Allocation Review Team Minutes #2, FY2019 Financial Status Report as of January 31, 2019, FY2019 Donations Report as of January 31, 2019.
- VIII. Executive Director’s Report (Georgia Mjartan)  
**Attachments:** Executive Director’s Report, Board Member Information and Diversity Survey, Pledge Form, Upcoming Events and Opportunity for Board Engagement, Board Roster
- IX. Adjourn  
**Motion:** To adjourn the meeting of SC First Steps Board of Trustees.



Ms. Julie Hussey called the meeting to order at 3:07 p.m.

Ms. Hussey called for a motion to approve the agenda as written for the meeting. After a motion by Ms. Hussey, followed by a second from Ms. Sue Williams, the agenda was approved unanimously.

Ms. Hussey opened up the public comment period and announced that no one signed up, prior to the meeting, to address the board, but encouraged members of the public present to let her know if they wished to address the board at the end of the meeting.

Ms. Hussey then presented the Executive Committee report and reminded the board that this was their annual meeting for the year. Ms. Hussey stated the committee did not make any motions during their committee meeting on November 16 so therefore the committee did not have action items to bring forward to the group.

Ms. Hussey then thanked the Speaker of the House, Representative Jay Lucas, on his recent appointments to the board and introduced Dr. Shelley Canright and Ms. Angel Johnson-Brebner. Ms. Hussey noted that Ms. Alexia Newman and Ms. Tim Holt were reappointed by Representative Lucas to serve another four year term.

Ms. Shelley Canright gave her remarks to the group. Ms. Hussey stated that Ms. Johnson-Brebner was unable to attend the meeting due to a prior commitment.

Ms. Hussey, then recognized those members whose terms ended this year and thanked Mr. Ken Wingate, Ms. Judith Aughtry, and Mr. Rick Noble for their board service.

The board, along with Ms. Hussey then thanked Dr. Dan Wuori for his commitment and longevity of service to the organization. Ms. Hussey pointed the board to the 2018 Annual Report in their packet and thanked Dr. Wuori for his hard work on the report.

Ms. Hussey also thanked everyone who helped with the SC Parenting Conference and Summit on Early Childhood and expressed gratitude to the members of the Early Childhood Advisory Council and Summit sponsors for contributing their time and resources to make the two day event a success.

Ms. Hussey introduced Dr. Francis Rushton and noted that Dr. Rushton was a former, longtime board member and remains very involved in the Parents as Teachers program. Ms. Hussey also introduced Ms. Constance Gully, the President and CEO of Parents as Teachers National Center. Ms. Hussey told the group that the Parents as Teachers National Center is the leading, international, non-profit, parent education and early childhood development organization that serves professionals who work annually with more than 200,000 families in all 50 states, 115 tribal communities and six other countries. The Parents as Teachers National Center is headquartered in St. Louis, Missouri.

Ms. Hussey recognized Ms. Mary Anne Mathews for her involvement with Parents as Teachers in South Carolina. Ms. Hussey said having Ms. Gully at the board meeting was a true honor.

Ms. Hussey gave a brief overview of Ms. Gully's professional background.



Ms. Gully then gave her presentation on data from SC's Parents as Teachers program to the group. Ms. Gully thanked the SC First Steps board for their support of early childhood in SC and congratulated on the reauthorization of SC First Steps funding. Ms. Gully also thanked Dr. Rushton for serving on the Parents as Teachers National board along with Ms. Mathews for her service on the Parents as Teachers National board also.

Ms. Georgia Mjartan shared photographs of the Parents as Teachers program in South Carolina, including a home visitor in Richland County, and noted the photos were of people in the community implementing the Parents as Teachers model across the state. Ms. Mjartan noted that in the photos the group would see examples of "Group Connections" such as a dual-language learning family who had recently immigrated to SC enjoying a trip to the zoo to culminate their completion of Lexington County First Steps' Parents as Teachers program. Ms. Mjartan thanked Ms. Gully for her leadership at the national level and Ms. Gully thanked Ms. Mjartan for her leadership in SC.

Ms. Hussey called for a motion to approve the minutes from the October 26 meeting. After a motion by Mr. Walt Fleming and second by Rep. Jerry Govan, the minutes were approved unanimously.

Ms. Jennifer McConnell gave the report from the Program and Grants Committee. Ms. McConnell stated that the committee is bringing exciting news to the board in regards to the launch of the Competitive Grants process, which allowed local partnerships to apply to receive funding available for innovative ideas in their community.

A total of 18 grant applications were received from 16 counties and Ms. McConnell stated that the External Review Panel reviewed and scored the grant applications and the Program and Grants Committee reviewed the scoring and recommendations provided by the external panel.

Ms. McConnell named the members of the external reviewers. The members included Ms. Ellen Still, Mr. Marc Drews, Mr. Arthur Brewton, and Dr. Floyd Creech.

Ms. McConnell noted that the committee reconfirmed their decision that grant awards would be a minimum of \$10,000 and also discussed the importance of making sure that grant activities proposed would be sustainable beyond the one year grant period. Ms. McConnell reminded the board that First Steps legislation does not permit use of state funds for capital expenditures and the intent of these grant funds is to be directly linked to outcomes for children and families.

Ms. McConnell read summaries of the grant proposals and gave the committee recommendation to award the following Early Childhood Innovation Grants:

- Beaufort - In-Depth Training Series for Early Learning Standards - \$10,000
- Cherokee - Talk to Me Cherokee Initiative (Lena portion of proposal) - \$10,000
- Colleton - Targeted/Collaborative Book Distribution - \$10,000
- Newberry - Let's Get Ready (STEAM) - \$13,415
- Richland - Step-Up to School Readiness - \$13,800
- Spartanburg - The Basics - \$11,000
- York - Nurse Family Partnerships (NFP)-Infant and Toddler Safety - \$15,000
- Williamsburg - Home Visiting Enhancement (Parents as Teachers Training) - \$16,785



Ms. McConnell reminded the board that money for the innovation grants came from reclaimed local partnership carry-forward money with the intent to ensure that some of the money awarded to SC First Steps by the state are put to use to help young children. Ms. McConnell applauded all local partnerships who took the time to complete the application process, speak with their boards, put the information together and submit the application. Ms. McConnell asked for everyone to give the local partnerships a round of applause.

Ms. McConnell said it is the committee's hope to be able to provide this opportunity again so the board can support the local partnerships in a way in which they can continue to expand programs in their communities.

Ms. McConnell encouraged local partnerships to apply for other potential grant opportunities from the state office and thanked the External Review Panel members.

On behalf of the committee, Ms. McConnell made the following motion: The Program and Grants Committee recommends that \$100,000 in funding for the Early Childhood Innovation Grants be awarded accordingly to the following list of partnership applications and respective grant amounts as per the attached list (attachment 2). Rep. Jerry Govan seconded the motion.

Ms. Sue Williams asked if these grant awards were from one-time money or if the agency needed to budget for this next year.

Ms. Mjartan stated that earlier in the year the agency brought a concept to the board to raise a pool of funds that would potentially result in \$5 million in funding for the Early Childhood Innovation Grants Program which would allow a very significant resource to be distributed to the local partnerships through competitive grant funding. Ms. Mjartan said the concept would need to be approved by the legislature as a tax credit and then the State Office, along with support from all of the local communities, would need to go out and raise those dollars from SC taxpayers.

Ms. Mjartan mentioned that the concept was included in a proviso that has been submitted and presented to the Governor's Office. Ms. Mjartan noted that the Governor's Office is receptive of the idea. Ms. Mjartan said State Office staff also spoke with the Joint Citizens and Legislative Committee on Children and their staff person thought the concept was a good idea.

Ms. Mjartan stated that because this is a legislative decision, the board would not know the outcome until at least July, but the hope for the future is to have a privately-raised pot of funds that can be used for this purpose.

Ms. Hussey said the funds used to support this year's Early Childhood Innovation Grants were carry-forward funds in excess and the other hope is to not have carry-forward funds in excess. Ms. Hussey acknowledged that the board has worked to address carry-forward funds.

After no further discussion, the motion was approved unanimously.

Ms. McConnell asked in the room from the local partnerships awarded grants to participate in a photo opportunity after the meeting and thanked the local partnerships again for their hard work.

On behalf of Dr. Amy Williams, Ms. Mjartan gave the report from the Strategic Planning and Evaluation Committee.



Ms. Mjartan started by sharing that new board member, Ms. Angel Johnson-Brebner, will join the committee.

Ms. Mjartan said the committee met on November 16 and received an update from staff on the Vision 2020 Action Steps, which is shared with the board in their packet. Ms. Mjartan thanked Dr. Dan Wuori, Ms. Debbie Robertson and Mr. Mark Barnes for their work in reflecting back on the last three years of a five-year strategic planning cycle that ended in 2020 was operationalized as the 2016, 2017, 2018 Work Plan. Ms. Mjartan said the board did review the work plan but in the most recent years of transition, the board did not have the opportunity to review the progress of the work plan. The Strategic Planning and Evaluation Committee said that as the agency moves into 2019, which will be the new year for the strategic planning cycle for the coming five years, the work starts by reflecting back on the previous strategic plan and associated work plan to see where the agency stands.

Ms. Mjartan pointed the board to the Vision 2020 Action Steps document in their packet and noted that most items were completed, others items are no longer applicable, and a few items at the end of the chronological ordered document are not yet completed and staff are working to complete now, such as items around interagency collaboration and the work of the Early Childhood Advisory Council. Ms. Mjartan noted those particular action items have become more energized in the last few months.

Ms. Mjartan said the committee made a process decision, which does not require a board vote, that rather than taking the old strategic plan and updating it, the committee would reflect, appreciate, see what worked in the past and what did not and in the year 2019 really start afresh with a new process.

Dr. Williams and Ms. Alexia Newman came up with the idea to start with our values and reflect back on the agency's value statement which is current focused on the programmatic work of the organization. Ms. Mjartan said one idea from the committee is to have a value statement that is brief, applicable to staff, board members, and local partnership staff as well as the agency's programs. Ms. Mjartan stated the board would do an exercise together at their next meeting to work on the organization's value statement to kick off the strategic planning year.

Ms. Mjartan acknowledged that the board and committees values the State Office staff having an important role in the strategic planning process. Historically, the process has been inclusive of the communities and local partnerships and this year, so the committee affirmed that the voice of the people that do this work every day at the state-level is also important. Ms. Mjartan told the board that the staff's strategic planning process started in November with an All Team Retreat where all staff members participated in value exercises under the direction of facilitator, Mr. Dave Beckwith.

Ms. Mjartan said that in addition to the strategic planning work, there will be significant state-level strategic planning and work through the Early Childhood Advisory Council and the Preschool Development Grant.

Ms. Mjartan asked the board members to mark their calendars for April 26 as that will be the Board Retreat at Saluda Shoals with the same facilitator, Mr. Beckwith. Ms. Mjartan gave background information about Mr. Beckwith.



Ms. Mjartan talked briefly about the two upcoming external evaluations and noted that Ms. Robertson, along with other SCFS staff, such as Ms. Betty Gardiner, has taken the lead in providing the scope for the two evaluations that will take place in the 2019 calendar year.

Ms. Mjartan stated that the committee has deferred much of the decision-making to the staff because of the significant timeline, a legislative deadline and the agency is committed to getting this work completed on time.

Ms. Mjartan thanked the University of South Carolina's Institute for Families and Society and the Arnold School of Public Health's Core for Applied Research and Evaluation in their support in developing the scopes for the evaluations.

Mr. Walt Fleming gave the report for the Finance and Administration Committee.

Mr. Fleming noted no new financial changes since the last board meeting and pointed the board to the Financial Status Report and thanked everyone for their private donations and their monetary support for the Summit on Early Childhood.

Mr. Fleming made a motion to accept the Financial Status Report as information only. Rep. Govan followed by a second. After no further discussion, the motion was approved unanimously.

Ms. Mjartan gave the Executive Director's report and began by publicly thanking Dr. Dan Wuori and gave remarks regarding her time working alongside Dr. Wuori over the past year. Ms. Mjartan asked Dr. Wuori to come to the podium after her report to give his own reflections of his time at SCFS.

Ms. Mjartan gave a 2018 year in review to the group and acknowledged the 2018 Annual Report in their packet. Ms. Mjartan said that reauthorization language including specific permissions that needed to be included in the report such as the two pages per local partnership that gives information on which counties have First Steps 4K, their kindergarten readiness assessment scores, and what the local partnerships are doing to address the scores. Ms. Mjartan hopes the local partnerships will use the two pages as a pullout and use it within their communities.

Ms. Mjartan reminded the group that earlier in 2018, SCFS held a convening with the local partnerships to talk about the Kindergarten Readiness Assessment (KRA) results and a table-top guide was given out to help local partnerships have community discussions on how to move the needle in the kindergarten readiness metrics.

Ms. Mjartan then gave a 2018 Year in Review by the Numbers, along with noting other highlights for the year, to the board. These highlights included 4K quality and expansion, local partnerships, home-visitation programs, parenting education, school transition, redevelopment of the Early Childhood Advisory Council, reception of collaborative grant applications, the reorganization of the State Office and investing more in Countdown to Kindergarten and moving the needle for the initiative to become an evidence-based program.

Ms. Mjartan said her report intentionally broke down the numbers by program area in order to avoid inflated numbers because of duplication due to the fact that the organization does not have a simple way to induplicate data on children receiving services using two different data systems.



Ms. Mjartan thanked Rep. Govan for championing reauthorization through 2025. Ms. Mjartan noted a great transition within the local partnerships with ten Executive Director's retiring and named all former Executive Directors who stepped down after many years of service. Ms. Mjartan stated that of the eight grants approved by the board earlier in the meeting, five of those were submitted by new Executive Directors.

Dr. Wuori then gave his remarks to the board.

Upon a motion by Rep. Govan, followed by a second by Ms. Williams, the meeting was adjourned at 4:09 p.m.





To: First Steps Board of Trustees  
From: Jennifer McConnell, Chair, Program and Grants Committee  
Date: February 21, 2018

**RE: Report of the Program and Grants Committee**

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The Program and Grants Committee met on Thursday, January 17, 2019 to consider programs submitted for designation by the State Board of First Steps as evidence based. In addition, the committee received a staff report on the status of Local Partnership programs that had received conditional approvals during the FY19 grant renewal process. All Partnerships have submitted corrective action plans as required and plans are being closely monitored by state Program Officers. A status report and minutes for this meeting are attached (attachment 1).

The committee reviewed information detailing the process established for First Steps designation as evidence based, and the criteria and research cited for the two proposed programs (attachment 2).

**1. Action Item: Recommendation to add two programs to the State Board Approved list of Evidence Based Programs**

**Motion:** The Program and Grants Committee recommends that the programs: "Quality Counts" and "Motherread – Fatheread" be designated as Evidence Based and added to the State Board list of Evidence Based Programs (attachment 3).

Attachments:

1. Program and Grants Committee Minutes – January 17, 2019
2. Programs Requesting Review for First Steps Designation as Evidence Based
3. List of Evidence-Based Programs with Pending
4. Conditional Approval Status Report





Board of Trustees  
Program and Grants Committee Meeting  
January 17, 2019  
First Steps Small Conference Room and via  
Conference Call  
1-888-537-7715, code-52045398#  
12:00 PM – 1:30 PM  
**Minutes**

Committee Members Present: Jennifer McConnell (chair), Dr. Shelley Canright, Julie Hussey, and Roger Pryor

Staff Present: Debbie Robertson

1. Information Item: Early Childhood Innovation Grant Awards review and status

A summary report showing final award winners and grant amounts was reviewed by the committee (attachment 1). It was noted that quarterly reporting will be required for grant activities and a standard form is being developed for this purpose. Program Officers are reviewing grant applications that were not selected with those executive directors that asked for feedback and guidance in grant writing. The long term goal is to develop a competitive grants process that is clear, transparent and can be used in the future to support high performing local partnerships with clearly identified needs, when future funding becomes available.

2. **Action Item: Recommendation to add two programs to the State Board Approved list of Evidence Based Programs**

**Motion:** The Program and Grants Committee recommends that the programs: “Quality Counts” and “Motherread – Fatheread” be designated as Evidence Based and added to the State Board list of Evidence Based Programs.

The committee reviewed information detailing the process established for First Steps designation as evidence based, and the criteria and research cited for the two proposed programs (attachment 2). Roger Pryor moved that the committee recommend the State Board approve adding both programs to the list of First Steps Board Approved Evidence Based Programs (attachment 3). Dr. Canright seconded the motion and it passed unanimously.

5. Information Item: Local Partnership’s Conditional Approvals mid-year status report

Staff presented a report on the status of those programs that had initially received conditional approval status when Local Partnership Grant Applications were reviewed and FY 19 grants awarded. There were 13 Local Partnerships that received conditional approvals and all have submitted corrective action plans and which are being closely



monitored by our Program Officers. The attached status report provides more detail (attachment 4). Committee members suggested that a standardized format be developed for a 'Corrective Action Plan' that includes a timeline and means of prioritizing those Local Partnerships experiencing more difficulty in reaching compliance. Dr. Canright offered to assist in developing a tiered system of support that she had utilized in her prior experience managing grants. This system establishes levels of green, yellow, orange, and red that assist with prioritizing efforts for monitoring and technical assistance.

#### 6. Information Item: Update on Preschool Development Grant – Local Partnership Activities

Staff informed the committee that the Federal Preschool Development Grant would include the opportunity for Local Partnerships to receive funding through the state office for activities related to developing a state needs and resource assessment for the overall "Early Childhood System". There will also be some funding for expansion of Countdown to Kindergarten through the Local Partnerships and piloting a program utilizing Health Community Outreach Workers to support hard to reach Hispanic populations.

#### 7. 2019 committee meeting calendar

A table with all State Board Committee dates for 2019 was provided. Dr. Canright stated that she would be away for the March 21 committee meeting. The committee may adjust this meeting date accordingly. The committee will need to meet in June to prepare a recommendation regarding the Local Partnership Renewal Grants for the State Board meeting June 21. This being the case the meeting in May will be tentative and at the March meeting a decision can be made about whether the committee needs to meet in both May and June.

There being no further business, the meeting was adjourned at 1:35 PM.

Attachment 1: Local Partnership Competitive Grants Summary

Attachment 2: Programs Requesting Review for First Steps Designation as Evidence Based

Attachment 3: Evidence Based Program List with Pending

Attachment 4: Conditional Approval Status Report 2019



**PROGRAM AND GRANTS COMMITTEE MOTION:**

The Program and Grants Committee recommends that \$100,000 in funding for the Early Childhood Innovation Grants be awarded according to the following list of Partnership applications and respective grant amounts:

<b>Beaufort</b>	In-Depth Training Series for Early Learning Standards	\$10,000
<b>Cherokee</b>	Talk to Me Cherokee Initiative (Lena portion of proposal)	\$10,000*
<b>Colleton</b>	Targeted /Collaborative Book Distribution	\$10,000
<b>Newberry</b>	Let's Get Ready (STEAM)	\$13,415
<b>Richland</b>	Step -Up To School Readiness	\$13,800
<b>Spartanburg</b>	The Basics	\$11,000
<b>York</b>	Nurse Family Partnership (NFP)-Infant and Toddler Safety	\$15,000
<b>Williamsburg</b>	Home Visiting Enhancement (Parents as Teachers Training)	\$16,785*

**TOTAL AWARDED (8 grants):**  
**\$100,000**

**\*Partial Funding:** Cherokee - grant to fund purchase of LENA devices serving 7 additional families,  
Williamsburg- grant to fund PAT training and accreditation for 6 home visitors

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**Grant Award Summary Statistics:**

- 8 out of 18 proposals awarded / 6 full funding and 2 partial funding
- Good geographic distribution across state
- 4 counties awarded are minimum funding level counties (\$200,000)
- 5 of 8 grants awarded were submitted by new Executive Directors



## Brief Summary of Grant Proposals Awarded:

**Beaufort** In-Depth Training Series for Early Learning Standards  
\$10,000

Builds on current training program using the newly revised Early Learning Standards as basis for series of in-depth, interactive trainings for parents and caregivers. This application documents strong collaboration and a focus for training outcomes related directly to the Kindergarten Readiness Assessment (KRA) domains.

**Cherokee** Talk to Me Cherokee Initiative (Lena portion of proposal) \$10,000\*

Funding awarded would be specifically to expand the current Talk to Me Cherokee Home Visiting Program through the purchase of additional LENA devices, vests and related materials and associated costs to serve 7 additional families.

**Colleton** Targeted /Collaborative Book Distribution \$10,000

Book Distribution Project that clearly builds on what is already in place. Enhances PAT literacy activities with families and on-going support for child care center directors and staff. Project also focuses on developing stronger collaboration with community partners.

**Newberry** Let's Get Ready (STEAM) \$13,415

STEAM (science, technology, engineering, arts and math) training to be implemented as a 3 part program focused on educators, families and children. The proposal includes funds to support purchase of the Lego Education Program components (training and materials) for use by 20 early childhood educators in their classrooms. Also included is use of the Palmetto Basics public awareness campaign and activities targeting kindergarten registration for parents and children.

**Richland** Step -Up To School Readiness \$13,800

Development of monthly school readiness goals related to the Early Learning Standards and Conscious Discipline skills that would be used commonly across all Richland First Steps programs. Proposal provides means of strengthening communications across programs such as Early Head Start, home visiting and child care quality enhancement, by providing a common focus and uniform information for all staff.

**Spartanburg** The Basics \$11,000

Project proposes to use current programs and relationships with community partners to promote and reinforce "The Basics" during times that would be most convenient and appealing to families and children. This includes interactive and educational events to be held at the Children's Museum, the Franklin School and Quality Counts child care centers.

**Williamsburg** Home Visiting Enhancement (Parents as Teachers Training) \$16,785\*



Attachment 1

Funding awarded would be for PAT Curriculum Training and Accreditation provided to the current work force of home visitors. Although Parent Child Home (PCH) is being used within the school district, PAT can enhance all home visiting programs and offers a means of expansion to serving additional families in the future.

<b>York</b>	Nurse Family Partnership (NFP)-Infant and Toddler Safety	\$15,000
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Provide infant and toddler safety related items, such as - proper car seats, materials for safe sleeping conditions, high chairs, and bath inserts - to families served through the Nurse Family Partnership Program without the resources to purchase such items.

## Programs Requesting Review for First Steps Designation as Evidence Based

Strategy Name & Description	Criteria for Evidence Based <sup>1</sup>	Research Study	Study Outcomes
<b>Motheread/Fatheread:</b> Literacy intervention to improve children's literacy outcomes by increasing the quality and frequency of parent-child shared reading activities in the home.	A-1.	Hirsh et al. (2018)	Greater gains in teacher-reported language skills
<b>Quality Counts:</b> Initiative that supports continuous quality improvement in early care and education programs through a Quality Rating Improvement System that entails consultation, coaching & mentoring of child care directors and staff	A-1.	Abell, Arsiwalla, Putnam, & Miller, 2014	Increased caregiving quality and professional engagement

### 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.

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<sup>1</sup> 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.

### **Research Study References**

- Abell, E., Arsiwalla, D. D., Putnam, R. I., & Miller, E. B. (2014). Mentoring and facilitating professional engagement as quality enhancement strategies: An overview and evaluation of the family child care partnerships program. *Child & Youth Care Forum*, 43(5), 569–592.
- Hirsh, H. K., Richmond, M. K., Pampel, F. C., Jones, S. S., Molieri, A. C., & Jones, J. (2018). Results from a randomized controlled trial of the motherread/fatheread early literacy intervention: Evidence of impact in a rural community. *Early Education and Development*.





## FIRST STEPS BOARD OF TRUSTEES LIST OF EVIDENCE BASED PROGRAMS

PROGRAM	DATE 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 <sup>1</sup>	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 <sup>2</sup>	6/16/17
Early Identification and Referral	2/16/18
Early Steps to School Success	2/16/18
Imagination Library	2/16/18
Language Environment Analysis (LENA)	2/16/18
Raising a Reader <sup>3</sup>	2/16/18
Nurturing Parenting Program	2/16/18
Conscious Discipline	8/17/18
Strengthening Families (3 – 5, 6 – 11)	8/17/18
<b>RECOMMENDED PROGRAM</b>	<b>PENDING APPROVAL</b>
Motheread/Fatheread	2/21/19
Quality Counts	2/21/19

**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.

<sup>1</sup> 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.

<sup>2</sup> Level 3 or above

<sup>3</sup> Raising a Reader was shown to be effective when paired with parent literacy training, but not without parent literacy training



## Status Report on Local Partnership Conditional Approvals for FY 19 Grant Agreements

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

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 FY18, 13 County Partnerships received “Conditional Approvals” for FY19. The concerns and a specific set of corrective actions were provided to the county partnerships as part of the FY 19 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 plan:

Aiken –	Countdown to Kindergarten, PAT Home Visiting, Child Care Training
Allendale –	Child Care Training
Florence –	PCH Home Visiting
Jasper –	Countdown to Kindergarten, Child Care Scholarships
Charleston –	Child Care Quality Enhancement
Clarendon –	PAT Home Visiting
Cherokee –	Lena Literacy Program
Horry –	PAT Home Visiting
Oconee -	Scholarships
Union -	PAT

The following counties are **not yet in compliance** with their plan. State Program Officers are continuing to work with the these counties to complete the goals set forth for the corrective action plans they have submitted.

Marlboro	Georgetown	Sumter
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To: SC First Steps Board of Trustees  
From: Walter Fleming, Chair, Finance and Administration Committee  
Date: February 13, 2019

**RE: Finance and Administration Report**

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The Finance and Administration Committee has not met since the last Board of Trustees meeting as a group. The Committee has, however, been working on developing a new Local Partnership Allocation Model. As you know, we need to update it for a number of reasons.

We have been meeting in conjunction with a number of Executive Director's and members of the ED Finance and Administration Committee. We will have met three times before the Board of Trustee's Meeting on February 21, 2019. Detailed meeting minutes are attached. The committee brings forward the following update.

**Allocation Model Review Update**

The Committee is reviewing the current Allocation Model so that it can make recommendations for changes. Max Learner, PhD, who assisted the Board twice before with the allocation model, is facilitating the meetings. We hope to have a recommendation in time for the allocations for next year, but if that is not possible, we are developing a back-up plan that would use the existing model for next year's allocation.

There are several underlining themes that are being incorporated into our discussions.

1. We are attempting to simplify the model while being consistent with the statutory requirements in our legislation.

2. We are working to develop a model with three factors, also consistent with our legislation.

3. We will be developing an implementation plan that will attempt to minimize any potential negative impact to the Local Partnerships.

4. The revised model will incorporate accountability in the system, along with a base funding model.

We will continue to keep the Board of Trustees informed of our progress.

**Financial Report**

The YTD financial report is attached. The financial position of the organization continues to be strong.

**Attachments:**

Allocation Review Team Meeting Minutes – January 16, 2019

Allocation Review Team Meeting Minutes – January 31, 2019

FY2019 Financial Status Report as of January 31, 2019

FY2019 Donations Report as of January 31, 2019



## **Allocation Review Team Meeting #1**

January 16, 2019

### MEETING NOTES

#### Facilitator

Max Learner

#### Local Partnership EDs

Candi Lalonde

Dorothy Priester

David Lisk

Derek Lewis

Jim Riddle

#### SC First Steps Staff

Georgia Mjartan

Mark Barnes

Lavinia Tejada

Valerie Johnson

Annie Cherry

Debbie Robertson

Betty Gardiner

Jon Artz

#### State Board Members

Tim Holt

Walter Fleming

### **Introduction of Purpose**

- To make recommendations to the State Board for updating the formula allocation
- There have been previous recommendations (5 years ago), but they weren't implemented
- Materials provided to the group
  - Formula Allocation Factors (Part A for FY19)
  - LP Detailed Formula Calculations (FY19)
  - SCFS Formula Allocation/Budget (FY19)
  - LP Formula Allocations (FY19)
  - Index of Students Enrolled in Programs by County
  - SCFS Legislation
  - SCFS List of Risk Factors
- Observed that 5 of 9 LP EDs invited are in attendance
- There was a request for commitment to the process by all attendees for continuity as meetings continue

### **Facilitator Introduction**

- Helped design initial allocation formula for SCFS
- Stated that kindergarten readiness can be complex with many public and private partners
- Recognized important need to revise/update the method of allocation to partners
- Formula uses breakdown of 80% for *demographic factors* and 20% for *quality and feasibility*
- Initially Kids Count data was used for demographic factors
- Since there have been updates to the SCFS legislation, the formula needs to be updated with factors that are consistent with the changes
- A minimum for all counties has been established so that legally required activities can be done

- State Board is responsible for ensuring that every county has resources to work with

### **Questions**

- Is the formula system broken?
- Is goal just to adhere to new changes in the law?
  - Some data is no longer available (e.g. free/reduced lunch, PACT scores)
  - 2014 statute lists 3 factors (i.e. eligible children, at risk children, below average income)
- Is the formula too complicated?
- Is more focus needed on the 20% for quality and feasibility?

### **Review of Changes in the Legislation**

- 59-152-30, Goals of LPs are still support of programs and communities to get children ready for school
  - Dept of Ed collects data that SCFS can use
  - KRA is in second year, but currently there are questions of reliability
- 59-152-40/50/60/70, Responsibilities/composition/operations/planning
  - 59-152-70, Changes included addition of core functions
- 59-152-90, Focus on annual funding process
  - State Board sets requirements
  - State Office carries requirements out
  - Factors must be identified and weighted
  - Regulations must be promulgated
  - Based on population of
    - Eligible children
    - At-risk children
    - Below average income children
  - New formula will eventually become law through regulations. That process includes:
    - Hearings
    - House/Senate approval
  - However, State Board can begin using formula before process is complete

### **General Discussion**

- Use of demographic factors needs to:
  - Include explanation of minimum allocations
  - Include explanation of awards of additional money to some counties
  - Remain within limits of statute
- Could set minimum for funding and make balance competitive
- Minimum allocations should not be specified amount in regulation, rather just commitment to set minimum
- Currently, formula (Part A- 80%) based on
  - Children under 6 (30%)
  - Free/reduced lunch (25%)
  - Per capita income (20%)

- Overage in 3<sup>rd</sup> grade (5%)
  - PACT reading (5%)
  - PACT math (5%)
  - Low birth weight (5%)
  - Mother < HS education (5%)
- Currently, formula (Part B- 20%) based on
  - Duplication of above factors
- Minimum allocation was raised to \$200,000 in FY 2017
- Mathematically, other county's allocations were reduced to meet minimum for all counties, but in actuality, all counties received an increase in funding with the process that was implemented.
- More than ½ of counties at minimum allocation
- Problematic that small counties are viewed as “taking” funding from larger counties
- All counties gained funds with recent increase in funding, except Lancaster (due to per capita income improvement, which was not the result of increase in the minimum)
- Process was to run formula and then subsidize all necessary counties to get them to \$200,000
  - Then remaining funds were put back through formula for all unsubsidized counties
- Calculations would need to be made with different factors to see how all counties are affected
- Still need to identify which counties are below minimum depending on factors used
- Focus on keeping formula simple and easy to explain
- One suggestion was that the minimum base amount could be set for ALL counties that also gets smallest county to at least \$200,000 when formula is applied
  - McCormick example: \$120,000 (base amt) + \$83,720 (formula amt)= \$203,720
- Regardless of getting the math to work, overall process and formula components must be determined
- Part B- 20% for quality and feasibility, what are the requirements for “qualifying” for funds?
- Currently, *conditional approvals* are used when accountability standards are not met
- Historically, there have not been financial consequences for not being in compliance
- There are not set rules for qualifying for Part B funds – no attempt to measure “quality”
- If LP is not awarded Part B funds, explanation to legislators is necessary
- Legislation states details of requirements for LPs to be qualifying grantees (59-152-90)
- Various ideas for demographic factors were discussed
- 0-5 children (sources: US Census data, annual state estimates)
- Below average income (sources: Medicaid eligible)
  - Medicaid includes income and at-risk factors
  - Medicaid includes other children not based on income (e.g. health status, foster care)
- At-risk children
  - Mother < HS education (sources: Kids Count or original source)
  - Low birth weight (DHEC)
  - Index of children enrolled in programs (Medicaid, SNAP, TANF, foster care, migrant, homeless)
  - Single parent families

- Birth to teen mothers
  - Health status/disabilities
  - Foster care
- Possible to use risk factors for SCFS programs?
  - Might be hard to get annual data for all risk factors
  - SCFS program risk factors are generally more clinical and individual to families
- Data sources need to be reliable on an annual basis
- Using Medicaid as a proxy for income is problematic
- Important to make distinction between enrolled and eligible for programs like Medicaid or TANF
- Do we want to use below median income? Poverty level? 150% of poverty? 200% of poverty?
- Need to use actual #s instead of applied percentages based on an index, if possible.
- Some programs (Medicaid, WIC, TANF, SNAP) “bundle” factors
  - Can we use this work that has already been done?
  - Do any of these programs allocate on a county level?
- To simplify, main 3 factors could be
  - 0-5 children
  - Medicaid eligible
  - Below specified income
- Factor including educational status is missing
- KRA could be used once established as reliable
- Care is needed not to “punish” success
- If risk indicators decrease in a county due to success, then funding could also decrease
- Do we want to consider available resources in a county? Index or tax records as source of data?
- Changes to funding formula will need to be made with the annual funding cycle in mind so that partnerships will have time to plan accordingly

### **Next Steps**

- Search for info/data to bring back to the group (Mark)
- Consider preferred factors to use
- Determine if anything is missing
- Determine proper weight of factors
- Decide minimum funding amount
- Decide basic parts to go into regulation
- Goal is to make recommendation to State Board in March

Next meeting scheduled for January 31<sup>st</sup>, 10am-3pm at SC First Steps (2<sup>nd</sup> floor conference room)





## **Allocation Review Team Meeting #2**

January 31, 2019

### MEETING NOTES

#### Facilitator

Max Learner

#### Local Partnership EDs

Candi Lalonde

Dorothy Priester

David Lisk

Derek Lewis

Jim Riddle

#### SC First Steps Staff

Georgia Mjartan

Mark Barnes

Lavinia Tejada

Valerie Johnson

Annie Cherry

Debbie Robertson

Betty Gardiner

Jon Artz

#### State Board Members

Tim Holt

### **Introduction**

- Minutes from previous meeting were approved
- Information requested from last meeting presented
  - Chart of children 0-5 by county (Census), included poverty and 185% poverty
  - In progress (DHHS), Medicaid eligible children 0-5
    - Would be mostly 185% poverty with some variation
    - Includes 17 waiver programs (foster care, medical conditions, etc.)
  - No data source identified yet, children 0-5 below average income

### **General Discussion**

- DHHS does not currently have Medicaid eligible #'s by county, only has enrolled
- DHHS may be able to produce an estimate of Medicaid eligible by county
- WIC updates #'s annually of 185% poverty or Medicaid enrolled by county
- WIC's definition of 0-5 children does not include children once they reach 5 years old, so it is effectively 0 through 4 years old
- Discussion with DHEC/WIC about their #'s would be useful
- Goal is to balance serving high population areas as well as high risk children
- Evaluation needs to show that many children are being reached, but also high needs children
- Important to use real #'s, not %'s
- What should the weight of each factor be?
  - Suggested 1/3 weight equally for each factor as a starting place

- Minimum base amount could be awarded for each county, but they must meet compliance standards
- Base amount could be set and balance awarded by formula
- Base amount could be calculated to ensure that small counties will have enough to operate
- Base amount seems “more fair” since it also includes a compliance requirement
- Would too many counties lose substantial funding?
  - Compliance standards could be tied to different funding “levels”
  - Compliance standards could be based on LP core functions
- Allocations should be done earlier to give LPs more time to plan
- Currently done one year at a time and released in March
- Earlier data could be used to provide more lead time
  - Need to check on when data is available
- Problem could be that actual state budget amount isn’t known until June, due to the state budget approval schedule by the General Assembly
  - Place holder amount could be used based on estimate or previous year
  - Could do addendum, once any additional funds are approved in the new State budget
- \$138,000 might not be enough as a base amount, but \$200,000 might also be too high
- Allocation amounts have fluctuated over the years
- Should small counties merge operations?
  - School districts might be consolidating in the near future
  - Reauthorization included wording about “local/regional partnerships”
  - Individual county identity is very important
  - Problem exists that “satellite” offices are often the least resourced
  - Should there be incentive for regional partnerships?
- If formula recommendation isn’t ready for state board this year, default could be to use same formula as last year
- However, compliance language could be added to renewal process, LP standards, or grant agreement

### **Next Steps**

- DHHS data inquiry (Medicaid eligible vs. Medicaid enrolled)
- DHEC/WIC data inquiry (details and availability)
- Spreadsheet projections with various base amounts

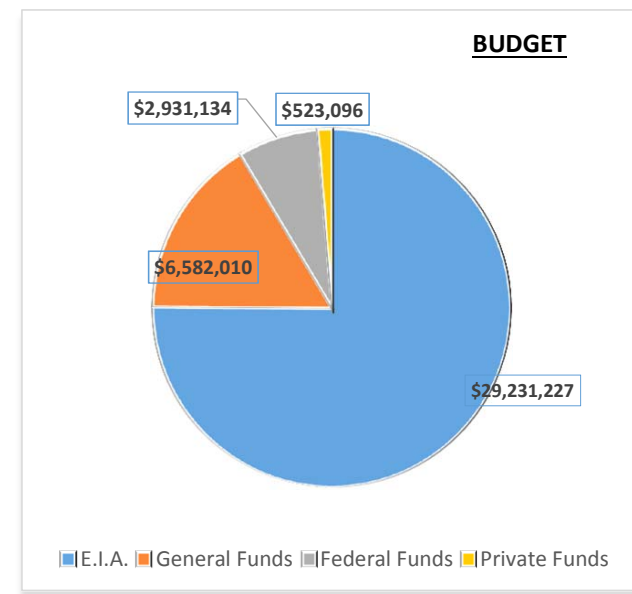
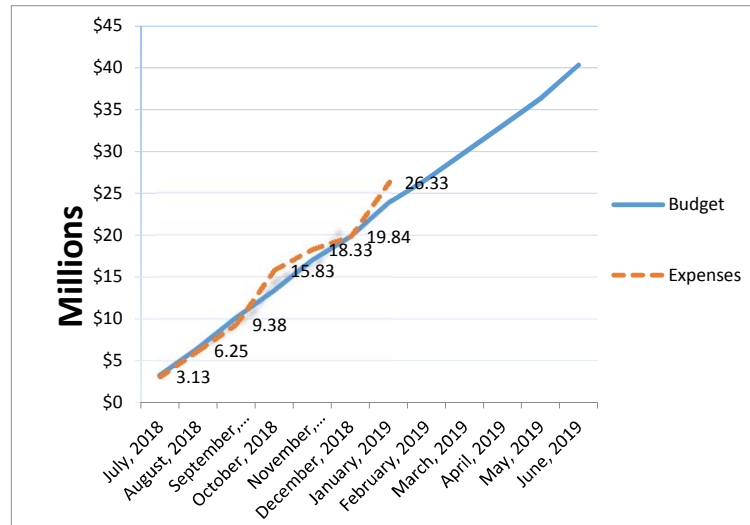
Next meeting scheduled for February 19<sup>th</sup>, 1pm at SC First Steps (2<sup>nd</sup> floor conference room)  
(Meeting was moved due to conflicts with the Board Meeting and New Board Member Orientation)

As of  
January 31, 2019

#### Spending Rates

Projected=58%  
Actual = 65%

## FY 2019 FINANCIAL STATUS REPORT



EIA												
PROGRAMS / OPERATIONS	APPROPRIATIONS			GENERAL FUNDS & FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL		
Description	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance
LOCAL PARTNERSHIPS	14,898,228	10,804,926	\$ 4,093,302							14,898,228	10,804,926	\$ 4,093,302
LOCAL PARTNERSHIPS SUPPORT & TECH ASST.	1,845,500	982,121	\$ 863,379				422,096	112,500.00	\$ 309,596	2,267,596	1,094,621	\$ 1,172,975
PRIVATE 4-K	10,737,864	6,195,540	\$ 4,542,324	6,582,010	6,424,200	\$ 157,810				17,319,874	12,619,740	\$ 4,700,134
EARLY HEAD START CHILD CARE PARTNERSHIP				2,931,134	1,004,907	1,926,227				2,931,134	1,004,907	\$ 1,926,227
POLICY & ACCOUNTABILITY	2,824,635	802,506	2,022,129				101,000	6,939	94,061	2,925,635	809,446	\$ 2,116,189
GRAND TOTAL:	30,306,227	18,785,093	11,521,134	9,513,144	7,429,107	2,084,037	523,096	119,439	403,657	40,342,467	26,333,639	14,008,828

#### Notes:

##### 1) Local Partnerships:

- Funding Sources: Education Improvement Act (EIA) Funds
- Formula allocation cash advances are disbursed on a quarterly basis.
- Expenditures reflect disbursements from SC First Steps (state-level)
- Does not include local-level actual expenses to staff and vendors

##### 2) Private budgets based on income & prior year cash.

30,306,227 **E.I.A.**  
6,582,010 **General Funds**  
2,931,134 **Federal Funds**  
523,096 **Private Funds**

##### 3) LP Support & Technical Assistance

- Contracted accounting firm (Manley Garvin, LLC)
- Accounting Software network support & Data Housing
- Programmatic data housing & network support
- Workers' compensation insurance coverage
- External programmatic evaluation
- Financial audits-annually each LP

##### 3) LP Support & Technical Assistance (cont.)

- Does not include local-level actual expenses to staff and vendors
- OFS program & finance staff (payroll, rent, contractual, supplies, travel, etc.)
- Includes LP Countdown to Kindergarten program

##### 4) 4 K E.I.A Appropriations included proviso authorized carry over cash for quality and technology.



**Board of Trustees Member Information**

**Personal Information**

**Name:** \_\_\_\_\_  
(Title) (First) (Middle) (Last)

**Name** *(as you would like for it to appear on your meeting place card):*

\_\_\_\_\_

**Mailing Address:**

**Home Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Dietary Restriction(s):** \_\_\_\_\_

**Family Information**

**Spouse Name:** \_\_\_\_\_

**Children Name(s) and Birth Year:**

\_\_\_\_\_

\_\_\_\_\_

**Employer Information**

**Employer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Assistant Information:** \_\_\_\_\_

Name

Phone

Email

**What is your preferred method of contact? (Please check all that apply)**

Email

Phone

Text (cell phone)

Mail



**Board Diversity Survey**

**What is your age? (Please check the corresponding age range)**

Under 18      18-24      25-34      35-44      45-54      Above 54

**What gender do you identify with? (Please check all that apply)**

Male      Other  
Female

**How do you describe your race/ethnicity? (Please check all that apply)**

White      Asian  
Black/African-American      Native Pacific Islander  
Hispanic/ Latino      Other ( \_\_\_\_\_ )  
American Indian/Alaskan Native

**Do you identify as a person with a disability?**      Yes      No

**What US Congressional District do you reside in?**

\_\_\_\_\_

**What is your WHY?**

**What motivates you to serve as a SC First Steps board member?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**As a board member, how would you like to be involved?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check that the following information is complete:**

Member Information Form

Board Diversity Survey

Brief biography of personal and professional information is submitted along with a photo



1300 Sumter Street Suite 100  
Columbia, South Carolina 29201  
803-734-0479  
www.scfirststeps.org

## Pledge Form

### Donor's Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Company or Organization (if applicable) \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Name(s) as you would like for it to appear in donor recognition: \_\_\_\_\_

### PLEDGE

#### A One-Time Pledge, In the Amount Of:

\$5,000    \$2,500    \$1,000    \$500    \$100    \$50    Other: \$ \_\_\_\_\_ \*

#### A Repeating Pledge, As Follows:

\$ \_\_\_\_\_ Once Every (Month) (Quarter) (Year), amounting to a total of \$ \_\_\_\_\_  
To continue until \_\_\_\_\_ (date).\*

\*If payment enclosed, please complete the Payment Information section below.

### PAYMENT INFORMATION

Please make checks payable to "SC First Steps"

Check Number: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Cash cannot be accepted. Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward completed form and payment to:  
**South Carolina First Steps, 1300 Sumter Street, South Carolina, 29201**

**Thank you for your donation. SC First Steps is a 501(c)3 nonprofit.  
All donations are tax-deductible to the fullest extent of the law.**