



Meeting of the Board of Trustees

December 4, 2020, 2:00 PM

<https://zoom.us/j/99827298279?pwd=T0FQWlhGcmRlWHlMY3pFN20zRVJwQT09>

AGENDA

- I. Roll Call (Avian Jones)
- II. Public Comment Period
The public is invited to provide comments relevant to the SC Early Childhood Advisory Council and/or South Carolina First Steps during this period. Members of the public wishing to speak must either email ajones@scfirststeps.org or notate their interest in speaking in the comment box on Zoom *prior* to the start of the meeting. Comments should be limited to no more than three minutes per speaker.
- III. Call to Order and Approve Agenda (David Morley)
Motion: To adopt the agenda as submitted
Motion: To adopt the October 22, 2020 minutes as submitted
Attachments: October 22, 2020 Minutes
- IV. Executive Committee Report (David Morley)
Attachments: Executive Committee Report, Minutes of Executive Committee Meetings, 2021 Board of Trustees and Early Childhood Advisory Council Meeting Dates, SC First Steps Board Committee Schedule

Motion: To approve the 2021 SC First Steps Board of Trustees and Early Childhood Advisory Council meeting dates.
- V. Consent Agenda: **Motions Recommended by Committees** (David Morley)
 - a. Motion for the approval of the Horry County First Steps Partnership Board request to begin a new program, Ready4K!, allocating \$2,910 in state funds towards this program.
(Programs and Grants recommends)
- VI. Finance and Administration Committee (Walter Fleming)
Attachments: Finance and Administration Report, 2021 Finance and Administration Committee Timeline/Key Dates, Finance and Administration Committee Meeting Minutes, SC First Steps, FY 2021 Financial Status Report as of October 31, 2020, FY 2021 Donations Report as of October 31, 2020
- VII. Local Partnership Program and Grants Committee (Jennifer McConnell)
Attachments: Local Partnership Program and Grants Committee Report, Local Partnership Program and Grants Committee Meeting Minutes, Corrective Action Plan Update, Finance Report Summary of FY19 Remaining Carryforward, FY20 Reallocations of Budgets 15% and Greater – November 2020 - Updated, REI Training Overview

Motion: To allow Oconee County First Steps to utilize \$2,000 of FY20 state carryforward funds and \$500 in private funds to begin the Dolly Parton Imagination Library Program for eligible families in Oconee County.
- VIII. Strategic Planning and Evaluation Committee (Dr. Amy Williams)



Attachments: Strategic Planning and Evaluation Committee Report, Strategic Planning and Evaluation Committee Meeting Minutes, L4G Project Overview

- IX. Legislative Committee (Sen. Gerald Malloy)
- X. Executive Director's Report (Georgia Mjartan)
Attachments: 2020 Year In Review, 2019-2020 Annual Report
- XI. **Motion:** To adjourn the meeting of the SC First Steps Board of Trustees



Board of Trustees Meeting

October 22, 2020

2:00PM

<https://zoom.us/j/99827298279?pwd=T0FQWlhGcmR1WHIMY3pFN20zRVJwQT09>

Draft Minutes

Members Present (11):

Dave Morley, Chair
Dr. Shelley Canright, Vice Chair
Tim Holt

Marshall Taylor
Michael Leach
Dr. David Mathis
Sen. Greg Hembree
Dr. Amy Williams
Julie Hussey

Mary Poole
Jennifer McConnell

Members Absent (10):

Mary Lynne Diggs
Sen. Gerald Malloy
Rep. Rita Allison
Rep. Jerry Govan
Joshua Baker
Angel Johnson-Brebner

Sue Williams
Walter Fleming
Alexia Newman
Roger Pryor, Jr.

Others Present (52):

Georgia Mjartan
Avian Jones
Zack Catoe
Samantha Ingram
Angela Pruitt
Anna Workman
Annie Cherry
Barbara Scott
Beth Moore
Betty Gardiner
Carla Brown
Carletta Isreal
Chelsea Richard
Cindy Ellis
Cindy Galloway
Cindy Riley
Debbie Robertson
Delores Rock
Derek Lewis
Dione Brabham
Gina Beebe
Janice Kilburn

Jenn Adams
Jennifer Williams
Jon Artz
Joy Mazur
Kim Chariker
Kristine Jenkins
Laura Baker
Lavinia Tejada
Mark Barnes
Martha Strickland
Micah Rea
Nancy Ziobro
Reggie Earle
Rosemary Patterson
Sarah Crawford
Sharon Bruton
Shayla Pettigrew
Sheila Cornell
SheKiah Reese
Suzanne McGougan
Tierra Thomas
Tiffany Outlaw

Valencia Johnson
Veronica Davis
Michael Gaskin
Derek Lewis
Victoria Warner
Anna Workman
Candi Lalonde
Betty Washington

Avian Jones conducted a roll call.



Mr. Morley allowed for public comment from Mr. Michael Gaskin, Executive Director of Greenwood First Steps.

Mr. Dave Morley called the meeting to order at 2:03 p.m.

Mr. Morley asked for a motion to adopt the agenda. Dr. Mathis provided the motion and Dr. Canright provided a second and the motion was unanimously approved.

Mr. Morley asked for a motion to approve the August 20, 2020 minutes. Ms. Hussey provided the motion and Ms. McConnell provided a second and the motion was unanimously approved.

Mr. Morley reported on the Executive Committee and shared that there was a vote to award Family Service Expansion Grants for AmeriCorps members to local partnerships. There was also a vote to support the adoption of the Agency Head Planning document.

Mr. Morley asked for a motion to approve the consent agenda as follows:

- I. Consent Agenda: **Motions Recommended by Committees** (David Morley)
 - a. Motion that the program READY 4K! be designated as Evidence-Based and added to the State Board List of Evidence-Based Programs (Programs and Grants recommends)
 - b. Motion to add the standards for evidence-based program Home Instruction for Parents of Preschool Youngsters to the FY21 Partnership and Program Accountability Standards (Program and Grants recommends)
 - c. Motion to receive the 2019-20 Financial Audit as presented (Finance and Administration Committee recommends)

Dr. Mathis provided the motion and Mr. Holt provided a second and the motion was unanimously approved.

Mr. Holt reported on the Finance and Administration Committee. The board unanimously approved to accept the 2018-2019 Financial Audit. Mr. Holt provided a financial update which included the state budget request and an update on the Blackbaud data breach. Mr. Holt allowed Mr. Derek Lewis, Executive Director of Greenville County First Steps, to present his request to establish Greenville First Steps Endowed Fund.

Mr. Morley thanked Mr. Lewis for his flexibility and innovation with this project. Mr. Morley acknowledged that this proposal is up to one year's annual spending level and if the endowment were to become larger than the annual spending level, all of the proceeds will go to direct service in that year as a limitation.

Mr. Morley asked for a motion to accept the proposal presented by Mr. Lewis. The motion was provided by Dr. Canright, second by Ms. Hussey, and was unanimously approved.

Ms. McConnell reported on the Program and Grants Committee, recent corrective action plans, and fiscal review.

Dr. Williams reported on the Strategic Planning and Evaluation Committee and the statewide Birth Through Five Strategic Plan.

Sen. Hembree provided a Legislative update.



Ms. Mjartan provided the Executive Director's report, an update on 4K enrollment, the new 4K center being established in the town of Kershaw. Ms. Mjartan also presented an update on the HIPPI and AmeriCorps program, how SC First Steps will implement them with the local partnerships, and the great benefits they will offer our families, statewide. She shared an update on grants, fundraising, and gave an overview of the current posted positions and upcoming positions.

Mr. Morley asked for a motion to adjourn the meeting. Dr. Williams provided a second and the motion was unanimously approved. The meeting was adjourned by Mr. Morley.

The meeting was adjourned at 2:56 p.m.



To: SC First Steps Board of Trustees
From: David Morley, Chairman, Executive Committee
Date: December 4, 2020
RE: **Executive Committee Report**

The Executive Committee of the Board of Trustees met on November 19, 2020. Minutes of the meeting are attached. No votes were taken.

Board Transitions, Additions, and Reappointments

We are pleased to welcome two new members to our Board of Trustees. Senate President Harvey Peeler appointed **Jesica Mackey** to fill the role of “Parent of a Young Child. Jesica Mackey is Senior Project Advisor at NP Strategy and is the Richland County Council Member-Elect (District 9). She earned a Master of Public Administration and a BA in Journalism and Mass Communications from the University of South Carolina. Active in her community, she serves on the board of United Way of the Midlands. She was recognized by Columbia Business as “Best and Brightest 35 and Under.” She is the parent of two young children.

Filling a vacancy, President Peeler appointed **John Hayes** to the role of “Early Childhood Educator.” For 15 years, John Hayes has served as the Director of the Child Development Center at York Technical College, a NAEYC accredited, A+ quality-rated center. Mr. Hayes earned a B.S. in Elementary Education from Francis Marion University and a Master’s degree in Early Childhood Education from the University of South Carolina. In his career, he has taught in public schools in Dillon and Florence counties, served as the director of hospital and health care system child care centers, and led centers through NAEYC accreditation.

Jennifer McConnell has been reappointed to a second term by President Peeler. **Angel Johnson-Brebner**, also in the role of “Parent of a Young Child” and appointed by Speaker of the House Jay Lucas, has moved out of state, and therefore has resigned from her position on the board.

With these appointments, **Julie Hussey** has now completed her service on the board. Julie served for a decade, and in that time was an active committee member serving on the Program and Grants Committee and leading our Executive Director Search Committee. She served as Vice Chair and on two occasions filled the critical role of Acting Chair. Julie’s service has been a lasting impact on First Steps and on countless young children and their families across South Carolina.

Board-to-Board Regional Meetings

Members of the State Board are invited to attend Regional “Board-to-Board” Meetings, which will be taking place over the next year, beginning on December 14, 2020 at 10 am by Zoom. The **Board-to-Board Meetings** provide an opportunity for local partnership board members to have dialogue with members of the state Board. Chairman Morley and Vice Chair Canright have committed to attending. If you would also like to attend, we would welcome your participation. The local partnerships in the Piedmont Region have been invited to participate. This includes: Greenwood, Abbeville, Newberry, Saluda, McCormick, Edgefield, and Aiken. Please save the date if you’re interested in participating.



Executive Committee Meeting Minutes

November 19, 2020

11:00 AM

<https://zoom.us/j/92625805780?pwd=eWVnZGRiU3RzL3Zrd2N2bzcyTWUvdz09>

Members present: Chairman Dave Morley, Vice Chair Shelley Canright, Walt Fleming, Jennifer McConnell, and Dr. Amy Williams

Member not present: Sen. Gerald Malloy

Staff Committee present: Executive Director Georgia Mjartan

The committee discussed board operations including meeting schedule, committee make-up, members in expired terms, and vacancies. There was a discussion about ways to address the challenge of having only a few members (i.e. two) on several committees. Staff was directed to explore options, precedent and ramifications of adding non-board members to board committees. Committee chairs committed to asking their current members if they would be willing to continue serving on their committee in 2021 and if they would like to keep the same schedule of meetings or change it so committees and their schedules can be set at the 2020 Annual Meeting.

The Executive Director gave updates on the status of the CARES Act COVID expenditures reimbursement request. Ms. Mjartan informed the board of two First Steps 4K contract terminations.

Chairman Morley and Vice Chair Canright briefed the committee on a meeting they had with the Executive Director and members of the local board for Greenwood County First Steps to discuss the topic raised by Greenwood First Steps Director Michael Gaskins during public comment at the previous board meeting. Based on the conversation, which focused on ways to create opportunity for discussion and dialogue between local boards and the state board of South Carolina First Steps, the idea for regional “Board-to-Board” meetings was hatched. The committee discussed the logistics of these meetings as well as approach. Staff will establish Board-to-Board regional meetings. The first will take place in December. The role of staff was discussed, and the committee decided that staff should participate for the sake of transparency. Additionally, agendas should be set before the meetings to ensure the best use of all members’ time. The committee decided that agendas would be set by seeking input from the local partnership board members. State board members may also add items to the agenda.

Director Mjartan notified the committee of a delayed discovery of excessive carry forward from three local partnerships, which will be recaptured and recompeteted through a competitive grants process in the Spring of 2021. She discussed plans for Giving Tuesday, highlighting that this is an opportunity for local partnerships to raise funds and that the state office supports these efforts. Mjartan discussed the state-level fundraising and annual appeal. She then discussed the AmeriCorps project, highlighting the onboarding of new members, gave a personnel report, and provided updates from the Early Childhood Advisory Council. Ms. Mjartan discussed her and the agency’s involvement on a national platform with:

1. Alliance for Early Success
2. Education Commission of the States
3. Hunt Institute
4. Aspen Institute Ascend



She concluded the meeting by providing information about a procurement matter. No votes were taken in the meeting. The meeting was adjourned at 12:30 pm.



**2021
Board of Trustees and
Early Childhood Advisory Council
Meeting Dates**

Meetings will be held at 2 p.m.

FEBRUARY 18, 2021	BOARD OF TRUSTEES EARLY CHILDHOOD ADVISORY COUNCIL
APRIL 15, 2021	BOARD OF TRUSTEES RETREAT EARLY CHILDHOOD ADVISORY COUNCIL
JUNE 17, 2021	BOARD OF TRUSTEES EARLY CHILDHOOD ADVISORY COUNCIL
AUGUST 19, 2021	BOARD OF TRUSTEES EARLY CHILDHOOD ADVISORY COUNCIL
OCTOBER 21, 2021	BOARD OF TRUSTEES EARLY CHILDHOOD ADVISORY COUNCIL
DECEMBER 2, 2021	2021 SC SUMMIT ON EARLY CHILDHOOD
DECEMBER 3, 2021	BOARD OF TRUSTEES ANNUAL MEETING EARLY CHILDHOOD ADVISORY COUNCIL



South Carolina First Steps Board Committee Schedule

The * denotes an exception to the schedule

Executive Committee

Chair: Dave Morley

Members: Shelley Canright, Walt Fleming, Jennifer McConnell, Sen. Gerald Malloy

3rd Friday, 11 am – 1 pm, bi-monthly (Jan., March, May, July, Sept., Nov.)

Local Partnership Programs and Grants

Chair: Jennifer McConnell

Members: Shelley Canright, Roger Pryor

Meets: 1st Thursday, 1 pm – 2:30 pm, bi-monthly (Feb., April, June*, August, Oct., Nov.*)

Finance and Administration

Chair: Walt Fleming

Member: Tim Holt

Meets: 3rd Wednesday, 10 am, bi-monthly (Jan., March, May, July, Sept.*, Nov.)

Strategic Planning and Evaluation

Chair: Amy Williams

Member: Alexia Newman

Meets: 2nd Monday, 1 pm – 2 pm, Bi-Monthly (Jan., March, May, July, Sept., Nov.)

Legislative

Chair: Sen. Gerald Malloy

Members: Sen. Greg Hembree, Rep. Rita Allison, Rep. Jerry Govan

Meets: As Needed



To: SC First Steps Board of Trustees

From: Walter Fleming, Chairman, Finance and Administration Committee

Date: November 18, 2020

RE: Finance and Administration Report

The Finance and Administration Committee met via Zoom Call on November 18, 2020 to receive updates from staff and any action items. No action items are being submitted with this report. Detailed meeting minutes are attached. The committee provides the following updates.

Finance and Administration Committee Dates for 2021

The Committee presents the attached calendar of meetings and planned activities scheduled for 2021.

First Steps State Office

COVID19 Situation Update

Mr. Barnes presented an update to the Committee on the pandemic. Most staff continue to telecommute, but the office is open with staff being able to come in as necessary.

He mentioned that the agency has heard verbally that our request for reimbursement of \$4.2 million in direct COVID 19 costs has been approved, but we have not received anything in writing. The agency has since submitted an additional \$67,576 request for reimbursement for COVID expenditures incurred since July 1. We appreciate the work done by Mr. Barnes and First Steps staff for the hard work they have done to get these funds reimbursed.

Financial Report & State Budget Update

The FY 2020-21 YTD financial report and donation report through October 31, 2020 is attached.

The organization's financial position is strong. Other financial areas of the organization are in good shape. The 4K Program has shown a reduction in expenditures for this year to date due to the ongoing pandemic. Our contracted child-care centers have been greatly impacted and many parents are concerned about sending their children to school during the pandemic. We anticipate a surplus for the end of the year based on this reduction, but the amount will depend on the impact of the pandemic between now and June 30, 2021.

Lease Update

Mr. Barnes updated the Committee on the current status of our Lease Solicitation process for the state office. The current lessor did not submit a proposal for us to stay in the building so First Steps will be forced to move. We don't have a new approved lease yet at a new location, but we expect it soon.

State Budget Request for FY 21-22



The Agency presented its State Budget Request to the Governor's and Executive Budget Office staff last month. SC First Steps requested an additional \$10.3 million in new funding as mentioned in our last meeting. Our next steps will include presenting our request to the House Ways and Means Committee, and then to the Senate.

Local Partnerships

Update on Blackbaud& Raisers Edge: Blackbaud Data Breach

We have completed all the notification processes associated with the Blackbaud breach. We have only received questions from two of the organizations/individuals that could possibly have been impacted. Both of those have been resolved. At this point we believe that all necessary actions and response have been taken.

Agency staff are continuing the implementation of Raisers Edge, the Donor software purchased as part of the Blackbaud system.

Local Partnership Financial Audit Update

An update was provided to the Committee members on the status of the financial audits. The Local Partnership and Finance staff are working with the Local Partnerships to complete corrective action plans.

4K Program

The staff gave an update on the 4K Program and notified the Committee that two of the 4K providers contracts were being cancelled.

Other Program Information

Staff gave an update on additional items.

**2021 FINANCE AND ADMINISTRATION COMMITTEE TIME LINE/ KEY
DATES**

2021

January 20, 10 am – Finance and Administration Committee Meeting

Allocation Review and Approval

February – State Board Meeting

Allocation Review and Approval

Financial Status Report

March 24, 10:00 am- Finance and Administration Committee Meeting

Review of 15% Match, Administrative Rates, Carry Forward Amounts, and 990 Form for FY 2019

April – State Board Meeting

Review, if necessary, of 15% Match, Administrative Rate, 990 Form

May 19, 10:00 am- Finance and Administration Committee Meeting

Updates on Programs and Financial Matters

June - State Board Meeting

Updates on Programs and Financial Matters

July 21, 10:00 am - Finance and Administration Committee Meeting

Updates on Programs and Financial Matters

August – State Board Meeting

Updates on Programs and Financial Matters

September 29, 10:00 am – Finance and Administration Committee Meeting

Review State Budget Request

Financial Audit Presentation, Review and Receipt

October – State Board Meeting

Review State Budget Request

Financial Audit Review and Receipt

November 17, 10:00 am– Finance and Administration Committee Meeting

Updates on Programs and Financial Matters

December – State Board Annual Meeting

Updates on Programs and Financial Matters



Minutes from Finance and Administration Committee Meeting

November 18, 2020

Members present: Walter Fleming, Chairman, Tim Holt, Dave Morley

Members not present: N/A

Nonmembers present: Mark Barnes, COO/CFO; Lavinia Tejada, CPA,

Zoom Video Meeting was called to order by Walter Fleming at 10:02 am.

Chairman Fleming greeted the group and brought the meeting to order.

2021 Finance and Administration Committee Dates

Mr. Fleming requested that the committee look at the proposed dates for meetings for the next year and requested if the committee was ok with the dates. They were accepted with no changes.

First Steps State Office

COVID19 Situation Update

Mr. Barnes presented an update to the Committee on the impact of the pandemic. Most staff continue to telecommute, and our work is continuing. We have the office open but are still working with a minimal staff in the office. There are more staff that are working out of the office now, but there has not been any significant change in status.

We have verbally been told that we will be receiving our requested reimbursements for the COVID expenses from the federal CARES Act that was granted to SC and that we incurred prior to June 30. The biggest part of that request was for \$4.1 million in reimbursements related to our 4K Program. As a reminder, the majority of these funds, \$4.044 million, were spent to keep the 4K centers from permanently closing between March 16, and May 31 and in order to keep our 4K teachers employed. We have not received written confirmation at this date. The state has requested, and we have submitted documentation showing another \$67,576 in COVID expenditures for Phase II. This is for any expenditures for the time period after July 1 to date. Our total request for COVID reimbursements has totaled \$4,229,382.

Mr. Morley thanked Mr. Barnes and all of our staff for working hard to get these funds for the agency.

Financial Report

The YTD financial report was reviewed by Mr. Barnes. The organization's financial position is strong. Other financial areas of the organization are in good shape. He noted that the total expenditures for 4K were down for the year. The COVID virus has impacted all of our centers. Some have closed, and others are operating at reduced levels. Some parents are hesitant to send their children to classrooms during the pandemic. At this point we could end up with almost \$4 million left at the end of the year, depending on enrollment between now and June 30.

Lease Update



Mr. Barnes updated the Committee on the current status of our Lease Solicitation process. Our current lessor did not submit a proposal for us to stay in the building with the second solicitation so First Steps will be forced to move. We don't have a new approved lease yet at a new location, but we expect it soon.

State Budget

The Agency presented its State Budget Request to the Governor's and Executive Budget Office staff last month. SC First Steps requested an additional \$10.3 million in new funding as mentioned in our last meeting. Our next steps will include presenting our request to the House Ways and Means Committee, and then to the Senate.

Local Partnerships

Update on Blackbaud & Raisers Edge

We have completed all the notification processes associated with the Blackbaud breach. We have only received questions from two of the organizations/individuals that could possibly have been impacted. Both of those have been resolved. At this point we believe that all necessary actions and response have been taken.

We are continuing to move forward with implementation of Blackbaud's Raiser's Edge, which is a fundraising system that was purchased along with their Financial Edge software. The staff person that was hired to lead this effort has left the agency. Mr. Barnes is working with Betty Gardiner to move this along as she is now taking the lead implementation role.

Local Partnership Financial Audit Update

Mr. Barnes provided an update to the Committee members on the status of the financial audits. The Local Partnership and Finance staff are working with the Local Partnerships to complete corrective action plans.

4K Program

Staff gave an update on the program's status and mentioned that two of our contracts with providers are being cancelled.

Other Program Information

Staff mentioned that much work was being done to implement all of the new grants and contracts that were received recently.

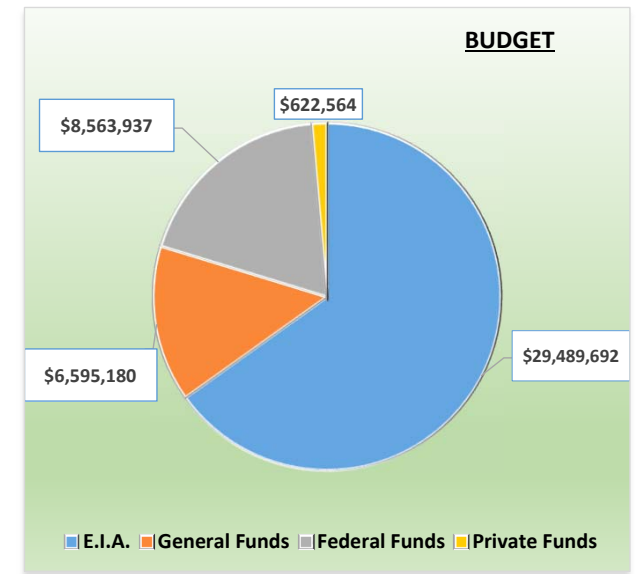
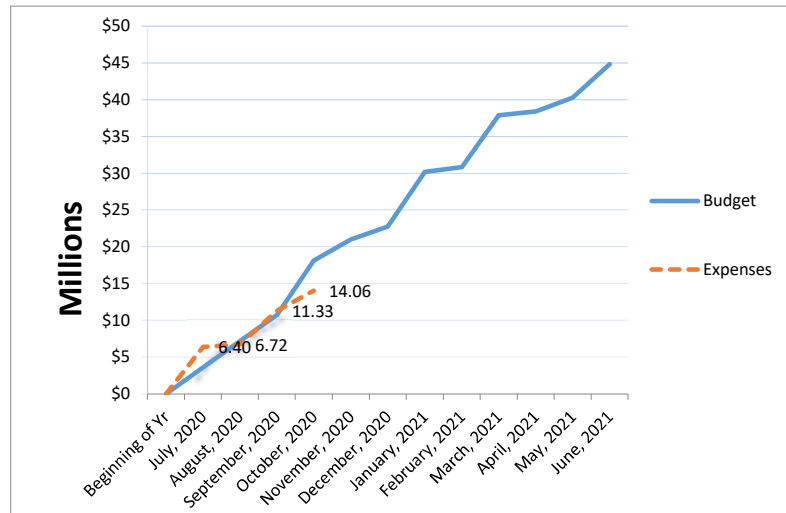
Other

With no further business to discuss the meeting was adjourned by Walter Fleming at 10:30 AM.

As of
October 31, 2020

Spending Rates

Projected	33%
Actual	31%



PROGRAMS / OPERATIONS	STATE APPROPRIATIONS			FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL		
	Description	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses
LOCAL PARTNERSHIPS	14,435,228	5,413,038	9,022,190	1,358,200		\$ 1,358,200	327,445		327,445	16,120,873	5,413,038	\$ 10,707,835
LOCAL PARTNERSHIPS SUPPORT & TECH ASST.	2,514,638	641,258	1,873,380	463,305		\$ 463,305			-	2,977,943	641,258	\$ 2,336,685
PRIVATE 4-K	17,021,778	7,321,395	9,700,383	4,415,441		4,415,441			-	21,437,219	7,321,395	\$ 14,115,824
EARLY CHILDHOOD ADVISORY COUNCIL	82,155	33,524	48,631	1,685,060	97,469	1,587,591			-	1,767,215	130,993	\$ 1,636,222
AMERICORPS				312,123	6,422	305,701	5,535		5,535	317,658	6,422	\$ 311,236
POLICY & ACCOUNTABILITY	2,031,073	521,862	1,509,211	329,808		329,808	289,584	22,126	267,458	2,650,465	543,988	\$ 2,106,477
GRAND TOTAL:	36,084,872	13,931,077	22,153,795	8,563,937	103,891	8,460,046	622,564	22,126	600,438	45,271,373	14,057,094	\$ 31,214,279

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 Projected Fund Raising and income & prior year cash.

29,489,692	E.I.A.
6,595,180	General Funds
8,563,937	Federal Funds
622,564	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

Federal Funds:

AmeriCorps:	312,123
SLDS:	149,546
PDG:	3,733,885
4K - COVID	4,368,383
	8,563,937

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
- 4K E.I.A. Appropriations includes proviso authorized carry over cash for quality and technology.
- 4K Appropriations includes \$917,142 of EIA, and \$280,466 of General Funds in Carry Forward cash. (These funds carried forward \$870,970 in carry forward commitments leaving a balance of \$326,638.)
- State Appropriations Include EIA Funds and General Funds.

Donations

FY 2021

As of October 31th, 2020



DATE RECEIVED	GENERAL	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Jul 20, 2020	\$ 25	Board Member	Unrestricted	
Jul 20, 2020	\$ 648	Terry Richardson	Restricted	Start With a Book Campaign
Jul 20,2020	\$ 25	Chanel Jackson	Restricted	Start With a Book Campaign
Jul 20,2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
August 20,2020	\$ 25	Board Member	Unrestricted	
August 20,2020	\$ 500	Karen R. Jenkins	Unrestricted	
August 20,2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
Sep 21, 2020	\$ 25	Board Member	Unrestricted	
Sep 21, 2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
Oct. 20, 2020	\$ 25	Board Member	Unrestricted	
Oct. 20, 2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
Oct. 20, 2020	\$ 6,896.16	Michael W. King	Restricted	Bamberg County First Steps
Oct. 20, 2020	\$ 6,896.16	Michael W. King	Restricted	Barnwell County First Steps
Oct. 20, 2020	\$ 25.00	Trimeka Johnson	Restricted	Dorchester County First Steps
Oct. 20, 2020	\$ 24.25	Tracy Elmore	Restricted	Dorchester County First Steps
Oct. 20, 2020	\$ 10	Almarie Scroggins	Restricted	Dorchester County First Steps

Sub-Totals: \$ 15,325

GRAND TOTAL: \$ 15,325



To: First Steps Board of Trustees

From: Jennifer McConnell, Chair, Local Partnership Program and Grants Committee

Date: December 4, 2020

RE: Report of the Local Partnership Program and Grants Committee

1. Information item: Update on Local Partnership Corrective Action Plans

The Local Partnership Program and Grants Committee met on November 19, 2020 to receive an update on Local Partnership Corrective Action Plans. Fiscal updates were also provided for the eight counties who exceeded the carry forward limit of 15% of their FY20 state allocation amount. Carry forward is to be budgeted by December 31st for all local partnerships so that funds can be spent by the end of the fiscal year. Two counties will be submitting requests for waiver of the 15% match requirement to the Finance and Administration Committee for consideration by the full board in January.

2. Information item: Competitive Grant Fund Status

Staff informed the committee that there is a balance of \$69,287 in the fund used to provide competitive grants for local partnerships. These dollars were reclaimed from 3 counties who had carryforward balances at the close of the 2019 fiscal year (June 30, 2020). First Steps policy allows state funds to be carried forward for one fiscal year only. The committee decided that guidance around how these funds will be used should be delayed until early next year when there is more information regarding the status of partnership funding and program needs. At that time staff will develop guidelines, including how to address submissions for joint applications.

3. Information item: Update on Family Services Expansion Grants

The grant awards for the Family Services Expansion Grants have been finalized and local partnerships are adjusting their Budget Spending Plans accordingly. Staff will provide an update on program implementation at the next committee meeting.

4. Action Item: Presentation of Local Partnership new programs/ budget spending plan reallocations for FY21 – November (attachment)

Motion: The Local Partnership Program and Grants Committee recommends to the State Board approval of the Horry County First Steps Partnership Board request to begin a new program, Ready4K!, allocating \$2,910 in state funds towards this program.



For Information Only: Barnwell First Steps will be a subcontractor for Aiken County School District in the amount of \$119,835 to support an Early Head Start classroom at Heavenly Angels Child Development Center.

5. Information item: **Race Equity Institute Training for Local Partnership Early Care and Education Team and First Steps 4K Coaches.**

State office staff from the Local Partnership team and the 4K team will attend a two-day training in December offered by the Race Equity Institute through the Greater Charleston YWCA. After attending this training these 10 staff members will continue to meet as a learning community focused on addressing issues of equity and inclusion within their work at child are centers.

Attachments:

- Corrective Action Plan Update
- Finance Report Summary of FY19 Remaining Carryforward
- FY20 Reallocations of Budgets 15% and Greater –November 2020
- REI Training Overview



**Board of Trustees
Local Partnership Program and Grants Committee Meeting**

November 19, 2020
Via Zoom
3:15 PM – 4:00 PM
Meeting Minutes

Committee Members Present: Jennifer McConnell (Chair), Julie Hussey, Dr. Shelley Canright
Staff to Committee Present: Debbie Robertson, Zack Catoe

1. Information item: Update on Local Partnership Corrective Action Plans

The Local Partnership Program and Grants Committee met on November 19, 2020 to discuss progress on Corrective Action Plans (see attachment). Fiscal updates were also provided for the eight counties who exceeded the carry forward limit of 15% of their FY20 state allocation amount. Carry forward is to be budgeted by December 31st for all local partnerships so that funds can be spent by the end of the fiscal year. Two counties will be submitting requests for waiver of the 15% match requirement to the Finance and Administration Committee for consideration by the full board in January. Staff provided an update on the Dolly Parton Imagination Library accountability standards. They have been reviewed by a committee of staff and local partnership executive directors due to the issues around limits on administrative expenses and make up of state vs/ other funding sources. The revised standards will be presented to the Program and Grants committee in January.

2. Information item: Competitive Grant Fund Status

Staff informed the committee that there is a balance of \$69,287 in the fund used to provide competitive grants for local partnerships. These dollars were reclaimed from 3 counties who had carryforward balances at the close of the 2019 fiscal year (June 30, 2020). First Steps policy allows state funds to be carried forward for one fiscal year only. The committee decided that guidance around how these funds will be used should be delayed until early next year when there is more information regarding the status of partnership funding and program needs. At that time staff will develop guidelines, including how to address submissions for joint applications.

3. Information item: Update on Family Services Expansion Grants

The grant awards for the Family Services Expansion Grants have been finalized and local partnerships are adjusting their Budget Spending Plans accordingly. Staff will provide an update on program implementation at the next committee meeting.

4. Action Item: Presentation of Local Partnership new programs/ budget spending plan reallocations for FY21 – November (attachment)



Motion: The Local Partnership Program and Grants Committee recommends to the State Board approval of the Horry County First Steps Partnership Board request to begin a new program, Ready4K!, allocating \$2,910 in state funds towards this program.

After committee review of the attached table – *First Steps County Partnerships FY20 Reallocations of Budgets 15% and Greater –November 2020*. Ms. Julie Hussey moved that the Program and Grants Committee recommend Horry First Steps be granted approval to begin a new parenting program, Ready4K!, utilizing \$2,910 in state funds. Dr. Shelly Canright seconded the motion and it passed unanimously. In addition, the committee brings news to the State Board that Barnwell First Steps will be a subcontractor for Aiken County School District in the amount of \$119,835 to support an Early Head Start classroom at Heavenly Angels Child Development Center.

5. Information item: Race Equity Institute Training for Local Partnership Early Care and Education Team and First Steps 4K Coaches.

State office staff from the Local Partnership team and the 4K team will attend a two-day training in December offered by the Race Equity Institute through the Greater Charleston YWCA. After attending this training these 10 staff members will continue to meet as a learning community focused on addressing issues of equity and inclusion within their work at childcare centers.

Attachments:

- Corrective Action Plan Update
- Finance Report Summary of FY19 Remaining Carryforward
- FY20 Reallocations of Budgets 15% and Greater –November 2020
- REI Training Overview



Board of Trustees
Local Partnership Program and Grants Committee Meeting

November 19, 2020
3:15 PM to 4:00 PM

Via Zoom:
<https://zoom.us/j/99727581361>
Meeting ID: 997 2758 1361

Agenda

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

Staff to Committee: Debbie Robertson, Zack Catoe

1. Welcome and Introductions
2. Update on Corrective Action Plans
 - a. Progress of Current Plans
 - b. Financial Update (waivers for match)
 - c. Carry Forward Funds
3. Competitive Grants
 - a. Fund (fund 75) Balance Update
 - b. Grants Process and Feedback
4. Family Services Expansion Grants Update
5. Reallocations and New Programs
6. Race Equity Institute Training for State Office Learning Community



Update on Corrective Action Plans

November 2020

Local Partnership Receiving Plan	Status
Abbeville	<p>Operations and Accountability: Nothing submitted for COI.</p> <p>Finance: Match documentation provided for FY20, ongoing for FY21.</p>
Aiken	<p>Finance/Program Strategy: DPIL ongoing and the state office will revise and update standard.</p>
Calhoun	<p>Finance/Program Strategy: DPIL – Partnership plans to adjust budget in FY21 to move salary and fridge out of DPIL to ensure at least 85% of strategy funds are spent on books.</p>
Chester	<p>Program Strategies: Nurturing Parenting Strategy – risk factor requirement currently meets expectations; group meetings appear to be on track; continuing to monitor number of visits and screenings to assure they will soon meet expectations.</p> <p>This is not a Corrective Action Plan – Service Delivery Plan. ED, Program Officer and new Program Officer held a meeting to discuss transition to new parenting strategy (Nurturing Parenting) and the plan to meet standards for recruitment, service delivery, assessments and data entry for strategy in FY21. Ongoing check ins with new Program Officer.</p>
Chesterfield	<p>Finance/Program Strategy: DPIL ongoing and the state office will revise and update standard.</p>
Darlington	<p>Governance: Board members have been added, but minimum of 12 is still yet to be verified, board training scheduled for Dec-Feb.</p> <p>Finance: Technical assistance and support from the State Office for finance will continue for FY21; new Finance Manager has not been hired; training, review of workforce, and creation of hiring policy for contractors vs. employees have been postponed.</p> <p>Operations and Accountability: Financial oversight committee has been formed and has met with regards to COI and hiring process addresses COI, will continue throughout FY21.</p>
Edgefield	<p>Finance/Program Strategy: DPIL ongoing and the state office will revise and update standard.</p>



Greenwood	<p>Operations and Accountability: Nothing submitted for COI.</p> <p>Finance: Match documentation provided for FY20, ongoing for FY21.</p>
Hampton	<p>Finance/Program Strategy: Partnership has discontinued DPIL for FY' 21. They have paid Palmetto Project and all children are receiving books. The partnership has completed everything required to satisfy this plan.</p>
Horry	<p>Governance: ongoing</p> <p>Finance: ongoing</p> <p>Operations and Accountability: ongoing</p>
Kershaw	<p>Finance: Program Officer and ED are working to ensure that 15% match is met in FY21 (this was due in FY20 to not being able to reach businesses that had closed due to COVID). KCFS has developed a Resource Development Plan that addresses areas not met in FY20. ED and Program Officer to check in quarterly on this area.</p>
Marion	<p>Finance: ongoing</p> <p>Operations and Accountability: Liability Insurance requirement was met.</p>
McCormick	<p>Finance/Program Strategy: DPIL ongoing and the state office will revise and update standard.</p>
Orangeburg	<p>Finance/Program Strategy: DPIL – Partnership has adjusted budget in FY21 to move salary and fridge out of DPIL to ensure at least 87% of strategy funds are spent on books.</p>
Williamsburg	<p>Governance: The COI Policy has been signed by the ED, Board Chair; all staff members and 16 out of 23 board members. The ED is expecting the other Board Members' signed COI Policies via return mail any day now. They have also held a board meeting and elected officers.</p>



Dolly Parton Imagination Library Roundtable

Date Thursday, September 24, 2020 @ 3pm

Purpose of Session: Today we are having a Roundtable to brainstorm changes to the Dolly Parton Imagination Library Standards for FY22. Both EDs and Program Officers have been invited to the discussion.

1. Standardized Match

- All participating Local Partnerships will have the same requirement (%) for match.
- Proposed Match amendment:
Mixed Match approach – (% In-kind Match + % Cash Match = 25%)
- Dione will review Match %s from FY20 to inform new match%. Suggested Cash Match % posed at meeting, 10%.

2. 85% Book Rule

- Next step: What % should we recommend instead?
- % recommended by the group: 80%
Percentage will be finalized after the suggested change has been proposed to participating Local Partnerships. All included will have an opportunity to weigh in.

3. Contracting for DPIL.

- Should ED salary be included in the DPIL Budget Spending Plan?
Participating Local Partnerships do not have include any of their salary in their DPIL budget, since program strategy activities are closely tied to Core Functions. Small admin percentage could be allowed.

4. Data Collection

Recommendation: DPIL strategies shall enter quarterly outputs data into the FSDC.

Next Steps:

- Dione will review Match %s from FY20 to inform new match%.
- Work with Communications to generate fundraising materials for DPIL.

Carry Forward Excess Report

	End Balance 06/30/2019	Income 06/30/2020	Expenses 06/30/2020	Net Diff. 06/30/2020	BALANCE
08 - Berkeley					
55 - E.I.A. Allocation	\$49,996.37	\$454,884.00	\$438,631.88	\$16,252.12	\$66,248.49
56 - E.I.A. Allocation (Carry Fwd)	\$19,955.26	\$49,996.00	\$49,995.78	\$0.22	\$19,955.48
Grand Total	\$69,951.63	\$504,880.00	\$488,627.66	\$16,252.34	\$86,203.97

Carry Forward Excess Report

21 - Florence

	End Balance 06/30/2019	Income 06/30/2020	Expenses 06/30/2020	Net Diff. 06/30/2020	BALANCE
55 - E.I.A. Allocation	\$48,823.52	\$347,773.00	\$356,714.97	(\$8,941.97)	\$39,881.55
56 - E.I.A. Allocation (Carry Fwd)	\$36,855.94	\$48,823.00	\$48,823.00	\$0.00	\$36,855.94
Grand Total	\$85,679.46	\$396,596.00	\$405,537.97	(\$8,941.97)	\$76,737.49

Carry Forward Excess Report

33 - Marion

	End Balance 06/30/2019	Income 06/30/2020	Expenses 06/30/2020	Net Diff. 06/30/2020	BALANCE
55 - E.I.A. Allocation	\$48,483.47	\$151,117.00	\$128,270.56	\$22,846.44	\$71,329.91
56 - E.I.A. Allocation (Carry Fwd)	\$12,177.87	\$48,883.00	\$48,583.00	\$300.00	\$12,477.87
Grand Total		\$200,000.00	\$176,853.56	\$23,146.44	\$83,807.78



**First Steps County Partnerships
FY 2020 Reallocation of Budgets 15% and Greater
NOVEMBER 2020**

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 (<u>Information Only</u>)				
NEW ALLOCATION OF PENDING FUNDS (<u>P&G Committee Approval Required</u>)				
NEW STRATEGIES (<u>B.O.T. Approval Required</u>)				
Horry	55 (State Funds)	Prog1802 - \$2,910	Ready 4K! Program code to be created	Horry First Steps will be implementing new program Ready 4K! This program was added to State Board list of evidence based program at October 2020 meeting.
NEW STRATEGIES (<u>Information Only</u>)				
Barnwell	33 (Federal Funds- EHS)		Program 321 - \$119,835 for the period between September 21, 2020 through October 31, 2021	Barnwell First Steps was awarded funding from Aiken School District (Grantee for EHS-Child Care Partnership Program) to support Early Head Start classroom at Heavenly Angels Child Care Center in Blackville. This center also participates in Barnwell First Steps Child Care Quality Enhancement Program.

The Racial Equity Institute

<https://www.racialequityinstitute.com/>

Racial Equity Workshop

Phase 1

REI's two-day Phase 1 training is designed to develop the capacity of participants to better understand racism in its institutional and structural forms. Moving away from a focus on personal bigotry and bias, this workshop presents a historical, cultural, and structural analysis of racism.

Topics covered include our fish/lake/groundwater analysis of structural racism; understanding and controlling implicit bias; race, poverty, and place; markedness theory; institutional power arrangements and power brokers; importance of definitions of race and racism; history and legacy of race in American economic and policy development; racial identity and its interaction with institutional culture.

With shared language and a clearer understanding of how institutions and systems are producing unjust and inequitable outcomes, participants should leave the training better equipped to begin to work for change.

Offered through the YWCA of Greater Charleston

<https://www.ywcagc.org/racial-equity-institute.html>



To: SC First Steps Board of Trustees
From: Dr. Amy Williams, Chair
Date: December 4, 2020

Re: Strategic Planning and Evaluation Committee Report

Chairwoman's Report

The Strategic Planning and Evaluation Committee met on November 16, 2020 via Zoom. Alexia Newman, Dave Morley, and myself were present.

"Build It Back Better" Survey

We discussed the potential for doing a second round of the "Build it Back Better" survey in January or February. There was discussion about the "chicken and the egg" problem of understanding COVID's impact on child care and mothers leaving the workforce at high rates. For the next iteration of the survey, we discussed framing it with labor/economic trends that are real and then asking about them through the survey.

Listen4Good

The Listen for Good (L4G) project has kicked off. The funding through this grant will serve as a catalyst for First Steps and the ECAC to move towards a culture of listening. Valuing client voice and soliciting and closing feedback loops are mentioned throughout the 2020-2025 First Steps strategic plan. Through the grant, First Steps have fellow grantees and a coach as resources. There are a set of core L4G questions that are used across all feedback loops and grantees, but each grantee and loop have space to add their own questions. L4G provides an inventory of historic questions used by other grantees, and the coach will aid in the survey development phase. One high-intensity program, where local partnerships serve as the implementing agencies, will be the focus of the first feedback loop.

Parents as Teachers Evaluation

First Steps has commissioned the Institute for Families in Society at the University of South Carolina, which is the same entity that completed the large five year evaluation of the agency, for the Parents as Teachers evaluation (due November 1, 2021). Due to the impact of COVID, it was decided that 2020 would be excluded from the analyses.



Strategic Planning and Evaluation Committee Meeting Minutes

Monday, November 16, 2020 12-1 PM via Zoom

Members present: Dr. Amy Williams (chair), Alexia Newman, Dave Morley

Staff in attendance: Chelsea Richard

Minutes

The meeting began at 12:03PM. Dr. Williams welcomed the group and mentioned that Angel Johnson-Brebner has left her position in South Carolina and has thus resigned from the Board of Trustees. Dr. Williams thanked Angel for her commitment to the Board and this committee and wished her luck on her new venture in Virginia.

Early Childhood Advisory Council

Chelsea reiterated that the Early Childhood Advisory Council is a partner in two federal grants: Statewide Longitudinal Data System Grant (Grantee: Department of Education) and the Preschool Development Grant (Grantee: Department of Social Services). Chelsea mentioned the open search for someone to fill the project coordinator role for the SLDS project and doing targeted recruitment with other states that have done this well was discussed.

Chelsea discussed the potential for doing a second round of the "Build it Back Better" survey. Dave brought up recently released national data about women in the workforce and potentially connecting with Joseph Von Nessen, an economist at UofSC, who produces an annual state of SC's economy report. There was discussion about the "chicken and the egg" problem of understanding COVID's impact on child care and mothers leaving the workforce at high rates. For the next iteration of the survey, Dave suggested framing it with labor/economic trends that are real and then asking about them through the survey. Partnering with the SC Department of Employment and Workforce was brought up.

South Carolina First Steps

Chelsea mentioned that work with the Listen for Good (L4G) project has begun. She introduced the project, linking it to the 2020-2025 First Steps strategic plan. She mentioned the role of the L4G coach and using this as a model for other government entities. Dr. Williams asked what questions are used in the survey. Chelsea relayed that there are a set of core L4G questions that are used across all feedback loops and grantees, but that each grantee and loop have space to add their own questions. L4G provides an inventory of historic questions used by other grantees, and the coach will help us in the survey development phase. One high-intensity program, where local partnerships serve as the implementing agencies, will be the focus of the first feedback loop.

First Steps has commissioned the Institute for Families in Society at the University of South Carolina, which is the same entity that completed the large five year evaluation of the agency, for the Parents as Teachers evaluation (due November 1, 2021). There was some discussion

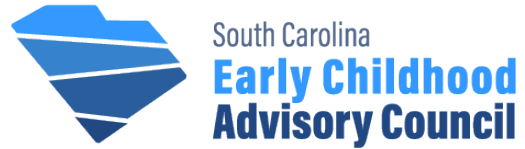


about how to handle the anomaly that is 2020, and Chelsea relayed it was decided that 2020 would be excluded from the analyses.

Finally, Chelsea mentioned that she will reach out soon to have committee members recommit for the 2021 calendar year.

The meeting adjourned at 12:42PM.

ATTACHMENT: Committee Meeting Packet



Strategic Planning and Evaluation Committee Meeting

Monday, November 16, 2020 12-1 PM via Zoom ([link to join](#))

Meeting ID: 978 7573 4106

Passcode: 066919

AGENDA

1. Welcome and recap of last meeting
2. Early Childhood Advisory Council
 - Grant announcements and updates
 - Statewide Longitudinal Data Systems Grant
 - Grantee: SC Department of Education
 - Grant period: 03/01/2020 – 02/29/2024
 - Total: \$3.3 million
 - Preschool Development Grant
 - Grantee: SC Department of Social Services
 - Year 1 (guaranteed): 04/30/2020 – 04/29/2021
 - Total: \$11 million
 - Years 2 and 3 are not guaranteed, but \$11 million each
 - “Build it Back Better” Survey Updates
3. South Carolina First Steps
 - Grant announcement: Listen4Good
 - Grantee: First Steps
 - Total: \$15K from L4G + \$15K to apply
 - Parents as Teachers evaluation updates (due November 1, 2021)

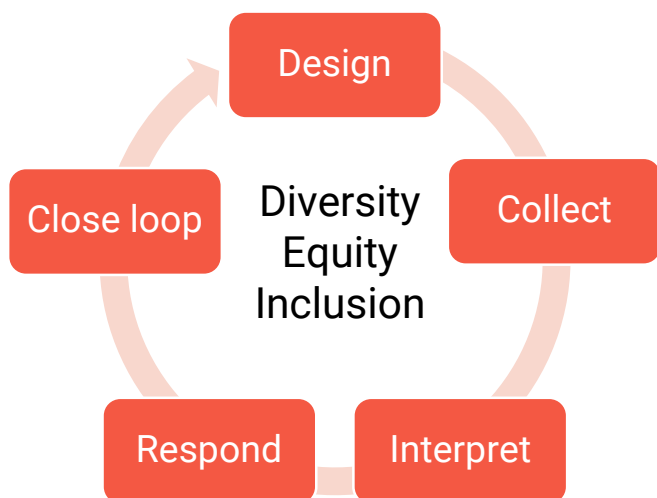
ATTACHMENT: L4G project overview

2021 COMMITTEE MEETING DATES: To be determined



INTEGRATING CLIENT FEEDBACK LOOPS INTO OUR CULTURE

L4G LOOP LIFECYCLE



EVERY CHILD READY

Strategy 2.5.1

- Implement a formal process for collecting feedback from program participants using a model piloted in other social service agencies nationally.

Strategy 4.4.1

- Actively and routinely engage families and participants in the early childhood state system in providing ongoing feedback and advise to agencies and policymakers based on their lived experiences and interactions with the system through the development and support of a formal avenues such as a Family Voice Council.

Strategy 4.4.2

- Create feedback loops to continuously inform the statewide early childhood needs assessment and strategic plan in collaboration with local First Steps partnerships through story collection and sharing, focus groups, and surveys of constituents.

OUR TEAM

Board of Trustees
Georgia, Mark, Beth, Betty

L4G Project Management/Administration
Chelsea and Future Part-Time Evaluation Coordinator

Local Partnerships

- Recipients of high-intensity programs
- **Debbie**, Dione, Tierra, Janice

4K

- Parents/ caregivers
- **Martha**, Sam

ECAC

- Family Voice Council
- **Cassie**, Laura, future 2-gen coordinator

10/23 at 2:30PM

Team debrief
[Zoom link](#)

10/26 at 2:00PM

Intro call with
L4G Coach
[Zoom link](#)



Part-time evaluation
coordinator position
[currently open](#)



SUGGESTED PROJECT PLAN AND TIMELINE

Average 6-month cycle

1

**SURVEY
DESIGN**
4-6 WEEKS

2

**SURVEY
ADMINISTRATION**
2-4 WEEKS

3

**INTERPRETING
RESULTS**
2-4 WEEKS

4

**RESPONDING TO
FEEDBACK**
2-6 WEEKS

5

**CLOSING
THE LOOP**
4-6 WEEKS

START

6-8 weeks before
survey launch

2-4 weeks before
survey launch

1 week after
survey close

2-4 weeks after
survey close

4-8 weeks after
survey close

TASKS

Sign up for L4G web app

Read Step 1 overview on the L4G web app and plan project milestones

Download and draft survey in [Word](#) or [Google doc](#)

Align on survey goals and questions with key staff & schedule call with L4G coach

Program survey on the L4G web app Survey Builder; translate if needed

Read through Step 2 on the L4G web app and develop an [implementation plan](#)

Create survey collectors

Train staff/volunteers; review client talking points

Set up technology, if needed

Figure out response rate calculation plan

Survey Live / Data Collection

Read through Step 3 on the L4G web app

Enter your response rates on the L4G web app

Review means and distributions in SurveyMonkey; compare to benchmarks

Segment data by demographics + site

Code and analyze qualitative data

Identify key themes: areas for celebration and improvement

Read through Step 4 on the L4G web app

Created a report to share survey results with staff (can use our Report Builder or [PPT template](#))

At internal meetings, review feedback and prioritize areas for improvement

Create an [action plan](#) to start making changes! Start with low hanging fruit

Read through Step 5 on the L4G web app and review closing the loop examples that might work for your organization

Craft messages for clients – keep it short and relevant

Determine communication channel that works best - leverage existing methods and forums!

Plan for next feedback cycle

DON'T
MOVE ON
UNTIL YOU:

Have spoken with L4G coach on survey design and completed the Survey Builder

Mapped out implementation plan

Scheduled a call with an L4G coach to review results

Have shared your findings internally and created an action plan for making changes

Have closed the loop and discussed next feedback cycle with an L4G coach

Q3 FY21

Q4 FY21

Q1 FY22

Q2 FY22

Q3 FY22

Q4 FY22

Loop 1: Local Partnerships

Loop 2: 4K

Loop 3: ECAC

Loop 4: Local Partnerships



SC First Steps: 2020 in Review

FY20 was another year of growth and progress for the state's comprehensive school readiness initiative, as First Steps oversaw the continued success of its 46 local partnerships, continued expanding the state's private four-year-old kindergarten program, and continued to grow the work of the state's Early Childhood Advisory Council. During the COVID-19 pandemic, South Carolina First Steps successfully provided financial support to our local partners, including **217 First Steps 4K centers**, while telecommuting and maintaining an in-person presence in our office in downtown Columbia. First Steps 4K centers reopened for full-day, 5 day a week, in-person Pre-K4 on June 1, 2020 and **served over 1,000 students** during the summer session. First Steps Local Partnerships pivoted to meet the immediate needs of their communities by providing direct services and implementing evidence-based virtual home visiting curriculum within weeks of the COVID-19 "State of Emergency".

During FY20, First Steps:

- Directly served **30,579** babies, toddlers and preschoolers
- Reached more than **40,000** additional children in child care settings where they benefitted from the services and support provided to their caregivers and teachers

In FY2020, because of First Steps:

- 5,430 families participated in parent education programs designed to improve parenting practices and promote child health and development
- 3,048 4-year-olds attended high-quality First Steps 4K programs at no cost to their families
- 3,600+ children received screenings to detect developmental delays
- 1,354 families of rising kindergartners participated in Countdown to Kindergarten, building the relationships, skills and confidence they need for success in school
- 1,872 early childhood educators participated in professional development that will make the children they serve more successful
- 366,297+ free, quality books and resources were delivered to children in homes and child care centers across the state

During FY20, First Steps:

- Provided \$14.4 million appropriated by the South Carolina General Assembly to 46 local partnerships in formula funded grants to implement parenting programs, child care scholarships, child care quality enhancement, child care teacher training, and other supports to reach over 30,000 children and their adult family members
- First Steps local partnerships leveraged \$16.6 million from sources outside state government. That's \$1.18 for every state dollar invested.
- Added two additional evidence-based programs, bringing our total to 28. 93% of state funds appropriated to the local partnerships for programming were used for evidence-based programs, the other 7% for evidence-informed programs, a demonstration of our commitment to quality.



- Granted \$186,000 to promote literacy and strengthen parent-school connections to initiate Raising a Reader-Enhanced, a lending library and family engagement program, through 10 Local Partnerships and First Steps 4K and to deliver new, high-quality books to children during the COVID-19 pandemic through 13 Local Partnerships
- Provided \$11.9 million in tuition for 3,045 students in 243 classrooms within 217 private, non-profit, and faith-based First Steps 4K providers in 62 school districts
- Provided approximately \$4.0 million in payments/grants to keep First Steps 4K centers from permanently closing during the time they were temporarily closed due to COVID-19, including funding for personal protective equipment and other supplies
- Awarded over \$1.05 million in grants to increase enrollment in First Steps 4K through center expansion grants in four counties (Georgetown, Marion, Richland, and Spartanburg) and renovation grants through public-private partnerships in Lancaster and Spartanburg counties
- Assisted in bringing \$14.3 million in federal funds to the Palmetto State by partnering with the South Carolina Department of Social Services (Preschool Development Grant: \$11 million over 1 year) and the Department of Education (Statewide Longitudinal Data Systems Grant: \$3.3 million over 3 years) to increase access to quality early learning programs and increase coordination and collaboration across the early childhood system, including an early childhood data system that will be integrated with the K-12 longitudinal data system
- Expanded our home grown school transition program, “Countdown to Kindergarten” to 11 new counties in Summer 2019, serving nearly 1,300 children statewide
- Launched a new Profile of the Ready Kindergartner, in partnership with the South Carolina Department of Education, and distributed over 10,000 copies
- Hosted over 3,800 hours of professional development for child care providers through on-site technical assistance via local partnerships and annual First Steps 4K Teacher and Leadership academies
- Wrapped up the end of our FY15-20 strategic plan, Vision 2020, and completed a two-year planning process for our new five year strategic plan, “Every Child Ready” (FY21-25)
- Promoted the 2020 Census through sustained marketing campaigns and distribution of 4,600 *We Count* books to teach children about the Census
- Celebrated our 20th anniversary with more than 300 of our supporters from across the state. In our first 20 years, we reached 726,817 children.
- Commissioned an evaluation of our impact over a five year period and found that:
 - First Steps services have a positive impact on kindergarten readiness and absenteeism in kindergarten. Children in general education were 74% more likely to score at the highest level on the Kindergarten Readiness Assessment and 34% less likely to be chronically absent in kindergarten, compared to their like-peers who did not receive First Steps services. Similar results were seen with children in special education.
 - First Steps services increase parent confidence and competence.
 - First Steps has positive effects on child care quality.
 - First Steps Local Partnership services are closing the gap for children in poverty.
- Gained a newly appointed Chair for the Board of Trustees, David Morley, who has been a champion for children and home visitation programs for over 30 years
- Increased the State Office staff by 12 to now include internal capacity for evaluation, research, grant making, and development, filled vacancies throughout the organization, and transitioned staff from hourly to full-time roles
- Received significant media coverage including 33 articles and stories in print, on tv, and online with 97% being positive, 3% neutral and 0% negative
- Had 53,615 unique visitors to scfirststeps.org. 83% were new visitors.



- Increased social media following by 34%
- Distributed more than 10,000 copies of the Profile of the Ready Kindergartner

During FY20, the Early Childhood Advisory Council (ECAC):

- Launched PalmettoPreK.org, a new, online portal designed to help families in South Carolina find publicly-funded, preschool options for their 3- and 4-year-old children, which had 22,773 unique visitors (83% first time visitors) and generated 4,736 leads in its first six months of existence
- Hosted the Palmetto Pre-K Fall Jamboree, four regional professional development trainings for 479 four-year-old teachers, administrators, coaches and curriculum support specialists from across federal, state and locally-funded Pre-K programs
- Hosted the 2019 South Carolina Summit on Early Childhood to address “the Economics of Early Childhood” with more than 400 attendees attending twelve breakout sessions over two days
- Engaged more than 5,000 people in a needs assessment and strategic planning process for the South Carolina Early Childhood System, in partnership with the Department of Social Services and other stakeholders
 - 3,114 online survey responses focusing on the priorities of parents and caregivers
 - 1,495+ people participated in 130 focus groups statewide
 - 440 people participated in 15 regional meetings across the state
- Presented to the Early Childhood Study Committee about the ECAC’s activities
- Gained national recognition as the State Children’s Cabinet by the Forum for Youth Investment, a national association of Children’s Cabinets
- Received two grants totaling \$35,000 and support from the Alliance for Early Success to build South Carolina’s childcare and early childhood infrastructure
- Was awarded the opportunities to participate in national networks and learning communities of early childhood and two-gen leaders including: The Aspen Institute, The Hunt Institute, and the Early Childhood Business Collaboratory