



Meeting of the Board of Trustees

April 15, 2021 2:00 PM

<https://zoom.us/j/95599434283?pwd=d3dPSzFHWGRoeFU5S2l0bU9VUEw5dz09>

AGENDA

- I. Roll Call (Georgia Mjartan)
- 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 February 18, 2021 minutes as submitted
Attachments: February 18, 2021 Minutes
- IV. Executive Committee Report (David Morley)
Attachments: Executive Committee Report, Executive Committee Meetings Minutes
- V. Consent Agenda: **Motions Recommended by Committees** (David Morley)
 - a. Motion to approve the 2019 Form 990 for submission. (Finance and Administration Committee recommends)
 - b. Motion to approve the ratification of funds for permanent improvements for Lexington County First Steps. (Finance and Administration Committee recommends)
 - c. Motion to approve the FY22 Local Partnership and Program Accountability Standards as presented in the attached document. (Programs and Grants Committee recommends)
 - d. Motion to approve the Greenville First Steps Partnership Board request to begin supporting a new program, Reach Out and Read, allocating \$30,000 in state funds towards this program. (Programs and Grants Committee recommends)
 - e. Motion to evaluate Child Care Quality Enhancement and Training in FY22-23 (Due November 1, 2022) for the next prevalent program evaluation. (Strategic Planning and Evaluation Committee recommends)
- VI. Finance and Administration Committee (Walter Fleming)
Attachments: Finance and Administration Committee Report, 2019-2020 Form 990 (separate attachment), Lexington County First Steps Request, Finance and Administration Committee Meeting Minutes, FY 2021 Financial Status Report as of March 31, 2021, FY 2021 Donations Report as of March 31, 2021
- 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, FY22 First Steps Program and Operational Guidelines – Final (separate attachment), FY22 First Steps Program and Operational Guidelines – Tracked Changes (separate attachment) Proposed Changes to FY22 Partnership and Program Standards, Budget Reallocation Requests – April 2021, CAP Update – April 2021, PG Committee Memo to Local Partnerships 4.1.21, LP Inventory In-Person Services Status Report, Grant Applications Update, SCELE Presentation to P&G



- VIII. Strategic Planning and Evaluation Committee (Dr. Amy Williams)
Attachments: Strategic Planning and Evaluation Committee Report, Strategic Planning and Evaluation Committee Meeting Minutes
- IX. Legislative Committee (Sen. Gerald Malloy)
- X. Executive Director's Report (Georgia Mjartan)
- XI. **Motion:** To adjourn the meeting of the SC First Steps Board of Trustees



Board of Trustees Meeting

February 18, 2021

2:00PM

<https://zoom.us/j/92434118920?pwd=VzAwYUFWbHhMMjFiWIBITG5YWZZQT09>

Draft Minutes

Members Present (16):

Dave Morley, Chair	Walter Fleming
Dr. Shelley Canright, Vice Chair	Tim Holt
Sen. Greg Hembree	Roger Pryor
Dr. David Mathis	Jennifer McConnell
Mary Lynne Diggs	Jesica Mackey
Sue Williams	John Hayes
Michael Leach	Janie Neeley
Dr. Edward Simmer	
Thomas Phillip	

Members Absent (6):

Rep. Rita Allison
Sen. Gerald Malloy
Rep. Jerry Govan
Dr. Amy Williams
Alexia Newman
Mary Poole

Others Present (89)

Georgia Mjartan	Dione Brabham	Kim Trudell	Sarah Eargle
Avian Jones	Dorian Young	Kristin Zeaser Sydow	Shamika Dukes
Zack Catoe	Candi Lalonde	Kristine Jenkins	Sharon Bruton
Audrey McClary	Ellen Hamilton	Lareece Mack	Shayla Pettigrew
Frederick Fuller	Emily Parish	Laura Baker	Sheila Cornwell
Anna Workman	Felicia Patrick	Lavinia Tejada	SheKiah Reese
Barbara Marshall	Gina Beebe	Leigh D'Amico	Tierra Thomas
Beth Moore	Ginger Ryall	Lindsay Porter	Tiffany Outlaw
Beth Reilly	Janice Kilburn	Lis Guimaraes	Valencia Johnson
Betty Gardiner	Jennifer Williams	Loretta Parker	Valerie Johnson
Beverly Brockington	Jill Brady	Maria Green	Patti Wilkes
Betty Washington	Jon Artz	Mark Barnes	Bill Potapchuk
B Manoski	Joy Mazur	Martha Strickland	Angelia Turner
Carletta Isreal	Julie Hussey	Mary Beth Testa	Linnie Miller
Chelsea Richard	Justina Siuba	Mary Ellen Warren	Gary Jones
Cheryl Scales-Chavis	Karen Oliver	Terry McLean	Sandra Meadows
Cindy Ellis	Kaytlen Caldwell	Nancy Ziobro	Breonna Weaver
Cindy Galloway	Keisha Gray	Nur Tanyel	Misty Pearson
Cindy Riley	Kenny Smith	Pauletta Plowden	Sonia Gass
Constance Martin-Witter	Kerrie Schnake	Tammy Compton	Dolores Steglin
Crystal Campbell	Kim Archung	Rachal Hatton-Moore	
Debbie Robertson	Kim Charika	Reginald Williams	
Rogers Pender	Ryan Shinn	Samantha Ingram	

Avian Jones conducted a roll call.



Mr. Morley allowed for an opportunity for public comment. No members of the public who were present requested to speak.

Mr. Dave Morley called the meeting to order at 2:07 p.m. and requested a motion to adopt the agenda. Dr. Canright provided the motion. Mr. Holt provided a second and the motion was unanimously approved.

Mr. Morley asked for a motion to approve the December 4 , 2020 minutes. Dr. Mathis provided the motion. Ms. McConnell provided a second and the motion was unanimously approved.

Mr. Morley introduced three new board members: Janie Neeley, filling the role of Parent of a Young Child, Dr. Edward Simmer, Director of DHEC, and Thomas “Clark” Phillip, acting Director of DHHS. He reported on the Executive Committee and then turned it over to Sen. Hembree who presented a concurrent resolution, S. 452, to Julie Hussey, in honor of her retirement from the SC First Steps Board of Trustees.

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

Consent Agenda: **Motions Recommended by Committees** (David Morley)

- a. a. Motion for the approval of the Local Partnership Allocation for the State Fiscal Year 2021-2022 (Finance and Administration Committee recommends)
- b. b. Motion for the approval of the Local Partnership Match Waiver Request for State Fiscal Year 2019-2020 (Finance and Administration Committee recommends)
- c. c. Motion to approve the “Early Childhood Innovation Grant Application and Process” for awarding competitive grant funding to eligible Local Partnerships (Programs and Grants Committee recommends)

Dr. Canright provided the motion. Ms. McConnell provided a second and the motion was unanimously approved.

Mr. Fleming reported on the Finance and Administration Committee and shared that the agency is waiting on approvals to move to a new state office building by this summer.

Ms. McConnell reported on the Programs and Grants Committee, where she welcomed John Hayes as a new member to the committee. She announced that the Partnership Program Accountability Standards changes for FY22 are being reviewed and she provided an update on the Early Childhood Innovation Grants application and process.

Ms. Richard reported on the Strategic Planning and Evaluation Committee where she welcomed Jessica Mackey and Janie Neeley to the committee. She provided an update on the Overarching Measure of Success for the Strategic and Comprehensive Plans. She also provided an update on the Build It Back Better Survey, Listen4Good, and Parents as Teachers projects.

Ms. Mjartan provided a Legislative update.

Ms. Mjartan provided the Executive Director’s report and provided an updated on the GEER Funds and 4K enrollment and capacity. She discussed the First Steps 4K and WIC partnership. First Steps 4K budget request, and provided an update on grants. Ms. Richard gave an overview of the All-Team Survey and the agency’s next steps as a result of the responses. Ms. Mjartan introduced the four new First Steps team members, which included Karen Oliver, the new ECAC Program Manager.



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

The meeting was adjourned at 3:12 p.m.



To: SC First Steps Board of Trustees
From: David Morley, Chairman, Executive Committee
Date: April 15, 2021
RE: Executive Committee Report

The Executive Committee of the Board of Trustees met on March 26, 2021. Minutes of the meeting are attached. The following motions, both related to the Early Childhood Advisory Council, were approved unanimously. These motions will be voted on by the full Early Childhood Advisory Council at the April 15th ECAC meeting.

MOTION

The South Carolina Early Childhood Advisory Council will serve as the governing body for Early Childhood System Data Governance, including staffing these efforts, as outlined in the attached framework.

Moved by Amy Williams, seconded by Walt Fleming. Motion passed unanimously.

MOTION

The South Carolina Early Childhood Advisory Council will adopt as its fourth system goal the following: South Carolina's Early Childhood System is aligned, coordinated, and family centered.

Moved by Shelley Canright and seconded by Jennifer McConnell, the motion passed unanimously.

Board Additions and Transitions

We are pleased to welcome **Constance Holloway** to the Board of Trustees. Ms. Holloway is the Interim Director of the South Carolina Department of Disabilities and Special Needs. She joined the agency as General Council in January 2020, and continues to serve in that role as well. She assumes the role from **Mary Poole**, whose term on the First Steps and ECAC Boards concluded concurrent with her departure from DDSN. The Board of Trustees offers our thanks to Ms. Poole for her contributions to South Carolina First Steps and the ECAC during her time with DDSN.

Board-to-Board Regional Meetings

As has been noted previously, a series of Board-to-Board Regional Meetings kicked off in December 2020 and will continue throughout 2021, with each region having an opportunity to participate. To date, the Piedmont, Lowcountry, and Midlands Regions have participated in these Board-to-Board Meetings. The next meeting is scheduled for April 21st at 10:30 am for the Catawba Region. Board Members are encouraged to participate if their schedule allows.



Executive Committee Meeting
Minutes from the March 26, 2021 Meeting

The meeting of the Executive Committee of the Board of Trustees of South Carolina First Steps and the Early Childhood Advisory Council convened at 1:00 pm on March 26, 2021 with a quorum present. The following members were present: David Morley, Dr. Shelley Canright, Jennifer McConnell, Walt Fleming, Dr. Amy Williams. Executive Director Georgia Mjartan was also present. Strategic Impact Manager Chelsea Richard joined the meeting for a period of time to respond to questions about the Early Learning Extension. Sen. Gerald Malloy was absent.

Executive Director Georgia Mjartan provided a policy update including a status update on the state budgeting process, provisos affecting South Carolina First Steps (statewide expansion of CERDEP), and other relevant bills (reauthorization of Joint Citizens and Legislative Committee on Children – add South Carolina First Steps as an ex-officio member).

Mjartan provided information about the significant federal funding relevant to early childhood that has flowed into the state early childhood system through the past three COVID relief bills (CARES Act, CCRR, and American Rescue Plan). The committee had a lengthy discussion about how best to leverage state funds in light of the hundreds of millions of dollars flowing into childcare, the significant increases to MIECHV (home visiting) and implications for early childhood education from increases to ESSER funding. The committee provided recommendations to staff for how to communicate with the local First Steps partnerships about the value of requesting grant funds from the state to fill gaps or to target and expand programs that did not receive the significant influx of federal funding. The consensus was that it would not be a wise or efficient use of state funds to allocate the same amount of state formula funding into child care scholarships at a time when DSS will be providing significant federal funding to pay for childcare vouchers with many more families eligible. It was also decided that the Local Partnerships Programs and Grants Committee may have a role to play in ensuring appropriate and best use of state funding in light of the significantly different federal early childhood funding landscape.

The next part of the meeting focused on Early Childhood Advisory Council business. The committee discussed and voted on two motions, as follows.

MOTION

The South Carolina Early Childhood Advisory Council will serve as the governing body for Early Childhood System Data Governance, including staffing these efforts, as outlined in the attached framework.

Moved by Amy Williams, seconded by Walt Fleming. There was discussion with a question about the framework. Chelsea Richard joined the meeting to answer the question. With a clarification added to the referenced framework, the motion passed unanimously.



MOTION

The South Carolina Early Childhood Advisory Council will adopt as its fourth system goal the following: South Carolina's Early Childhood System is aligned, coordinated, and family centered.

Moved by Shelley Canright and seconded by Jennifer McConnell, the motion passed unanimously.

Georgia Mjartan provided updates on the procurement of a vendor to develop and build First Five SC, the progress made to date on building South Carolina's Birth through Five Plan, and the decision to host the SC Summit on Early Childhood in-person on the first Thursday in December. The theme of the Summit will be *Birth through Three*.

The meeting then returned to South Carolina First Steps business. Chelsea Richard provided information about the selected vendor for the design and development of a comprehensive data system for South Carolina First Steps. The vendor, AnLar, was selected competitively for the large award, which is partly funded with federal, Preschool Development Grant dollars and partly funded with state dollars.

Mjartan gave the committee an update on First Steps 4K, announced two new initiatives: First Steps 4K plus Siblings and First Steps 4K plus Family, highlighted progress on statewide recruitment of additional providers in expansion (non-CERDEP) districts, and expansion grants.

Mjartan shared the "grants" page of the South Carolina First Steps website, showing the committee the many targeted and competitive grants available to local partnerships in addition to the formula funded grants that are always available at this time of year. Mjartan noted that this is the largest amount of targeted and competitive grant dollars available to partnerships in many years (at least a decade) and is possible thanks to donors, fundraising campaigns, successful federal and philanthropic grant seeking, and partnerships with other agencies who are subcontracting with First Steps.

There was a brief discussion about the value of the Board-to-Board Meetings that have been taking place regionally (by Zoom) between the First Steps Boards and the local partnership Boards. Mjartan shared some information about the partnerships' plans to return to normal operations. The committee was all in agreement about setting a deadline of July 1 for partnerships to return to normal operations.

Mjartan concluded the meeting with a presentation about HR matters including the state office's return to normal operations, which took place March 15, 2021, new staff and current vacancies, the successful completion of the EPMS review and planning processes, and the actions the state office and team leadership will take in response to the Your Voice Matters All Staff Survey responses.

Dr. Amy Williams provided information about the success and flexibility during COVID of Healthy Steps, an evidence-based model that she has been supporting through her MUSC clinic in partnership with Berkeley County First Steps.

The meeting concluded at 3 pm.



To: SC First Steps Board of Trustees

From: Walter Fleming, Chairman, Finance and Administration Committee

Date: April 7, 2021

RE: Finance and Administration Report

The Finance and Administration Committee met via Zoom conference call on April 7, 2021 to receive updates from staff and to take up action items. Detailed meeting minutes are attached. The committee brings forward two action items, and the following updates.

ACTION: Approval of the 2019 990 Form

Presentation by Josh Garvin, CPA Partner with Manley Garvin, LLP. Mr. Garvin delivered a presentation regarding the SC First Steps 990 Form, which is the Not for Profit Tax Return for 2019.

Based on the discussion Mr. Holt motioned, with Mr. Fleming seconding, that the 990 Form be approved. The Committee voted unanimously to approve the 990 Form and send it to the Board of Trustees for approval. The Committee makes the following Motion:

Motion: To approve the 2019 Form 990 for submission.

ACTION: Approval of Request from Lexington County First Steps

Lexington County First Steps requests the Board of Trustees approve the ratification of \$9,950 of state funds to be used for permanent improvements. These funds were used to replace the fence for the playground for the Lexington 2 Community Education Center. Many of the children who use this playground are the recipients of Lexington County First Steps programs.

Based on the discussion Mr. Holt motioned, with Mr. Fleming seconding, that the expenditure be approved. The Committee voted unanimously to approve the request and send it to the Board of Trustees for approval. The Committee makes the following Motion:

Motion: To approve the ratification of funds for permanent improvements for Lexington County First Steps.

First Steps State Office

COVID19 Update

Mr. Barnes presented an update to the Committee. The Governor gave directions for all state employees to come back into the office. The agency has been working to implement his direction, while working with staff to ensure that their needs were met. At this point, all staff are back in the office as policy. All COVID guidance is being followed for safe operations.

Financial Report

2020-21: The YTD financial report was reviewed by Mr. Barnes. The organization is on track to spend less than budgeted for the current fiscal year. This is due to the impact of COVID on the 4K



providers. The agency is expecting to receive \$5 million in COVID funds from the Governor's Office that will be used to cover the extended day and extended year cost for the 4K Program. We expect to spend these funds between now and September of 2022. In addition, we are working with DSS for almost \$800,000 to cover the costs of the quality payment of 10% for the 4K Program for the current fiscal year.

State Budget Update

Mr. Barnes gave an update on the State Budget. The House of Representatives has passed their budget for the new fiscal year, which includes an additional \$10.2 million for SC First Steps, which are earmarked for the 4K Program based on our budget request. In addition, it also included language in statewide budget provisos that would allow us to expand statewide, depending on the amount of space and amount of funding. The Senate is now taking up the budget.

Legislative Update

State Office staff also mentioned the House of Representatives created a new Subcommittee, the Early Childhood Subcommittee of the House Education and Public Works Committee. They are now holding meetings for testimony related to early childhood issues.

Lease Update

First Steps will be moving to a new leased building in June. It is expected that the new space will allow for expansion for the next five years, as well as meeting space for our Board meetings, and improved parking.

Local Partnerships

Update On Corrective Action Plans

Mr. Barnes gave an update on the Corrective Action Plans that were requested related to the Financial Audits completed for FY 2018-19. State Office staff are working with our attorney and the attorney for two of our Local Partnerships to try and resolve these concerns.

4K Program

Staff gave an update on the program's status.

With no further business to discuss the meeting was adjourned by Walter Fleming at 11:12 AM.

March 31, 2021

First Steps State Board of Trustees:

Lexington School District 2 requested that I move approximately \$10,000 from expense areas that would have significant unspent funds due to COVID. These funds if not spent would become carryover to FY22. The request moved \$10,000 in the Budget Spending Plan (BSP) to Playground Code 5403 for replacing the fence around the playground located at the Lexington 2 Community Education Center, 114 Hook Avenue, West Columbia, SC 29169.

The original fence was in disrepair and it also had to be removed to make room for a new parking lot serving their families and staff. This was a safety issue. The Budget is now \$9,950, total costs of the fencing.

I gave permission for this request not realizing that it was a capital improvement expense needing approval at the State Board level. Please accept this request to ratify the expenditure so that Lexington County First Steps can remain in compliance with the operational rules and guidelines for capital expenses set forth by the State Office.

Additional information

Lexington County School District 2 renovated the former Brookland Cayce Elementary School (BC # 1) to become Lexington 2 Community Education Center in 2016. Now housed in this building are the following:

- Early Childhood Department (includes oversight of 4K & Countdown to Kindergarten & partnerships with childcare centers in the community); NOTE: the regular education 4K students and 3K special ed students are served on elementary school campuses.
- STAR Family Partnership (parent educators, Family Resource room, classrooms for weekly playgroups). This includes Parents As Teachers program.
- Preschool Screening Clinic
- Adult Education that includes the Adult Ed Childcare Center
- Student services for the district
- Technology Department for the district
- District Student Support Specialist
- Conference center for various School District and other events

The playground is used during the school day primarily by the STAR families and the Adult Ed Childcare children as detailed above. After hours, there may be families in the community that use the playground

Jim Riddle
Lexington County First Steps
Executive Director



Minutes from Finance and Administration Committee Meeting

April 7, 2021

Members present: Walter Fleming, Chairman, Tim Holt

Members not present: N/A

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

Meeting was called to order by Walter Fleming at 10:30 am.

990 Form

Required Action Item: Approval of 2019 990 Form

Presentation by Josh Garvin, CPA Partner with Manley Garvin, LLP. Mr. Garvin delivered a presentation regarding the SC First Steps 990 Form, which is the Not for Profit Tax Return for tax year 2019.

Mr. Garvin discussed the results that reflected the financial statements that were presented previously to the Board. He mentioned several items that were included. At one point he mentioned that SC First Steps that most organizations run between 75 and 85% on Program Expenditures, but our organization ran 96.5% program expenditures with 3.5% of general and administrative expenditures. This is an excellent rate. Based on the discussion Mr. Holt motioned, with Mr. Fleming seconding, that the 990 Form be approved. The Committee voted unanimously to approve the 990 Form and send it to the Board of Trustees for approval.

Permanent Improvement Project Approval: Lexington County First Steps

Required Action Item: Approval of Request

Lexington County First Steps approved the expenditure of \$9,950 of state funding for replacement of a fence for Lexington School District 2 without SC First Steps Board of Trustees Approval, which is required. He is requesting approval of ratifying this purchase. Tim Holt motioned, with Mr. Fleming seconding, that the Board of Trustees approve his request. The Committee voted unanimously to approve.

First Steps State Office

COVID19 Update

Mr. Barnes presented an update to the Committee. The Governor gave directions for all state employees to come back into the office. The agency has been working to implement his direction, while working with staff to ensure that their needs were met. At this point, all staff are back in the office as policy. All COVID guidance is being followed for safe operations.

Financial Report

2020-21: The YTD financial report was reviewed by Mr. Barnes. The organization is on track to spend less than budgeted for the current fiscal year. This is due to the impact of COVID on the 4K providers. The



agency is expecting to receive \$5 million in COVID funds from the Governor's Office that will be used to cover the extended day and extended year cost for the 4K Program. We expect to spend these funds between now and September of 2022. In addition, we are working with DSS for almost \$800,000 to cover the costs of the quality payment of 10% for the 4K Program for the current fiscal year.

State Budget Update

Mr. Barnes gave an update on the State Budget. The House of Representatives has passed their budget for the new fiscal year, which includes an additional \$10.2 million for SC First Steps. All of these funds are earmarked for the 4K Program. It includes funds to cover the recurring costs of the 4K expansion we implemented during the 2019-20 fiscal year. In addition, it includes funding to cover the cost of increasing the reimbursement rate from \$4,600 to \$4,800, and to cover the cost of 1/3 of statewide expansion of the program. In addition, it also included language in statewide budget provisos that would allow us to expand statewide, depending on the amount of space and amount of funding. The Senate is now taking up their budget. It is expected that there will be additional adjustments to the budget in the Senate.

Legislative Update

State Office staff also mentioned the House of Representatives created a new Subcommittee, the Early Childhood Subcommittee of the House Education and Public Works Committee. They are now holding meetings for testimony related to early childhood issues.

Lease Update

First Steps has been working through the state processes to obtain a new lease for space over the last year. We have finally received approval for a new lease and will be moving. It is expected that the move will be made in June. The new space is expected to allow for expansion for the next five years, as well as meeting space for our Board meetings, and improved parking.

Local Partnerships

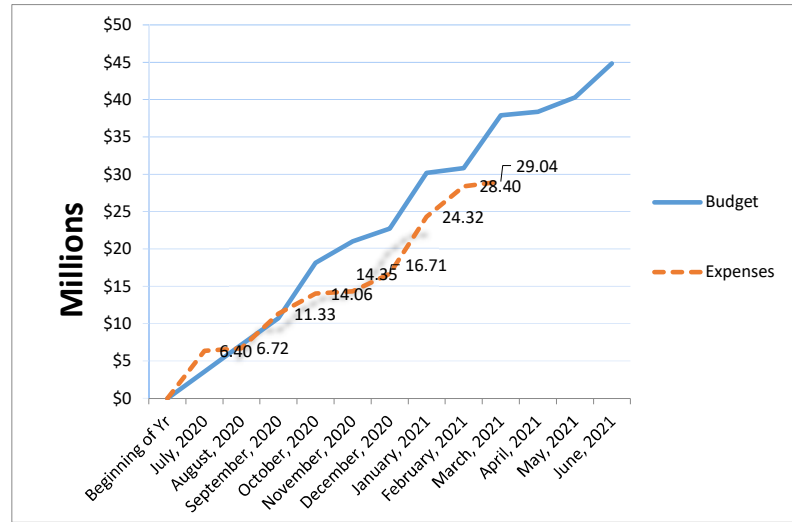
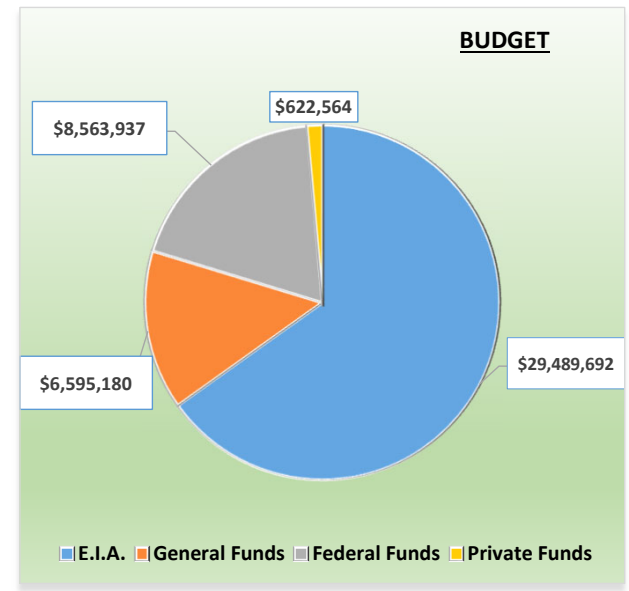
Update On Corrective Action Plans

Mr. Barnes gave an update on the Corrective Action Plans that were requested related to the Financial Audits completed for FY 2018-19. He mentioned several concerns, some of which are significant. State Office staff are working with their attorney and the attorney for two of our Local Partnerships to try and resolve these concerns.

4K Program

Staff gave an update on the program's status.

With no further business to discuss the meeting was adjourned by Walter Fleming at 11:12 AM.



**As of
March 31, 2021**

Spending Rates	
Projected	75%
Actual	64%

PROGRAMS / OPERATIONS	STATE APPROPRIATIONS			FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL		
	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance
LOCAL PARTNERSHIPS	14,435,228	10,826,246	3,608,982	1,358,200		\$ 1,358,200	327,445		327,445	16,120,873	10,826,246	\$ 5,294,627
LOCAL PARTNERSHIPS SUPPORT & TECH ASST.	2,514,638	1,419,038	1,095,600	463,305		\$ 463,305			-	2,977,943	1,419,038	\$ 1,558,905
PRIVATE 4-K	17,021,778	14,197,520	2,824,258	4,415,441		4,415,441			-	21,437,219	14,197,520	\$ 7,239,699
EARLY CHILDHOOD ADVISORY COUNCIL	82,155	59,448	22,707	1,685,060	1,373,363	311,697			-	1,767,215	1,432,812	\$ 334,403
AMERICORPS				312,123	98,291	213,832	5,535		5,535	317,658	98,291	\$ 219,367
POLICY & ACCOUNTABILITY	2,031,073	1,029,877	1,001,196	329,808		329,808	289,584	39,676	249,908	2,650,465	1,069,553	\$ 1,580,912
GRAND TOTAL:	36,084,872	27,532,130	8,552,742	8,563,937	1,471,654	7,092,283	622,564	39,676	582,888	45,271,373	29,043,460	\$ 16,227,913

Notes:

1) Local Partnerships:

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

2) 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

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

Federal Funds:

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

3) LP Support & Technical Assistance (cont.)

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

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

5) 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.)

6) State Appropriations Include EIA Funds and General Funds.



Donations

FY 2021

As of March 31st, 2021

DATE RECEIVED	GENERAL	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Jul 20, 2020	\$ 25	Board Member	Unrestricted	SC First Steps
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	SC First Steps
August 20,2020	\$ 500	Karen R. Jenkins	Unrestricted	SC First Steps
August 20,2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
Sep 21, 2020	\$ 25	Board Member	Unrestricted	SC First Steps
Sep 21, 2020	\$ 50	Andrew Shiavone	Restricted	Donated to Richland County First Steps
Oct. 20, 2020	\$ 25	Board Member	Unrestricted	SC First Steps
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
Nov 24, 2020	\$ 25	Board Member	Unrestricted	SC First Steps
Dec 3, 2020	\$ 25	Margaret Williams	Unrestricted	SC First Steps
Dec 3, 2020	\$ 15	Marilyn Jenkins	Unrestricted	SC First Steps
Dec 7, 2020	\$ 500	Board Member	Unrestricted	SC First Steps
Dec 7, 2020	\$ 25	Hampton Early Learning Academy	Unrestricted	SC First Steps
Dec 7, 2020	\$ 100	Janet & Jim Riddle	Unrestricted	SC First Steps
Dec 8, 2020	\$ 10,000	David and Cheryl Morley	Unrestricted	SC First Steps
Dec 8, 2020	\$ 100	Scott W. & Jan P. Smoak	Unrestricted	SC First Steps
Dec10,2020	\$ 2,500	Sisters of Charity	Restricted	Summit on Early Childhood
Dec 10, 2020	\$ 100	A.D or KE Washington	Unrestricted	SC First Steps
Dec 10, 2020	\$ 50	James r. and Sharon Turner	Unrestricted	SC First Steps
Dec 10, 2020	\$ 25	David and Betty Jean Addison	Unrestricted	SC First Steps
Dec 10, 2020	\$ 500	Board Member	Unrestricted	SC First Steps
Dec 21, 2020	\$ 25	Board Member	Unrestricted	SC First Steps

Dec 21, 2020	\$ 250	Board Member	Unrestricted	SC First Steps
Dec 21, 2020	\$ 50	Employee	Unrestricted	SC First Steps
Dec 21, 2020	\$ 50	Earl & Krishenda Alexander	Unrestricted	SC First Steps
Dec 21, 2020	\$ 50	Employee	Unrestricted	SC First Steps
Dec 21, 2020	\$ 25	Loraine Fields & Lou Paradis	Unrestricted	SC First Steps
Dec 21, 2020	\$ 25	Employee	Unrestricted	SC First Steps
Dec 23, 2020	\$ 50	Employee	Unrestricted	SC First Steps
Dec 21, 2020	\$ 100	Board Member	Unrestricted	SC First Steps
Dec 21, 2020	\$ 25	Employee	Unrestricted	SC First Steps
Dec 21, 2020	\$ 1,000	Bd. Member	Unrestricted	SC First Steps
Jan 4, 2021	\$ 1,000	Hal Kaplan	Unrestricted	SC First Steps
Jan 6, 2021	\$ 100	Alan & Mary Ann Matthews	Unrestricted	SC First Steps
Jan 19, 2021	\$ 25	Employee	Restricted	Richland County First Steps
Jan 19, 2021	\$ 50	Ginny Owens	Unrestricted	SC First Steps
Jan 19, 2021	\$ 25	Bridgett Shealey	Unrestricted	SC First Steps
Jan 19, 2021	\$ 25	Board Member	Unrestricted	SC First Steps
Jan 19, 2021	\$ 50	Employee	Unrestricted	SC First Steps
Jan 19, 2021	\$ 50	Board Member	Unrestricted	SC First Steps
Jan 19, 2021	\$ 100	Board Member	Unrestricted	SC First Steps
Jan 19, 2021	\$ 50	Marilyn Artz	Restricted	Richland County First Steps
Jan 19, 2021	\$ 100	Employee	Unrestricted	SC First Steps
Jan 19, 2021	\$ 100	Mark Robertson	Unrestricted	SC First Steps
Jan 19, 2021	\$ 50	Susan Jones	Unrestricted	SC First Steps
Jan 19, 2021	\$ 100	Employee	Restricted	MLK Book Drive
Jan 19, 2021	\$ 50	Debra Scott	Unrestricted	SC First Steps
Jan 19, 2021	\$ 500	Employee	Unrestricted	SC First Steps
Jan 19, 2021	\$ 1,000	David and Pamela Evette	Restricted	MLK Book Drive
Jan 19, 2021	\$ 1,000	The Capital Corp	Restricted	MLK Book Drive
Jan 19, 2021	\$ 250	Employee	Unrestricted	SC First Steps
Feb 2, 2021	\$ 50	Pamela Bradley	Unrestricted	SC First Steps
Feb 22, 2021	\$ 100	Employee	Unrestricted	SC First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Anderson County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Cherokee County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Chester County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Lauren County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Newberry County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Pickens County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Union County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	York County First Steps
Feb 22, 2021	\$ 100	Employee	Restricted	Oconee County First Steps
Feb 22, 2021	\$ 24	Employee	Restricted	MLK Book Drive

Feb 22, 2021	\$ 8	Employee	Restricted	MLK Book Drive
Feb 22, 2021	\$ 240	Board Member	Restricted	MLK Book Drive
Feb 22, 2021	\$ 30	Beatrice Brown	Restricted	MLK Book Drive
Feb 22, 2021	\$ 120	Employee	Restricted	MLK Book Drive
Feb 22, 2021	\$ 24	Employee	Restricted	MLK Book Drive
Feb 22, 2021	\$ 50	Employee	Restricted	MLK Book Drive
Feb 22, 2021	\$ 24	Taylor Roach	Restricted	MLK Book Drive
Feb 22, 2021	\$ 24	Lynn Catoe	Restricted	MLK Book Drive
Feb 22, 2021	\$ 24	Employee	Restricted	MLK Book Drive
Feb 22, 2021	\$ 120	Jesica Mackey	Restricted	MLK Book Drive

Sub-Totals: \$ 37,303

GRAND TOTAL: \$ 37,303



To: First Steps Board of Trustees

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

Date: April 15, 2021

RE: Report of the Local Partnership Program and Grants Committee

1. **Action Item:** Review and Approval of the FY22 Partnership and Program Accountability Standards –
Note: motion in consent agenda

Motion: The Local Partnership Program and Grants Committee recommends that the First Steps Board of Trustees approve the FY22 Local Partnership and Program Accountability Standards as presented in the attached document.

The committee reviewed the proposed changes to the accountability standards (see attached summary 'Proposed Changes to FY22 Standards'). Six new standards will be added this year – three are evidence based and three are evidence informed. The required assessment tool for home visiting programs will be changing from KIPS (Keys to Interactive Parenting) to HFPI (the Healthy Families Parenting Inventory).

2. **Action Item:** Presentation of Local Partnership new programs/budget reallocations for April 2021 (see attachment – FY21 Budget Reallocations – April 2021) **Note: motion in consent agenda**

Motion: The Local Partnership Program and Grants Committee recommends to the State Board approval of the Greenville First Steps Partnership Board request to begin supporting a new program, Reach Out and Read, allocating \$30,000 in state funds towards this program.

After review of the attached table – *First Steps County Partnerships FY21 Reallocations of Budgets 15% and Greater –April 2021*, the committee recommends that Greenville First Steps be granted approval to begin support of the evidence based program Reach out and Read utilizing \$30,000 in state funds. In addition, the committee brings news to the State Board that Anderson First Steps did not use \$56,560 in state funding to support a Head Start program as originally planned due to COVID 19 preventing the classroom from opening. These funds were redistributed to other evidence-based programs in Anderson School Districts 1, 2, 3 and 4 as well as \$11,960 to administrative services.

3. Information Item: Corrective Action Plans Update

The committee received an update regarding the status of corrective action plans for FY 21 (see attachment). Most of the corrective plans' action items have been addressed and the only remaining steps are continued monitoring, especially for fiscal requirements. Greenwood and Abbeville First Steps still have remaining action items yet to be resolved. For this reason, the committee determined that they would be ineligible to apply for competitive grant funding this cycle until the items in their corrective action plans were addressed.

4. Information item: Re-entry plans for Local Partnerships / Adjustments for Covid19 Pandemic impact

After receiving information regarding the influx of federal funding to the Department of Social Services in support of child care services, the committee approved sending a memorandum from their committee and the state office (see attachment) recommending that Local Partnerships carefully consider their investment of state funds to pay for scholarships.



Staff provided a high-level summary of an inventory made for all Local Partnerships to determine their plans for re-entry and return to in-person services during the coming year. (See attached map of current operations.)

5. Information item: Grant making update

Staff presented the committee an overview of all grant opportunities now available to Local Partnerships. (See attached Summary of Grants Update.)

6. Information item: Introduction of SC Early Learning Extension (Longitudinal Data System)

Justina Siuba, Data Governance Coordinator for the Early Childhood Advisory Council, provided information to the committee regarding the SC Early Learning Extension which connects to the SC Longitudinal Data System and will provide information regarding publicly funded early childhood care and education programs. (See attached SCELE Presentation.)

Attachments:

- FY22 Partnership and Program Accountability Standards
- Proposed Changes to FY22 Standards
- Budget Reallocations Requests – April 2021
- CAP Update – April 2021
- PG Committee Memo 4.1.21
- Map - LP In-person Services 3.29.21
- Grant Applications Update FY22
- SCELE Presentation to P&G



**State Board
Local Partnership Program and Grants Committee Meeting**

April 1, 2021, 1:00 PM – 2:30PM
Zoom Webinar

Meeting Minutes

Committee Members Present: Jennifer McConnell (Chair), Dr. Shelley Canright, Roger Pryor, John Hayes
Staff to Committee Present: Debbie Robertson

The meeting was called to order by Jennifer McConnell.

1. **Action Item:** Review and Approval of the FY22 Partnership and Program Accountability Standards. (Motion part of the consent agenda.)

Motion: The Local Partnership Program and Grants Committee recommends that the First Steps Board of Trustees approve the FY22 Local Partnership and Program Accountability Standards as presented in the attached document.

The committee reviewed the proposed changes to the accountability standards (see attached summary 'Proposed Changes to FY22 Standards'). Six new standards will be added this year – three are evidence based and three are evidence informed. The required assessment tool for home visiting programs will be changing from KIPS (Keys to Interactive Parenting) to HFPI (the Healthy Families Parenting Inventory). Shelley Canright made the motion to recommend the standards for approval, John Hayes seconded the motion and it passed unanimously.

2. **Action Item:** Presentation of Local Partnership new programs/budget reallocations for April 2021 (see attachment – FY21 Budget Reallocations – April)

Motion: The Local Partnership Program and Grants Committee recommends to the State Board approval of the Greenville First Steps Partnership Board request to begin supporting a new program, Reach Out and Read, allocating \$30,000 in state funds towards this program.

After committee review of the attached table – *First Steps County Partnerships FY21 Reallocations of Budgets 15% and Greater –April 2021*, Shelley Canright moved that the Program and Grants Committee recommend Greenville First Steps be granted approval to begin support of the evidence based program Reach out and Read utilizing \$30,000 in state funds. Jennifer McConnell seconded the motion and it passed unanimously. In addition, the committee brings news to the State Board that Anderson First Steps did not use \$56,560 in state funding to support a Head Start program as originally planned due to COVID 19 preventing the classroom from opening. These funds were redistributed to other evidence-based programs in Anderson School Districts 1, 2, 3 and 4 as well as \$11,960 to administrative services.

2. Information Item: Corrective Action Plans Update

The committee received an update regarding the status of corrective action plans for FY 21 (see attachment). Most of the corrective plans' action items have been addressed and the only remaining steps are continued monitoring, especially for fiscal requirements. Horry County First Steps reports that they will meet the minimum requirement for board members at their April meeting. Marion



County First Steps has submitted their required time-study. Greenwood and Abbeville First Steps still have remaining action items yet to be resolved. For this reason, the committee determined that they would be ineligible to apply for competitive grant funding this cycle until the items in their corrective action plans were addressed. Committee members requested that the county executive directors be informed of this decision.

3. Information item: Re-entry plans for Local Partnerships / Adjustments for Covid19 Pandemic impact

After receiving information regarding the influx of federal funding to the Department of Social Services in support of child care services, the committee approved sending a memorandum from their committee and the state office (see attachment) recommending that Local Partnerships carefully consider their investment of state funds to pay for scholarships.

Staff provided a high-level summary of an inventory made for all Local Partnerships to determine their plans for re-entry and return to in-person services during the coming year. (See attached map of current operations.) Detailed analysis of the survey questions is taking place and more information will be provided at the next committee meeting.

4. Information item: Grant making update

Staff presented the committee an overview of all grant opportunities now available to Local Partnerships. This includes grants that the Committee will have under their review, the FY 22 Funding Formula Grants and the FY22 Early Childhood Innovation Competitive Grants. In addition, targeted and competitive grants will be available through funds from AmeriCorps and the Preschool Development Grant – year 2 funds. (See attached Summary of Grants Update.)

5. Information item: Introduction of SC Early Learning Extension (Longitudinal Data System)

Justina Siuba, Data Governance Coordinator for the Early Childhood Advisory Council, provided information to the committee regarding the SC Early Learning Extension which connects to the SC Longitudinal Data System and will provide information regarding publicly funded early childhood care and education programs. The goal will be to link information so that the long- term impact of early investment can be determined. (See attached SCELE Presentation.)

The meeting adjourned at 2:40 PM.

Attachments:

- FY22 Partnership and Program Accountability Standards
- Proposed Changes to FY22 Standards
- Budget Reallocations Requests – April 2021
- CAP Update – April 2021
- PG Committee Memo 4.1.21
- Map - LP In-person Services 3.29.21
- Grant Applications Update FY22
- SCELE Presentation to P&G

Proposed Changes to FY22 First Steps Program and Partnership Accountability Standards

The following list describes the additions and changes that have been made to the FY22 First Steps Program and Partnership Standards.

Program Standards to be Added

The following programs will be added to the program standards in FY22 pending State Board approval:

- BOOST (Evidence-informed)
- HIPPY (Evidence-based)
- Multi-level Triple P (Evidence-based if implemented in conjunction with Level 4; otherwise, evidence-informed)
- Ready4K! (Evidence-based)
- Strengthening Families (Evidenced-informed)
- Supplemental Support for Evidence-based program

Partnership Accountability Standards:

Governance and Oversight

- Added that Conflict of Interest Disclosure Forms must be completed annually by all board and staff and kept on file at the local partnership

Finance

- Added clarification in fiscal deadlines, including that invoices and reallocations must be submitted by July 31, and documentation of in-kind match submitted by July 31. Added that, "books will be closed" on August 15 and any changes after then will be applied to the next fiscal year.
- Clarified that the time study applies to staff and executive directors with shared costs, and deadline is April 15.
- Clarification of audit issues language, which now reads, "A financial audit shall be conducted annually to include implementing a corrective action plan to address issues, concerns, or recommendations in the identified area of partnerships activities as called for in the audit."

Core Functions

- Added: Local partnerships are to appropriate no more than 12% of state funds to support Core Functions.

Resource Development

- Updated language regarding 15% match requirement to the following: "While the Board of SC First Steps may or may not choose to grant a 15% match waiver for a first-year request, the Board will not grant a 15% match waiver for 2 consecutive years. If the Board of Trustees does not grant a match waiver, the State Office of First Steps will recapture from the local partnership's current year state funds the amount equal to the matching funds due, but not raised to meet the 15% match requirement at the conclusion of the prior fiscal year."

Program Accountability Standards:

Parenting Program Changes

- Under 3) ASSESSMENT AND DATA SUBMISSION (for applicable programs): The Healthy Families Parenting Inventory (HFPI) will replace the Keys to Interactive Parenting Survey (KIPS). The language reads: "...vendors shall complete, at minimum, baseline and post assessments of the *primary adult client* identified within each enrolled case using the Healthy Families Parenting Inventory (HFPI). The initial HFPI should be completed within 45 days of enrollment."
- For **Parents as Teachers, Parent Child Plus, Early Steps to School Success, Nurturing Parenting, and HIPPY**, the follow statement was added regarding virtual and telecommunication visits: "At a family's discretion and supervisor approval, virtual and telecommunication visits will also be considered acceptable and count as a home visit."

Parents as Teachers

- Clarified PAT visits forms to be used in implementation of program model. The standard now reads, "Parent Educators shall use the foundational visit plans, planning guide and personal visit records from the curriculum to design and deliver personal visits to families. (ER 11) Beginning July 2021 all PAT 2020 forms shall be used while delivering the model per PAT National Requirements."
- Clarified timing of Life Skills Progression (LSP) assessment. The standard now reads, "The initial LSP is completed within 120 days of enrollment and then completed at six months and annually thereafter on the focus parent/caregiver and is used for Parent Educator Information only."

Nurturing Parenting

- Added that each client child, including parent groups and home visiting, shall be assessed using an age-appropriate developmental screening tool (e.g. Ages & Stages, Ages and Stages SE, Brigance, DIAL-3 etc.)

Dolly Parton Imagination Library

- Requirement of minimum percentage of strategy funds for procurement of books reduced from 85% to 75%. *Note: this allows costs for administration and marketing to make up 25% of program budget (limit had been 15%).*

75% Books Rule

Partnerships administering an Imagination Library strategy must devote 75% or more of strategy funds to the procurement of books. Programs seeking a waiver of this 25% cap on non-book related spending must petition the State Board of Trustees, providing a detailed accounting of all strategy-related spending.

Early Identification and Referral

- Added the following guidance on navigational support for parents and caregivers: "Staff shall utilize client risk factors, as well as screening/assessment results and results of client interactions, to refer and connect clients to services they may need or want in order to strengthen their families and provide optimal development for their preschool children."
- Added the requirement that connections (interventions and referrals) to services are to be entered in FSDC within 30 days of the connection. Including language that, "Pre-existing connections made prior to the client's involvement with First Steps may count toward this requirement," and must be entered within 30 days of client entry in program.
- Added additional guidance for coordination with local BabyNet System Point of Entry Offices, referrals to appropriate local early learning resources and other resources in the community to support the client family.

Child Care Quality Enhancement

- Added to 2) Service Delivery, section a) Technical Assistance that it is strongly recommended that SC First Steps Quality Enhancement programs commit to working with a child care provider for two to three fiscal years, contingent upon both parties adhering to the Memorandum of Agreement.
- Added to section f) Certification of Technical Assistance Providers Via SC Endeavors that if the individual hired for the Technical Assistance Provider positions is not a SC Endeavors Certified TAP:
 - o He/she must have the credentials to apply for certification or have the education (Associates in ECE or related field) and at least two years' experience.
 - o State Office of First Steps will assist the Local Partnership in additional onboarding and training; and help the staff member to work toward TAP certification.
 - o Partnership may seek a waiver in writing from its SC First Steps Program Officer for individual not currently holding an SC Endeavors TAP certification.

Child Care Training

- Added clarification under section c) Certification by SC Endeavors regarding waivers for certified training. In order for a waiver to be approved and *for the partnership to receive certified training hours credit* through SC First Steps for non-certified training hours, the trainer has to be highly qualified (i.e., must have expertise in the topic area that he/she is delivering training) and the training has to be developmentally appropriate to address the needs of Early Childhood professionals. This waiver should be obtained prior to the training date.

Countdown to Kindergarten

- Specifies the soon-to-be kindergarten teacher or kindergarten teaching assistant (**added**) as preferred CTK home visitors.
- Added the following requirement: "Data on all families, if parental consent was obtained and records are available - regardless of the number of visits received and whether they exited the program - must be entered in the FSDC."
- Added that in the case in which the child's CTK teacher is not his/her soon-to-be kindergarten teacher AND the family's home language is not English, the CTK home visitor must be fluent in the family's home language. In addition, toolkit contents will be provided in the child's home language.
- Eliminates requirement that names and email addresses of 5K teachers who were NOT also the child's CTK home visitor are to be entered in the data system before October 31 each year.
- Added additional guidance on CTK supports for Dual Language Learners and Students with Disabilities, available upon request.



First Steps County Partnerships
FY 2021 Reallocation of Budgets 15% and Greater
APRIL 2021

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

COUNTY PARTNERSHIP	FUNDING SOURCE	FROM PROGRAMS AND AMOUNTS	TO PROGRAMS AND AMOUNTS	JUSTIFICATION
RE-ALLOCATIONS (Information Only)				
Anderson	Fund 55 (\$69,966.00) total budget (\$56,560.00) Program	318 (Early Education) \$56,560.00 Program Discontinued	218 (RAR - Districts #1 & 2 - \$12,600) and 222 (Triple P Districts #3 & 4 - \$22,000) 214 (NFP - \$10,000) Admin (\$11,960)	Head Start decided not to participate in First Steps partnership funding (Program Code 318) due to COVID. They were not allow to expand new 3K classroom, as planned.
Greenville	Fund 55 \$39,740	217 (Raising a Reader) Program Discontinued	\$39,740 to 180 (Core Functions)	Greenville First Steps Board of Trustees has decided to pause Raising a Reader for FY21 and use some of the remaining funds for general book distribution for targetted child care providers (180). This is an expansion of an existing program, and will provide 14,000 additional books to existing 180-book distribution plan
NEW ALLOCATION OF PENDING FUNDS (P&G Committee Approval Required)				
NEW STRATEGIES (B.O.T. Approval Required)				
Greenville	Fund 55 \$30,000	217 (Raising a Reader) Program Discontinued	\$30,000 to 219 (Reach Out and Read)	Greenville First Steps Board of Trustees has decided to pause Raising a Reader for FY21 and use some of the remaining funds to <u>support</u> Reach Out and Read (219). Greenville First Steps projects to serve 2,000 families who will receive 8,000 books between March 1 and June 30 2021 through the Reach Out and Read Program.
NEW STRATEGIES (Information Only)				



Update on Corrective Action Plans

APRIL 2021

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; will discuss to work with Executive Director to assure number of visits, connections, screenings, and assessments are in compliance.</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 and a full board was confirmed on December 8, 2020. Preliminary board training was provided by Program Officer on March 9, 2021. Additional board training is scheduled for March-April.</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. This area is continuing to be monitored.</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. This area is continuing to be monitored.</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: Board count remains at 11 members with no legislative appointees. Local Partnership has identified one additional board member from the childcare community who will be elected to the board at the April 2021 board meeting. After the April 2021, there will be 12 board members as required by the First Steps legislation.</p> <p>Finance: 15% Match Waiver Received for FY20</p> <p>Operations and Accountability: Match cited in audit report</p>
Kershaw	<p>Finance: Program Officer and ED are working to ensure that 15% match is met in FY21. So far in FY21, Kershaw County First Steps has focused on obtaining “basic needs” support for families and childcare providers. To date they have:</p> <ul style="list-style-type: none"> • Partnered with Lee County First Steps to provide food boxes to parents and other basic necessities. • Partnered with local churches to provide diaper boxes to parents. • Partnered with community partnership to give gift cards to families at Christmas. • Have written grants to associated charities, Walmart and Target. • Received technology support (iPads, cases, keypads) from SCFS to support contactless coaching and support to child care providers. <p>15% Match Waiver Received for FY20</p>
Marion	<p>Finance: Continued monitoring of carry-forward for excess (second year in a row). Time study was submitted on February 23, 2021 to the State Office.</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 fringe out of DPIL to ensure at least 85% 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>



To: First Steps Executive Directors and Board Chairs

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

Debbie Robertson, Chief Partnership Officer, SC First Steps

Date: April 2, 2021

RE: Federal Funding for Childcare Services – Impact to First Steps

The First Steps State Board of Trustees and State Office have been closely following the federal funding coming to South Carolina to mitigate the impact of the COVID 19 pandemic and support the needs of parents and childcare providers. Given this influx of federal funding, we want to inform and support our Local Partnerships in making good decisions about where to allocate their state formula funding grant funds.

Below is a brief summary of what the Department of Social Services (DSS) has received or will be receiving for childcare assistance.

- \$63.6 million from the CARE Act (spent)
- \$182 million from CRRSA (just now awarded)
- Estimated **\$700 million** from American Rescue Plan coming down the pipeline (award letter forthcoming) to South Carolina for childcare related strategies (through DSS),

Much of the dollars coming from federal sources has been and will continue to be used for vouchers for families to meet their childcare needs. The eligibility for these vouchers will be less restrictive than the First Steps eligibility requirements.

The qualifying criteria for DSS vouchers during COVID is that the voucher applicant must be currently working at least 15 hours a week or attending school or training, and the family's gross income must be at or **below 300 percent of the federal poverty level**.

(Source: <https://scchildcare.org/media/73771/Letteronly.pdf>).

Data from FY20 indicates that 25 First Steps Partnerships funded childcare scholarships (in-house and purchased from DSS) in the amount of **\$1,561,074.81**.

When it comes to offering scholarships to families, we are suggesting that the partnerships could play important roles other than directly funding the scholarships themselves. There may be a need for supporting outreach efforts to families to help get them get connected with DSS-funded vouchers, or offering “emergency/temporary scholarships” to meet immediate family



needs while they are waiting for enrollment in a longterm voucher program. Funding previously used for DSS or in-house scholarships could cover these services.

Our Program Officers are very willing to provide targeted and individualized support to help Local Partnerships and their boards brainstorm how to better use funds that were budgeted for vouchers.

Attached is our list of all the First Steps programs implemented by Local Partnerships. (<https://scfirststeps.org/wp-content/uploads/2021/03/Local-Partnership-Programs-FY19-20.pdf>)

We understand the challenges presented when considering new programs such as match requirements, sustainability, lack of space and difficulty finding qualified staff. Identifying these needs will be helpful as we continue to seek resources for you to address them and offer flexibility in our program standards as needed.

Projections are that this *change* to the childcare landscape will be in effect at least through the fall of 2023. With the latest federal infrastructure bill and continued focus on social supports, including childcare, the impact may be even longer-term than 2023. We are hopeful that this tremendous increase in federal funding for COVID relief and childcare assistance will result in permanent improvements and increased collaboration across our state's early childhood system.

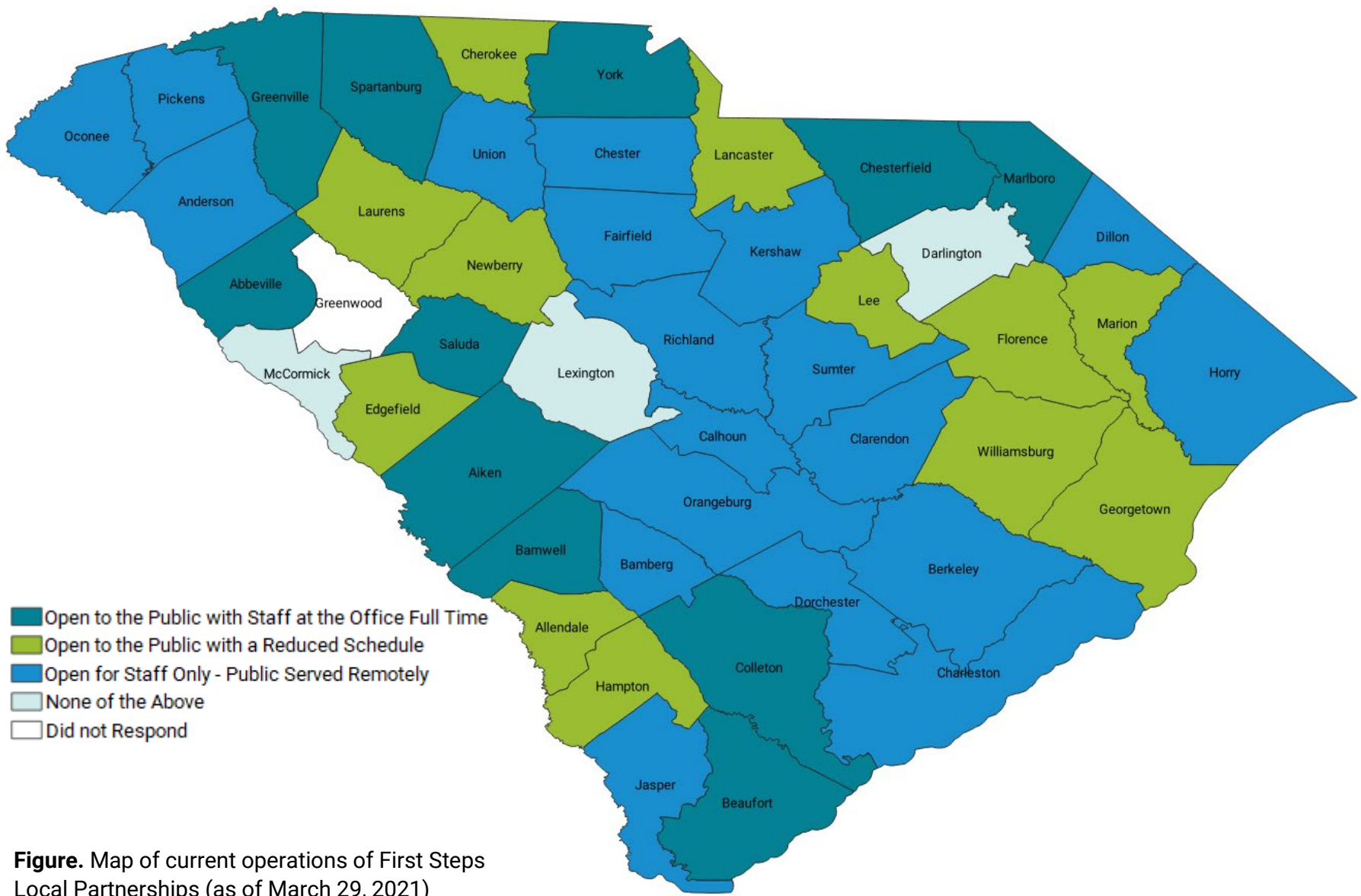


Figure. Map of current operations of First Steps Local Partnerships (as of March 29, 2021)



Grants Update

FY22 Grant Application Packages for Local Partnerships

Formula Grant Application

Released March 15, due May 3, start July 1

Targeted Grant Application Package (multiple opportunities)

Released March 22, due May 10, start July 1*

Competitive Grant to Establish or Expand Child Care Quality Programs

Released March 22, due May 10, start July 1

Early Childhood Innovation Competitive Grant

Released March 1, notice of intent June 14, due July 9, start September 1

*CTK Summer 2021 may start June 2021



Targeted Grant Application Package

Five Sections:

1. Introduction
2. AmeriCorps
3. Core Functions
4. Parenting
 - A. Parenting Expansion Awards Year 2
 - B. PAT Affiliate Support
 - C. SCPV Pilot
5. Child Care Quality
6. ~~Countdown to Kindergarten~~ – moved to separate form due
April 15, 2021



Child Care Technical Assistance Expansion Competitive Grant

- Up to \$100,000 per award
- Renewal for a 2nd year depending on PDG funding
- Est. 3 awards for local partnerships to expand or establish Child Care Quality Enhancement or Quality Counts programs
- Priorities:
 - Multi-county partnerships
 - Supporting providers not in ABC Quality to join
 - Support for home-based providers
 - Minimally funded (\$200,000) Local Partnerships

Webinar Tuesday, March 23, 10am

https://zoom.us/meeting/register/tJwrc0irqjooGtTr5l6_bWn7qOVZ5DUpkfwl



Early Childhood Innovation (ECI) Competitive Grant

- Multiple awards
- Up to \$250,000 available for awards
- Min. award \$5000
- No matching funds are required, though excess carryforward of formula funding must be explained
- Can apply singularly or as part of a multi-county collaboration (must name a lead applicant)
- Can be for one year (FY22) or two years (FY22 & FY23)

Uses of ECI Grant funds:

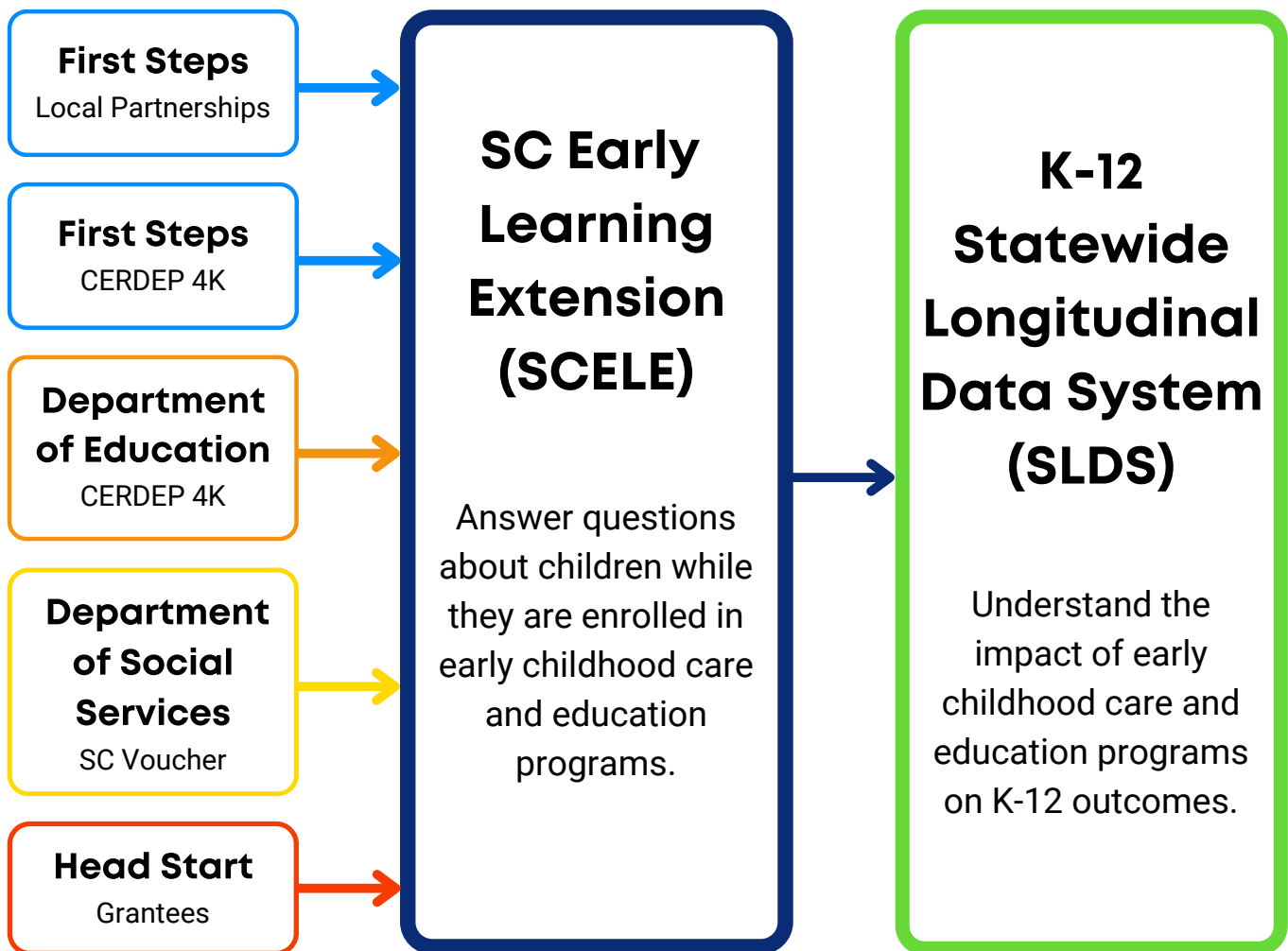
- Support local partnership Comprehensive Plan implementation within programs, core functions, and capacity building
- Support one or more strategies within SC First Steps strategic plan, *Every Child Ready*

Webinar Tuesday, March 23, 10am

https://zoom.us/meeting/register/tJwrcOirqjooGtTr5l6_bWn7q0VZ5DUpkfwl

SC Early Learning Extension

The mission of the **South Carolina Early Learning Extension (SCELE)** is to improve outcomes for young children and their families through an aligned system for data-informed decisions and policies.



The **SCELE** will provide insight into utilization of early childhood care and education programs and articulate the return on public investment in early childhood to better understand their impact and to build the case for more long-term investment.

THE **SCELE** IS A SYSTEM TO:

- Provide information to families and the public about the impact of early childhood care and education programs
- Evaluate alignment of programs and child progress to highlight opportunities for growth and new developments
- Help program administrators, teachers, and service providers identify and analyze short- and long-term outcomes for continuous program improvement
- Articulate the return on current investments in early childhood programs and build the case for future funding

THE **SCELE** IS A TOOL FOR:

- Families and the public to learn with near real-time dashboards about early learning programs and their long-term impact
- Policymakers to inform community needs, resource allocation, and program impact
- Researchers and evaluators to access data quickly and efficiently

THE **SCELE** IS NOT:

- A replacement for individual program data systems
- A duplication of the Department of Education's K-12 longitudinal data system
- An infringement on privacy or confidentiality of young children and their families
- A system that rates, ranks, or evaluates the performance or development of young children on the individual level
- A duplication or replacement of Palmetto Pre-K, a portal for families to connect with publicly-funded pre-K programs

On the horizon for **SCELE**:

The Early Childhood Advisory Council will take the lead in establishing the Data Governance Committee in early spring of 2021. The Data Governance Committee will safeguard program and outcome data and its accessibility. The Data Governance Committee will work to align the program data to K-12 and build a portal accessible to stakeholders by February 2024. The work of the Data Governance Committee is supported by the Early Childhood Advisory Council Data Governance Coordinator.



Strategic Planning and Evaluation Committee

Chairwoman's Report

Dr. Amy Williams

April 15, 2021

The Strategic Planning and Evaluation Committee met on March 29, 2021 via Zoom. Dave Morley, Jessica Mackey, Janie Neeley, Alexia Newman, and I were present.

After discussion, I made the following motion: to evaluate Child Care Quality Enhancement and Training in FY22-23 (Due November 1, 2022) for the next prevalent program evaluation. Alexia seconded the motion, and the motion unanimously passed.

The remainder of the meeting was spent discussing key questions that will drive the SC Early Learning Extension that came out of the Preschool Development Grant Needs Assessment. Three major points of the discussion were: (1) determining the percent of the eligible population served; (2) including measures of parent engagement; (3) transitions between early intervention and school (IDEA Part C to Part B, 619).



Strategic Planning and Evaluation Committee Meeting

Monday, March 29, 2021 via Zoom

Members present: Jesica Mackey, Amy Williams, Dave Morley, Alexia Newman, Janie Neeley
Staff present: Justina Siuba, Kate Roach, Chelsea Richard

MINUTES

The meeting opened at 1:00 PM by discussing the next prevalent program evaluation due on November 1, 2022. The next prevalent program after Parents as Teachers (evaluation due November 1, 2021) is Quality Enhancement and Child Care Training combined. For the past three years, over \$2.4 million (23.5%) on average of state formula funding to Local Partnerships has been spent each year on these two program strategies. Kate Roach, Local Partnership Early Care and Education Team Lead, gave the committee an overview of these two strategies. Currently, 17 Local Partnerships do Quality Enhancement and 36 have a Child Care Training strategy. Both of these program strategies support child care providers.

Dr. Williams made a motion to evaluate Child Care Quality Enhancement and Training in FY22-23 (Due November 1, 2022) for the next prevalent program evaluation. Alexia seconded the motion, and the motion unanimously passed.

Chelsea gave the committee updates about the 'Your Voice Matters' initiative. She relayed that responding to the all-team survey presented at the February Board meeting is an ongoing process at many levels of the agency. A survey of families enrolled in Parents as Teachers in a handful of counties is currently in the field and has received 81 responses to far. The next feedback loop planned is with 4K parents. Chelsea also reported that the award had been made for the First Steps Outcomes and Accountability Data System, which will be a fully customized case management system for Local Partnership programs and 4K. She also mentioned that operationalizing *Every Child Ready* (First Steps' 2020-2025 Strategic Plan) is ongoing. Current projects include aligning everyone's EPMS objectives to strategic plan and exploring team-level action plans.

For Early Childhood Advisory Council business, Chelsea reported that the Birth through Five plan is an ongoing process with the external consultants (Bill Potapchuk and Mary Beth Salomone Testa). She also reported that the SC Early Learning Extension of the Statewide Longitudinal Data System kick off meeting was held last week. Justina is beginning one-on-one agency team meetings soon. Justina and Chelsea led the committee through a discussion about the key questions that will drive the SC Early Learning Extension (attachment) that came out of the Preschool Development Grant Needs Assessment. Three major points of the discussion were: (1) determining the percent of the eligible population served; (2) including measures of parent engagement; (3) transitions between early intervention and school (IDEA Part C to Part B, 619). After a rich discussion, the meeting adjourned at 1:51PM.