



## Meeting of the Board of Trustees

Thursday, December 4, 2025, 12:30-2:30 PM

The Graduate Hotel, 1619 Pendleton St, Columbia, SC 29201

### AGENDA

- I. **Roll Call** Emily Prillaman, Board Liaison
- II. **Public Comment Period**  

The public is invited to provide comments relevant to the South Carolina First Steps and/or SC Early Childhood Advisory Council during this period. Members of the public wishing to speak must sign up before the meeting. Comments should be limited to no more than three minutes per speaker.
- III. **Call to Order and Approve the Agenda** David Morley, Chairman  

**Motion:** To adopt the agenda as submitted
- IV. **Consent Agenda**  

**Motion:** To approve the consent agenda as submitted

  - a. To adopt the Board of Trustees meeting minutes from September 18, 2025.
  - b. To approve minutes from the Executive Committee Meeting October 29, 2025, and December 1, 2025.
  - c. To approve updates to the Program Guidelines for implementation in fiscal year 2026-2027, beginning July 1, 2026, as approved by the Local Partnership and Grants Committee.
- V. **Executive Committee Report**
- VI. **Program and Grants Committee Report** Wes Wooten, Committee Chair
- VII. **Strategic Planning and Evaluation Committee Report** Dr. Amy Williams, Committee Chair
- VIII. **Finance and Administration Committee Report** David O'Kelly, Chief Financial Officer
- IX. **Legislative Report** Senator Greg Hembree
- X. **Strategic Plan Update** Molly Tuck, MA  
Director of Research and Evaluation

**XI. Child Trends PAT Study**

Van-Kim Lin, Sr. Research Scientist  
Sarah Crowne, PhD, Sr. Research Scientist

**XII. Agency Director Report**

Ann Vandervliet

**XIII. Adjournment**

Chairman Morley

**Motion:** To adjourn the meeting of the SC First Steps Board of Trustees

**Attachments:**

- SC First Steps Board of Trustees Meeting Minutes – September 18, 2025
- Executive Committee Minutes – October 29, 2025
- Executive Committee Minutes – December 1, 2025
- Local Partnership and Grants Committee Minutes – September 23, 2025
- Local Partnership and Grants Committee Minutes – November 18, 2025
- Strategic Planning and Evaluation Committee Minutes – November 19, 2025



## Board of Trustees Meeting Minutes

Thursday, September 18, 2025, 2:00PM

636 Rosewood Drive and Virtual (via Zoom)

**Trustees Present (14):** Rep. Terry Alexander, Frances Anderson, Tony Cantone, Jacque Curtin, Mary Lynne Diggs, Dr. James Durant, John Hayes, Sen. Greg Hembree, Jack McBride, Roger Pryor, Dr. Edward Simmer, Wes Wooten, Sue Williams, Dr. Amy Williams (Vice Chair)

**Trustees Absent (9):** Dr. Robert Bank, Sen. Jason Elliott, Rep. Shannon Erickson, Constance Holloway, Jessica Mackey, Eunice Medina, Dave Morley (Chairman), Janie Neeley, Mary Anne Scott

**Others Present (33):** Austin Reed, Beth Moore, Betty Washington, Bradley Harris, Candi Lalonde, Cheryl Scales, Crystal Campbell, David Lisk, Delores Rock, Dorothy Priester, Emily Prillaman, Gina Beebe, Haymee Guiliani, Iris Ballen-Morant, Jabari Bodrick, Jenny May, Jessica Fluker, Jon Artz, Karen Oliver, Kate Roach, Katrina Valliere, Kenna Hoover, Kerry Cordan, Kim Chariker, Kim Trudell, Kristen Martocchio, LaMyra Sanders-Dukes, Laura Baker, Lexi Jones, Marietta Melton Burch, Rachal Hatton-Moore, Samantha Ingram, Sarah Eargle

Meeting was called to order with a quorum present at 2:06 p.m. by Dr. Amy Williams.

A motion was made to accept the meeting agenda by Mr. Wes Wooten, seconded by Ms. Frances Anderson. All voted in favor.

A motion was made to adopt the consent agenda by Mr. Wooten, seconded by Ms. Anderson. All voted in favor.

Vice Chair Dr. Williams welcomed Frances Anderson and Dr. James DuRant to the Board of Trustees.

Vice Chair Dr. Williams gave a brief update from the Executive Committee. The Executive Committee addressed the following: a review and approval of a capital requests from Richland County First Steps, Local Partnership Executive Director compensation requests, and proposals from First Steps Local Partnerships for Innovation Investment Expansion awards.

An overview of Innovation Investments was shared. Ms. Vandervliet thanked the General Assembly for allowing the approach that has resulted in an 11% increase in reach in high-intensity and evidence-based services.

Mr. Wooten, chairman of the Program and Grants Committee, shared an update. Interim Chief of Partnerships, Kerry Cordan, Ph.D., shared program catalog changes resulting from a review process to align with current research.

Vice Chair Dr. Williams gave an update from the Strategic Planning and Evaluation Committee. She gave an overview about CLASS Observation Pilot to strengthen the First Steps 4K model.

Chief of Finance David O'Kelly shared that the annual financial statement audit is underway for FY 24-25 and the 26-27 Budget Request was submitted to the SC Executive Budget Office. As of August 31, the agency has spent 17 percent of its \$75 million budget, making it on pace.

There was a request to approve a capital request of \$125,000 for kitchen renovation as submitted from the Lancaster County First Steps Board of Directors. Dr. Williams asked for a motion. A motion was made by Mr. Wooten, seconded by Ms. Anderson. All voted in favor.

Senator Hembree gave an update, sharing that for FY 26-27 there are opportunities to expand services and programs with full support from the Governor and General Assembly.

Chief of Engagement Beth Moore gave updates on proposed revisions to the SC Profile of the Ready Kindergartner. The document is distributed directly to local partnerships, through the Department of Education, during the Ready for Kindergarten campaign, and online. Dr. Williams called for a motion to approve the proposed revisions as submitted in fulfillment of S.C. Code Ann. § 59-152-32. A motion was made by Mr. Wooten, seconded by Ms. Anderson. All voted in favor.

Ann Vandervliet, agency director, gave the "Agency Director Update." The update included the "Every Day Builds the Way" campaign to reduce chronic absenteeism in First Steps 4K. She shared that the agency will be building relationships with the state at Early Advantage: Foundations for South Carolina's Economic Vitality with Tom Barkin, President and Chief Executive Office of the Federal Reserve Bank of Richmond. She shared organizational updates, and recognized Iris Ballen-Morant who was selected as the Home Visiting Community Leader of the Year.

Dr. Williams asked if there was a motion to adjourn. Mr. Wooten made a motion to adjourn the meeting of the SC First Steps Board of Trustees, seconded by Ms. Anderson. All voted in favor.

Meeting was adjourned at 2:58 p.m.



## **Executive Committee Meeting Minutes**

October 29, 2025

Virtual (via Zoom)

**Members Present (3):** David Morley, Dr. Amy Williams, Wes Wooten

**Members Absent (1):** Jessica Mackey

**Staff Present (2):** Ann Vandervliet, Kerry Cordan, Ph.D.

David Morley called the meeting to order with a quorum present at 3:09 p.m.

David Morley asked for a motion to enter Executive Session to discuss Local Partnership personnel matters and the Annual Review for agency director. Motion was made by Wes Wooten, seconded by Dr. Amy Williams, all voted in favor.

**Motion:** To enter executive session for the purpose of personnel matters for the local partnerships and the annual review.

With no action taken in Executive Session, the following motion was made. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To exit executive session.

Upon exiting executive session, actions were taken on the following motions.

**Motion:** To approve the proposed **Anderson** County First Steps executive director compensation at the amount requested, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Beaufort** County First Steps executive director compensation at the amount requested, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Charleston** County First Steps executive director compensation, with revisions, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.



**Motion:** To approve the proposed **Cherokee** County First Steps executive director compensation, with revisions, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Horry** County First Steps executive director compensation, with revisions, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Laurens** County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Lexington** County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To approve the proposed **Greenville** County First Steps executive director bonus, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

Ms. Vandervliet provided general updates on recent agency events.

The following motion was made to adjourn the meeting. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To adjourn the meeting.

Meeting was adjourned at 4:30 p.m.



## Executive Committee Meeting Minutes

December 1, 2025, 3-4 PM

Virtual (via Zoom)

**Members Present (3):** David Morley, Dr. Amy Williams, Wes Wooten

**Members Absent (1):** Jesica Mackey

**Staff Present (2):** Ann Vandervliet, Kerry Cordan, Ph.D.

David Morley called the meeting to order with a quorum present at 3:03 p.m.

Mr. Morley asked for a motion to enter Executive Session to discuss personnel matters. Motion was made by Dr. Amy Williams, seconded by Wes Wooten, all voted in favor.

**Motion:** To enter executive session for the purpose of personnel matters for the local partnerships.

With no action taken in Executive Session, the following motion was made. Motion was made by Dr. Williams, seconded by Mr. Wooten, all voted in favor.

**Motion:** To exit executive session.

Upon exiting executive session, action was taken on the following motion. Motion was made by Dr. Williams, seconded by Mr. Wooten, all voted in favor.

**Motion:** To approve actions on personnel matters as discussed in executive session, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

The following motion was made to adjourn the meeting. Motion was made by Dr. Williams, seconded by Mr. Wooten, all voted in favor.

**Motion:** To adjourn the meeting.

Meeting was adjourned at 4:06 p.m.



**Local Partnership Program and Grants Committee**

**Special Called meeting**

Tuesday September 23, 2025

9:00 am – 10:00 am

Virtual

**Minutes**

**Committee in attendance:** Wes Wooten, Roger Pryor, John Hayes, Jack McBride

**SC First Steps Staff:** Ann Vandervliet, Kerry Cordan, Gina Beebe, Jon Artz, Cheryl Scales-Chavis, LaMyra Dukes, Jade Wright, Jessica Fluker, Lexi Jones, and Kathy Fitzgerald

**I. Call the meeting to order – Wes Wooten**

Meeting was called to order by Wes Wooten at 9:01 am. Roger Pryor called the motion and John Hayes second all voted yes. Wes Wooten then gave the floor to Kerry Cordan.

**II. Action Item – Kerry Cordan**

The floor was turned over to Kerry Cordan, who gave a brief introduction including the purpose of the meeting.

**III. Proposal to allocate PDG funding for HIPPY Restoration Grant- Kerry Cordan, Ph.D.**

SC First Steps staff reviewed its federal Preschool Development Grant (PDG) and identified funding (for the period of Oct. 1, 2025 – June 30, 2026) to support HIPPY in counties that lost AmeriCorps funding. Criteria for application were established.

Ann Vandervliet gave a recap of the process and fielded questions from the committee. Kerry Cordan reviewed the provided budget template. The following motion was made after discussion.

Motion: To approve the HIPPY restoration awards as presented.

Called to motion: Roger Pryor

Second: John Hayes

Vote: All voted yes

Wes Wooten moved to adjourn the meeting at 9:25am. John Hayes seconded and all voted in favor.

Next Meeting is November 20, 2025, at 1:00 pm

**HIPPY BUDGET (Oct. 1, 2025 - June 30, 2026)**

**Recommended Caseload Sizes**

Part-time: 8-10 families  
Full-time: 15-18 families

**This is a SAMPLE budget for informational purposes only. Programs should use the BSP program page format to submit their proposed budget. Applicants may modify the salary and fringe lines**

**PERSONNEL**

Staff Role	Salary	FTE	Justification (number of hours per week/salary/role)
HIPPY Coordinator/Supervisor	28,500	1	30 hours
Home Visitor (1) Full-time	26,250	1	40 hours
OR			
Home Visitor (1) Part-time	13,125	0.5	20 hours
Home Visitor (2) Part-time	13,125	0.5	20 hours
<b>Total Personnel</b>	<b>54,750</b>		

**FRINGE BENEFITS**

Benefit	Cost	Percentage	Justification (percentage/type of fringe/calculation)
Estimated Fringe Costs	19,710	0.36	Est. 36% fringe benefits cost per staff member
<b>Total Fringe Benefits</b>	<b>19,710</b>		

**TRAVEL & MILEAGE**

	Cost	Miles	Justification (rate per mile/purpose)
Mileage	1,050	1,500	.70 per mile/staff meetings, supervision and trainings
Other Travel Costs	1,000		
<b>Total Travel &amp; Mileage</b>	<b>2,050</b>		

**PROGRAM MATERIALS & CURRICULUM**

Item	Cost	Justification (item/amount/cost per/total cost/purpose)
Curriculum sets (3 year old)	735	\$735 per 10 children (est. 2 sets)
Literacy materials (3 year old)	730	\$706 per 10 children (est. 2 sets)
OR		
Curriculum sets (4 year old)	1,470	\$735 per 10 children (est. 2 sets)
Literacy materials (4 year old)	915	\$457.30 per 10 children (est. 2 sets)
Supplemental curriculum materials	560	\$35 per family
<b>Total Program Materials &amp; Curriculum</b>	<b>2,945</b>	

**TRAINING & PROFESSIONAL DEVELOPMENT**

Item	Cost	Justification (type of training/purpose/cost per person)
HIPPY Home Visitor Training Module	280	2 Virtual self-paced modules, \$140 each
20-hours Professional development	1,000	Various professional development topics/500pp/2 program staff
<b>Total Training &amp; Professional Development</b>	<b>1,280</b>	

**TECHNOLOGY & EQUIPMENT**

Item	Cost	Justification (item/amount/cost per/total cost/purpose)
Laptops		
Printers		
Hotspots		
<b>Total Technology &amp; Equipment</b>	<b>2,000</b>	est. \$1,000 per staff member

**OUTREACH & RECRUITMENT**

Item	Cost	Justification (item/amount/cost per/total cost/purpose)
Marketing materials	0	Marketing materials to be provided by SCFS
Family incentives (educational materials only)	300	15 est. \$20 per family

**Total Outreach & Recruitment** 300

**ADMINISTRATIVE/SHARED COSTS**

Item	Cost	Percentage	Justification (item/cost/percentage of budget/purpose)
<b>Total Administrative/Shared Costs</b>	<b>3,750</b>		Proportion of shared costs such as rent, utilities, admin support, etc.

**TOTAL BUDGET** \$ 86,785.00

**Number of Clients** 18 **Cost per client: \$4,821.39**



## **Local Partnership Program and Grants Committee**

Tuesday November 18, 2025

2:00 pm – 4:00 pm

Virtual

### **Minutes**

**Committee in attendance:** Wes Wooten, Roger Pryor, John Hayes

**Committee members absent:** Jack McBride

**SC First Steps Staff:** Kerry Cordan, Gina Beebe, Jon Artz, LaMyra Dukes, Jade Wright, Jessica Fluker, Lexi Jones, Betty Gardiner, Emily Prillaman, Molly Tuck, Jaiden Branch, and Kathy Fitzgerald

#### **I. Call the meeting to order – Wes Wooten**

Meeting was called to order by Wes Wooten at 2:04 pm. Roger Pryor called the motion and John Hayes second all voted yes. Wes Wooten then gave the floor to Kerry Cordan.

#### **II. FY27 Program Guideline Updates - Kerry Cordan, Ph.D.**

An overview of the changes was provided by team leads and questions fielded from the committee.

- A.** General Updates, Kerry Cordan, Ph.D.
- B.** Parenting and Pre-literacy, Gina Beebe
- C.** Early Care and Education, Kate Roach

Wes Wooten called for a motion to approve the updates to the Program Guidelines for implementation in fiscal year 2026-2027, beginning July 1, 2026, as submitted. Roger Prior made the motion. John Hayes seconded. All voted in favor.

With no further business, Wes Wooten called for a motion to adjourn the meeting at 2:42 pm. Roger Prior made the motion, John Hayes seconded. All voted in favor.

Next meeting February 19, 2026, 1:00 pm

# Summary of changes for FY26-27 Program and Operational Guidelines

## General Guidelines

- Removed fiscal accountability, and core functions sections from this document as they are now in the LP Fiscal Manual
- Clarified language in the general guidelines section
- Removed guidelines that are to be removed from the program catalog (approved in August 2025)
- Moved programs to pre-literacy (as approved in August 2025)
- Removed all references to “KITS”
- Removed all references to “Expected First Steps Child-Level Outcomes”
- Defined retention for all programs where applicable and available

## Program Guidelines

### Parenting

- PAT: Defined Healthy Family Parenting Index (HFPI) requirements to align with FFPSA project requirements
- PAT: Added criteria for child health record completion and data entry
- HIPPY: Added requirements for ASQ-3 and ASQ:SE2 completion (was inadvertently removed from guidelines)
- SCPV: Added additional options for child care setting assessment (ERS or CLASS)
- Multiple: Added/deleted some data points for minimum requirement accountability

### Pre-literacy

- Motherread/Fatheread: Removed ASQ requirement; added referral to Help Me Grow for Developmental screenings
- Raising a Reader: Clarified requirements for survey completion

### Early Care and Education

- Revision of LEAP for K (formerly Enhanced Early Education with Onsite Tutoring): redefined expectations and assessments
- Revision of Early Education Program Support (3K): redefined expectations, assessment requirements, and monitoring requirements
- Child Care Coaching (formerly Technical Assistance and Coaching): added requirement of practice-based coaching framework, clarified visit expectations, reflection and feedback, and action plans. All modes and approved assessment tools are under Child Care Coaching (Quality Counts, ERS, CLASS, TPITOS/TPOT) rather than stand-alone (as approved in August).
- Child Care Training: added limitation on expenditures of no more than 15% of partnership's total EIA allocation amount

### School Transitions

- No substantial changes

### Health

- No substantial changes



## Strategic Planning and Evaluation Meeting Minutes

Wednesday, November 19, 2025

Virtual (via Teams)

**Members Present (2):** Dr. Amy Williams, Dr. James Durant

**Staff Present (5):** Ann Vandervliet, David O'Kelly, Emika Aroh, PhD, Jaiden Branch, Molly Tuck

**Others Present (3):** Sarah Crowne, PhD, Tracy Gebhart, Van-Kim Lin

Meeting was called to order at 1:02 PM. Without a quorum, no action was taken to approve minutes from August 27, 2025.

Sarah Crowne, PhD, Senior Researcher from ChildTrends, presented results from an evaluation of Parents As Teachers.

Molly Tuck gave updates on how the agency is utilizing the 4K Attendance Viewer dashboard, CLASS (Classroom Assessment Scoring System) in a randomized pilot of 79 4K classrooms, and new data collection forms to update on the progress First Steps 4K is making on each of the tactics of the Strategic Plan.

Meeting was adjourned at 1:56 PM.