



Board of Trustees Meeting

October 24, 2019

2 P.M.

Graduate Columbia, 1619 Pendleton Street, Columbia, SC

DRAFT MINUTES

Members Present (16):

Julie Hussey, Vice Chair
Senator Greg Hembree
Representative Jerry Govan
Shelley Canright
Walter Fleming Jr.
Tim Holt
Mary Lynne Diggs
Angel Johnson-Brebner (by phone)
Jennifer McConnell
Roger Pryor (by phone)
Mike Leach
Sue Williams
Mary Poole (by phone)
David Mathis
Rick Toomey
Amy Williams

Members Absent (4):

Representative Rita Allison
Senator Gerald Malloy
Alexia Newman
Josh Baker

Others Present:

Georgia Mjartan	Laura Wade
Samantha Ingram	Rieta Drinkwine
Zack Catoe	Micah Rea
Debbie Robertson	Kate Roach
Chelsea Richard	
Pamela Gillam	
Lavinia Tejada	
Tammy Compton	
Sarah Eargle	
Cassie Barber	
Beth Moore	
Kristine Jenkins	
Martha Strickland	



Call to Order/Quorum Call

Ms. Julie Hussey called the meeting to order at 2:09 p.m.

The meeting opened for public comment. No members of the public who were present wished to speak.

Ms. Hussey welcomed Mr. Micah Rea for his attendance on behalf of Lieutenant Governor Pamela Evette.

Ms. Hussey introduced Dr. Cheri Shapiro, Director of the Institute for Families in Society. Dr. Shapiro acknowledged her fellow colleagues and then presented the Evaluation of South Carolina First Steps to School Readiness 2013-2014 to 2017-2018.

Dr. Shapiro explained the evaluation approach and results of the evaluation. She also answered questions from the board members.

Ms. Mjartan thanked the Institute for Families in Society for their work and reminded the board that the agency is legislatively-mandated to have an external evaluation of programs every five years. She also noted that this was the first year the agency chose the Institute for Families in Society to complete an agency evaluation.

Ms. Mjartan stated that her hope is for the board to dive deeper into the evaluation and commit to following through with the evaluation recommendations.

Ms. Hussey noted that a quorum was present.

Mr. Tim Holt introduced a motion to approve the meeting agenda as written. Senator Greg Hembree provided a second and the motion was unanimously approved.

Ms. Shelley Canright made a motion to approve the August 15, 2019 minutes as written. Mr. Walt Fleming provided a second and the motion was unanimously approved.

Ms. Julie Hussey presented the Executive Committee report and briefly discussed information presented at the Executive Committee meeting which included the Early Childhood Study Committee, the role of the Early Childhood Advisory Council, the 2020 legislative session and 4K expansion.

Ms. Hussey pointed the board to the 2020 Board of Trustees and Early Childhood Advisory Council calendar included in their packet.

Mr. Fleming made the motion to adopt the 2020 SC First Steps Board of Trustees and Early Childhood Advisory Council Calendar. Dr. Amy Williams provided a second and the motion was unanimously approved.

Ms. Jennifer McConnell gave the Program and Grants Committee report and highlighted the fact that local partnerships who participated in an Executive Director survey regarding the grant application and review process gave overwhelming positive responses. Ms. McConnell noted that 61% of Executive Directors responded to the survey and 95% of those agreed that they received timely



responses from their Program Officers. The entire survey and its results were included in the board packet.

Ms. McConnell stated that the committee reviewed the list of 11 local partnerships who submitted a corrective action plan and said the board would receive a report on how those local partnerships were doing regarding the plans at the next board meeting.

Ms. McConnell reported that Horry County First Steps did not meet the 15% match requirement and per state board policy would have a reduction of \$7,632.63 in their FY20 grant allocation.

Mr. Fleming gave the Finance and Administration Committee report and pointed the board to the FY2020 Financial Status Report included in the board packet. Mr. Fleming noted that the agency remained in good standing financially.

Mr. Fleming briefed the group on the agency's state budget request and pointed out that the agency had requested \$5M for competitive grants for the local partnerships, \$6.4M for the 4K program, \$267,384 to fund the support and operational activities of the Early Childhood Advisory Committee, \$142,448 in recurring funds, and \$595,000 in one time funds to purchase the Outcome and Accountability Data System.

Mr. Fleming introduced Angelica Coppin, who filled the position of 4K Fiscal Manager.

Mr. Fleming said the committee did receive the 2018-19 Financial Audit Report from Greene Finney, LLP and the report was presented at their committee meeting which all board members were invited to attend. Mr. Fleming mentioned that the firm gave an unqualified opinion, which is the best opinion an organization can receive, and that the agency did not have any findings this year.

Mr. Fleming asked for a motion on behalf of the Finance and Administration Committee to receive the 2018-2019 Financial Audit as presented.

Upon a second by Mr. Tim Holt, the motion to receive the 2018-2019 Financial Audit unanimously passed.

Mr. Fleming stated that the new financial management system for the local partnerships, Blackbaud, would go live in January 2020.

Dr. Amy Williams presented the report for the Strategic Planning and Evaluation Committee. Dr. Williams briefed the group on the year-long strategic planning process which involved the board, staff, local partnerships, members of the public and other stakeholders. Dr. Williams brought forth the following recommendations from the committee on the agency's vision, mission and values.

Dr. Williams read the agency's mission statement, vision statement and values as approved by the committee. After discussion of the definition of the word entity, Ms. Mjartan and the group decided to honor the strategic planning process and work to decide exact definitions in the future.

Dr. Williams asked for a motion to adopt the following as SC First Steps' Mission, Vision and Values:



Mission: South Carolina First Steps works collaboratively to ensure that all children start school ready to reach their highest potential with engaged support from their parents, caregivers, and communities.

Vision: We will be successful when all children reach their highest potential.

Values: High Quality, Equity, Results, Children, Relationships

Upon a second by Dr. Shelley Canright, the motion was unanimously approved.

Ms. Mjartan gave the Executive Director's report and discussed First Steps 4K, legislative matters, personnel announcements, and current position vacancies. Ms. Mjartan also discussed the agency's provisos for the upcoming legislative session.

With no further business, Mr. Holt made a motion to adjourn the meeting which was seconded by Mr. Fleming. The meeting was adjourned at 3:40 p.m.