



Meeting of the Board of Trustees

August 20, 2020, 2:00 PM

<https://zoom.us/j/95345469770?pwd=ak5KWFc2ZGhNdFR6M3dpclZsWjRIQT09>

AGENDA

- I. Roll Call (Avian Jones)
- II. Public Comment Period
The public is invited to provide comments relevant to the SC Early Childhood Advisory Council and/or South Carolina First Steps during this period. Members of the public wishing to speak must either email ajones@scfirststeps.org or notate their interest in speaking in the comment box on Zoom *prior* to the start of the meeting. Comments should be limited to no more than three minutes per speaker.
- III. Call to Order and Approve Agenda (David Morley)
Motion: To adopt the agenda as submitted
Motion: To adopt the June 18, 2020 minutes as submitted
Attachments: June 18, 2020 Minutes
- IV. Executive Committee Report (David Morley)
Attachments: Executive Committee Report, Executive Committee Meeting Minutes
- V. Consent Agenda: **Motions Recommended by Committees** (David Morley)
 - a. Motion to issue Corrective Action Plans to 12 Local Partnerships to document progress towards compliance by local board and staff in meeting the minimum qualifications specified in each plan. (See attached for list of local partnerships receiving Corrective Action Plans.) (Program and Grants Committee recommends)
 - b. Motion to award \$580,113 in funding for the Family Services Expansion Grant: Parenting Program Expansion Awards to the following 8 local partnerships: Bamberg, Berkeley, Dorchester, Greenville, Newberry, Orangeburg, Pickens, and York. (Details on grant award amounts attached.) (Program and Grants Committee recommends)
 - c. Motion to award 18 AmeriCorps member slots including all stipend expenses and an additional \$77,000 in grants (\$7,000 per AmeriCorps Parent Educator awarded) to the following counties: Barnwell, Berkeley, Charleston, Colleton, Dorchester, Marion, Newberry, Orangeburg, Pickens, Richland, Williamsburg (Details on member slots awarded and grant amounts attached.) (Program and Grants Committee recommends)
 - d. Motion to award the remaining balance of \$23,830 in Rural Home Visiting Expansion funds to be distributed equally between Barnwell and Dillon County First Steps in the respective sums of \$11,915 each for continuation of their parenting programs. (Program and Grants Committee recommends)
- VI. Executive Session (Dave Morley)
- VII. Local Partnership Program and Grants Committee (Jennifer McConnell)
Attachments: Local Partnership Program and Grants Committee Report, Local Partnership Program and Grants Committee Meeting Minutes, Corrective Action Plans, FY21 Formula Funding Grant Application, Notes from FY21 Formula Funding Grant Application, Designated Board



Vacancies by Agency, Recommendation for Close Out of Rural Home Visiting Expansion Grants, Summary of Family Services Expansion Grant Awards

- VIII. Finance and Administration Committee (Walter Fleming)
Attachments: Finance and Administration Report, Finance and Administration Committee Meeting Minutes, FY 2020 Financial Status Report as of June 30, 2020, FY 2020 Donations Report as of June 30, 2020, Draft Budget for FY 2021 as of July 31, 2020, FY 2021 Donations Report as of July 31, 2020
- IX. Strategic Planning and Evaluation Committee (Dr. Amy Williams)
Attachments: Strategic Planning and Evaluation Committee Report, Strategic Planning and Evaluation Committee Meeting Minutes, Draft Position Description for SLDS Project Coordinator, L4G Proposed Grant Overview, PAT Draft Evaluation Overview
- X. Legislative Committee (Sen. Gerald Malloy)
- XI. Executive Director's Report (Georgia Mjartan)
Attachments: Executive Director's Report
- XII. **Motion:** To adjourn the meeting of the SC First Steps Board of Trustees



Board of Trustees Meeting

June 18, 2020 immediately following the ECAC meeting

<https://zoom.us/j/98151204375?pwd=cFhQZTd1Snk4YW5GV0NPUVBQZndJQT09>

Draft Minutes

Members Present (18):

Dave Morley, Chair
Julie Hussey, Vice Chair
Sue Williams
Alexia Newman
Joshua Baker
Tim Holt
Marshall Taylor
Rep. Jerry Govan
Roger Pryor, Jr.

Mary Poole
Michael Leach
Mary Lynne Diggs
Dr. David Mathis
Sen. Gerald Malloy
Sen. Greg Hembree
Dr. Amy Williams
Dr. Shelley Canright
Jennifer McConnell

Members Absent (3):

Rep. Rita Allison
Angel Johnson-Brebner
Walter Fleming

Others Present(58):

Lt. Gov. Pamela Evette
Georgia Mjartan
Avian Jones
Samantha Ingram
Betty Gardiner
Joyce Stacey
Chelsea Richard
Laura Baker
Anna Workman
Paula Durham
Kim Archung
Adriana Vidal
Tina Camp
Reginald Williams
Candi Lalonde
Akela Collier
Daniel Ralyea
Kim Trudell
Crystal Campbell
Sally Cauthen
Mimi Frederiksen

Tierra Thomas
Megan Finnern
Janie Quinn
Suzanne McGougan
Shayla Pettigrew
Tonia Stuckey
Joeann Conyers
Veronica Reynolds
Lisa Huff
Carla Brown
Cassie Barber
Cindy Galloway
SheKiah Reese
Janice Kilburn
Barbara Scott
Nancy Ziobro
Kawiana Young
Jon Artz
Spencer Scott
Claudia Dunmore
Cindy Ellis

Carletta Israel
Matthew Ferguson
Kristine Jenkins
Pierce McNair
Christine DiStefano
Fred Greer
Delores Rock
Kristie Bader
Tiffany Outlaw
Bridgett Shealey
Martha Strickland
Darlene Thomas-Burroughs
Sharon Bruton
Maggie Tucker
Debbie Robertson
Mark Barnes



Mr. Dave Morley called the meeting to order at 3:31 p.m.

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

Mr. Morley provided a motion to adopt the April 23, 2020 minutes. Ms. McConnell provided a second and the motion was unanimously approved.

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

Mr. Morley presented on the Executive Committee. The committee made the decision to postpone the SC Summit on Early Childhood until 2021. He also discussed the 2019 budget and the potential shortfall in 4K if COVID expenses are not reimbursed.

Ms. Mjartan discussed the agency's commitment statement to racial equity

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

- I. Consent Agenda: **Motions Recommended by Committees** (David Morley)
 - a. To approve Local Partnership budgets for state funds as proposed in their grant applications and summarized in the attached report. (Program and Grants Committee recommends)
 - b. To approve the revised Partnership and Program Accountability Standards as presented. (Program and Grants Committee recommends)
 - c. To adopt a flexible evaluation schedule for the next five years. (Strategic Planning and Evaluation Committee recommends)

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

Ms. Mjartan provided the Executive Director's report, unveiled the SC First Steps mascot, and discussed the Preschool Development Grant, AmeriCorps Grant, Blue Cross Blue Shield Grant, and State Longitudinal Data System Grant, all newly awarded grants.

Dr. Williams reported on the Strategic Planning and Evaluation Committee and the upcoming evaluation of Parents as Teachers, First Steps' largest local partnership program investment.

Ms. McConnell reported on the Program and Grants Committee and recent Local Partnership audits for FY19.

Mr. Holt presented the report for the Finance Committee.

Mr. Morley provided a motion to adjourn the meeting. Ms. Hussey provided a second and the motion was unanimously approved. The meeting was adjourned by Mr. Morley.



To: SC First Steps Board of Trustees
From: David Morley, Chairman, Executive Committee
Date: July 16, 2020
RE: Executive Committee Report

The Executive Committee of the Board of Trustees met on July 16, 2020 by Zoom. The meeting was called to order at 9:00 am by Chairman Dave Morley with Dr. Shelley Canright, Ms. Jennifer McConnell and Dr. Amy Williams present. They immediately entered executive session for the purpose of a personnel matter. During executive session, they discussed the Executive Director's annual performance review, including the results from the board survey of the agency director's performance.

When the group returned from executive session, during which no votes were taken, Executive Director Georgia Mjartan joined the meeting. Dr. Canright had to leave the meeting. Chairman Morley, Ms. McConnell, and Dr. Williams remained in attendance. Minutes of the meeting are attached. No actions were taken.

Agency Head Review

In the 2018 Reauthorization of South Carolina First Steps, the agency director became subject to Agency Head Salary Commission review, which includes a formal process that the Board of Trustees must follow in providing annual performance reviews to the agency director. Thank you to the board members who completed the survey assessing Executive Director Georgia Mjartan's performance over the past year. We will enter into Executive Session to review the results of this survey and to discuss Ms. Mjartan's performance over the past year.

Motion: To enter Executive Session for the purpose of a personnel matter.



Executive Committee Meeting Minutes

July 16, 2020
9:00 AM to 11:00 AM
Via Zoom

Members present: Dave Morley, Jennifer McConnell, Dr. Amy Williams

Member not present: Sen. Gerald Malloy, Walter Fleming

Staff Committee present: Georgia Mjartan

The Executive Committee of the South Carolina First Steps Board of Trustees met on July 16, 2020 by Zoom. The meeting was called to order at 9:00 am by Chairman Dave Morley with Dr. Shelley Canright, Ms. Jennifer McConnell and Dr. Amy Williams present. They immediately entered executive session for the purpose of a personnel matter. During executive session, they discussed the Executive Director's annual performance review, including the results from the board survey of the agency director's performance.

When the group returned from executive session, during which no votes were taken, Executive Director Georgia Mjartan joined the meeting. Dr. Canright had to leave the meeting. Chairman Morley, Ms. McConnell, and Dr. Williams remained in attendance.

Georgia Mjartan offered a detailed presentation of the initial findings of the Build It Back Better Survey. The response goal is a representative sample of 1200 South Carolina parents and caregivers of young children. The survey will run for one month. Results will be shared with the Governor's Office, legislators, SC's Congressional delegation, and state agencies.

Mjartan provided an operational update on First Step 4K, which operated throughout the summer and will offer full-day, five day per week, in-person 4K in the fall beginning August 17, 2020. A fully online application for First Steps 4K is now functional and applicants are beginning to use this platform, which will serve First Steps well in years to come.

Mjartan also presented information about a significant grant-making effort underway, First Steps' "Family Service Expansion Grants." First Steps will be making \$1 million in grants to local partnerships in four categories, three of which are part of the AmeriCorps program and one of which is a more flexible fund using Preschool Development Grant dollars for the expansion of family services. She presented the proposed process for grant review and selection, and the members of the committee present responded favorably to the proposal. The Board of Trustees will vote to make the grant awards based on recommendations from the Local Partnership Programs and Grants Committee.

Mjartan reported that the First Steps Local Partnerships have continued to provide modified services including tele-home visiting. Some staff remain in county offices while others are telecommuting.

The committee was briefed on personnel changes including a restructure on the Local Partnerships team which will build capacity and strength within the two programmatic areas of most significant investment: Early Care and Education and Parenting. On the 4K team, Carla Brown was promoted to the role of 4K Manager. Her focus area will be parent and family engagement. With grant funding, four new positions



have been established and will be filled once grant awards and contracts are in hand. These positions are:

- AmeriCorps Program Coordinator
- SLDS Project Coordinator
- Parenting Program Coordinator
- Child Care Quality Coordinator

Two procurement matters were discussed. There was no other business. The meeting concluded at 11:10 am.



To: First Steps Board of Trustees
From: Jennifer McConnell, Chair, Local Partnership Program and Grants Committee
Date: August 20, 2020

RE: Report of the Local Partnership Program and Grants Committee

1. The Local Partnership Program and Grants Committee met on August 18, 2020 to discuss the results of the Funding Formula Grant Application review. Fiscal findings were provided in draft but are subject to modification as the Fiscal Manager's final deadline for closing is September 1. In addition, the committee reviewed the timeline regarding issuance of Corrective Action Plans and how partnerships will be supported through this process. The impact of Covid-19 was also noted in the grant review process. The meeting minutes reflect discussion regarding these items and the items listed below.
2. **Action item:** Consideration of Local Partnership's recommended for issuance of Corrective Action Plans as indicated by Program Officers' reviews of grant applications, data system reports and supporting documents.

Motion: to issue Corrective Action Plans to 12 Local Partnerships to document progress towards compliance by local board and staff in meeting the minimum qualifications specified in each plan. (See attached for list of local partnerships receiving Corrective Action Plans.)

Staff provided detailed analysis of the areas where Local Partnerships had the most difficulty with meeting minimum qualifications broken out by the key areas of Governance, Operations and Accountability, and Program Strategies. Fiscal and Resource Development will be added to this analysis once the fiscal year accounting is completed (see attachment – Minimum Qualifications Analysis). Core Functions were not included in the analysis. Guidance on documenting core function activities has been recently released to Local Partnerships. Updated Local Partnership Comprehensive plans (due October 30th) will include strategies for addressing core functions.

Analysis regarding the Minimum Qualification for 'Designated Agency Membership' showed that 16 Local Partnerships had at least one agency representative missing from their boards (see attachment – Designated Board Vacancies by Agency).



3. **Action Item:** Recommendation for close-out of Rural Home Visiting Grants. The 3-year Rural Home Visitation Expansion grants officially closed as of June 30, 2020. These grants were made possible through a private donation with the request that these funds be used in rural counties to support parents by expanding home visiting with an emphasis on serving children prenatal to age three. (see attachment –Rural Home Visiting Grant Close-out Memo)

Motion: to award the remaining balance of \$23,830 in Rural Home Visiting Expansion funds to be distributed equally between Barnwell and Dillon County First Steps in the respective sums of \$11,915 each for continuation of their parenting programs.

4. **Action Item:** The Program and Grants Committee discussed the process used for the review and scoring of the Family Services Expansion Grant applications. Applications were scored by two teams of state office staff members consisting of Program Officers, 4K staff, and the Early Childhood Advisory Council Program Manager. The teams utilized the guidance and scoring rubric made available to all Local Partnerships when the grant was opportunity was announced and posted on the First Steps website (<https://scfirststeps.org/resources/grants/>).

Grants were available for both Parenting Program Expansion (PreSchool Development Grant funds) and AmeriCorps Program Support (AmeriCorps Grant funds). A total of 18 Local Partnerships (including one multi-county submission) applied. Six Local Partnerships submitted applications in multiple grant categories.

A total of 12 grant applications were received for Parenting Program Expansion Awards (maximum award amount \$78,500/application and a total of \$628,000 to be awarded).

Motion: to award \$580,113 in funding for the Family Services Expansion Grant Parenting Program Expansion to the following 8 local partnerships: Bamberg, Berkeley, Dorchester, Greenville, Newberry, Orangeburg, Pickens, and York. (Details on grant award amounts attached.)

For the AmeriCorps portion of the grant awards 13 counties applied. A summary of AmeriCorps grant applications by type is:

- 6 Applications for AmeriCorps Home Visitors to implement the HIPPY (Home Instruction for Preschool Youngsters) Program
- 4 Applications for AmeriCorps Community Outreach members
- 3 Applications for AmeriCorps Family Support members



Motion: to award 17 AmeriCorps member slots including all stipend expenses and an additional \$70,000 in grants (\$7000 per AmeriCorps Parent Educator awarded) to the following counties: Barnwell, Berkeley, Charleston, Colleton, Dorchester, Marion, Newberry, Orangeburg, Pickens, Richland, Williamsburg (Details on member slots awarded and grant amounts attached.)

Attachments:

- Program and Grants Committee Minutes
- Minimum Qualifications List
- Corrective Action Plan Analysis
- Minimum Qualifications Analysis
- Designated Board Vacancies by Agency
- Rural Home Visiting Grant Close-out Memo
- Summary of Family Services Expansion Grant Awards



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

August 18, 2020
Via Zoom
1:00 PM – 2:30 PM
Meeting Minutes

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

Staff to Committee Present: Debbie Robertson, Zack Catoe, Mark Barnes

1. Information item: FY19 Audit Reports Update

Mark Barnes provided the committee an update on the Local Partnership financial audits for FY19 regarding the comments and Discuss with Management sections.

2. Information item: Funding Formula Grant Review Results

Staff reviewed the summary findings from the Funding Formula Grant review. Fiscal findings were provided in draft but are subject to modification as the Fiscal Manager's final deadline for closing is September 1. In addition, the committee reviewed the timeline regarding issuance of Corrective Action Plans and how partnerships will be supported through this process. The impact of Covid-19 was also noted in the grant review process.

3. **Action item:** Consideration of Local Partnership's recommended for issuance of Corrective Action Plans as indicated by Program Officers' reviews of grant applications, data system reports and supporting documents.

Motion: to issue Corrective Action Plans to 12 Local Partnerships to document progress towards compliance by local board and staff in meeting the minimum qualifications specified in each plan. (See attached for list of local partnerships receiving Corrective Action Plans.)

The committee reviewed information provided by staff documenting Local Partnerships requiring corrective action plans. Ms. Hussey moved that the committee recommend to the State Board that corrective action plans be issued to the 12 counties indicated in staff review (attachment – Corrective Action Plan Summary). Mr. Pryor seconded the motion and it passed unanimously.

Staff provided detailed analysis of the areas where Local Partnerships had the most difficulty meeting minimum qualifications broken out by the key areas of Governance,



Operations and Accountability, and Program Strategies. Fiscal and Resource Development will be added to this analysis once the fiscal year accounting is completed (see attachment – Minimum Qualifications Analysis). It was noted that a number of partnerships did not meet the qualification for maintaining adequate liability insurance. This was added to their Grant Agreement in FY20. It was recommended that corrective action plans include a deadline for proof of insurance by the next State Board meeting in October.

The committee reviewed the minimum qualification for ‘Designated Agency Membership’ where 16 Local Partnerships had vacancies for agency representation on their boards (attachment – Designated Board Vacancies by Agency). This is an improvement over last year where 21 Local Partnerships had agency designation vacancies. This is an area where the state board membership can provide assistance.

4. **Action Item:** Recommendation for close-out of Rural Home Visiting Grants. The 3-year Rural Home Visitation Expansion grants officially closed as of June 30, 2020. These grants were made possible through a private donation with the request that these funds be used in rural counties to support parents by expanding home visiting with an emphasis on serving children prenatal to age three. (see attachment –Rural Home Visiting Grant Close-out Memo)

Motion: to award the remaining balance of \$23,830 in Rural Home Visiting Expansion funds to be distributed equally between Barnwell and Dillon County First Steps in the respective sums of \$11,915 each for continuation of their parenting programs.

Dr. Canright made a motion to recommend awarding the remaining funds as detailed in the grant close-out memorandum - \$11,915 each to Barnwell and Dillon. Mr. Pryor seconded the motion and it passed unanimously.

5. **Action Item:** The Program and Grants Committee discussed the process used for the review and scoring of the Family Services Expansion Grant applications. Applications were scored by two teams of state office staff members consisting of Program Officers, 4K staff, and the Early Childhood Advisory Council Program Manager. The teams utilized the guidance and scoring rubric made available to all Local Partnerships when the grant was opportunity was announced and posted on the First Steps website (<https://scfirststeps.org/resources/grants/>).

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Motion: to award \$580,113 in funding for the Family Services Expansion Grant Parenting Program Expansion to the following 8 local partnerships: Bamberg, Berkeley, Dorchester, Greenville, Newberry, Orangeburg, Pickens, and York. (Details on grant award amounts attached.)

Dr. Canright made the motion as stated above. It was seconded by Ms. McConnell and passed unanimously. The committee decided that the amount of the Bamberg award be reduced by \$7,000. These funds will be added to the remaining funds not yet awarded and the 9th ranked grant application, based on scoring, will be provided the opportunity to resubmit their application with a reduced budget.

For the AmeriCorps portion of the grant awards 13 counties applied. A summary of AmeriCorps grant applications by type is:

- 6 Applications for AmeriCorps Home Visitors to implement the HIPPY (Home Instruction for Preschool Youngsters) Program
- 4 Applications for AmeriCorps Community Outreach members
- 3 Applications for AmeriCorps Family Support members

Motion: to award 17 AmeriCorps member slots including all stipend expenses and an additional \$70,000 in grants (\$7000 per AmeriCorps Parent Educator awarded) to the following counties: Barnwell, Berkeley, Charleston, Colleton, Dorchester, Marion, Newberry, Orangeburg, Pickens, Richland, Williamsburg (Details on member slots awarded and grant amounts attached.)

Ms. Hussey made the motion as stated above. It was seconded by Mr. Pryor and passed unanimously by the committee.

The committee adjourned at 2:40 PM.

Attachments:

- Minimum Qualifications List
- Corrective Action Plan Analysis
- Minimum Qualifications Analysis
- Designated Board Vacancies by Agency
- Rural Home Visiting Grant Close-out Memo
- Summary of Family Services Expansion Grant Awards



Corrective Action Plans

August 2020

Update by Partnership	
Local Partnership Receiving Plan	Minimum Requirement Not Met
Abbeville	FY19 Audit comments related to COI and Match documentation
Aiken	Dolly Parton Imagination Library
Chester	Enhanced oversight of Program Strategies through a Service Delivery Plan as the partnership implements a new program
Darlington	Continuation of FY19 CAP for Board Count and Fiscal Stewardship. Additional unmet requirements include Fiscal (Audit) and Conflict of Interest Policy
Florence	Liability Insurance Requirement
Greenwood	FY19 Audit comments related to COI and Match documentation
Hampton	Dolly Parton Imagination Library
Horry	Continuation of FY19 for Board Count and 15% Match. Additional unmet requirements in Audit comments due to Match.
Marion	Continuation of FY19 for Excess Carry Forward. Additional unmet requirements for Liability Insurance and Time Study.
Marlboro	Liability Insurance Requirement
Sumter	Liability Insurance Requirement
Williamsburg	Governance (Board Term Limits, Conflict of Interest)

FY21 FORMULA FUNDING GRANT APPLICATION

MINIMUM QUALIFICATIONS

GOVERNANCE

Composition

Board Count: Board Membership between 12-30 board members

Elected Member Majority: Elected and appointed members constitute majority of board membership

Designated Members: Designated membership includes one member from: County DSS, County Library, County DHEC, Each School District in the county, Head Start or Early Head Start

Membership Diversity: Board membership includes no more than 4 elected members from any one category

Board Officers: Officers include a Chair, Vice Chair and Secretary

Board Term Limits

Member Limits: No members have served more than 8 consecutive years (two 4-year-terms)

Board Chair Limits: Board Chair has not served in this office for more than 4 consecutive years (four 1-year terms)

Board Vice Chair Limits: Board Vice Chair has not served in this office for more than 4 consecutive years (four 1-year terms)

Board Meetings

Board Convening Requirement: Meetings held at least quarterly, including a designated Annual Meeting

Board Attendance: Attendance policy (no more than 3 consecutive unexcused absences) enforced and, if necessary, members in violation of attendance policy were removed/replaced

Submission of Minutes: Board Minutes for the prior fiscal year must be submitted as part of the year-end report due July 15

Legal and Ethical Requirements

FOIA: Board meetings follow FOIA requirements

Conflict of Interest: Board follows the COI Policy contained in the current year's grant agreement, including COI recusals reported in board minutes

OPERATIONS & ACCOUNTABILITY

Resources Assessment: Submit every 3 years a local (county level) needs and resources assessment. *Deadline: December 31*

Comprehensive Strategic Plan: Submit for publication to the SCFS website a local partnership comprehensive strategic plan, based on local needs and resources *Upcoming Deadline: December 31, 2020*

Independent Evaluation: Participate and fully cooperate with all internal and independent evaluations of the First Steps initiative. *Upcoming deadline for external evaluation of the First Steps initiative and child care prevalent programs: November 1, 2019*

Grant Application: Submit a complete and accurate Formula Funding Grant Application by the published deadline.

Data Collection: Enter data in First Steps Data Collection system for each required strategy, following the data requirements and deadlines contained in the First Steps Partnership and Program Accountability Standards *Deadline: July 31*

Annual Report: Submit for publication to the SC First Steps website a complete and accurate partnership Annual Report *Deadline: October 1*

Meeting Attendance: Regularly attend Partnership Director meetings and webinars hosted by SC First Steps.

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HR Practices: Be familiar with and comply with all federal and state laws and First Steps policies pertaining to hiring, discrimination, workplace policies, nepotism, dual employment, conflict of interest, whistleblower, and confidentiality of client information.

Insurance Requirement: Maintain continuous Directors and Officers (D&O) liability insurance. *Liability should be added beginning FY20*

FISCAL & RESOURCE DEVELOPMENT

Stewardship: Exercise appropriate fiscal stewardship at the staff and board level, including adhering to policies and procedures outlined in the SC First Steps Operations Manual and SC First Steps legislation.

Administrative Overhead: Do not exceed the maximum administrative overhead rates for local partnerships, set by the SC First Steps Board of Trustees effective July 1, 2017 as 13% of expenditures of state funds allocated to the local partnerships by SC First Steps. Per the South Carolina First Steps to School Readiness Act § 59-152-70(A): *“Once the overhead rates are established, the rates may not be amended or revised for at least five years, and the board may not grant a waiver from this provision to the local partnership. Local partnerships that are not part of a multicounty partnership and exceed the overhead cost rate are ineligible to receive state funds.”*

Core Function: Limit expenditures of state funds for Core Functions to no more than 12% of total state fund expenditures within a fiscal year.

Evidence-Based Programming: Within expenditures of state funding for programs, a minimum of 75% is spent for programs designated by the SC First Steps Board of Trustees as evidence-based.

Match Requirement: Document a minimum 15% match (cash and/or in-kind) to state funds appropriated to the partnership by SC First Steps.

Carry Forward: Limit carry forward percentage of state funds to 15% or less.

Compliance with Deadlines: Comply with fiscal year-end deadlines for obligating funds (June 30), submitting invoices and reallocations (July 31), and documenting in-kind match (July 31).

Audit Review: Receive no audit findings from the contracted independent auditors.

Contract Stewardship: Exercise appropriate stewardship and due care in the selection, implementation, and monitoring of all contractors, including competitive bidding for all contracts of \$10,000 or more and no bid awards exceeding a total of 5 years.

School District Resource Agreement: Use of local school district resources is approved by the school district’s board of trustees, via a signed letter submitted annually either as part of the partnership’s grant application or upon receipt, prior to any services provided.

Time Allocation Study: Submit a completed Time Study for a minimum 12-week period to SC First Steps by June 30 annually. Cost allocation percentages should align with the partnership’s Time Study on file with SC First Steps

PROGRAM STRATEGIES

(when applicable)

Clients Served: All strategies must serve at least 75% of projected clients or offer at least 75% of projected training hours.

Service slots that are purchased in advance (i.e., scholarships operated through SCDSS) must be used to a) renew a slot for an existing client, or b) serve a new client for the majority of the program year.

Targeting Clients at Risk for Early School Failure: Min. 100% 1 risk, 60% 2+ risks (exceptions: Family Literacy 100% 1 risk, 80% 2+ risks; Scholarships: 100% 2+ risks unless a waiver is granted by SCFS)

Staff Qualifications: Staff must be certified in the program model and all required screenings and assessments. These certifications must be entered in the FSDC system. Quality Enhancement staff must be a certified TA Provider with CCCCD.

Service Delivery (frequency) of client visits, group meetings or trainings): Average home visits per client: min. 1.8 per month (exception: Parent-Child Home min. 6 visits per month).

Home visit duration: min. 30 minutes PCH, 45 minutes all other models.

Child Care TA visits: min. 2.0 per month for each active provider.

Group meetings and trainings: program must offer the min. required by the model or as outlined in the partnership’s Child Care Training Plan.

Connections to Other Services (serving as a local portal for client families): Intensive parenting support, family literacy, EI&R, and scholarship programs: min. 50% of clients must have at least one connection or attempted connection entered in the FSDC system. Connections can include participation in additional programs offered by the partnership or services provided to the child and/or caregiver by outside organizations.

Screenings: Programs that require developmental screenings (ASQ3, ASQ:SE2) must screen at least 80% of active clients (exception: EI&R strategies must screen all clients with the ASQ3). PAT programs must also document Health Screenings and Well-Child Visits.

Assessments (per the Program Standards): Per the assessment schedule outlined in the program standards, HV programs (PAT, PCH, Early Steps) must assess at least 75% of active, eligible clients for changes in parenting skills (KIPS). PAT and PCH programs must assess at least 75% of active, eligible clients for changes in interactive literacy skills (ACIRI). PAT programs must also administer the LSP to at least 75% of active clients. Quality Enhancement programs must assess using the ERS at least 90% of classrooms targeted for TA visits during the program year, or at least 1/3 of all 0-5 classrooms if providing TA center-wide. The ERS assessor cannot be the TA.

Provider Quality: Child care providers serving scholarship children must be rated B or higher by ABC Quality or participate in the partnership's QE strategy, unless a waiver is obtained by SCFS.

Dolly Parton Imagination Library: 1)At least 87% of strategy funds must be spent on the purchase of books. 2)At least 25% of strategy funds must be non-state funding.

Countdown to Kindergarten: At least 50% of parents, home visitors and 5K teachers must complete program surveys.

CORE FUNCTIONS

Comprehensive Plan: The partnership's Comprehensive Plan includes objectives, success metrics, and action items for Core Functions.

Numbers Served: The partnership documents numbers served for Core Functions reported in the Numbers Served Spreadsheet submitted as part of the partnership's Annual Report.

KRA Results: The partnership shares local school district Kindergarten Readiness Assessment (KRA) results with stakeholders, including teachers and parents of programs supported with First Steps funds, each year.



Notes from the FY21 Formula Funding Grant Application

Top subjects for Grant Review Findings

- Designated Board Membership (12)
- Clients Served (11)
- Service Delivery (11)
- Board member term limits (10)
- Assessments (10)

Top Reasons for Corrective Action Plan

- Liability Insurance Requirement
- Conflict of Interest
- Audit Findings
- Board Count (membership minimum)

COVID Impacts

- 7 counties reported client served impacts due to COVID
- 6 counties reported service delivery was impacted by COVID
- 5 counties reported assessment impacts from COVID
- 1 county reported COVID impacting imagination library
- 1 county reported COVID impacting screening



Designated Board Vacancies by Agency	
Agency/Program	Counties Missing Representation
Head Start	Allendale Barnwell Dorchester Greenwood Fairfield Spartanburg Williamsburg
DSS	Dorchester Greenville Kershaw Laurens Marion Fairfield
DHEC	Berkeley Florence Kershaw Orangeburg Sumter
Library	Greenwood Edgefield Orangeburg
School District	Florence Sumter

*Vacancies are subject to change, vacancies as of August 17, 2020



To: Local Partnerships Program and Grants Committee
From: Debbie Robertson, Chief Partnership Officer
Date: August 18, 2020

RE: Recommendation for close out of Rural Home Visiting Expansion Grants

The 3-year Rural Home Visiting Expansion grants officially closed as of June 30, 2020. These grants were made possible through a donation with the request that these funds be used in RURAL counties to support parents by expanding home visiting with an emphasis on serving children prenatal to age three.

Three counties – Barnwell, Dillon, and Fairfield – received \$37,500 each year for the duration of the grant (FY18, FY19, FY20) in order to support home visitor programs. The total grant value for distribution was \$337,500.

In reviewing the state office budget, it was discovered that some additional funds remained that were initially reserved for a pilot project using devices called “Starlings” to track parent-child verbal interaction. Unfortunately, the company manufacturing and supporting the application of these devices went out of business, leaving First Steps no choice but to discontinue the pilot project. The full total of the donation was \$375,103 with \$337,500 going to partnerships and the remaining \$37,603 for use with the Starling Pilot Project. SC First Steps expended \$13,773 on the Starling devices before the pilot ended, leaving \$23,830 in unexpended funds.

As part of the grant close-out report, it was determined that Dillon had expended all of their grant funds, Barnwell had about \$3,500 remaining and Fairfield had over \$37,500 remaining. Fairfield lost a home visitor early last year and did not replace this position for the full fiscal year. They plan on carrying forward their funding in FY21 and will use the funding to support a home visitor so that home visiting can continue for a fourth year.

The SC First Steps State Office would like to propose that the remaining balance of \$23,830 be distributed equally among Barnwell and Dillon County First Steps in the respective sums of \$11,915 each for continuation of their parenting programs. Barnwell has enrolled as a new PAT affiliate and Dillon is beginning to implement the Nurturing Parenting Program.



SUMMARY OF FAMILY SERVICES EXPANSION GRANT AWARDS

Parenting Program Expansion:

Bamberg	Expansion - Parents As Teachers (Home Visiting)	\$71,500
Berkeley	New - Nurturing Parenting (Parenting Groups)	\$78,467
Dorchester	New - Nurturing Parenting (Home Visiting)	\$50,071
Greenville	Expansion - Triple P Level 4 (Home Visiting)	\$78,000
Newberry	Expansion - Parents As Teachers (Home Visiting)	\$67,075
Orangeburg	Expansion - Early Steps to School Success (Home Visiting)	\$78,000
Pickens	New - Nurse Family Partnership (Home Visiting)	\$78,500
York	Expansion - Parents As Teachers (Home Visiting)	\$78,500
Total:		\$580,113

AmeriCorps Members:

Parent Educator – Home Instruction Program for Preschool Youngsters (HIPPY) (9 slots):

Barnwell	2 (900 hour)	\$14,000
Berkeley	1 (900 hour)	\$ 7,000
Colleton	1 (900 hour)	\$ 7,000
Marion	1 (900 hour)	\$ 7,000
Orangeburg	1 (900 hour)	\$ 7,000
Richland	4 (900 hour)	\$28,000
Total:		\$70,000

Community Outreach (2 slots):

Charleston, Berkeley, Dorchester	1 (1200 hour)
Richland	1 (900 hour)

Family Support (5 slots):

Barnwell	1 (1200 hour)
Berkeley	1 (900 hour)
Newberry	1 (900 hour)
Pickens	1 (900 hour)
Williamsburg	1 (675 hour)

Parenting Program Expansion Award Summary Statistics:

- 8 out of 12 proposals awarded



- Good geographic distribution across state
- 2 counties awarded are minimum funding level counties (\$200,000)
- 2 grants awarded were to the 2 counties with the largest decrease in state funds this year due to demographic changes impacting funding formula (Dorchester and Pickens)

Brief Summary of Parenting Program Expansion Proposals Awarded:

Bamberg Expansion- Parents As Teachers (Home Visiting) \$71,500

The local partnership will increase the number of families in their Blue Ribbon Parents As Teachers program by expanding high quality, evidence-based, comprehensive, wrap-around parenting and early care services to 20 additional children and families. This will increase their baseline capacity and eliminate the current waitlist and expand opportunities for additional child care scholarships and parenting resources.

Berkeley New- Nurturing Parenting (Parenting Groups) \$78,467

The local partnership and the Berkeley Early Education and Care Collective (BEE) will recruit and enroll 40 new families to the Nurturing Parenting program as community partners, including child care and family serving agencies, receive frequent requests from parents seeking services such as parenting classes, mental health counseling, and support for young children experiencing challenging behaviors.

Dorchester New- Nurturing Parenting (Home Visiting) \$50,071

Families who have been served for two years or more in Parents As Teachers will transition to the Nurturing Parenting program. Any remaining program slots will be filled with families from the local partnership's child care scholarship program and the community. The 20 new families entering either Parents As Teachers or Nurturing Parenting will be recruited by the school districts, DSS, and other agencies with a focus on Hispanic/Latino children and children in foster care.

Greenville Expansion- Triple P Level 4 (Home Visiting) \$78,000

The local partnership will expand their partnership with Greenville County additional families with a minimum of 4 visits/sessions but a goal of 6-10 visits/sessions per family. Focus is on dual language learners, foster care participants, and children experiencing homelessness.

Newberry Expansion- Parents As Teachers (Home Visiting) \$67,075

The local partnership will expand and enhance its Parents As Teachers program to 20 additional families by adding bilingual staff, iPads for parents, and a Parenting Connections Portal. Previously, families only qualified if one parent was working toward their GED or attending ESL classes, now more families can be served without restrictions.



Orangeburg Expansion- Early Steps to School Success \$78,000

Expansion of the Early Steps to School Success program to serve 20 additional families including targeting relatives who are raising children 0-3 years old who are not their own and increasing the number of prenatal parents and parents with children 0-3 years of age. There is a strong emphasis on recruiting children who are being raised in kinship care arrangements.

Pickens New- Nurse Family Partnership (Home Visiting) \$78,500

This investment will ensure 20 families in Pickens County continue to be served by a nurse home visitor and extends technology services provided by the Phones for Families program. This collaboration with Nurse Family Partnership was previously covered in part by the Pay for Success multi-year project (2016-2020).

York Expansion- Parents As Teachers (Home Visiting) \$78,500

Based on priorities indicated in the Needs and Resources Assessment, demographic trends, and information from York, Clover, and Rock Hill School districts, current Parents As Teachers program will be expanded to serve 20 additional families with priority given to families in the Hispanic/Latino community.

SUMMARY OF RURAL HOME VISITING GRANT CLOSE-OUT AWARDS

Barnwell Funding for Parents As Teachers Program \$11,915

Dillon Funding for Nurturing Parenting Program \$11,915

Total: \$23,830

TOTAL GRANT FUNDS AWARDED TO 15 LOCAL PARTNERSHIPS: \$673,943



To: SC First Steps Board of Trustees

From: Walter Fleming, Chairman, Finance and Administration Committee

Date: July 22, 2020

RE: Finance and Administration Report

The Finance and Administration Committee met via Zoom Call on July 22, 2020 to receive updates from staff. Detailed meeting minutes are attached. The committee brings forward no action items, but does provide the following updates.

First Steps State Office

COVID19 Situation Update

Mr. Barnes presented an update to the Committee on operations and implications of the pandemic. Most staff are telecommuting, due to a delay in staff coming back to the office, due to the increase in the number of cases. At least two staff members have tested positive for the virus. He mentioned that the agency had expended approximately \$4.2 million in direct COVID 19 costs. We have requested reimbursement from federal funds received by SC for these purposes. The majority of these funds, almost \$4.1 million, went to keep our 4K centers from permanently closing due to the pandemic. Many centers reopened for summer school, and we reinstated tuition payments for those children. We are working with the state to receive reimbursement for these COVID expenses.

Financial Report & State Budget Update

The FY 2020 YTD financial report and donation report through June 30, 2020 is attached. The agency finished the year in a strong position. In addition, we are attaching a copy of the draft budget for FY 2021, as of July 31, 2020. The financial reports have been updated to show the new grants that have been received.

The ending cash balance in the 4K Program for FY 2020 was approximately \$1.2 million, with about \$900,000 in carry forward commitments, leaving an unobligated balance of approximately \$300,000 for FY 2020. This was on track with our estimates. We started the year with a balance of about \$6.7 million in cash in the 4K Program. The cash balance was expended by an increase in services to children in the program. In order to serve the same number of children this fiscal year, we will need to receive the reimbursement of the COVID federal funds. Without these funds, we will have to decrease services.

Staff discussed the Continuing Resolution passed by the General Assembly, which funded SC First Steps at the same amount for FY 2021 as we received in FY 2020.

Local Partnerships

Update on Local Partnership Financial Management System (Blackbaud)

We were recently notified that Blackbaud was the victim of a ransomware attack. During the attack, backup data for the First Steps System was breached. We are evaluating the actual data to make



sure we are taking all necessary steps. Agency staff have started the implementation of Raisers Edge, the Donor software purchased as part of the Blackbaud system.

Local Partnership Financial Audit Update

Mr. Barnes updated the Committee members on the status of the financial audits. There were several auditor comments. We will be following up on each of these with the appropriate Local Partnerships to ensure that all appropriate actions are taken.

4K Program

The staff gave an update on the 4K Program.

Preschool Development Grant

The staff gave an update on the 4K Program.

Other

Mr. Barnes mentioned that the Lease for the building housing SC First Steps at 1300 Sumter St. will expire in November. He and staff are working with the state's leasing staff to work through the required state process for leasing. There have been no decisions made at this point.



Minutes from Finance and Administration Committee Meeting

July 22, 2020

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

Members not present: N/A

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

Zoom Video Meeting was called to order by Walter Fleming at 10:08 am.

First Steps State Office

COVID19 Situation Update

Mr. Barnes presented an update to the Committee on operations and financial impact of the pandemic. Most staff are telecommuting, and our work is continuing. The office, per state guidance, has developed a three-phase process to transition back into the office. We are currently in Phase two but we have been delayed due to the increase in the number of positives and the worsening pandemic. We have the office open but are still working with a minimal staff in the office. Most staff are continuing to work from home. The remainder of the phase in will depend on a number of factors. We have had at least two staff members test positive at this point in time. We will transition other staff back when we are able to do so.

From a financial perspective, we expended approximately \$4.2 million in funding for COVID-19 related costs during FY 2020. The majority of these funds, \$4.1 million, were spent to keep the 4K centers from permanently closing between March 16, and May 31 and in order to keep our 4K teachers employed. As of June 1, the 4K program returned to reimbursing for tuition for children actually attending school. We are working with the state to receive reimbursement from Federal COVID-19 funds that were received by the state for that purpose. We hope to have a resolution to this request in August.

Financial Report

2019-20: The YTD financial report was reviewed by Mr. Barnes. The organization finished the year on track with both the budget and expenditures as of June 30. The biggest concern we have at this point is our starting financial position in the 4K program with the new year. At this point, we are expending approximately \$6.3 million above recurring funds for the 4K Program. If we can get reimbursed the \$4.2 million in COVID-19 expenditures, it would go a long way towards reducing our deficit for the 4K Program for FY 2021. Other financial areas of the organization are in good shape. There will be some positive balances at the end of this year that could be used to cover deficits for next year, depending on the needs of the agency.

In addition, the cash balance of the 4K Program ended the year with a balance of approximately \$1.2 million, with approximately \$900,000 in carry forward commitments, leaving about \$300,000 in available balance to start the new year. This is in line with our projections for FY 20. We started last year with a \$6.7 million balance. We spent down these funds based on requests we received from members of the General Assembly. All of these funds were used to pay for services for children during the year.



State Budget

The General Assembly passed a Continuing Resolution to continue funding state government at the same level as this year and we started with that amount for FY 21. We expect them to come back to Columbia in September to review and possibly pass a revised budget for FY 21.

Local Partnerships

Update on Blackbaud the Local Partnership Financial Management System

We were notified on Thursday, July 16 that Blackbaud was the victim of a ransomware attack. During the attack, the hacker was able to download some back up copies of the data in a number of Blackbaud's customers systems. Ours was one of the systems that was impacted. We have sent an initial notification to the Local Partnerships so they will be aware of what took place and are evaluating what data may have been accessed. As soon as that evaluation is completed, we will take all appropriate steps to provide notifications to all persons affected. It appears that most of the data accessed would be public information under the Freedom Of Information Act, but we are doing our due diligence to ensure that for any information that would not meet that standard, appropriate action is taken.

We are also moving forward with implementation of Blackbaud's Raiser's Edge, which is a fundraising system that was purchased along with their Financial Edge software. It will be set up at the state office, tested, and then rolled out to the Local Partnerships.

Local Partnership Financial Audit Update

Mr. Barnes provided an update to the Committee members on the status of the financial audits. He mentioned that the reports had several comments for the Local Partnerships. Mark will be working the Partnership state office staff to follow up on the comments and work with the Local Partnerships to ensure corrective action is taken on any issues.

4K Program

Staff gave an update on the program's status.

Preschool Development Grant

Staff gave an update on the Grant's status.

Other

Mr. Barnes mentioned that the lease on the current building housing the State Office is expiring in November and that he is working with state authorities through the state process we are required to follow. We do not know what the outcome will be at this point.

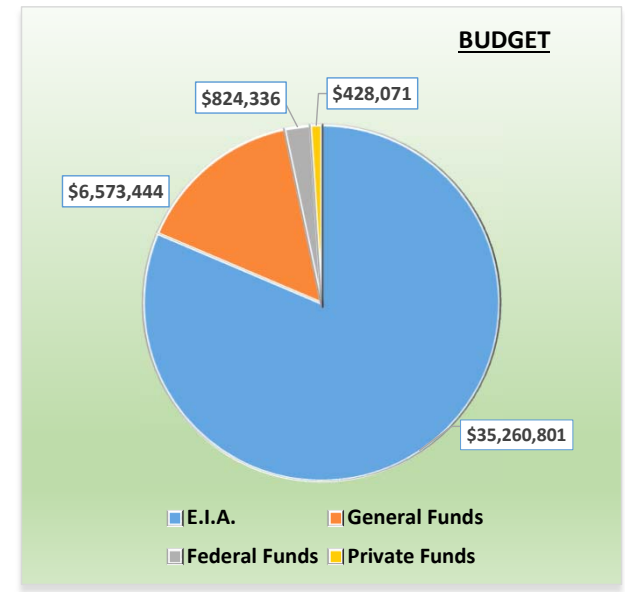
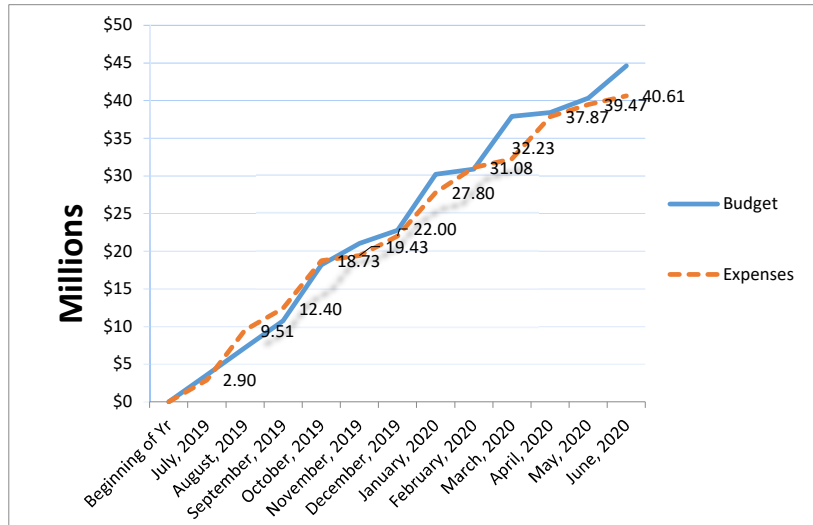
With no further business to discuss the meeting was adjourned by Walter Fleming at 10:38 AM.



FY 2020

**As of
June 30, 2020**

Spending Rates	
Projected	100%
Actual	94%



PROGRAMS / OPERATIONS	EIA APPROPRIATIONS			GENERAL FUNDS & FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL			
	Description	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance
LOCAL PARTNERSHIPS	14,657,728	14,435,228	222,500								14,657,728	14,435,228	\$ 222,500
LOCAL PARTNERSHIPS SUPPORT & TECH ASST.	2,518,440	2,051,329	467,111					272,000	120,250.00	151,750	2,790,440	2,171,579	\$ 618,861
PRIVATE 4-K	15,692,633	15,083,194	609,439	6,573,444	6,573,418	26					22,266,077	21,656,612	\$ 609,465
PRESCHOOL DEVT. GRANT				923,870	903,449	20,421					923,870	903,449	20,421
PRIVATE GRANTS								28,071	28,071		28,071	28,071	-
EARLY CHILDHOOD ADVISORY COUNCIL				75,000	31,204	43,796					75,000	31,204	\$ 43,796
POLICY & ACCOUNTABILITY	2,168,266	1,317,360	850,906					128,000	63,496	64,504	2,296,266	1,380,855	\$ 915,411
GRAND TOTAL:	35,037,067	32,887,111	2,149,956	7,572,314	7,508,071	64,243	428,071	211,817	216,254	43,037,452	40,606,999	\$ 2,430,453	

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 income & prior year cash.

35,037,067	E.I.A.
6,573,444	General Funds
998,870	Federal Funds
428,071	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

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. Includes LP Countdown to Kindergarten program)
- 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 E.I.A. Appropriations includes \$5.9 million of Carry Forward cash.

Donations

FY 2020

As of June 30th, 2020



DATE RECEIVED	GENERAL	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Aug 26, 2019	\$ 100	Executive Dir.	Restricted	SCFS 20th Anniversary Celebration
Sept. 18, 2019	\$ 100	Anonymous	Restricted	SCFS 20th Anniversary Celebration
Sept. 24, 2019	\$ 100	Staff Member	Restricted	SCFS 20th Anniversary Celebration
Nov 12, 2019	\$ 50	Front Stream	Unrestricted	
Nov 22, 2019	\$ 50	Kathleen Moore	Unrestricted	
Nov 25, 2019	\$ 100	Del Webb Tennis Club	Unrestricted	In memory of Hanna Graff
Nov 26, 2019	\$ 250	Board Member	Unrestricted	
Nov 26, 2019	\$ 250	Board Member	Unrestricted	Parents and family caregivers are a child's first and very best teachers.
Dec. 2, 2019	\$ 500	Board Member	Unrestricted	
Dec. 3, 2019	\$ 25	Board Member	Unrestricted	
Dec. 3, 2019	\$ 100	Employee	Unrestricted	Use these funds to continue the momentum from the last few years.
Dec. 3, 2019	\$ 100	Former Employee	Unrestricted	Thank you SC First Steps, you are making a difference.
Dec. 3, 2019	\$ 1,000	Employee	Unrestricted	In honor of Julie Hussey, and restricted to provide coffee and team-building for staff for which state funds cannot be used.
Dec. 3, 2019	\$ 50	Employee	Unrestricted	They are all our children.
Dec. 5, 2019	\$ 100	Board Member	Unrestricted	Putting our dollars where it will count for OUR children.
Dec. 5, 2019	\$ 50	Norma Holland	Unrestricted	
Dec. 6, 2019	\$ 20	Former Board Chair	Unrestricted	Coffee
Dec.12, 2019	\$ 100	Board Member	Unrestricted	
Dec.17, 2019	\$ 100	Board Member	Unrestricted	Unrestricted donation, gratitude from a Board Member.

Dec. 20, 2019	\$ 100	Employee	Unrestricted	I support the work of First Steps
Dec. 21, 2019	\$ 10	Employee	Unrestricted	Preparing children for school prepares them for life.
Dec. 24, 2019	\$ 500	Employee	Unrestricted	
Dec. 30, 2019	\$ 1,000	Board Member	Unrestricted	General Board Donation-Sponsorship
Dec. 30, 2019	\$ 100	Board Member	Unrestricted	General Board Donation
Dec. 30, 2019	\$ 200	Board Member	Unrestricted	General Board Donation
Jan 3, 2020	\$ 25	Board Member	Unrestricted	General Board Donation
Jan 15, 2020	\$ 10	Employee	Unrestricted	General Board Donation
Feb 5, 2020	\$ 1,000	Former Board Member	Unrestricted	General Board Donation
Mar 3, 2020	\$ 10,000	Board Member	Unrestricted	General Board Donation
April 28,2020	\$ 25	Board Member	Unrestricted	General Board Donation
April 28,2020	\$ 97	Terry Richardson	Unrestricted	General Donation
May 5, 2020	\$ 500	Board Member	Unrestricted	General Board Donation
May 5, 2020	\$ 4,000	United Way	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Board Member	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Board Member	Unrestricted	General Board Donation
May 29, 2020	\$ 200	Board Member	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 250	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Employee	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Katie Catalana	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Wendy Crotwell	Restricted	Start With a Book Campaign
May 29, 2020	\$ 200	Michael Medsker	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Drew Schiavone	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Brittan Sanders	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Marie Fadeley	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Cheri Shapiro	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Leah Tennille	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Matt Posey	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Prentiss Shealey	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Brittany Arnold	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Beatrice Brown	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Christine Baxter	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Lauren Moore	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Robert Morton	Restricted	Start With a Book Campaign

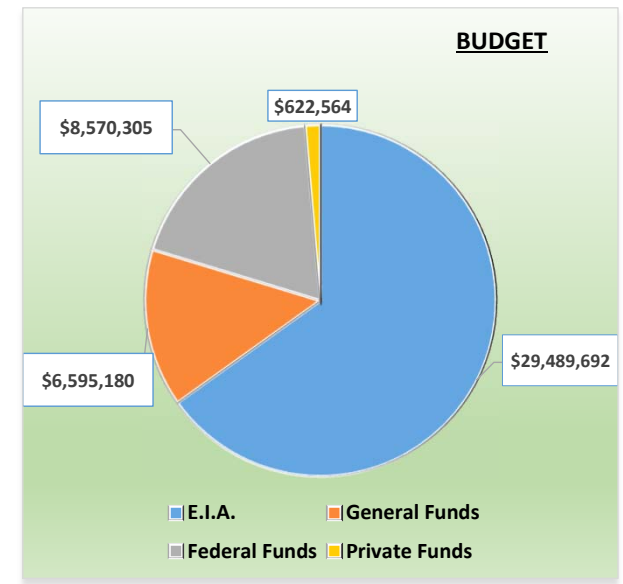
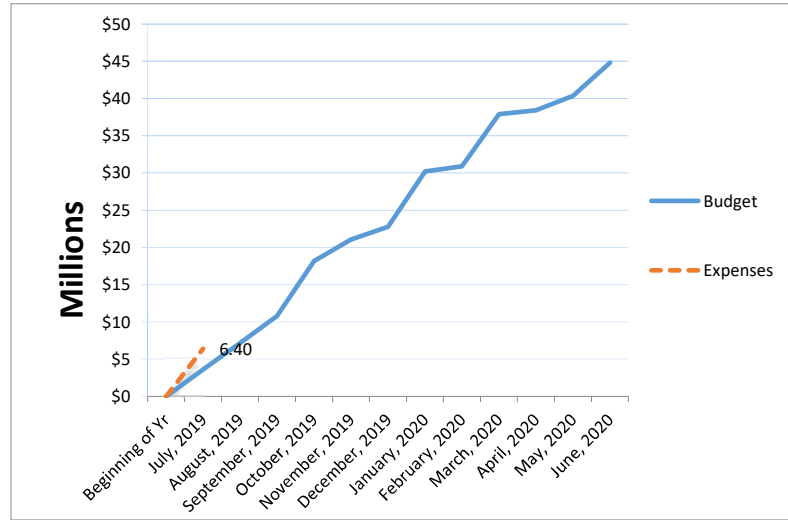
May 29, 2020	\$ 100	Brian Moore, Sr.	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Shirley Schuette	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Janice Moore	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Elizabeth Petit	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Lee Depret-Bix	Restricted	Start With a Book Campaign
May 29, 2020	\$ 50	Ronald and Marilyn Artz	Restricted	Start With a Book Campaign
May 29, 2020	\$ 97	Michael Artz	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Paige Walli	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Diane Smiley	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Mari Birchmore	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Debra Sanders	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Charity Walker	Restricted	Start With a Book Campaign
May 29, 2020	\$ 15	Jacquelyn Blackley	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Tammy Vaughn	Restricted	Start With a Book Campaign
May 29, 2020	\$ 10	Davida Price	Restricted	Start With a Book Campaign
May 29, 2020	\$ 25	Sarah Eargle	Restricted	Start With a Book Campaign
May 29, 2020	\$ 100	Ginny Owens	Restricted	Start With a Book Campaign
Jun 5, 2020	\$ 1,500	Michael McCown	Unrestricted	General Donation
Jun 5, 2020	\$ 1,000	United Way-Greenwood Cnty	Unrestricted	General Donation
Jun 19, 2020	\$ 25	Elizabeth Witteport	Restricted	Start With a Book Campaign
Jun 19, 2020	\$ 50	Jessica Jackson	Restricted	Start With a Book Campaign
Jun 19, 2020	\$ 25	Board Member	Unrestricted	General Donation
Jun 19, 2020	\$ 50	Alexia Newman	Restricted	Start With a Book Campaign
Jun 19, 2020	\$ 10	Allison Strickland	Restricted	Start With a Book Campaign
Jun 19, 2020	\$ 25	Shannon Vaughn	Restricted	Start With a Book Campaign
Jun 19, 2020	\$ 50	Employee	Restricted	Start With a Book Campaign

Sub-Totals: \$ 25,844

GRAND TOTAL: \$ 25,844

**As of
July 31, 2020**

Spending Rates	
Projected	8%
Actual	14%



PROGRAMS / OPERATIONS Description	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	1,804,401	12,630,827	1,358,200		\$ 1,358,200	327,445		327,445	16,120,873	1,804,401
LOCAL PARTNERSHIPS SUPPORT & TECH ASST.	2,514,638	204,913	2,309,725	463,305		\$ 463,305			-	2,977,943	204,913	\$ 2,773,030
PRIVATE 4K	17,021,778	4,197,072	12,824,706	4,415,441		4,415,441			-	21,437,219	4,197,072	\$ 17,240,147
EARLY CHILDHOOD ADVISORY COUNCIL	82,155	20,924	61,231	1,685,060	-	1,685,060			-	1,767,215	20,924	\$ 1,746,291
AMERICORPS				318,491		318,491	5,535		5,535	324,026	-	\$ 324,026
POLICY & ACCOUNTABILITY	2,031,073	163,422	1,867,651	329,808		329,808	289,584	6,755	282,829	2,650,465	170,177	\$ 2,480,288
GRAND TOTAL:	36,084,872	6,390,732	29,694,140	8,570,305	-	8,570,305	622,564	6,755	615,809	45,277,741	6,397,487	\$ 38,880,254

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
8,570,305	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:	318,491
SLDS:	149,546
PDG:	3,733,885
4K - COVID	4,368,383
	8,570,305

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 \$900,000 of EIA, and \$300,000 of General Funds in Carry Forward cash. (These funds carried forward \$900,000 in carry forward commitments leaving a balance of \$300,000.)**
- 6) State Appropriations includes General Funds and EIA Funds**

Donations

FY 2021

As of July 31st, 2020



DATE RECEIVED	GENERAL	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Jul 20, 2020	\$ 25	Board Member	Unrestricted	
Jul 20, 2020	\$ 648	Terry Richardson	Restricted	Start With a Book Campaign

Sub-Totals: \$ 673

GRAND TOTAL: \$ 673



To: SC First Steps Board of Trustees
From: Dr. Amy Williams, Chair
Date: August 20, 2020

Re: Strategic Planning and Evaluation Committee Report

Chairwoman's Report

The Strategic Planning and Evaluation Committee met on July 13, 2020 via Zoom. Dave Morley, Angel Johnson-Brebner, and myself were present.

Grant Announcements and Updates

Updates were provided by Chelsea Richard on the several grant initiatives. The first was the Statewide Longitudinal Data Systems Grant awarded to the SC Department of Education. Chelsea shared a draft position description for the project coordinator that will be housed within the ECAC (see meeting minutes). Further, she talked about evaluation and strategic planning funds available for First Steps through the Preschool Development Grant awarded to SC Department of Social Services. Some plans for these funds include a robust Countdown to Kindergarten evaluation and support for the 2021-2023 Comprehensive planning processes for local partnerships.

Also, there was \$10,000 grant from the Alliance for Early Success awarded to the ECAC. Through this grant and a partnership with the United Way Association of South Carolina, a parent survey was launched on July 13 and closed on August 9. The findings from this survey will be used to inform policy makers and other stakeholders about SC families' changing child care needs for their young children. Finally, Chelsea described a grant application the staff are working on from Listen4Good, which is due 07/14. This grant would provide capacity to centralize, standardize, and systematize obtaining and closing feedback loops on client voice across the organization. The project would be led by Chelsea and focused on end-user clients from three key areas: (1) high-intensity programs delivered by the local partnerships; (2) 4K; (3) interagency/system building initiatives.

Parents as Teachers Evaluation

A draft overview of the Parents as Teachers evaluation was discussed. Dave agreed to introduce Chelsea to the Vice President of Research and Quality at the national office, in order to see how this evaluation can potentially be utilized by them. The legislative deadline for this evaluation is November 1, 2021. There will be further internal discussions with staff to determine the final scope of the evaluation.



Strategic Planning and Evaluation Committee Meeting

Monday, July 13, 2020 12-1PM via Zoom

Members in attendance: Dr. Amy Williams (Chair), Dave Morley, Angel Johnson-Brebner

Staff in attendance: Chelsea Richard

Minutes

The meeting began at 12:03 PM. Chelsea reiterated that First Steps/the Early Childhood Advisory Council will receive contracts through two federal grants, which are outlined below:

- Statewide Longitudinal Data Systems Grant
 - Grantee: SC Department of Education
 - Grant period: 03/01/2020 – 02/29/2024
 - Total: \$3.3 million
 - What this means for
 - First Steps: local partnerships and 4K staff will now be responsible for assigning SUNS IDs (the unique IDs that follow students through grade 12) to the children we serve via access the Graduate360 system
 - ECAC: a project coordinator will be hired that reports to Chelsea that will be staff of the ECAC to develop data governance structures and establish data sharing agreements by leveraging the ECAC ICC, in particular
- Preschool Development Grant
 - Grantee: SC Department of Social Services
 - Year 1 (guaranteed): 04/30/2020 – 04/29/2021
 - Total: \$11 million
 - Years 2 and 3 are not guaranteed, but \$11 million each
 - First Steps is a large subcontractor on this grant – some of this funding may be used to evaluate Countdown to Kindergarten, as well as aid local partnerships in comprehensive planning and needs assessment works (contract is still being negotiated)

In regard to the Countdown to Kindergarten evaluation, Dave mentioned a program that is similar that is done with elementary aged students, particularly in St. Louis, MO. He encourages the evaluation team to look at that as an evidence-base to potentially replicate. Finally, Chelsea shared the draft position description of the SLDS project coordinator, who will report to her (attached).

Chelsea also shared that the ECAC received funds through the Alliance for Early Success to do a parent survey to understand families' changing child care needs in the face of COVID-19. She also reported that the United Way Association of South Carolina is an integral partner in this work, as they have connections to local chambers of commerce and will be able to provide the prizes for the drawing associated with survey completion. Finally, Chelsea shared that the team is planning to apply for a grant through Listen4Good, which is an initiative of the Fund for Shared Insight. This would systematize First Steps and ECAC's client feedback loop in terms of



collecting client feedback in a standard way across programs and communicating back to clients directly with how their feedback was used. An overview of the proposed project is attached.

There was a brief discussion about reopening of schools re: COVID-19. The AccelerateEd Task Force's recommendations ([here](#)) ask districts to come up with their own plans.

Chelsea introduced the draft overview of the PAT evaluation (attached). Dave will introduce Chelsea via email to Allison Kemner, who is the Vice President of Research and Quality at PAT National. Chelsea is hoping to align the evaluation outcomes to those used in other PAT research and to engage them in a conversation around how we might be able to collaborate on this. Further, Chelsea asked Dr. Williams about emergency room visits as an outcome for the evaluation. Dr. Williams recommended well-child visits or meeting vaccine recommendations, in lieu of emergency room visits, as they are less nuanced and more holistic of child wellbeing.

During general discussion, Dave asked about the system-wide strategic plan that the ECAC staff, particularly Cassie Barber, is working on and how this committee may be able to help with it. Chelsea will engage with Cassie regarding this and may invite her to our next committee meeting. This plan will also include a focus on ages 0-3, so Dr. Williams mentioned her work with the Healthy Steps program. She has received federal funds to pilot this program at MUSC. There is a simultaneous pilot at Carolinas Health System in Greenwood, SC. They are currently in year 3 of a 3-6 year pilot, and anecdotally, the program is going well. Dr. Williams agreed to talk with Cassie about this project, which Chelsea will initiate.

ATTACHMENTS

- Draft position description for SLDS project coordinator (page 3)
- L4G proposed grant overview (page 4)
- PAT draft evaluation overview (page 5)

2020 COMMITTEE MEETING DATES

2nd Monday in the Odd Month from 12-1PM

September 14; November 9



Position: Project Coordinator (AK03)

State pay band: 6

Position Description

The Statewide Longitudinal Data Systems (SLDS) Project Coordinator will be housed within the South Carolina Early Childhood Advisory Council (ECAC) at the South Carolina Office of First Steps to School Readiness (First Steps). This role will lead strategic planning, stakeholder engagement, and data governance efforts for the SLDS' South Carolina Early Learning Extension project through the ECAC. To accomplish this, some travel may be necessary. This temporary grant position will end on February 28, 2024, unless the project period is extended, and will report to the Strategic Impact Manager at First Steps. The Project Coordinator's physical office will be in downtown Columbia, SC.

Team: Strategic Impact

The Strategic Impact team realizes the research agenda of First Steps and leads all data collection, research, and evaluation efforts for the agency. Additionally, the team works collaboratively to contribute to agency and system-wide goal setting, strategic planning, capacity building, and story telling through data.

Duties

- Oversee data governance, including data sharing protocols/agreements, for early childhood data to achieve alignment and integration into the SC Department of Education's K-12 data system (50%)
- Map early childhood data elements to the Common Education Data Standards, in collaboration with staff at the SC Department of Education (15%)
- Coordinate development of data portals established through the SC Early Learning Extension and evaluation of user experience through market research efforts (10%)
- Coordinate collaboration between early childhood stakeholders and technical staff at the Department of Social Services, Head Start, Office of Revenue and Fiscal Affairs, the SC Department of Education, and other agencies/organizations as needed (10%)
- Plan for sustainability of data governance structure, as well as maintain proper documentation throughout project (10%)
- Seek consultation from other states and utilize existing resources (5%)
- Other duties as assigned

Qualifications

- Minimum of a high school diploma
- At least five years of relevant professional experience
- Experience managing projects at different stages of completeness, simultaneously
- Strong, demonstrable track record as a convener who thrives on managing a variety of stakeholders
- Strong, demonstrable organizational and documentation skills
- Self-starter, able to work independently
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of First Steps and the ECAC



Listen4Good Grant Application

Due July 17; [link to grant information](#)

Proposed focus: centralize, expand, and systematize feedback loops across all FS programs to inform program improvement and the work of SC's new two-gen office

Project lead: Chelsea

Prospective survey audiences

- Recipients of high-intensity programs via local partnerships
- 4K parents
- Parents of young children/beneficiaries of publicly funded early childhood agencies and organizations

Proposed use of funding: to pay for a graduate assistant to lead the coordination of this project

Resources through L4G: unlimited technical assistance and access to their tools



Parents as Teachers External Evaluation

Due to South Carolina General Assembly November 1, 2021

Evaluation Scope

The scope of this evaluation includes children who were beneficiaries of PAT administered by First Steps Local Partnerships funded through state formula funding from FY16-17 through FY19-20. The evaluation should include quantitative and qualitative data collection. Table 1 includes the number of children enrolled in the program per fiscal years. Of note, children are served for multiple fiscal years, and families can have more than one child enrolled in the program.

	Number of children within FY	Average months in program within FY
FY16-17	806	8.36
FY17-18	937	9.09
FY18-19	807	10.82
FY19-20*	1,107	9.07
*went virtual (video and telephone visits) in mid-March, not tracked; still actively enrolling through June 30; data available September 1		

Evaluation questions

1. How well was the model implemented to fidelity, according to the First Steps Accountability Standards?
2. Are clients' (parents and children) skills improving while they are enrolled in the program?
3. Is there a differential impact based on program dosage, parent educator characteristics, child's enrollment in a simultaneous scholarship, or client risk factors?
4. Who benefits most from this program, based on quantitative and/or qualitative outcomes?



To: SC First Steps Board of Trustees
From: Georgia Mjartan
Date: August 20, 2020

Re: Executive Director's Report

First Steps 4K

- 2020 / 2021
 - o In-person, 5-days per week
 - o First day of 4K – August 17, 2020
 - o 222 centers, 251 classrooms
 - o Students enrolled as of August 17, 2020
 - o Outreach to districts for 4K cross-promotion to families needing in-person option
- Funding Forecast and Implications for 4K
 - o Carry Forward
 - o CARES Act reimbursement for COVID-19 related expenses - \$4.2 million
 - o September legislative session
 - o Child Care Quality Incentive
- Virtual Academy
- LearnERS

Grants

Applications Submitted

- Listen 4 Good
- Duke Endowment

Applications in Progress

- Sisters of Charity

Fundraising and Development

- Fundraising Plan

Personnel

New Positions

- 37 AmeriCorps members (FT, PT, QT)
 - o Parent Educator
 - o Family Support
 - o Community Outreach
 - o Member Experience Leader
- AmeriCorps Program Coordinator



- Parenting Program Coordinator
- Child Care Quality Coordinator
- Statewide Longitudinal Data System (SLDS) Project Coordinator
- Two-Gen Coordinator

Vacancies

- 4K Coach (Greenville)