



library in grant year 2025 Local Partnership Programs and Grants Committee recommends)

- f. Motion: To approve the formula allocation of 15.006 (f)-4.006 (o)13.002 (rmu)-6.998 (l)15.







RE: Executive Committee Report

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Acknowledgment of guest speakers

## Executive Committee Meeting Minutes

January 19, 2024

The Executive Committee of the South Carolina First Steps Board of Trustees met on January 19, 2024. The meeting was called to order at 11:06 am by Chairman Dave Morley. The following members were present, constituting a quorum: Dave Morley, Jesica Mackey, and Wes Wooten. Sen. Gerald Malloy and Dr. Amy Williams were not present. Executive Director Georgia Mjartan was present.

Pursuit to the requirements of Act 81 regarding local partnership executive director hiring, compensation, and evaluation, Mjartan provided the committee with information and requested action be taken on time-sensitive, local partnership personnel matters. So that the information could be discussed confidentially, Jesica Mackey motioned and Wes Wooten seconded the following motion which was adopted unanimously:

Motion to enter executive session for the purpose of personnel matters: to discuss local partnership board recommendations to hire and establish the salary of an executive director for Spartanburg County First Steps; to discuss local partnership board recommendation regarding McCormick County First Steps executive director compensation; and to present local partnership executive director.

Wes Wooten motioned and Jesica Mackey seconded to exit executive session. All voted in favor, having taken no action in executive session.

Once the members exited executive session, they took action on behalf of the board of trustees:

Jesica Mackey motioned and Wes Wooten seconded the following motion which was adopted unanimously:

Motion to approve the proposed Spartanburg County First Steps executive director candidate and salary, 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.

Jesica Mackey motioned and Wes Wooten seconded the following motion which was adopted unanimously:

Motion to approve the proposed McCormick 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.

Georgia Mjartan provided a legislative update on budget request and legislation the agency is watching or is involved in including a bill to define and provide better supports to prevent preschool suspension and expulsion in publicly funded PreK settings. Director Mjartan outlined plans for a reorganization and compensation and classification changes based on a recently completed study by the Office of HR at the SC Department of Administration. This will be implemented on February 2, 2024.

The meeting was adjourned at 12:00 pm.

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The Local Partnerships Program and Grants Committee met Thursday, January 18, 2024.  
Minutes of the meeting are attached. Motions 1-



in grant year 2025. The motion was brought by Jack McBride, seconded by Roger Pryor, and unanimously approved for consent agenda.

Gina Beebe, Parenting Program Manager, Kate Roach, Early Care and Education Program Manager discuss the recommended split of programs within their respective areas. Each new program will be based depending upon the curriculum that is used for each program or the age of participants for the Parenting programs and differentiate between provider or whole center intervention for the Early Care and Education programs. (See attached minutes)

The Local Partnership Program and Grants Committee approves the recommendation of splitting the evidenced based programs listed above in the program areas of Parenting (10), and Early Care and Education (5), into new evidenced based programs and approves the recommended program guidelines associated with these programs for implementation in grant year 2025. The motion was brought by Roger Pryor, seconded by Jack McBride, and unanimously approved for consent agenda.

Gina Beebe, Parenting Program Manager, Kate Roach, Early Care and Education Program Manager, Janice Kilburn, School Transition Coordinator, and Kerry Cordan, Health Program Manager explain the recommendations for consolidation of programs within their respective program areas. (See attached minutes)

: The Local Partnership Program and Grants Committee approves the recommendation for consolidation of approved programs in the program areas of Parenting, Early Care and Education and Health and approves the recommended program guidelines associated with these programs for implementation in grant year 2025. The motion was brought by Roger Pryor, seconded by Jack McBride, and unanimously approved for consent agenda.

Gina Beebe, Parenting Program Manager, Kate Roach, Early Care and Education Program Manager, Janice Kilburn, School Transition Coordinator, and Kerry Cordan, Health Program Manager provided insight and explanation for programs being recommended for removal for the First Steps program catalog for grant year 25. (See attachment)

: The Local Partnership Program and Grants Committee approves the recommendation for removal of approved programs in the program areas of Parenting, Early Care and Education, School Transitions, and Health recommended by SC First Steps Program staff, to be removed from program library in grant year 2025. The motion was brought by Jack McBride, seconded by Roger Pryor, and unanimously approved for consent agenda.

This action was present by Jon Artz who went over the changes to the operations guidelines for grant year 25. Jon explained that many changes were made to bring the guidelines current with the changes required by the passing of Act 81 that was signed by the Governor on June 19th, 2023.

Because of the many changes and updates, committee member Roger Pryor recommended that the operational guideline updates should be considered by the full Board of Trustees and not be a part of the consent agenda. The committee deferred to

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To approve the operational guidelines, to include core functions, as submitted, for implementation in grant year 2025, beginning July 1, 2024.





- f* Parents And Their Infants, Toddlers, And Preschoolers Comprehensive
    - f* Nurturing Father
  - Triple P-Recommendation to split Triple P into three discrete programs for levels 2, 3, and 4. Triple P level 1, which is about community wide education, will be considered a core function activity.
    - f* Triple P Level 2
    - f* Triple P Level 3
    - f* Triple P Level 4
  - Incredible Years Recommendation to split Incredible Years (program code 215) into more discrete units based on the curriculum utilized and the target population for the intervention.
    - f* Incredible Years-Parents and Babies (<1 year)
    - f* Incredible Years-Toddler (1-<3 years)
    - f* Incredible Years ^Preschooler (3-<7 years)
- x Early Care and Education
  - Child Care Quality Enhancement/Quality Counts Recommendation to split program code 601 into two programs to clarify the focus of the intervention, whether it is a focus classroom (Quality Enhancement) or the childcare provider (Quality Counts). Recommendation to also rename the new programs to better describe what they entail
    - f* Child Care Technical Assistance and Coaching Classroom focused (Formerly Child Care Quality Enhancement)
    - f* Quality Counts Whole Center Focused
  - Enhanced Early Education Recommendation to split program code 320 into three separate programs to be more reflective of what is being implemented and so what is being implemented can be replicated elsewhere:
    - f* Enhanced Early Education On-Site Tutoring
    - f* Enhanced Early Education Parent Workshops
    - f* Enhanced Early Education Enrichment Activities
- x Program guidelines for newly created Evidenced Based Programs.(see attached)

Motion: The Local Partnership Program and Grants Committee approves the recommendation of splitting the evidenced based programs listed above in the program





Manager provided insight and explanation for programs being recommended for removal for the First Steps program catalog for grant year 25.

Motion The Local Partnership Program and Grants Committee approves the recommendation for removal of approved programs in the program areas of Parenting, Early Care and Education, School Transitions, and Health recommended by SC First Steps

## FY25 Operational Guidelines Summary of Changes

\*all changes shown as track changes in the attached document

1. Clarify location of wording in legislation by adding accurate section labels.
2. Addition of on -



This document outlines the guidelines for local First Steps Partnerships with regard to programmatic, operational, financial, and administrative activities of the partnership. This document will be attached to the 2022-2023 grant agreement between local partnerships and South Carolina First Steps as a condition for receiving an annual funding allocation from the South Carolina First Steps Board of





## First Steps Operational Guidelines

# Operations and Governance

## Operations

At minimum, the Local Partnership Board and Staff shall:

1. Exercise appropriate operational stewardship by adhering to the practices and procedures outlined in the SC First Steps Legislation (~~Section 12-~~ Section 59-152-70-(6)), local partnership by-laws, local partnership grant agreement, and SC First Steps [Finance and Administration](#) Operations Manual.
2. Comply with all contractual and legislative deadlines for submitting documents to the State Office of First Steps, including but not limited to:
  - An Annual Report by October 1 ~~Section 12-~~ Section 59-152-70(A)(8);
  - An annual ~~Section 12-~~ Fu (n)11. tt 8r9 (59)]TJ 0 Tc 0 Tw (-)Tj -0Td [(-)8.8 (u)-6.4 (a)1.3ayln au i Td ( (n)0.7 (l)1.1)7

b.



- d. Whistleblower Policy.
  - e. Attendance Policy outlining minimum board meeting attendance requirements, to include definitions of unexcused and excused absences and no more than three (3) consecutive unexcused absences, per partnership bylaws.
5. Practice Ongoing Board Development/New Member Orientation:
- Use Board Matrix/Planning Documents/Board Evaluation Tools to annually assess the composition and functioning of the board to identify gaps and develop recruitment strategies. Partnership boards must abide by the composition requirements contained in the First Steps legislation (Section 59-152-60(C) ~~(1-3)~~)
  - Hold annual elections for partnership board officers (Chair, Vice Chair, Secretary, [Treasurer](#)). Officer terms are for one year. Board chair and vice chair terms cannot exceed 4 years (4 consecutive, one-year terms).
  - Ensure [elected](#) Board Members adhere to a current term on the board not to exceed 8 [consecutive](#) years (2 consecutive four-year terms) and [all board members](#) regularly tm5.348 0 Td [(y)-6.07 [(t)0.8

## Fiscal Accountability

1.





## Core Functions

- o A First Steps Partnership Board shall, among its other powers and duties:
  - coordinate a collaborative effort at the county or multicounty level which will bring the community together to identify the area needs related to the goals of First Steps to School Readiness; develop a strategic long-term plan for meeting those needs; develop specific initiatives to implement the elements of the plan; and integrate service delivery where possible; and
  - coordinate and oversee the implementation of the comprehensive strategic plan including, but not limited to, direct service provision, contracting for service provision, and organization and management of volunteer programs-
- o Effective July 1, 2016, each partnership's comprehensive plan shall include the following core functions:
  - service as a local portal connecting families of preschool children to community -based services they may need or desire to ensure the school readiness of their children;
  - serve as a community convener around the needs of preschool children and their families, to include mobilizing communities to focus efforts on providing enhanced services to support families and their young children so as to enable every child to reach school healthy and ready to succeed
  - support of state-level school readiness priorities as determined by the State Be8 0.4( )10.ody <</1 (s)8.2 1e en

- iii. Cases Data entry may be required if Core Function activities are to include ongoing services to children and families.
- iv. In order to count individuals





~~benchmarks (Profile of the ReadyKindergartner, Palmetto Basics) and/or the state's readiness assessment~~

- ~~— Convening of state and community partnerships, local 4K, and First Steps 4K~~
- ~~— Advocating for the well-being of children 0-5 through meeting with legislative members and other local and state entities within the county~~
- ~~-x Public forums (i.e., surveys, focus groups, trainings) targeting parents, other community agencies, and/or school districts and teachers.~~
- ~~o Maintain data collection records on Core Function and Community Education/Outreach activities. SC First~~

## Resource Development

1. The local partnership board shall engage in resource development responsibilities that maximize the use of in-kind (volunteers, goods, services, and facilities) and cash contributions to the partnership. Partnerships must document a minimum 15% match (cash and/or in-kind) to state funds appropriated to the partnership in the current fiscal year by SC First Steps (~~Section 16-~~Section 59-152-130(A)). While the Board of SC First Steps may or may not choose to grant a 15% match waiver for a first-year request, the Board will not grant a 15% match waiver for 2 consecutive years. If the Board frus ten



## First Steps Program Guidelines



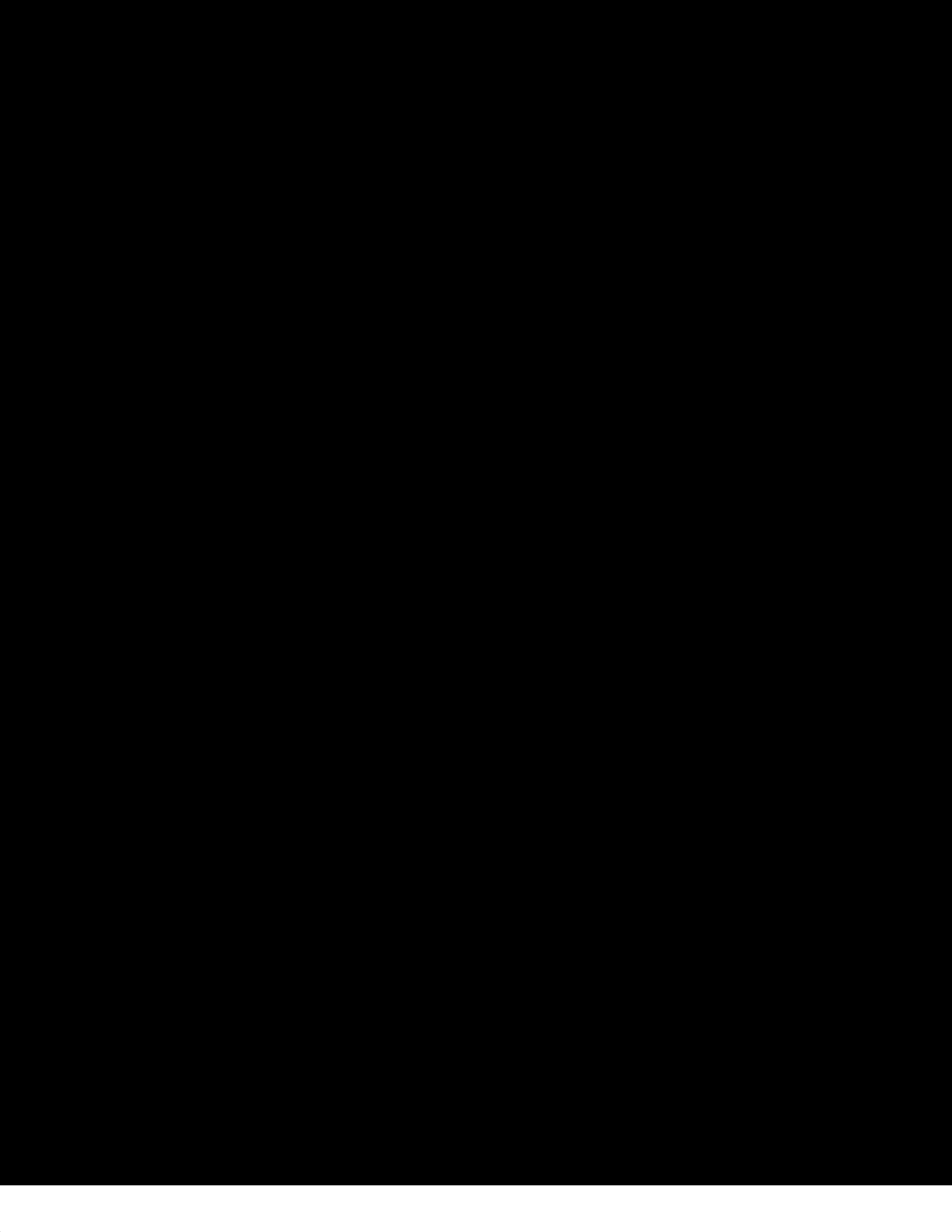
## General Program Guidelines

1. Implement program strategies in accordance with SC First Steps Partnership and Program Guidelines, exercise due diligence when selecting program strategies and, when establishing new program strategies, commit to allowing sufficient time for successful implementation (min. 2 years recommended).
2. Program strategies, including those funded by private and non-state funds, must support one or more First Steps goals (~~Section 13.~~ Section 59-152-90(C)(c); Section 18. Section 59-152-150(C)) and address unmet needs identified in the partnership's needs and resource assessment and Comprehensive [Strategic](#) Plan. Partnership funds granted by the SC First Steps Board must comply with provisions for use of grant funds contained in the First Steps legislation (~~Section 14.~~ Section 59-152-100(A)).

SC FIRST STEPS APPROVED RISK FACTORS:

\*Child is defined as a preschool-aged child from the prenatal stage to entry into five-year-old kindergarten. (Section 59-152-25(E))

<u>First Steps Risk Factor Revised</u>
<u>The child has been abused.</u>
<u>The child has been neglected.</u>
<u>The child is in foster care or kinship care.</u>
<u>The child or family is enrolled in or eligible for Temporary Assistance for Need Families (TANF).</u>
<u>The child or family is enrolled in or eligible for Supplemental Nutrition Assistance Program (SNAP).</u>
<u>The child has a disability or developmental delay as documented by a physician or standardized assessment (not a screening tool).</u>
<u>The child is blind or visually impaired.</u>
<u>The child is deaf or hearing impaired.</u>
<u>The child is eligible for IDEA Part B or Part C.</u>
<u>The child's mother or primary caregiver was 20 years old or younger at the time of the child's birth.</u>
<u>The child's mother or primary caregiver did not have a high school diploma or GED at the time of the child's birth.</u>
<u>The child's parent or caregiver has had a substance abuse issue during the child's lifetime.</u>
<u>The child's parent or caregiver has had depression or another mental health condition during the child's lifetime.</u>
<u>The child's parent or caregiver has an intellectual disability.</u>
<u>The child has been exposed to domestic violence within their family.</u>
<u>The child had a low birth weight (under 5.5 lbs) with serious medical complications.</u>
<u>English is not the primary language spoken in the child's home.</u>
<u>The child has a single parent or caregiver.</u>
<u>The child is experiencing homelessness.</u>
<u>The child has experienced numerous family relocations or transiency.</u>



To: SC First Steps Board of Trustees

From: Jesica Mackey, Chairman, Finance and Administration Committee

Date: January 31, 2024





Discussion Item: Review of Local Partnership Financial Information

Staff presented the summary financial information for the Local Partnerships for the fiscal year ending 6 -30-2023. This included reports for the following annual requirements:

1. Counties Administrative Cost: Required to be under 13% of State Funding
2. Counties Core Function Cost: Required to be under 12% of State Funding
3. Counties Match Report: Required to provide a minimum of 15% Match of State Funding
4. Counties State Funding Carryforward Report:

State Budget Update: SC First Steps presented its budget request to the House Ways and Means Education Subcommittee recently. The Governor has made his recommendations which included \$362,089 for unfunded personnel cost increases, and \$6,897,691 for 4K for the FY 24-25 fiscal year. We are asking for about \$15 million in total. We also requested two changes to the 4K proviso, which would allow us to add Language and Literacy and Teacher Recruitment and Retention efforts to the program.

Staff mentioned they were moving forward with the separation from the Department of Education, based on the current proviso in the budget. The plan was presented to the General Assembly in December and the Executive Budget Office has signed off on the proposal for the new budget structure outside of the DOE. The plan is to separate on July 1, 2024.

Local Partnership Update: Mr. Barnes provided an update on Act 81 implementation. He mentioned work being done by our Legislative Liaison on the hiring and salary process for the local partnership executive directors. Meetings are being set up by the consultant to work through that process. Work is continuing on transitioning the local partnerships from having benefits through the local school districts to establishing their own accounts for PEBA benefits. This includes health insurance and retirement benefits for local partnership employees. The implementation date for these transitions is April 1, 2024. Additional webinars have been held with PEBA to assist in making that transition. Manley Garvin, the financial manager that works closely with the local partnerships will be providing

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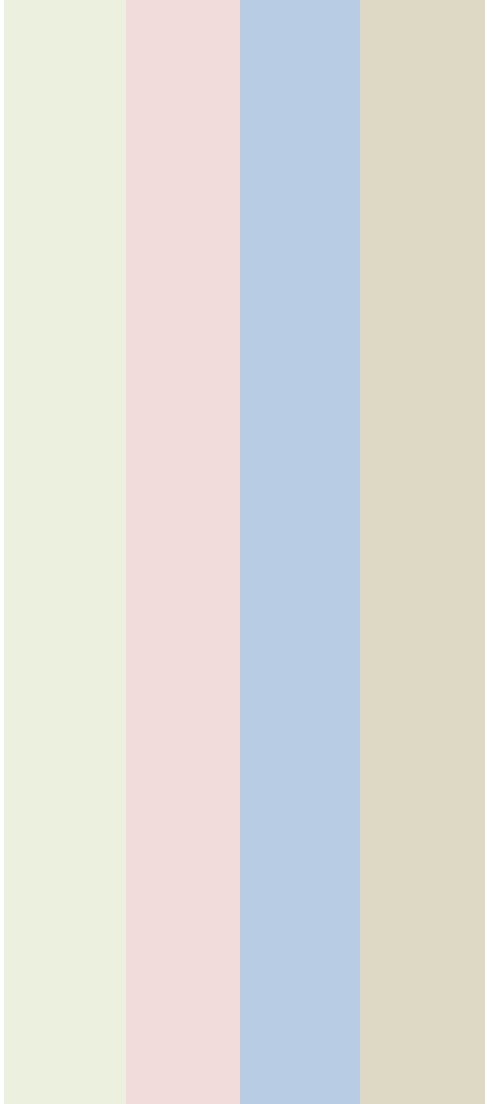
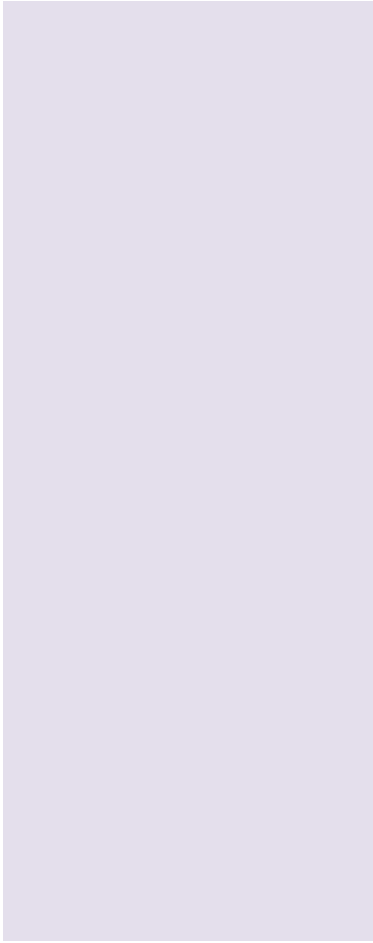
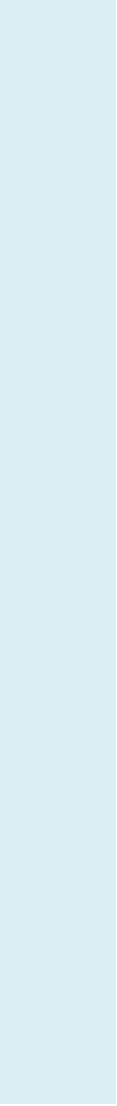
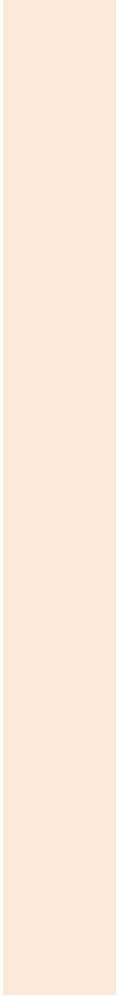
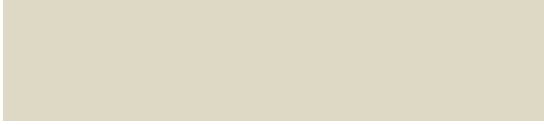
Total Funds

\$14,435,228

Initial Base

Allocation Base 0.064034377711521080000068206014-9Tc (435,-9Tc) Total Initial

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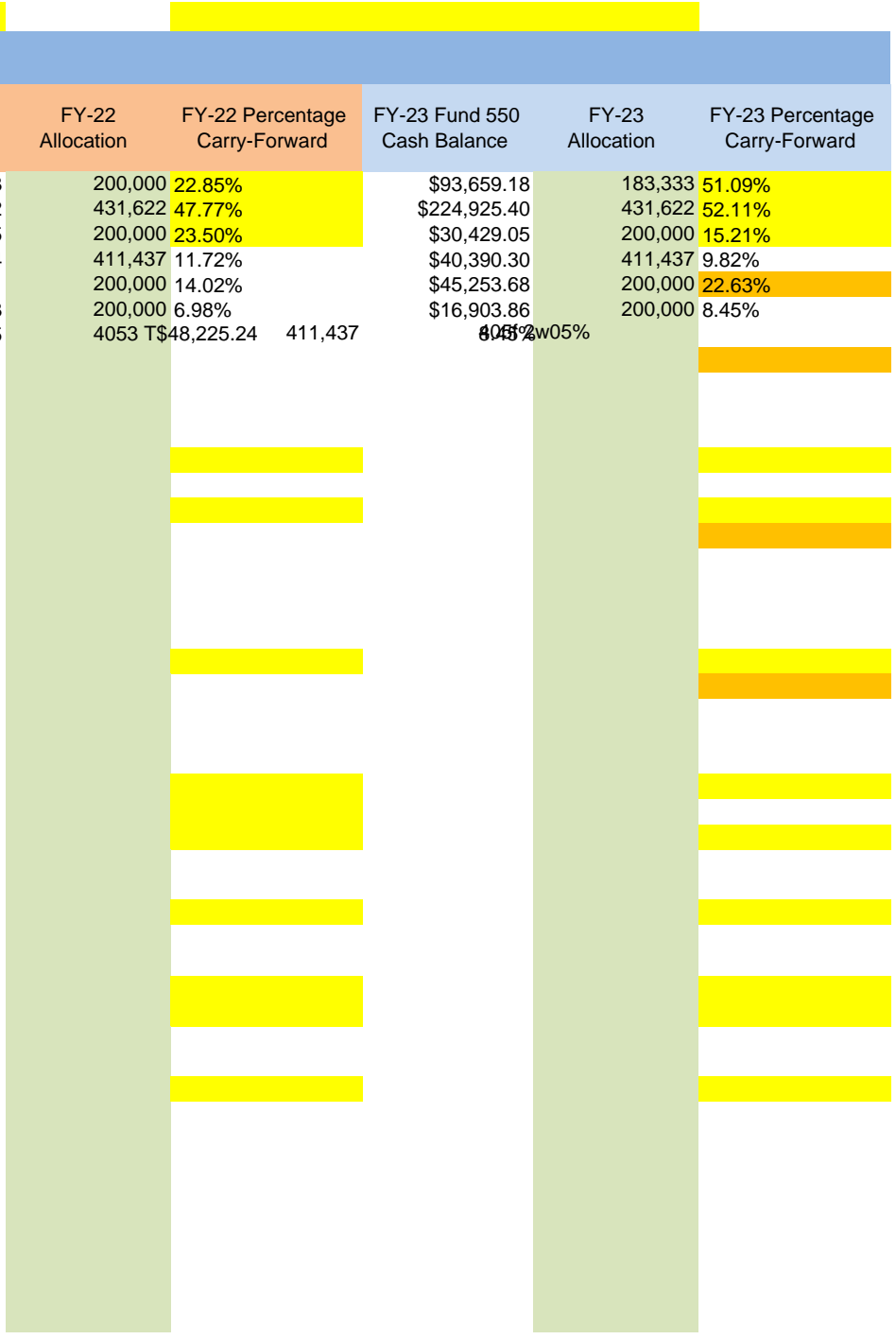
County	Total Allocation 2023/24	Total Allocation 2024/25	Change	Percentage Change
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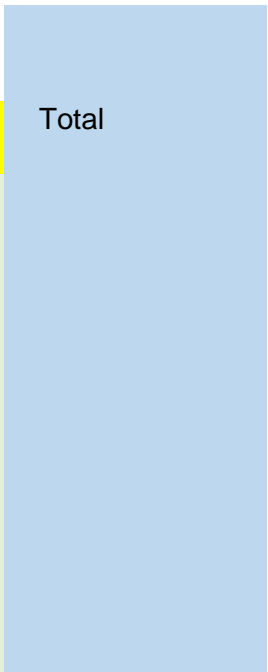
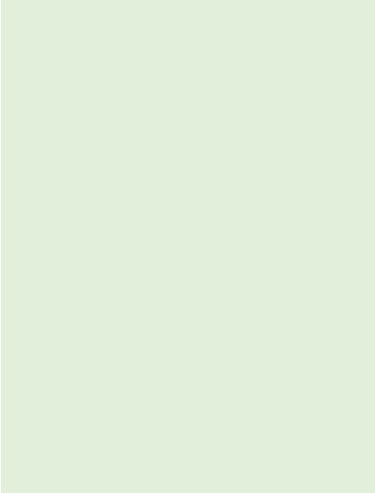
We will soon begin implementation of the initiatives identified in our FY24 strategic plan.

1/19/2024

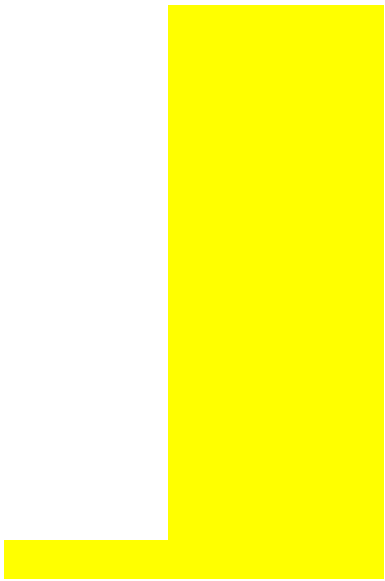
	FY-22 Cash Balance	FY-22 Allocation	FY-22 Percentage Carry-Forward	FY-23 Fund 550 Cash Balance	FY-23 Allocation	FY-23 Percentage Carry-Forward
01 Abbeville	\$45,708.33	200,000	22.85%	\$93,659.18	183,333	51.09%
02 Aiken	\$206,178.92	431,622	47.77%	\$224,925.40	431,622	52.11%
03 Allendale	\$46,990.45	200,000	23.50%	\$30,429.05	200,000	15.21%
04 Anderson	\$48,225.24	411,437	11.72%	\$40,390.30	411,437	9.82%
05 Bamberg	\$28,041.21	200,000	14.02%	\$45,253.68	200,000	22.63%
06 Barnwell	\$13,959.73	200,000	6.98%	\$16,903.86	200,000	8.45%
07 Beaufort	\$33,965.75	405,315	48,225.24 / 411,437	\$40,390.30	405,315	10.05%

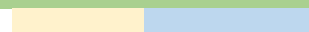
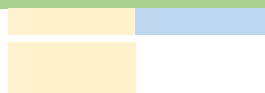
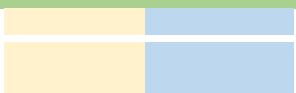
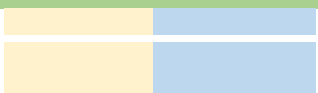


Amount to recoup of Fund  
550



Total





# Donations

FY 2024

As of December 31, 2023



Nov 30, 2023	\$	150	Georgia Mjartan	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	100	Elizabeth Dudek	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	500	Barbara Manoski	Unrestricted	Spartanburg County FS
Nov 30, 2023	\$	25	Sarah Eargle	Unrestricted	Newberry County FS
Nov 30, 2023	\$	100	Michael Leach	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	50	Ben Gibson	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	27	Holly McGlothin	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	2,000	Tom Lacas	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	27	Mary Anne Matthews	Unrestricted	Donation to SCFS
Nov 30, 2023	\$	10	Lee Patterson	Unrestricted	Richland County FS
Dec 4, 2023	\$	27	Myrelo King	Unrestricted	Donation to SCFS
Dec 8, 2023	\$	500	Kimberly-Clark Beech Island	Unrestricted	Anderson County SCFS
Dec 8, 2023	\$	50	Antionette Alston	Unrestricted	Newberry County FS
Dec 15, 2023	\$	1,000	Lourie Consultn6.4 (z0rC)6.1 - P76 (n513 Td Tw 8.2861 0 0 8.28 357.48 369.84 Tm [(Un)5.7 (re)5.7 (s)		
			Dec23		Lourie Cons2,5n6.4 (z0rC)6.1 - P76 (n513 Td Tw 8.2861 0 0 8.28 357.48 369.84 Tm [(Un)5.7 (re)5.7 (s)
					Dec30 08433.3 w 819 Kimberly McGlothin

To:





## Strategic Planning and Evaluation Committee

### CHAIRWOMAN'S REPORT

The January meeting of the Strategic Planning and Evaluation Committee was held on Wednesday, January 24, 2024 via Zoom and was called to order at 11:04AM. Committee members present were myself and Janie Neeley. Staff members presented were Chelsea Richard, Georgia Mjartan, Karen Oliver, and Derek Cromwell. The meeting was opened with a recognition of the successful of this committee's new meeting structure that was introduced in mid-2023. This new structure includes.

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# 2023 Rocks: Progress Update



Report date: January 23, 2024

Rock 1: Make First Steps and ECAC sustainable through legislation

” Leads: Kaitlyn Richards (Government Affairs Liaison); Georgia Mjartan (Executive Director)

” Associated strategies from Every Child Ready

| 3.1.1: Increase public support for investments in early childhood by raising

# 2023 Rocks: Progress Update



Report date: January 23, 2024

- | Redesign of all team meeting schedule
- ” 2024 Ongoing Work
  - | Reviewing the onboarding process and providing feedback to improve the experience
  - | Continuing to work through the results of the 2023 all -

# 2023 Rocks: Progress Update

Report date: January 23, 2024



|



# 2023 Rocks: Progress Update



Report date: January 23, 2024

- o informed parenting programs.
- o 1.2.1: Expand statewide the geographic reach and enrollment in state-funded, full-day 4-year-old Kindergarten available at no charge for eligible children in public schools, private schools and private child care centers.
- o 1.2.3: Increase the availability of early care and education programs that align with

# 2023 Rocks: Progress Update



Report date: January 23, 2024

- o Together, the 4K and local partnership teams came together to align themselves within the state regions that bring together the 4K coaches, 4K data team members, and the local partnership program officers quarterly .
- o Together, 4K and local partnership teams identified potential 4K providers in the current counties wi1 (u)-2.8 (t)0.5 ( )11.4 (3.3 (1 (n)-1.8 (n)9.6 (teoa)-5.5 0.3 (1 (u)-2.8 (tw)4 (-1.2 ( 4

To: SC First Steps Board of Trustees

From: Georgia Mjartan

Date: February 15, 2024

RE: )\IGYXMZI (MVGXSV...W 6ITSVX

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I. Act 81 Implementation Progress

Local Partnership Executive Director Hiring, Salary, and Evaluations:

First Steps has engaged an external consultant, Mary Dell Hayes, to facilitate the development of a process for reviewing local partnership submissions.

Two optional input sessions were held for the SC First Steps Board of Trustees to share thoughts and suggestions. Thanks to the 12 members who attended and actively participated. Five additional sessions are scheduled for local partnership board members to also share their thoughts and suggestions.

Local Partnership Board Structure:

This February, all members of the SC General Assembly will receive a letter requesting that their delegation make appointments to the local boards, outlining the new requirements, and indicating how many appointments have been made and how many are remaining.

Local partnerships have begun receiving appointments from their respective legislative delegations, school boards, and county councils.

All delegations have received the recommendations for appointment of a representative from DSS and DHEC.

Local Head Start grantees are responsible for providing recommendations to county delegations, and at this time, some but not all have provided recommendations.

Template letters have been provided to all partnerships to assist their outreach to these bodies.

II. Separation from SC Department of Education 1994 (e)-Frtmdr8 (f)-5 (p(me)-2.008 (, re W\* n 96 (f)-3.11)6.9d

- Chester County First Steps
  - o Board has contracted with York County First Steps to handle all administrative and

V. MLK Week of Service

- 3<sup>rd</sup> year of statewide volunteer engagement initiative by SC First Steps AmeriCorps and VISTA members during the week of Martin Luther King Day
- 170 volunteers including board members, donors, elected leaders, and national service members read to 230 First Steps 4K classrooms
- 4000 new, hardback books were distributed thanks to the generosity of donors including Marine Toys for Tots Foundation and Paper.

