



**South Carolina First Steps to School Readiness
Board of Trustees Meeting**

South Carolina State Library
1500 Senate Street
Columbia, SC 29201

June 20, 2013

2 p.m.

MINUTES

Voting Directors Present: Mr. Lewis Smoak, Vice-Chair
Ms. Lisa Van Riper, Secretary
Senator Mike Fair
Mr. Reece Yandle
Ms. Linda O'Quinn
Ms. Julia-Ellen Davis

Voting Directors present via phone:

Representative Rita Allison
Ms. Evelyn Patterson
Ms. Julie Hussey
Dr. Floyd Creech
Dr. Francis Rushton

Voting Directors Absent: Governor Nikki Haley, excused
Superintendent Mick Zais, excused
Representative John Matthews
Senator Jerry N. Govan
Ms. Judith Aughtry, excused
Mr. Walter Fleming, excused

Non-Voting Directors Present: Ms. Kelly Cordell, designee for Ms. Lillian Koller, SC DSS
Ms. Brenda Martin, designee for Ms. Catherine Templeton, SC DHEC
Ms. Jennifer Buster, designee for Ms. Beverly Buscemi, SC DDSN
Ms. Susan Jones, designee for Mr. Robert St. Onge, SC DOT

Ms. Samantha Eastman, designee for Dr. Darrell Staat, SC Technical College System

Mr. Tim Ervolina, United Way Association of SC, Inc.

Non-voting Directors present via phone:

Ms. Sarah Crawford, designee for Mr. Bobby Bowers, SC B&CB, by phone

Non-Voting Directors Absent: Mr. John Magill, DMH Director
Mr. Tony Keck, SC DHHS Director
Mr. Bob Toomey, SC DAODAS, excused
Mr. Richard C. Sutton, SC Commission on Higher Education, excused

Others Present: Ms. Kim Aydlette, Department of Education
Mr. Jay W. Ragley, SC Department of Education
Ms. Mary Lynne Diggs, Head Start Collaboration Office
Ms. Anne Wallace, Office of Senator Mike Fair
Ms. Adrienne Troy-Hamilton, Berkeley County First Steps, Executive Director
Ms. Dorothy Priester, Cherokee County First Steps, Executive Director
Mr. Tony Nolan, Chesterfield County First Steps, Board Chair
Ms. Karen Odom, Chesterfield County First Steps, Executive Director
Ms. Darnell McPherson, Darlington County First Steps, Executive Director
Mr. Derek Lewis, Greenville County First Steps, Executive Director
Ms. Rosemary Patterson, Laurens County First Steps, Executive Director
Mr. Alexis Pipkins, Lee County First Steps, Executive Director
Mr. Rick Noble, Richland County First Steps, Executive Director
Ms. Carletta Isreal, Williamsburg County First Steps, Executive Director
Ms. Susan DeVenny, SC First Steps
Dr. Dan Wuori, SC First Steps
Ms. Mary Anne Mathews, SC First Steps
Ms. Betty Gardiner, SC First Steps
Ms. Kristie Musick, SC First Steps
Ms. Christie Duke, SC First Steps
Ms. Betsy Marshall, SC First Steps
Ms. Debbie Robertson, SC First Steps
Mr. Russell Brown, SC First Steps
Ms. Samantha Ingram, SC First Steps
Ms. Jeanie Herrod, SC First Steps

Agenda

Call to Order

Mr. Lewis Smoak called the meeting to order on behalf of the chair and asked those on the phone to identify themselves for record of attendance. Mr. Smoak noted that those in attendance either in person or by phone had met the quorum requirements. Mr. Smoak thanked the State Library for hosting the meeting and for the literacy calendars that were distributed.

Approval of Minutes

Mr. Smoak noted that the Department of Education had requested a correction to the minutes from the previous meeting held March 21, 2013, for Dr. Mick Zais, Superintendent of Education, to be given an excused absence as he was visiting school districts and was unable to attend. The minutes were approved as amended.

Committee Reports

Program and Grants

Dr. Floyd Creech reported that the Program and Grants committee met on June 17, 2013 to consider and adopt staff recommendations related to Partnership Renewals for FY2014. These recommendations and slight changes in the child care training standards were presented to the board. Training clarifications include a specific requirement the expressed training needs of local child care directors be documented as part of the local partnership's annual needs assessment, a requirement to add potential follow-up activities to training plans, and a requirement that all training open to the public be posted on the training calendar of the Center for Child Care Career Development.

Representative Rita Allison asked how active the boards were across the 46 local county partnerships in developing the annual plans submitted to the state office. Ms. Debbie Robertson noted the cover page of the local partnership annual renewal plan requires the board chair's certification that the plan has been approved by the local board. In addition, the renewal application must be accompanied by a copy of the board meeting minutes reflecting the partnership board involvement in the renewal process. Ms. Betty Gardiner added that the renewal plan has a page that delineates board functions.

Dr. Floyd Creech noted that the Program and Grants Committee will meet with the boards of counties where strategies are under-performing in the upcoming months.

The recommendations of the Program and Grants committee were unanimously approved.

Finance and Administration

Ms. Linda O'Quinn stated that the Finance and Administration Committee met on June 13, 2013 to review the FY14 budget and related issues. Ms. O'Quinn noted that the committee was waiting for final word on state funding associated with CDEPP and federal funding associated with BabyNet and would

review the budgets when the information was available. Mr. Lewis Smoak opened the floor for discussion and questions.

Ms. Kim Aydlette asked for an update on the federal funding associated with BabyNet. Ms. Musick and Mr. Brown provided details related to the IDEA Part C sequester and SC DHHS Medicaid reimbursement.

Ms. Susan DeVenny noted that the final appropriation for CDEPP was awaiting review by the Governor.

After discussion, the budget as proposed by committee was approved unanimously.

Strategic Planning and Evaluation

Ms. Lisa Van Riper reported that the Legislative Audit Council report was posted this week. She noted that the Strategic Planning and Evaluation Committee will review the report thoroughly and determine which recommendations need to be further reviewed during the upcoming external evaluation process, noting the budget proviso that requires First Steps submit the next external evaluation by November 2014.

Ms. Van Riper pointed out that a hard copy of the Legislative Audit Council report was available to all Board of Trustees members and she asked each member to take one home, read it, and then email her any material that they believe should be included for further evaluation by the external evaluator. Ms. Van Riper stated that First Steps should award the next external evaluation contract by December 2013.

Mr. Smoak introduced a discussion about the proposed CDEPP (Child Development Education Pilot Program) expansion and pointed out the South Carolina map that reflects current and expansion CDEPP counties. Ms. DeVenny gave a brief overview of the plans for proposed CDEPP expansion in the private sector. Ms. DeVenny invited members of the SC Department of Education to speak about the CDEPP expansion in public schools. She introduced Mr. J.W. Ragley, the director of the Office of Legislative Affairs, SC Department of Education, who gave a brief description of the CDEPP program in public schools.

Ms. Van Riper mentioned that the October board meeting would be converted to a two day retreat and returned to the discussion of the LAC report. Ms. Van Riper emphasized that all recommendations in the Legislative Audit Council were either in the draft legislation, being addressed or were currently under review. She called on Ms. Susan DeVenny for a detailed presentation of the LAC process and recommendations.

Mr. Smoak and other members of the board thanked the LAC for their work. He noted that South Carolina needs to do a better job of connecting the kids county by county to the services they need. Mr. Smoak emphasized the need to move toward the goal of capturing all the at-risk kids at birth and make sure they get all the services they need before they reach the age where they qualify for 4k services. Mr. Smoak opened the floor for additional comments and questions and encouraged trustees to read the report and offer input on the next evaluation.

Director's Report

Ms. Susan DeVenny introduced Ms. Samantha Eastman, the new designee from the Technical College System. Ms. Eastman gave a brief overview of her role at the Technical College System and her past

experiences at South Carolina Educational Television and the University of South Carolina and expressed her excitement at being involved with the First Steps board. Ms. Susan DeVenny also welcomed Adrienne Troy-Hamilton, new Executive Director of Berkeley County First Steps. Ms. Troy-Hamilton gave a brief overview of her past work experience.

Ms. DeVenny opened the floor to county leaders working with Countdown to Kindergarten in its 10th year.

Ms. DeVenny noted that First Steps and other agencies were wrapping up an Agreed Upon Procedures Audit for the Office of the State Auditor, and Mr. Brown noted that auditors have almost completed the 46 County Partnerships audits.

Chairman's Report

Mr. Smoak distributed the First Steps' response to the Legislative Audit Council report and encouraged everyone to read the document thoroughly and contact the First Steps office with any questions.

With no further business the meeting was adjourned.

Next meeting: August 15, 2013