



**South Carolina First Steps to School Readiness
Board of Trustees
October 21, 2016**

**The Inn at USC
1:00 PM**

DRAFT MINUTES

Members Present (16):

Ken Wingate, Chair
Julie Hussey, Vice Chair
Senator Mike Fair
Senator Gerald Malloy - via telephone
Representative Jerry Govan
Rick Noble - via telephone
Tim Holt - via telephone
Alexia Newman - via telephone
Jennifer McConnell
Catherine Heigel - via telephone
Christian Soura
Susan Alford
Sue Williams
Tracy Lamb - via telephone
Walter Fleming
Dr. Beverly Buscemi

Members Absent (7):

Superintendent Molly Spearman
Representative Rita Allison
Judith Aughtry
Dr. Amy Williams
Evelyn Patterson
Roger Pryor
Mary Lynne Diggs

Others Present:

Julia-Ellen Davis
Dr. Dan Wuori
Mark Barnes
Ginger Ryall
Betty Gardiner
Dorothy Priester
Jim Riddle
David Phillips
Dr. Cheri Shapiro
Debbie Robertson

Barbara Black
Cassandra Johnson
Martha Strickland
Debbie Robertson
Dave Wilson

Mr. Wingate called the meeting to order at 1:05 p.m. He reminded those attending that the meeting was being held in compliance with the SC Freedom of Information Act. As the Board awaited the presence of a voting quorum, Mr. Wingate presented the Chairman's Report.

Chairman's Report:

Mr. Wingate thanked the Board for its flexibility in rescheduling the October meeting to October 21, noting that client matters prevented his participation on the preceding day. Mr. Wingate shared news of Kathryn Burkhalter's resignation from the Board following the birth of twin daughters.

Mr. Wingate noted that Governor Haley issued Executive Order 2016-20 on September 14. The order will transfer the lead agency status for BabyNet from First Steps to the SC Department of Health and Human Services effective July 1, 2017. He reiterated the Board's desire to ensure a smooth transition, offering DHHS Director Soura the full assistance of the agency.

Mr. Soura thanked Mr. Wingate, noting that activity was underway prior to the order that should help to ease the transition. He thanked First Steps' staff for participating in a number of recent transition meetings, the most recent of which was that morning. Because of the work already underway, which includes a data sharing agreement, Mr. Soura expressed his optimism that the move would help the state to ensure that BabyNet fulfills its role as a true "payor of last resort" and the prospect of meaningfully aligning Medicaid and BabyNet provider networks, thus maximizing third party payments to the system.

Mr. Wingate announced the date and location of the 2016 Chairmen's Summit on Early Childhood, which will be held Wednesday, December 7, 2016 at the DoubleTree Hotel in Columbia.

Approval of the Minutes:

A quorum now present, Mr. Wingate called for approval of the minutes of August 18, 2016. The board passed the minutes unanimously.

Approval of the Consent Agenda:

Likewise, Mr. Wingate called for approval of the consent agenda action: ratification of the Early Head Start Governance Council's approval of EHS policies on Wednesday, October 19, 2016. The Board unanimously approved the committee motion.

Committee Reports:

LEGISLATIVE: Mr. Wingate called on Senator Fair to provide an update from the Legislative Committee. Sen. Fair noted that the committee had not met since August, but suggested that he would like to organize one in the coming weeks to discuss agency reauthorization. Rep. Govan explained that he and Rep. James Smith had attended a planning meeting held by local executive directors the prior day to discuss the importance of First Steps' continuing work for the citizens of South Carolina. He suggested that a bill should be pre-filed with the goal of moving it forward early

in the session. Senator Malloy noted that there will be a number of new state Senators this year and that partnerships will need to ensure each is educated about First Steps prior to the session.

FINANCE AND ADMINISTRATION: Mr. Fleming delivered the report in the absence of Chair Judith Aughtry. He introduced David Phillips of Greene Finney and Horton, who presented a summary of the Audited Financial Statement for FY16. Mr. Phillips noted that the Board had again received an “unmodified opinion” which is the most desirable classification, noted a drop in fund balance precipitated by proviso-based transfers of 4K carry forward to other entities and that a single finding related to year-end closing process had been noted.

At the conclusion of Mr. Phillips presentation, Mr. Fleming moved on behalf of the committee that the Board note its receipt of the audit report as information. The motion passed unanimously.

Mr. Fleming called on Mr. Mark Barnes to review the monthly financial report. Mr. Barnes noted also that the Executive Budget Request for FY18 had been submitted to Governor Haley. Senior staff reviewed the report with Governor Haley’s Budget Director David Glaccum on October 12, 2016.

PROGRAM AND GRANTS: Ms. McConnell gave the report of the Program and Grants Committee, noting that Act 287 of 2014 had required the Board to adopt and promulgate lists of programs deemed “evidence-based” and “evidence-informed” with the accompanying requirement that 75% of funds allocated to partnerships for programs be used to deliver “evidence-based” programs. SCFS contracted with the University of SC’s Center of Excellence in Evidence-Based Intervention to develop this list and introduced Center Director, Dr. Cheri Shapiro to review the report.

Dr. Shapiro reviewed the Center’s process and product, an initial guide sorting First Steps’ major programs into these categories and outlining a process for future/ongoing review. The Board unanimously approved the report, establishing its recommendations as the agency’s initial sort of “evidence-based” and “evidence-informed” programs, as required by Act 287. Rep. Govan asked that the Board be brought a proposed Phase 2 contract with the Center for review, prior to approval. Ms. Davis consented.

STRATEGIC PLANNING AND EVALUATION: Dr. Wuori presented, as information, a Vision 2020 Status Report, noting that each of the actions scheduled for completion between July and October 2016 were complete, with the exception of two related to BabyNet, which the agency is working to advance in collaboration with SC DHHS as the incoming lead agency under Executive Order 2016-20.

EARLY HEAD START GOVERNANCE COUNCIL: Ms. Davis and Ms. Hussey noted that the EHS Governance Council had participated in a day-long governance training on Wednesday, October 19 designed to begin preparing the program for a routine federal site visit. Ms. Davis provided the full board with a presentation summarizing the main points, including review of pertinent program data and citations from the newly approved Head Start Performance Standards. She reviewed the 2016 Program Information Report, a governance planning tool, and reminded the Board of their recent passage of First Steps’ Early head Start Community Needs Assessment.

EXECUTIVE COMMITTEE: Mr. Wingate noted that the Executive Committee met jointly with the Finance and Administration Committee on September 20 for the purpose of reviewing and approving the agency’s planned FY18 Executive Budget request. The highlights of this request include a \$2.1M request to expand home visitation programs within the local partnerships and funding to support improvements to the First Steps online data system. Because Executive Order

2016-20 was issued just before the Executive Budget was due, First Steps – with the blessing of SC DHHS – submitted its planned BabyNet budget requests as recommendations for the system.

Mr. Wingate reviewed a proposed change to the Board meeting dates for 2017. In discussion with Trustees it became clear that Thursdays often conflict with the board/commission meetings of partner agencies. The group agreed to try meeting on third Fridays at 11:00am. A calendar will be prepared.

Interim Director's Report:

Ms. Davis called the Board's attention to her written report in the packet. She introduced 4K and EHS staff in attendance and reminded the Board once more of the Chairmen's Summit on December 7, 2016. The Board's annual meeting will be held on Tuesday, December 6.

Executive Session:

At 3:14pm Mr. Wingate called for a motion to enter executive session to discuss a personnel matter. On a motion from Mr. Fleming and a second by Ms. Williams the Board entered executive session.

The Board exited executive session at 4:04pm. No actions were taken. There being no further business, the Board adjourned at 4:06pm.