



To: First Steps Board of Trustees
From: Ken Wingate, Chairman
Roger Pryor, Chairman, Early Head Start Governance Council
Date: July 18, 2017
RE: Ratification of Executive Committee/Early Head Start Governance Council Actions

The Executive Committee and Early Head Start Governance Council met jointly on **Monday, July 31, 2017** to approve two items adopted by the EHS Policy Council on Friday, July 14.

- 1) **Approve proposed changes to 2017-2018 Early Head Start selection criteria**, which have been aligned at the suggestion of our technical assistants to standardize points by category (95 per category, with the exception of South Carolina voucher status).
- 2) **Approve waiver of non-federal share for the period August 2016-July 2017.** Each Head Start grantee is required to provide a non-federal match as a condition of receiving HS funds. After Year One of operation we – along with many new providers –require a waiver of this requirement as systems of calculating and capturing these funds are developed.

Both items were approved by the committees and submitted to the Office of Head Start on July 31, 2017. We bring them forward to the full Board for information and ratification on August 18, 2017.

**South Carolina First Steps Board of Trustees
Executive Committee and Early Head Start Governance Council (JOINT MEETING)
Monday, July 31, 2017
Teleconference
MINUTES**

Members Via Phone (10):

Ken Wingate, Executive Committee Chair
Roger Pryor, EHS Governance Council Chair
Julie Hussey
Walter Fleming
Ellen Still
Amy Williams
Judith Autry
Alexa Newman
Candi Lalonde
Jennifer McConnell

Members Not Present (2):

Senator Gerald Malloy
Rushunda Wright

Others Present:

Julia-Ellen Davis
Dr. Dan Wuori
Rebecca Brown
Bridgett Shealey

Call to Order

Mr. Wingate called the meeting to order at 12:04 PM and declared a quorum present. He provided members a brief explanation for the call. Mr. Wingate mentioned that two items were in need of approval, but would be combined for voting purposes. All members agreed to this and Dr. Wuori was asked to provide a summary of the memorandum and items up for voting.

Dr. Wuori explained these action items relate to Early Head Start business; both items were previously approved by the Early Head Start Policy Council. First, are proposed changes to 2017-2018 selection criteria used by Early Head Start. This criteria is almost identical to the criteria currently used—the only proposed change is that all items will be weighted on a common scale of 95 points (with the exception of the South Carolina voucher status).

The second item up for voting was the non-federal match requirement waiver for 2016-2017. Dr. Wuori mentioned that the bulk of First Steps non-federal share will be derived from in-kind contributions of space from its child care partners. A formal evaluation of each

space has now been completed and certified by an auditor using fair market value. It is First Steps' hope not to require future waivers.

There were no questions from the board regarding these items.

With no further discussion, Mr. Wingate called for a motion to approve both items. Upon a motion from Ms. Aughtry and a second by Ms. McConnell, **the board unanimously approved the motion.**

With no further business on the agenda, Dr. Wuori thanked everyone for their attendance and **the meeting was adjourned at 12:10 PM.**



May 1st, 2017

Captain Robert Bialas, Regional Program Manager
Department of Health and Human Services
Administration for Children and Families
Region IV
61 Forsyth Street, Ste. 4M60
Atlanta, GA 30303-8909

Reference Award No: 04HP0016-02-02

Dear Captain Bialas:

The SC First Steps Early Head Start Child Care Partnership Program is requesting a waiver of a portion of the non-federal share requirement of \$1,637,435 for the period of August 1, 2016 and ending July 31, 2017. The waiver request is for (\$1,422,589.)

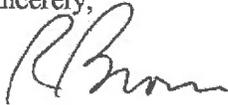
The SC First Steps Early Head Start program will not be able to meet the non-federal match required due to unforeseen delays in completing tasks related to our start up period. Due to the delay in receiving our Carry Forward Award, we were delayed in hiring a contractor to perform appraisal services for all our Early Head Start Child Care Partners. After receiving the Carry Forward award, we were able to secure a contractor who is currently appraising all our partner locations. After these appraisals are completed, we will be able to accurately measure and document In-Kind space value for each of our Partners. We expect that this will ensure that all calculations and assumptions are accurate to report factual information for all our centers. We anticipate this process to be extensive while considering the implementation of our Expansion Grant. Currently, the state has collected approximately \$214,846 and will continue to look for ways to document additional in-kind within the next three months. As part of our Fiscal Implementation plan detailed in our Carry Forward request, additional training on Non-Federal Share will be provided to our staff, as well as, our CCP Directors to emphasize the importance and necessity to adhere to in-kind contribution requirements.

We have documented in-kind services from family activities, volunteers, and child care partners but this has not generated the in-kind needed. Therefore, we will not be able to meet the total match requirements.

One of the items in our Carry Forward request is Fiscal Training for our partners. This will also assist in training for documentation for in-kind from our Child Care Partners.

We appreciate your consideration of our request for a waiver of **non-federal share** during our FY 16-17. We expect that meeting the Non-Federal Share requirements will be feasible once the centers have been appraised.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca Brown', written in a cursive style.

Rebecca Brown

First Steps for School Readiness

Early Head Start Director

1300 Sumter Street Suite 208

Columbia, SC 29201

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