



Board Meeting Agenda
April 13, 2026
6:00 p.m.

- I. Welcome
- II. Approval of Minutes from February 9, 2026
- III. Executive Director's Report for March
- IV. Policy reviews
 - a. Board Member Agreement (includes Conflict of Interest Policy)
 - b. Code of Ethics and Whistleblower Policy
 - c. Confidentiality Policy
 - d. Board Member Absence Policy
- V. Committee Reports
 - a. Administration/Personnel – new hire request
 - b. Programs
 - c. Renewal/Finance
- VI. FY 26 Performance Report
- VII. FY 26 Resource Development Plans Review
- VIII. FY 27 Renewal
 - a. FY 27 Comprehensive and Funding Formula Grant Application
 - b. FY 27 Budget Spending Plan (BSP)
 - c. FY 27 Fund 56 Carryforward Amount
 - d. FY 27 Fiscal Signatories
 - e. FY 27 Resource Development Plan
- IX. Peach Blossom Festival
 - Allocation of First Citizens Bank rewards - \$500
 - ED requests permission for small reallocations, if needed
- X. Adjourn

Executive Director's Report for March 2026

Took books to 4K and 5K classes at Douglas Elementary and Merriwether Elementary Schools; 3K, 4K, and 5K at Wardlaw Academy; 2K, 3K, and 4K at Jesus' Little Lambs; 5K at Bettis Prep; and Head Start and Early Head Start classes

Completed last 2 Triple P workshops – 10 out of 10 completed the series

Co-hosted child care training (with Saluda First Steps) – 27 participants received 5.0 hours credit

Taught 2 weeknight child care training classes -- 5 participants received 2.5 hours credit

Sent information to Regional Finance Manager for our 990

Ordered materials for 4K classrooms that participate in EEE program

Participated in several Zoom calls with SC First Steps regarding our formula funding grant application and the grant application process and the new finance system

Worked with the finance committee to review budget and resource development plans for FY 27

Worked with the program committee to review programs costs and set funding levels for FY 27

Send annual time study to State office

Co-hosted HIPPY group meetings in partnership with Saluda County First Steps (March 5) and the Edgefield Family Literacy program (March 27)

Worked with administration/personnel committee to review and interview applicants for program specialist position

Rented storage unit and begin process of moving all materials there

Total hours worked for March - 138 hours (includes 6.25 hours annual leave)



FY 26 Edgefield County First Steps Board Member Policy

As a member of the Edgefield County First Steps Board, I am fully committed to its mission of empowering Edgefield County families and caregivers to prepare children for school success by delivering, enhancing, and expanding high-quality early childhood services, and have pledged to carry out this mission.

As part of the duties and responsibilities of being an Edgefield County First Steps Board Member, the following commitments are understood:

1. Board members are fiscally responsible for this organization and will make a point to know what our budget is and will take an active part in reviewing, approving, and monitoring the budget with regular updates provided by the Executive Director.
2. Board members will know the legal responsibilities for this organization and accept that the Board is responsible for overseeing the strategic implementation of policies and programs.
3. Board members agree to treat as confidential all information about clients, staff, volunteers, financial, and business information that is learned during the performance of duties as Board members.
4. Board members accept the Edgefield County First Steps Bylaws and operating principles and understand that they are responsible for the health and well-being of Edgefield County First Steps.
5. Board members will engage in fundraising activities (as approved by the Board) for Edgefield County First Steps.
6. Board members will make every effort to attend regularly scheduled board meetings.
7. Board members will serve on at least one committee and attend, or be available by phone, the majority of committee meetings.
8. Board members will read and agree to adhere to the attached *Conflict of Interest Policy and Confidentiality Policy*

If any Board member is unable to meet their obligations as a Board member, he or she will offer his or her resignation for consideration in accordance with the Bylaws.

Board member signature: _____

CONFLICT OF INTEREST POLICY

As outlined in the Grant Agreement between South Carolina First Steps and Local First Steps Partnerships

The Partnership expressly agrees that it has adopted and shall comply with the following policy:

The staff members of the Partnership are obligated to always act in the best interests of the Partnership. This obligation requires that any employee of the Partnership, in the performance of his or her duties, seek only the furtherance of the Partnership mission. At all times, employees of the Partnership are prohibited from using their job title, or the Partnership's name or property, for private profit or benefit. Partnership Board members, officers, employees and agents may not use their association or employment with the Partnership to obtain an economic interest for themselves, a family member, an individual with whom they are associated, or a business with which they are associated; or make, participate in making, or in any way attempt to use their employment or association to influence a decision in which the Partnership Board member, officer, employee, agent, a family member, an individual with whom they are associated, or a business with which they are associated has an economic interest.

- A. The officers, Board members, employees, or agents of the Partnership may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors of the Partnership. This is not intended to preclude bona-fide Partnership fund-raising activities of the Partnership.
- B. No Board member, officer, employee, or agent of the Partnership shall participate in the selection, award, or administration of a purchase or agreement with a contractor or vendor where, to his or her knowledge, any of the following persons has a financial interest in the contractor or vendor:
1. The Partnership Board member, officer, employee, or agent;
 2. Any member of the immediate family of the Partnership board member, officer, employee, or agent;
 3. Any partner of the Partnership Board member, officer, employee, or agent;
 4. Any organization in which the Partnership Board member, officer, employee, or agent is an officer, director or employee;
 5. Any person or organization with whom the Partnership Board member, officer, employee, or agent is negotiating or has any arrangement concerning prospective employment.
 6. Any individual with whom the Board member, officer, employee or agent is associated; or any business with which they have an economic interest.
- C. Disclosure – Any actual or potential conflict of interest shall be disclosed by the Partnership Board member, officer, employee, or agent concerned. A Board member, officer, employee, or agent who, in the discharge of Partnership responsibilities, is required to take an action or make a decision which affects an economic interest of himself or herself, a family member, an individual with whom he or she is associated, or a business with which he or she is associated shall:
1. Prepare a written statement describing the matter requiring action or decisions and the nature of his or her

potential conflict of interest with respect to the action or decision;

2. Furnish a copy of the statement to his or her supervisor, if any, who shall assign the matter to another employee who does not have a potential conflict of interest.

If the potential conflict of interest pertains to a managing employee, the statement must be provided to the Partnership Board for consideration and resolution pursuant to Subsection D below.

- D.** Board Action – When a conflict of interest is relevant to a matter requiring action by the Partnership's Board of Directors, the interested Partnership Board member, officer, employee or agent shall call it to the attention of the Partnership Board of Directors and such Partnership Board member, officer, employee or agent shall not be permitted by the Partnership to vote on the matter. In addition, the interested Partnership Board member, officer, employee or agent shall not be permitted to participate in the final deliberation or decision regarding the matter under consideration. When there is a doubt as to whether or not a conflict of interest exists, the matter shall be resolved by vote of the Partnership Board of Directors, excluding the - Partnership Board member, officer, employee, or agent who has the potential conflict of interest.
- E.** Record of Conflict – The official minutes of the Partnership Board of Directors shall reflect that the conflict of interest was disclosed, the interested Partnership Board member, officer, employee or agent did not vote on the matter, and the conflict was resolved by a vote consistent with this provision.
- F.** In no circumstances will any Partnership employee have under his or her supervision or in his or her chain of command, any member of his or her immediate family as defined in the South Carolina Ethics Act.



Code of Ethics and Whistleblower Policy

Members of the Edgefield County First Steps Board of Directors are committed to observing and promoting the highest standards of ethical conduct in the performance of their duties as Directors, and in First Steps staff performance of their duties. The ethical guidelines contained in this policy are considered as **minimum** guidelines for ethical conduct and decision-making. Edgefield County First Steps Directors and employees shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of the organization;
2. Exercise reasonable care, good faith and due diligence in organizational affairs;
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest;
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making;
5. Remain accountable for prudent fiscal management to the board, our partners, and to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all activities;
7. Strive to uphold those practices and assist other members of the board and staff in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or the benefit of their personal business or family member.

Equal Opportunity

9. Ensure the right of all to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age,

political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

10. Respect the confidentiality of sensitive information known due to board service or employment.

Collaboration and Cooperation

11. Promote collaboration, cooperation, and partnership.

Whistleblower Policy

First Steps requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of First Steps, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer, or employee who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has report a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable directors, officers, and employees to raise serious concerns within First Steps prior to seeking resolution outside First Steps.

First Steps has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with any senior manager of the organization. Supervisors and other managers are required to report suspected ethics violations to the First Steps Compliance Officer, who has specific responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied with or comfortable following First Steps open door policy, individuals may contact the First Steps Compliance Officer directly.

The First Steps Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or Finance and Administration Committee. The Compliance Officer shall have direct access to the Finance and Administration Committee and is required to report at least annually on compliance activity. The First Steps Compliance Officer is the chair of the Finance and Administration Committee.

The Finance and Administration Committee shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance and Administration Committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and controlling laws.

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy Approved by Edgefield County First Steps Partnership Board on _____.



Confidentiality Policy

All information, materials, and data provided to the Partnership that identify or reference specific individuals, whether verbal, written, or recorded magnetic media cards or otherwise, must be regarded as confidential information and the Partnership shall keep such information confidential and only use such information solely for the purposes of performing its obligations pursuant to this Agreement.

The Partnership agrees that any of its employees, contractors, agents or representatives who may be in receipt of or are required to work with such confidential information in the performance of their duties shall comply in all respects with this confidentiality requirement.

The Partnership agrees to take all necessary steps to safeguard the confidentiality of such material, information, and data, and further agrees to contractually obligate its employees, agents, contractors and representatives to do the same.

The Partnership shall have every employee sign a Confidentiality Form annually and keep this on file. The Partnership shall ensure that all information in its possession that identifies or references specific individuals provided by or obtained from employees, agents, contractors or representatives regarding recipients of services provided by the Partnership will be maintained in a secure location. All materials, information, and data stored offsite must be maintained securely and in compliance with the requirements of this Agreement and applicable federal and state privacy laws.

To this end, the Partnership shall contractually obligate all its employees, agents, contractors and representatives to, comply with the requirements of this Agreement and all applicable laws including, but not limited to, the Federal Educational Rights and Privacy Act of 1994 (FERPA) and the Family Privacy Protection Act of 2002. The Partnership and its employees, agents, contractors and representatives shall use and/or disclose protected educational and personal information only to the extent necessary to satisfy obligations under this Agreement.

Information may not be released without a properly completed authorization signed by the individual receiving services provided by the Partnership, or his/her parent or guardian. If information is released pursuant to the receipt of a properly completed authorization, documentation of the release must be maintained, along with a copy of the authorization.

Edgefield County First Steps Board of Directors

Board Meeting Absence Policy

Edgefield County First Steps Directors who miss more than three (3) consecutive meetings without excuse shall be removed.

An absence shall be considered excused when contact is made with the Executive Director and a reason for the absence is provided **prior to the start of the meeting**.

With the exception of an urgent, extenuating circumstance, all other absences will be considered unexcused.

Policy approved by the Edgefield County First Steps to School Readiness Board of Directors on

Program Committee Recommendations



Program	FY 26 Projected to Serve	FY 26 Served as of 2-28-26	FY 26 Budget	FY 26 Projected to Spend	FY 27 Projected to Serve	FY 27 Budget Request
Imagination Library	300	334	\$13,820	\$4,500	400	\$7,500
Library Program *	50	45	\$8,500	\$8,000	n/a	n/a
Triple P **	33	33	\$29,450	\$23,000	25	\$14,750
Early Childhood Education	14	16	\$49,000	\$49,000	15	\$49,000
Enhanced Early Education	42	69	\$46,000	\$35,000	45	\$46,000
HIPPY ***	10	7	\$45,208	\$45,208	n/a	n/a
Child Care Training	44	52	\$16,225	\$13,000	45	\$7,500
Child Care Scholarships ****	33	33	\$18,500	\$11,000	??	\$8,500
Community Outreach	n/a	n/a	\$17,575	\$8,000	n/a	\$9,250
Program Coordinator	n/a	n/a	\$6,165	\$3,000	n/a	\$20,000
Total			\$250,443	\$199,708		\$162,500

Projected budget for FY 25 - \$257,168

State allocation - \$222,168

State Carryforward - \$15,000

Cash Carryforward - \$20,000

\$94,668 - needed for operating expenses

\$162,500 can be allocated to programs

* Proposing to end library program as of June 30, 2026, but will continue to provide minimal support under community outreach

** Will be applying for an additional \$5,000 in READY funds to increase Triple P projected to serve to 33 and total budget to \$21,000

*** Proposing to end HIPPY as of June 30, 2026, and not continue in FY 27

**** Child care scholarships from DSS will be reduced, but we won't know how much until mid-late May. We are waiting to see if state office will allow us to use any state funding for in-house scholarships.

Edgefield County 2026-2027
Projected Funding Worksheet

For FY 26
\$222,168 state allocation
10,000 (80% of estimated carryover of state funds)
\$25,000 (90% of estimated carryover of cash funds)
\$257,168 projected budget for next year

MODEL CODE TITLE	Start of FY 26 Funding	End of FY 26 Funding	Proposed State/READY Funding	Proposed Cash Funding	Proposed State Carryforward	Proposed Total Funding
Salaries	\$ 59,403	\$ 59,403	\$ 60,591			\$ 60,591
Social Security/Medicare	\$ 4,544	\$ 4,544	\$ 4,635			\$ 4,635
Medical Benefits	\$ 2,621	\$ 2,621	\$ 2,000			\$ 2,000
Retirement	\$ 10,936	\$ 10,936	\$ 11,155			\$ 11,155
Professional Development	\$ 500	\$ 500	\$ 500			\$ 500
Telephone/Internet/Fax	\$ 2,000	\$ 2,000	\$ 1,800			\$ 1,800
Utilities	\$ 1,200	\$ 1,200	\$ 1,200			\$ 1,200
Office Equipment	\$ 1,000	\$ 1,000	\$ 500			\$ 500
Office Supplies and Postage	\$ 1,000	\$ 1,000	\$ 1,000			\$ 1,000
Insurance (Non-health)	\$ 3,500	\$ 4,100	\$ 4,000			\$ 4,000
Travel	\$ 2,382	\$ 4,000	\$ 3,500	\$ 500		\$ 4,000
Miscellaneous	\$ 500	\$ 806		\$ 500		\$ 500
Advertisements	\$ 500	\$ 500	\$ 400			\$ 400
Memberships	\$ 500	\$ 125	\$ 387			\$ 387
Storage Building Rental			\$ 750		\$ 750	\$ 1,500
Board expenses	\$ 250	\$ 850		\$ 500		\$ 500
Sub total - operating expenses	\$ 90,836	\$ 93,585	\$ 92,418	\$ 1,500	\$ 750	\$ 94,668
Program Staff Salary/Travel	\$ -	\$ 8,342	\$ 15,000	\$ 5,000		\$ 20,000
Early Childhood Classroom	\$ 45,000	\$ 49,000	\$ 40,000	\$ 4,000	\$ 5,000	\$ 49,000
Imagination Library	\$ 6,375	\$ 12,959	\$ 4,000	\$ 2,500	\$ 1,000	\$ 7,500
Enhanced Early Education	\$ 40,000	\$ 46,000	\$ 46,000			\$ 46,000
Triple P	\$ 18,000	\$ 29,450	\$ 8,750	\$ 3,000	\$ 3,000	\$ 14,750
Child care materials/stipends	\$ 18,000	\$ 16,225	\$ 6,250	\$ 1,000	\$ 250	\$ 7,500
Child Care Scholarships	\$ 3,000	\$ 18,500	\$ 6,500	\$ 2,000		\$ 8,500
Library Program	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ -
Community Outreach	\$ 2,000	\$ 17,575	\$ 3,250	\$ 6,000		\$ 9,250
Sub total - program expenses	\$ 132,375	\$ 206,551	\$ 129,750	\$ 23,500	\$ 9,250	\$ 162,500
TOTAL	\$ 223,211	\$ 300,136	\$ 222,168	\$ 25,000	\$ 10,000	\$ 257,168

Funding from SC legislature pays 50% of bill each month
Will be called LEAP in FY 27 - may not all be with school district
READY parenting grant added \$5,000 for FY 26
SC Endeavors grant added \$2,500 for FY 26
We are waiting for approval from state office in order to allocate state dollars to scholarships
NASCAR fundraiser added \$2,788 for FY 26
SCFS state fundraiser added \$1,320 for FY 26

Last year our cash carryover was \$28,224

Last year our state carryover was \$24,347

Memberships include Chamber and Amazon Prime.

The Early Childhood Education is one of the classrooms at the Johnston Learning Center

Renewed Finance Committee Recommendations

Edgefield County Partnership FY 27 Resource Development Plan


This Year's Goals and Progress					
FY 27 Goal Match	60%	FY 27 Goal Cash	\$22,000	FY 27 Goal In Kind	TBD
FY 27 ACTUAL, Match %	TBD	FY 27 ACTUAL, Cash	TBD	FY 27 ACTUAL, In-Kind	TBD
Detail by Resource Category					
Resource Category	Goals for FY 26	Progress for FY 26 as of 3-31-26	Goals for FY 27	FY 26 Comments	
Grants	# of Grant Applications Submitted	4	4	4	
	# of Grants Received	4	5	4	
	Total Funds Received	\$15,000	\$60,890	\$15,000	will not be applying for HIPPI in FY 27
	# of Events Hosted	0	0	1	there is not going to be a NASCAR fundraiser this year
Fundraising Events	# of Events as Participant*	1	1	1	Krispy Kreme? Bundt cakes?
	Total Funds Raised	\$1,500	\$2,788	\$1,500	
	Total \$ Board Donations	\$400	\$160	\$500	
Board Giving	# of Board Members Donating	11	2	13	
	% of Board Members Giving	100%	18%	100%	
	# of Donations	1	1	1	
Full Time Staff Giving	Total Funds Donated	\$75	\$90	\$90	
	# of Donors DPIL	50	43	50	
	Total \$ Donations DPIL	\$3,500	\$4,718	\$4,200	\$950 of this was an anonymous donor directly to DPIL
Other Appeals	Cash Back VISA	\$500	\$0	\$610	
	Other	\$1,625	\$1,320	\$100	They are not doing the statewide fundraiser anymore.

*Events as participant should include online campaigns through organizations outside of First Steps, along with community events and other activities where the partnership is the recipient of funds through a campaign or event

**Other appeals include donations by mail or in categories not defined as board giving, an event, staff giving, or online donations

***Donations in this category include any given online (not as part of a specific event such as a Give Local campaign). This can include Network for Good or any 3rd party internal mechanism

2025-2026 Program Performance Information (through March 31, 2026)

- 209 Library Program – 50 children projected to serve
46 unduplicated children served
- 212 Imagination Library – 300 children projected to serve
253 carried over – 81 new enrolled
53 graduated; 3 terminated for non-resident
2536 books mailed
- 222 Triple P – 33 projected to serve
35 families enrolled – 32 have completed
- 225 HIPPY – 10 children projected to serve
10 children enrolled – 2 dropped out
- 323 Enhanced Early Education (EEE) – 42 children projected to serve
69 children enrolled
1584 tutoring sessions totaling
608 hours
-  AS of 2-28-26 for
This program only
- 330 Early Childhood Education – 14 children projected to serve
15 families enrolled – 16 children enrolled
- 605 Child Care Training – 44 unduplicated staff members projected to serve
18 trainings – 22.5 credit hours
56 unduplicated staff members
13 unduplicated centers
278 total unduplicated children impacted
- 703 Child Care Scholarships – 33 projected to serve (30 ABC and 3 In-House)
33 children enrolled – 30 ABC and 3 In-House scholarships;
10 on waiting list

FY 26

Edgefield County Partnership FY 26 Resource Development Plan

This Year's Goals and Progress				
FY 26 Goal Match	60%	FY 26 Goal Cash	\$22,600	FY 26 Goal In Kind
FY 26 ACTUAL, Match %	TBD	FY 26 ACTUAL, Cash	TBD	FY 26 ACTUAL, In-Kind
Detail by Resource Category				
Resource Category	Totals for FY 25	Goals for FY 26	Progress for FY 26 as of 3-31-26	FY 26 Comments
Grants				
# of Grant Applications Submitted	4	4	4	READY grant Infrastructure, READY Triple P, SC Endeavors, HIPHY
# of Grants Received	4	4	5	READY grant Infrastructure, READY Triple P, SC Endeavors, HIPHY, Dabo's All In Team Foundation
Total Funds Received	\$31,926	\$15,000	\$60,890	READY grant Infrastructure (\$7,782), READY Triple P (\$5,000), SC Endeavors (\$2,500), HIPHY (\$44,498), Dabo's All In Team Foundation (\$3,200)
# of Events Hosted	0	1	0	
# of Events as Participant*	1	1	1	
Total Funds Raised	\$3,052	\$1,500	\$2,788	
Total \$ Board Donations	\$617	\$400	\$180	NASCAR fundraiser
# of Board Members Donating	12	11	2	Based on current # of Board members
% of Board Members Giving	100%	100%	18%	
# of Donations	2	1	1	
Total Funds Donated	\$105	\$75	\$90	
# of Donors DPIL	57	50	43	
Total \$ Donations DPIL	\$4,540	\$3,600	\$4,718	Includes \$960 from anonymous donor directly to Dollywood Foundation
Cash Back VISA	\$500	\$500	\$0	
Other	\$1,906	\$1,625	\$1,320	StoryWalk, State fundraiser, and other misc. donations
*Events as participant should include online campaigns through organizations outside of First Steps, along with community events and other activities where the partnership is the recipient of funds through a campaign or event				
**Other appeals include donations by mail or in categories not defined as board giving, an event, staff giving, or online donations				
***Donations in this category include any given online (not as part of a specific event such as a Give Local campaign). This can include Network for Good or any 3rd-party internal mechanism				

Fy 26

Edgefield County First Steps
2025-2026 In Kind Resource Development Plan
FY 26 Goal - \$293,600 through in-kind resources

Source	Type	FY 25 Actual Amount	FY 26 Goal/Amount	FY 26 Actual as of 3-31-26
Edgefield County Chamber of Commerce	Office space, Board meeting space, and child care training space	\$3,600	\$3,600	\$3,600
Edgefield County School District	Family Literacy – administrative oversight, facilities maintenance, utilities	\$130,750	\$92,000	\$104,373
First Book	Value of books vs. cost of books	\$35,105	\$23,000	\$18,173
SC Department of Social Services	ABC scholarships	\$238,020	\$175,000	\$0
Totals		\$407,475	\$293,600	\$126,146



April 13, 2026

Members Present: Demeterius Brown, Caitlin Edwards, Emanuel Gilchrist, Gail Jackson, Jill Jolly, Phyllis Lott, Averie Morris, Jennifer Satterwhite, Stephanie Wallace, and Renee Williams

Members Absent: Lisa Tillman (excused), Brenda Weaver, and Astrid Yeldell

A meeting of the Edgefield County First Steps Partnership Board was held on April 13, 2026, in the Edgefield County Chamber of Commerce conference room. Board Chair Gail Jackson called the meeting to order at 6:02 p.m. Gail asked if everyone had reviewed the minutes from the February 9, 2026, meeting. After a motion from Renee and a second from Stephanie, the minutes were approved.

Candi referred everyone to the Executive Director's report for the month of March (see attached). She went over a few items in more depth. When Candi was discussing the HIPPY program, she informed the Board that she had received a call from Cheryl Scales-Chavis, the parenting program coordinator of the HIPPY program in the state First Steps office. She asked if Edgefield First Steps would provide a letter of support for Greenwood First Steps as they were planning to apply for an Innovation grant in order to continue the HIPPY program and wanted to serve some Edgefield County families. After much consideration, there was a motion made by Gail to provide a letter of support for Greenwood First Steps' provision of HIPPY services in Edgefield County with a second from Caitlin. The motion failed (1-for and 9 against).

Gail called the Board's attention to several policies for review. The following policies had been sent via email prior to this meeting: the Board Member Agreement (which includes the Conflict-of-Interest Policy), the Code of Ethics and Whistleblower Policy, the Confidentiality Policy, and the Board Member Absence Policy. These policies were approved in April 2021 and there were no changes to any of the policies, so another vote was not required.

At this time, the committee reports were reviewed. The Administration/Personnel Committee reported that a person was interviewed for the part time position of Program Specialist but declined the position after she was asked to provide references and a SLED check form. Candi suggested that the Board wait until the final version of the personnel policies is released because we might have to advertise for a different position once those policies take effect. The Board agreed. Copies of the worksheets from the Programs and Renewal/Finance committees were distributed. Candi informed the Board that the number of ABC scholarships we are going to receive is still undetermined at this time, but we know we will have a significant decrease as

the number that DSS is allotting to SC First Steps is drastically reduced. We are also still waiting for guidance from the state office as to whether we can use any state funding for in-house scholarships. Candi is continuing to advocate for this use of state funds and will keep the Board informed. She will probably ask the Program committee to meet in May or June to refine scholarship screening and eligibility procedures. There were no additional questions or comments.

Candi went over the FY 26 projected and actual data as part of the strategy performance relative to SC First Steps Program Accountability Standards. Edgefield County First Steps has met or is projected to meet and/or exceed all we projected to serve, except for the HIPPI program. Resource development plans (updated as of March 31, 2026) were also reviewed.

The FY 27 Comprehensive and Formula Funding Grant Application was reviewed with the Board. Candi reviewed the narrative portion of the application (the programmatic and financial portions have been reviewed during the committee reports). There was a motion from Demeterius and a second from Phyllis to approve the FY 27 Comprehensive and Formula Funding Grant Application. The motion was approved, with abstentions from Emanuel Gilchrist, Jill Jolly, Stephanie Wallace, and Renee Williams.

The FY 27 Budget Spending Plan (BSP) was presented to the Board. Our funding allocation is projected to be \$222,168. The FY 27 BSP does include some carryover funds – \$10,000 in state formula funds and \$25,000 in cash money. Any extra carryover will be allocated in September when our carry forward is certified by our RFM. There was a motion from Gail and a second from Averie to approve the FY 27 Budget Spending Plan, with the understanding that up to 50% of our anticipated carryforward is included and that the partnership assumes sole responsibility for the accuracy of the estimated carry-forward. The motion was approved, with abstentions from Emanuel Gilchrist, Jill Jolly, Stephanie Wallace, and Renee Williams.

Candi asked everyone to look at the fiscal signatory page of the application. The Chair and Vice-Chair will be our official fiscal signatories (Gail Jackson and Renee Williams), in addition to the Executive Director. Candi will sign budget re-allocation forms and contracts without a second signature, as all reallocations and contract amounts are voted on by the Board prior to any action. We will be fully in SAGE (our new financial system) by the beginning of FY 27, and all invoices will require a second signature from one of the approved Board members. There was a motion from Emanuel and a second from Averie to approve the FY 27 Fiscal Signatories. The motion was approved.

Candi called the Board's attention to the proposed FY 27 Resource Development Plan. She reported we are making progress toward our FY 26 goal of having 100% of Staff and Board members make personal contributions. Board members have the option of contributing to the Imagination Library program or making just a general donation. There will not be a NASCAR fundraiser (NASCAR is not hosting one), so the Board will have to host a fundraiser sometime in FY 27 – we could consider Krispy Kreme, a raffle, or something else – it can be decided in

the fall. There was a motion from Emanuel and a second from Renee to approve the FY 27 Resource Development Plan.

Next, Candi mentioned the Johnston Peach Blossom festival, which is on Saturday, May 2nd. Board members are welcome to contact Candi if they want to help with our booth that day.

Candi also stated we need to allocate \$500 from our First Citizens Rewards account. There was a motion from Caitlin and a second from Renee to allocate these funds for community outreach materials. This motion was approved.

Candi also requested permission from the Board to make any small reallocations that might be needed before June 30, 2026. There was a motion from Renee and a second from Emanuel to approve the request for permission to make reallocations up to \$500.00, if needed. The motion was approved.

There being no further business, after a motion by Gail and a second from Emanuel, the meeting adjourned at 7:30 p.m.

Respectfully submitted,



Candi Lalonde
Executive Director