



Vision - Every Edgefield County child will be prepared for success in school.

Mission - First Steps empowers Edgefield County families and caregivers to prepare children for school success by delivering, enhancing, and expanding high-quality early childhood services.

**Board Meeting Agenda
November 10, 2025
6:00 p.m.**

- I. Welcome and Dinner
- II. Board Elections
- III. Approval of Minutes from August 11, 2025
- IV. Executive Director's Report for October
- V. Program Performance as of October 31, 2025
- VI. Expenditure Report as of October 31, 2025
- VII. Review of FY 26 Resource Development Plans
- VIII. Allocation of remaining carryforward
- IX. Needs and Resources Assessment Progress
- X. Other Business, if needed
- XI. Adjourn



August 11, 2025

Members Present: Demeterius Brown, Emanuel Gilchrist, Gail Jackson, Jill Jolly, Phyllis Lott, Averie Morris, Lisa Tillman, Stephanie Wallace, and Renee Williams

Members Absent: Caitlin Edwards (excused) and Jennifer Satterwhite

A meeting of the Edgefield County First Steps Partnership Board was held on August 11, 2025, at the Edgefield County Chamber of Commerce. Gail Jackson, Board Chair, called the meeting to order at 6:07 p.m.

Candi had sent the minutes from the April 14, 2025, meeting to the members prior to the meeting. There was a motion from Emanuel, with a second from Renee, to approve the minutes. The motion was approved.

Gail asked Candi to go over the Executive Director's report for July (see attached). Candi expanded on a few of the items. Most of July was spent closing out FY 25 and getting FY 26 programs up and running.

Gail then called everyone's attention to the FY25 Performance Report (see attached). Candi highlighted a few areas and said that we did very well. The only program that did not meet 100% of the projected to serve was Nurse Family Partnership (75%), and we terminated that program effective February 2025. There were no additional questions or comments.

The next item on the agenda was the FY25 Final Budget Expenditure report. There are still unresolved issues in our finance system and Candi stated she does not have a good estimate of what our final carryover numbers will be. This should be available by the end of the month.

Gail called the Board's attention to the letters that had been submitted regarding dual employment for Candi (she does training for other county partnerships and might assist in Saluda with their Triple P Parenting program), Deb Padgett (she is the Triple P Parenting Instructor for both Edgefield and Saluda County First Steps), and Kim Chariker (the Executive Director of Saluda County First Steps) who will be assisting with child care training for our county. After consideration by the Board, it was decided that this outside work does not affect the efficiency of the work performed for Edgefield County First Steps for any of the employees. After a motion from Renee and a second from Emanuel, the requests for dual employment were approved.

The next item on the agenda was the allocation of extra carryover funds, which includes both state funds and private (cash) funds. The carryover still needs to be finalized by our Regional Finance Manager (RFM) and the State Office finance department. Candi gave the Board members a handout with requests for allocations of the carryover funds (see attached). While our official carryover for state funds is still not determined, Candi explained that she did know that there was \$5,445 in state funds to be allocated due the state board not allowing the total amount of the raise that was recommended by this Board for Candi (\$1,891) and the new policy disallowing state funds to be used for advertising and promotional materials (\$3,554). Candi stated there was \$29,629 in private funds for carryover (with \$17,050 already allocated). This leaves \$12,579 in private funds to be allocated. In addition to the state and cash amount, there were recommendations for allocations of \$2,788 from our NASCAR fundraiser to community outreach and \$1,320 (from the state office fundraiser) to books and advertising and promotions for our community outreach. There was a motion from Renee and a second from Gail to approve the allocation requests. The motion was approved.

Next on the agenda was discussion about Edgefield First Steps joining with the Greenwood and Saluda First Steps offices to apply for a grant to pilot the Home Instruction for Parents of Preschool Youngsters (HIPPI) program (see handout). This would be a grant for 1 year and would serve a total of 50 new families. Greenwood would be the lead county and would employ 2 full time home visitors and 1 program supervisor – they would be responsible for serving 30 families. Edgefield and Saluda would employ 1 part time home visitor each who would serve 10 families in their respective counties. All costs associated with this program would be covered with this grant. After much discussion, there was a motion from Gail with a second from Averie to move forward with this application with Greenwood and Saluda.

At this time, Candi informed the Board about the new Local Partnership Fiscal and Operational Guidelines that we were given on July 24th. These guidelines were not given to us for any type of review before they were released and are very restrictive with regard to professional development opportunities, community outreach expenses, credit card usage, and purchasing. No training has been offered and emails with questions have gone mostly unanswered. In their attempt to refine policies that would strengthen accountability, they have become overreactive in response to the issues that occurred in another county. As these guidelines stand now, we will have to spend much more money for items such as office supplies, child care training materials, and food for child care trainings due to new purchasing policies. Candi is working with a group of Executive Directors to comprise a list of issues/problems with some of the items in these new guidelines, along with a list of proposed compromises/solutions. There was discussion among Board members with a request that Candi keep the Board informed about these guidelines.

In other business, Candi said she planned to continue with a team sponsorship for the Edgefield Recreation League. We had already discussed the NASCAR and Night to Celebrate funds. Lastly, Candi gave the Board the FY 26 meeting schedule (see attached).

There was no other business, so after a motion by Emanuel and a second from Renee, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Candi Lalonde

Candi Lalonde, Executive Director

Executive Director's Report for October 2025

Completed 1st quarter performance reports

Attended Edgefield County Interagency Council

Attended meeting in Chester County to meet with state office staff and other ED's in my region

Took books to Johnston Elementary and WE Parker Elementary schools

Sent application to SC Secretary of State to register as a public charity

Attended Executive Directors meeting in Columbia

Worked with state office staff and regional partners to get ready for HIPPIY program to begin

Entered all 1st quarter data into SCFS data system

Sent all 1st quarter in kind information to RFM

Distributed Needs and Resources survey via emails, social media, and texts

Started second set of Triple P morning classes at Head Start – 12 parents have started

Hosted child care training with Saluda First Steps – participants received 5 hours DSS credit – there were 7 providers with 39 teachers represented

Received notification that we received a grant from Dabo's All In Team Foundation

Provided books for a Ella Bell's Reading Boutique – this is a project of a student at Strom Thurmond High School where she puts books for children in hair salons in the county

Total hours worked for October: 139 hours (includes 24.5 hours annual leave and 2.5 hours sick leave)

2025-2026 Program Performance Information (through October 31)

- 209 Library Program – 50 children projected to serve ~~2~~
8 unduplicated children served
- 212 Imagination Library – 300 children projected to serve
253 carried over – 52 new enrolled; 28 have graduated and 2 have been terminated for non-resident
- 222 Triple P – 33 projected to serve
25 families enrolled – 13 have completed
- 225 HIPPI – 10 projected to serve
- 323 Enhanced Early Education (EEE) – 42 children projected to serve
54 children enrolled
- 330 Early Childhood Education – 14 children projected to serve
12 families enrolled – 12 children enrolled
- 605 Child Care Training – 44 unduplicated staff members projected to serve
4 trainings – 5.0 credit hours
39 unduplicated staff members
7 unduplicated centers
191 total unduplicated children impacted
- 703 Child Care ABC Vouchers – 33 projected to serve
26 children enrolled – 1 additional approved in November; 7 on waiting list

As of 10-31-25

Edgefield County First Steps - Program Year July 1, 2023 - June 30, 2024

Program Code	Program	Fund 120 Ready Grant	Fund 121 State Carryover	Fund 130 READY Triple P	Fund 160 State Innov HIPPY	Fund 150 State Private	Fund 200 Cash Money	Fund 325 Federal HIPPY	Fund 550 State Allocation	Fund 560	Total Allocated	Spent to Date	Money Remaining	% Spent
101	Admin	\$1,944	\$806				\$250		\$21,133		\$24,133	\$7,332.70	\$16,800.30	30%
180	Core	\$1,245	\$320			\$1,320	\$12,660		\$16,883	\$1,000	\$33,428	\$6,189.29	\$27,238.71	19%
209	Library	\$156	\$40				\$1,000		\$9,111	\$2,000	\$12,307	\$574.55	\$11,732.45	5%
212	Imag Library	\$156	\$40				\$3,979		\$5,810	\$1,000	\$10,985	\$3,087.58	\$7,897.42	28%
222	Triple P	\$1,167	\$300	\$5,000			\$4,000		\$34,024	\$1,000	\$45,491	\$7,799.58	\$37,691.42	17%
225	HIPPY	\$389	\$100		\$19,925			\$24,483	\$4,026		\$48,923	\$193.14	\$48,729.86	0%
323	EEE	\$389	\$100						\$47,026	\$3,000	\$50,515	\$4,673.50	\$45,841.50	9%
330	ECE	\$389	\$100				\$4,000		\$44,026	\$5,000	\$53,515	\$13,969.77	\$39,545.23	26%
605	Training	\$1,167	\$300				\$4,500		\$26,079	\$1,000	\$33,046	\$7,861.78	\$25,184.22	24%
703	Scholarships	\$780	\$200				\$5,000		\$14,050		\$20,030	\$3,745.87	\$16,284.13	19%
	Total	\$7,782	\$2,306	\$5,000	\$19,925	\$1,320	\$35,389	\$24,483	\$222,168	\$14,000	\$332,373	\$55,427.76	\$276,945.24	17%

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	\$293,600
FY 26 ACTUAL, Match %	TBD	FY 26 ACTUAL, Cash	TBD	FY 26 ACTUAL, In-Kind	TBD
Detail by Resource Category					
Resource Category	Totals for FY 25	Goals for FY 26	Progress for FY 26	FY 26 Comments	
Grants	# of Grant Applications Submitted	4	4	4	READY grant infrastructure, READY Triple P, SC Endeavors, HIPPY
	# of Grants Received	4	4	5	READY grant infrastructure (\$7,782), READY Triple P (\$5,000), SC Endeavors (\$2,500), HIPPY (\$44,408), Dabo's All in Team Foundation (\$1,200)
	Total Funds Received	\$31,926	\$15,000	\$60,890	
Fundraising Events	# of Events Hosted	0	1	0	
	# of Events as Participant*	1	1	1	NASCAR fundraiser
	Total Funds Raised	\$3,052	\$1,500	\$2,788	
Board Giving	Total \$ Board Donations	\$617	\$400		
	# of Board Members Donating	12	11	0	Based on current # of Board members
	% of Board Members Giving	100%	100%	0%	
Full Time Staff Giving	# of Donations	2	1	0	
	Total Funds Donated	\$105	\$75	\$0	
	# of Donors DPIL	57	50	1	
Other Appeals	Total \$ Donations DPIL	\$4,540	\$3,500	\$27	
	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					

**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 10-31-25
Edgefield County Chamber of Commerce	Office space, Board meeting space, and child care training space	\$3,600	\$3,600	0
Edgefield County School District	Family Literacy – administrative oversight, facilities maintenance, utilities	\$130,750	\$92,000	\$34,506
First Book	Value of books vs. cost of books	\$35,105	\$23,000	\$4,980
SC Department of Social Services	ABC scholarships	\$238,020	\$175,000	\$0
Totals		\$407,475	\$293,600	\$39,486

Final Requests for Extra Carryover for FY 26

Total of \$24,347 in state money to be carried over from FY 25 - still waiting on details about some journal entries and final audit

\$14,000 has already been included in the FY 26 BSP

\$10,347 – left to be allocated

Extra Travel 1,000

Storage Building Rental - Wait until FY 27

Program Assistant 9,347

Request for reallocation for Fund 20

Decrease community outreach advertising and purchasing by \$1,405

Increase \$600 for Board expenses

Delete \$805 (late audit reconciliation)



November 10, 2025

Members Present: Demeterius Brown, Caitlin Edwards, Emanuel Gilchrist, Gail Jackson, Jill Jolly, Phyllis Lott, Jennifer Satterwhite, Brenda Weaver, Renee Williams, and Astrid Yeldell

Members Absent: Averie Morris (excused), Lisa Tillman, and Stephanie Wallace (excused)

Guest: LaMyra Dukes

The Annual meeting of the Edgefield County First Steps Partnership Board was held on November 10, 2025, at the Edgefield County First Steps office located at 416 Calhoun Street in Johnston, SC. Before the meeting, the Board members enjoyed supper with staff and guests.

Gail Jackson, Board Chair, called the meeting to order at 6:31 p.m. The first order of business was the election of a new Board member, Astrid Yeldell. After a motion from Renee and a second from Emanuel, Ms. Yeldell was elected to the Board. Board members took turns introducing themselves.

Gail then called for the approval of the minutes from the last Board meeting. Candi had sent the minutes from the August 11, 2025, meeting to members prior to the meeting for their review. After a motion from Gail and a second from Emanuel, the minutes were approved.

Gail asked everyone to look at the Executive Director's report for the month of October (see attached). Candi expanded on a couple of items. There were no additional questions or comments.

Gail called everyone's attention to the program performance report as of October 31, 2025. Candi stated we have already met our projected to serve in some programs (see attached). The HIPPY program should start recruiting this month.

The next items on the agenda are related to finance. The year-to-date expenditure report was given (see attached), but Candi cautioned that there are still several areas in Blackbaud (our finance system) that need to be updated. Updated resource development plans were reviewed. We have already exceeded our goal for grants this fiscal year. Local fundraising for Dolly Parton's Imagination Library will start in January. The next item on the agenda was allocation of extra carryforward funds. Candi gave the Board members a handout with requests for allocations of the carryover funds (see attached). There is a total of \$24,347 of state funds carryover (with \$14,000 already in budget). This leaves \$10,347 in state funds to be allocated.

There was discussion about needing money to cover a potential travel shortage for the Executive Director. There was also discussion about rental of a storage building and hiring a program assistant. It was decided to wait until the next budget year to rent a storage building and that \$1,000 would be allocated to ED travel and \$9,347 would be allocated toward the salary, payroll taxes, and travel for a program assistant, with that cost to be split between certain programs, as needed. Candi also informed the Board that we had too much in private funds in our FY 26 Budget Spending Plan (BSP). This was due to the finance manager and/or auditor cleaning up the account and there were extra charges. We need to decrease the private funds by a total of \$805. Candi also requested to move \$600 from community outreach to cover expenses related to the Annual Board meeting. There was no additional discussion and after a motion by Demeterius and a second by Emanuel, the motion for allocations and reallocations was approved.

Next, Candi reviewed some information gained from the needs and resources assessment. Candi will use this information to complete our FY 26-29 Needs and Resources Assessment. Candi will have a draft completed and will send to the Board for review before submission before Thanksgiving.

In other business, it was decided that we would use the January 8, 2026, meeting to work on the FY 26-29 Strategic Plan and we would have a Zoom meeting in February to approve the plan.

There being no further business, after a motion by Renee and a second from Demeterius, the meeting adjourned at 7:20 p.m.

Respectfully submitted,



Candi Lalonde, Executive Director