Executive Director’s Report

August 2017

1. First Steps State Office – General Activities
	1. Continue to serve as Co-Chair for the Finance and Admin ED Committee with the State Office. In June, I made a presentation regarding several recommendations to the First Steps Board of Trustees to modify the Budget Spending Plan. The changes are designed to remove the arbitrary nature that the Admin percentage is calculated and to recognize the responsibilities that we have that do not fall neatly into specific programs but should not be included in the Admin percentage. The recommendations are moving forward. Our next major topic will be simplifying Contracts and MOA’s and their impact on our BSP’s.
	2. As of June 30, 2017, we switched the Accounting Firm that handles our financial needs as the Regional Finance Manager. Now all 46 Counties are served by one RFM, Manly Garvey. The transition is not going smoothly and has caused some significant delays, especially with CTK Teacher stipend checks. The end of our fiscal year is the busiest time of the year and the handoff between our previous RFM and the new RFM experienced some challenges. We hope to hit smooth waters by Sept or Oct.
	3. We have received our FY 2018 Renewal Contract from the State Office. The only areas for Conditional Approvals were:
		1. Quality Enhancement – We didn’t serve as many centers as we projected. This was primarily due to delays with the new Quality Counts Program.
		2. Board Governance - We have several Board Members and Officers that have either reached or exceeded their tenure on the Board. When we have our Board Elections in October, this will be resolved.
2. Parents as Teachers (PAT)
	1. Our partners, York, Clover, and Rock Hill School Districts were successful in meeting all the PAT Program Standards and deal with the Data System, Penelope.
3. Child Care Vouchers
	1. This program is typically suspended during the summer but is beginning to gear up as we approach the start of school.
4. Quality Enhancement and Technical Assistance
	1. We continue to provide training and technical assistance to several centers as we wait on Spartanburg County First Steps to formalize their Quality Counts Program.
	2. If there is a continued delay, we will reinstitute our QE Program temporarily until Quality Counts is ready to proceed.
5. Nurse Family Partnership
	1. We have 38 mothers enrolled as of now and 18 referrals that we are pursuing. We are at about 80% capacity with two Home Visitation Nurses.
	2. Referrals seem to have been steady recently with several partners strengthening their efforts.
	3. Carla Warren resigned to become a Nurse Practitioner. We were able to hire a very experienced Home Visitation Nurse, Tricia Sutphin, from Greenville’s NFP Program.
	4. Julie Toppen stepped in during the transition to maintain our client load.
	5. We visited Rockingham, NC County Smart Start to learn about their NFP Program, it was a very beneficial visit.
	6. Our United Way Funding Request for NFP was accepted at $29,000 for this FY.
	7. We were unsuccessful with the Foundation for the Carolinas and the Junior Welfare League this year with our funding requests. We will try once again as the cycle renews. I plan to meet with both organizations to determine what if anything we need to change to be more successful.
	8. We are revising our J. Marion Sims request based on the changes in support from Lancaster County First Steps. Discussions with Sims this week have shifted our request from a one-time large request to a smaller renewable request that will help sustain our program.
	9. We will continue to pursue other opportunities in Chester, Springs Close and other local funding options.
6. Countdown to Kindergarten
	1. We held a Regional CTK Teacher Training in Fort Mill in early June that trained not only York Teachers but also Cherokee and Kershaw County Teachers.
	2. We were able to serve 150 children this summer through the four School Districts. Additionally, the York SD held a Summer Camp Program using elements of the CTK Program that successfully served about 75 additional children.
	3. We had an awesome CTK Celebration at St. John’s UMC on August 3. Attendance was down overall but we served our hot dogs to everyone after we served our families. This seemed to be a big hit with everyone.
	4. We served about 130-150 of our CTK families with dinner prior to opening up the dinner invitation. We gave all our children a book, provided by Dr. Winslow Shock’s Cheer for Children.
7. Early Head Start Sites
	1. Denedra Brown, our local Family Advocate, resigned in early August. We will be working to replace her in the coming weeks. With an EHS expansion in York, we plan to hire a Family Advocate that will serve only York County and not split their time between Newberry and York.
	2. We will be adding another 16 EHS spots in York in the coming months.
8. Miscellaneous Events and Focus
	1. We are in the final stages of revising/updating our website to include NFP and a fresher look. This should be live in the next few weeks.
	2. We continue to participate in Impact York County with other Community Organizations.