



AGENDA
ANNUAL OCONEE COUNTY FIRST STEPS BOARD MEETING

April 7, 2025

10:00 AM

Westminster Depot | 135 E Main St, Westminster, SC 29693

- | | | |
|-------|--|------------------------------------|
| I. | Welcome & Introductions | Vanessa Earle, Chair |
| II. | Attendance: | Ashley Robertson |
| III. | Quorum Confirmation | Vanessa Earle and Ashley Robertson |
| IV. | Approval of Agenda | Vanessa Earle and Ashley Robertson |
| V. | Approval of February FY25 Meeting Minutes | Vanessa Earle, Chair |
| VI. | Executive Director and Finance Report | Kaylee Osbon |
| VII. | Vote to Accept Reports | Vanessa Earle, Chair |
| VIII. | Old Business: <i>None</i> | |
| IX. | New Business | |
| | a. Year in Review | |
| | b. Parent Survey | |
| | c. Schedule Board Training | |
| X. | Vote to Accept LaToya Earle as a Board Director to Oconee County First Steps Board (Elected or Delegation Appointee) | |
| XI. | Vote to Accept Sarah Tate as a Board Director to Oconee County First Steps Board (Elected or Delegation Appointee) | |
| XII. | Vote to Accept the Budget Spending Plan for Fiscal Year 2025-2026 | |
| XIII. | Adjourn | Vanessa Earle, Chair |

Oconee County First Steps Partnership Board of Directors Meeting Minutes
February 6, 2025 | 11:00 AM | Westminster Depot
Type of Meeting: General

Board Members Present: Board Chair Vanessa Earle, Sharon Jenkins, Breanne Yoder, Reg Tatum, Lacey Moore

Board Members Absent: Ashley Robertson, Blair Hinson, Alice Lee, and Nivia Miranda

Staff: Dir. Kaylee Osbon

Visitors: Tammy O'Kelley

Agenda Item	Lead Presenter	Summary of Each Agenda Item or Discussion	Votes/Decisions
Welcome and Call to Order	Board Chair	Note Time Started: Meeting was called to order by Board Chair, Vanessa Earle. The meeting began at 11:09 AM. A motion to accept the call to order for the meeting was made by board member, Reg Tatum and it was second by Lacey.	Approved
Roll Call & Confirm Quorum	Board Chair	Reg Tatum made a motion to accept the roll call and confirm that we had a Quorum to begin the meeting. It was moved and second by Lacey Moore to accept the roll call and confirm that we had a quorum to begin meeting. Everyone present signed an attendance sheet.	Approved
Approval of Agenda	Board Chair	Board members reviewed the agenda as outlined and approved to move forward with the items on the agenda. Sharon Jenkins made a motion to approve the agenda provided at the meeting as our guide. The motion was second by Bre Yoder	Approved
Approval of Minutes	Board Chair	A motion was made by Sharon Jenkins to approve the last minutes, Second by Lacey Moore	Approved
Executive Director and Finance Report	Executive Director	Kaylee Osbon read the finance report to the members present and provided a copy to members. There were no questions regarding the report provided and it was accepted. A motion was made by Bre Yoder to accept the finance report as information. Second by Reg Tatum	Approved
Vote to Accept Reports	Board Chair	There was no further discussion regarding any reports reviewed. Vanessa Earle made a motion to accept the reports that were reviewed. Second by Sharon Jenkins	Approved
Vote to Adopt the Amended Local Partnership Bylaws	Board Chair	Vanessa Earle read the By Laws. The floor was open for discussion of each By Law to ensure understanding. Sharon Jenkins made a motion to adopt the Amended Local Partnership Bylaws. Second by Lacey Moore	Approved

Vote to Accept PEBA Insurance	Board Chair	Vanessa stated that PEBA insurance was to assist the executive director with medical insurance and retirement. The board decided that it is important that the executive director is provided with insurance. Lacey Moore made a motion to accept PEBA insurance for the Executive Director. Second by Reg Tatum	Approved
Old Business		<p>a) Membership- The Library has not hired their new representative yet. Need to fill two vacancies</p> <p>b) Schedule Annual Meeting, Required by June 30, 2025</p>	
New Business		<p>a) Children Museum Upstate, must complete 15 events by the end of 2025. Ashley will try to get 10 of the events set up through local schools and Kaylee will reach out to the two daycares we serve for the other 5 events.</p> <p>b) Social Media Update- There was a discussion about posting frequently on social media as a way of get out name out there in the community eye.</p> <p>c) Oconee Chamber Ambassador Program</p> <p>Kaylee stated that she plans to consult with local businesses to see how they can partner with First Steps.</p> <p>d) Oconee Chamber Nonprofit of the Month</p> <p>Any board member may attend these meetings, just let Kaylee know that you would like to attend.</p> <p>e) No Funding for Countdown to Kindergarten</p>	

		<p>f) OCFS 2025 Holiday Schedule</p> <p>g) Scheule Board Meetings – Board meetings will occur the first Thursday morning of every other month at 10:00.</p>	
Adjournment	Board Chair	<p>Note Time Ended: 11:35 AM</p> <p>Reg Tatum made a motion to adjourn the meeting. Lacey Moore second the motion.</p>	Approved

This meeting was held within FOIA and ADA Compliance. Board meetings are open to the public and meeting minutes are kept in the office of Oconee County First Steps and are available for public view.

Signature: Board Secretary

Sharon Jenkins



Executive Director Report

Kaylee Osbon, MBA

Office of Oconee County First Steps
Oconee County, South Carolina

March 28, 2025

GENERAL INFORMATION

Upcoming First Steps Holiday Hours

May 9th: Confederate Memorial Day

May 26th: Memorial Day

Upcoming Events

April 12th: Healthy Kids Day- YMCA

June 7th: Baby Shower- Trinity Baptist

If there are any events that you think we should be a part of, please let me know.

PROGRAMS

Nurse Family Partnership

We continue to make our quarterly contributions as scheduled. To date, we have paid a total of \$37,874.46, leaving a remaining balance of \$37,875.45.

As of February:

Children Served: 11

Adults Served: 15

Number of Families Referred: 35

Number of Referrals: 195

Total Visits: 208

Average Number of Home Visits: 13.87

Average Home Visit Hours: 2.58

Childcare Scholarships

We are currently providing eleven scholarships, each including a stipend of \$100 per child per month. Caregivers contribute a small monthly amount as well. The funding is allocated to children enrolled at Upstate Children's Center of Walhalla, Future Generation and Smiling Angels CCC. To date, we have provided \$5,400 in scholarship funding, with an additional \$3,300 projected for the remainder of the program.

Dolly Parton Imagination Library

We currently serve 1,879 children in Oconee County.

For the month of March:

50 new enrollments

33 Graduation

1,780 Continuing Readers



Executive Director Report

Kaylee Osbon, MBA

Office of Oconee County First Steps
Oconee County, South Carolina

March 28, 2025

ADDITIONAL INFORMATION

Mailchimp

To improve our outreach and engagement, I have started using Mailchimp to streamline our email communications. This platform has already helped us enhance how we connect with stakeholders, donors, and community partners. Board members should have received the first email highlighting our programs, and I will be sending these out monthly on the first Wednesday of each month. These emails will provide updates on our initiatives, upcoming events, and ways to get involved.

Key benefits of using Mailchimp include:

- Professional & Engaging Emails – Ensuring our messaging is clear and visually appealing.
- Audience Segmentation – Targeting specific groups with relevant information.
- Automation & Scheduling – Allowing us to maintain consistent communication.
- Performance Tracking – Measuring engagement to refine our approach.

Using Mailchimp is already proving to be an effective tool in keeping our community informed and engaged, ultimately strengthening the impact of Oconee County First Steps.



Executive Director Report
Kaylee Osbon, MBA
 Office of Oconee County First Steps
 Oconee County, South Carolina

March 28, 2025

South Carolina First Steps to School Readiness
FY-25 Board Report Category Budget vs Expenses Report
 03/26/2025

	Category	Budget	Expense	Balance
Expenses				
	101 - Administrative Functions	\$52,697.00	\$21,853.73	\$30,843.27
	180 - Core Functions	\$45,382.00	\$11,928.08	\$33,453.92
	212 - Imagination Library	\$534,871.00	\$54,309.81	\$480,561.19
	214 - Nurse Family Partnership	\$116,299.00	\$42,816.84	\$73,482.16
	406 - Countdown To Kindergarten	\$9,500.00	\$6,025.36	\$3,474.64
	407 - Count Down to 4-K	\$4,317.00	\$1,897.05	\$2,419.95
	703 - Scholarship Initiatives	\$38,667.00	\$18,995.03	\$19,671.97
Total Expenses		\$801,733.00	\$157,825.90	\$643,907.10
NET SURPLUS/(DEFICIT)		(\$801,733.00)	(\$157,825.90)	\$643,907.10

O C O N E E C O U N T Y



Getting children ready for school.

YEAR IN REVIEW

BREIF OVERVIEW OF THE PAST YEAR

TABLE OF CONTENTS

PRESENTATION OUTLINE

- Mission Statement
- Overview of Population
- Dolly Parton’s Imagination Library
- Nurse Family Partnership
- Countdown to Kindergarten
- Countdown to 4K
- Childcare Scholarships

MISSION STATEMENT

Collaborating with other partners, Oconee County First Steps helps Oconee County families and caregivers prepare their children for school success by maximizing public and private community resources to deliver, enhance, and expand high-quality early childhood services.

OVERVIEW OF POPULATION

4,278

CHILDREN ARE UNDER 6

51%

OF YOUNG CHILDREN LIVE IN PROVERTY
OR LOW-INCOME HOUSEHOLDS

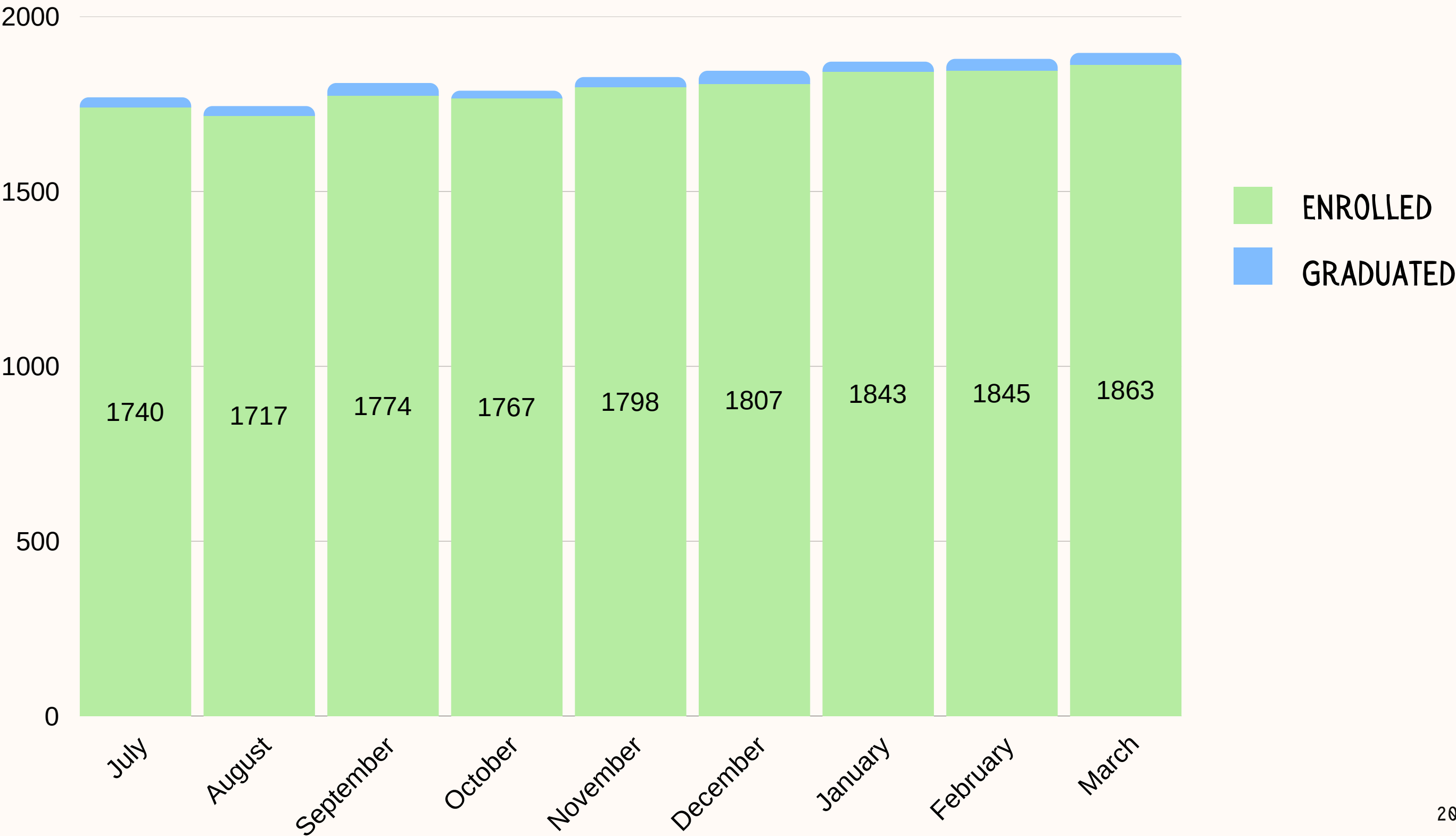
66%

OF KINDERGARTENERS ARE CONSIDERED
“NOT READY” FOR SCHOOL



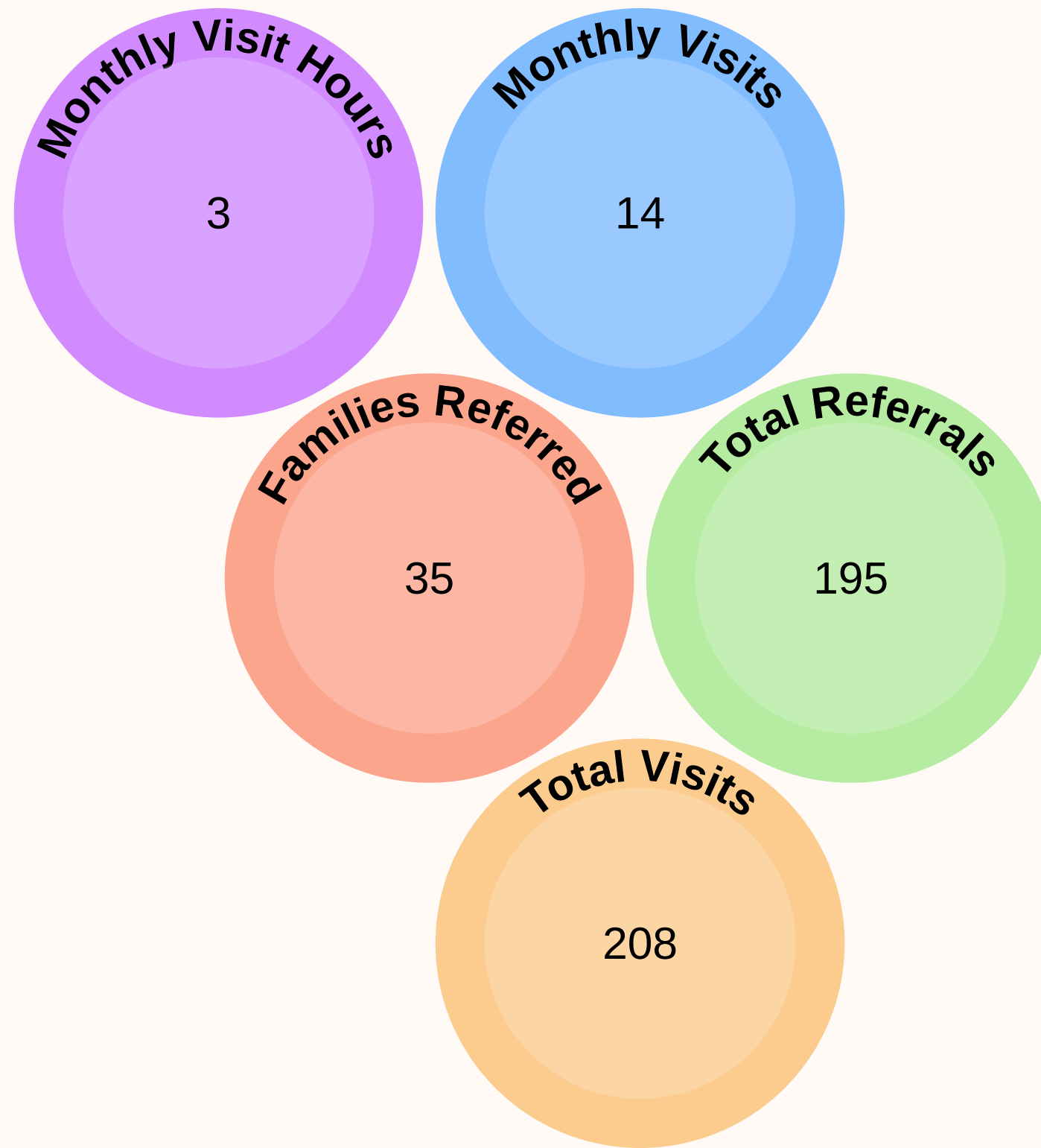
DOLLY PARTON'S IMAGINATION LIBRARY

The Imagination Library ensures that each child has the access to a personal home library by mailing free hand-selected, high-quality, age-appropriate books each month to registered children.



NURSE FAMILY PARTNERSHIP

Nurse-Family Partnership® is an evidence-based, community health program with 45 years of research showing significant improvements in the health and lives of first-time moms and their children affected by social and economic inequality.

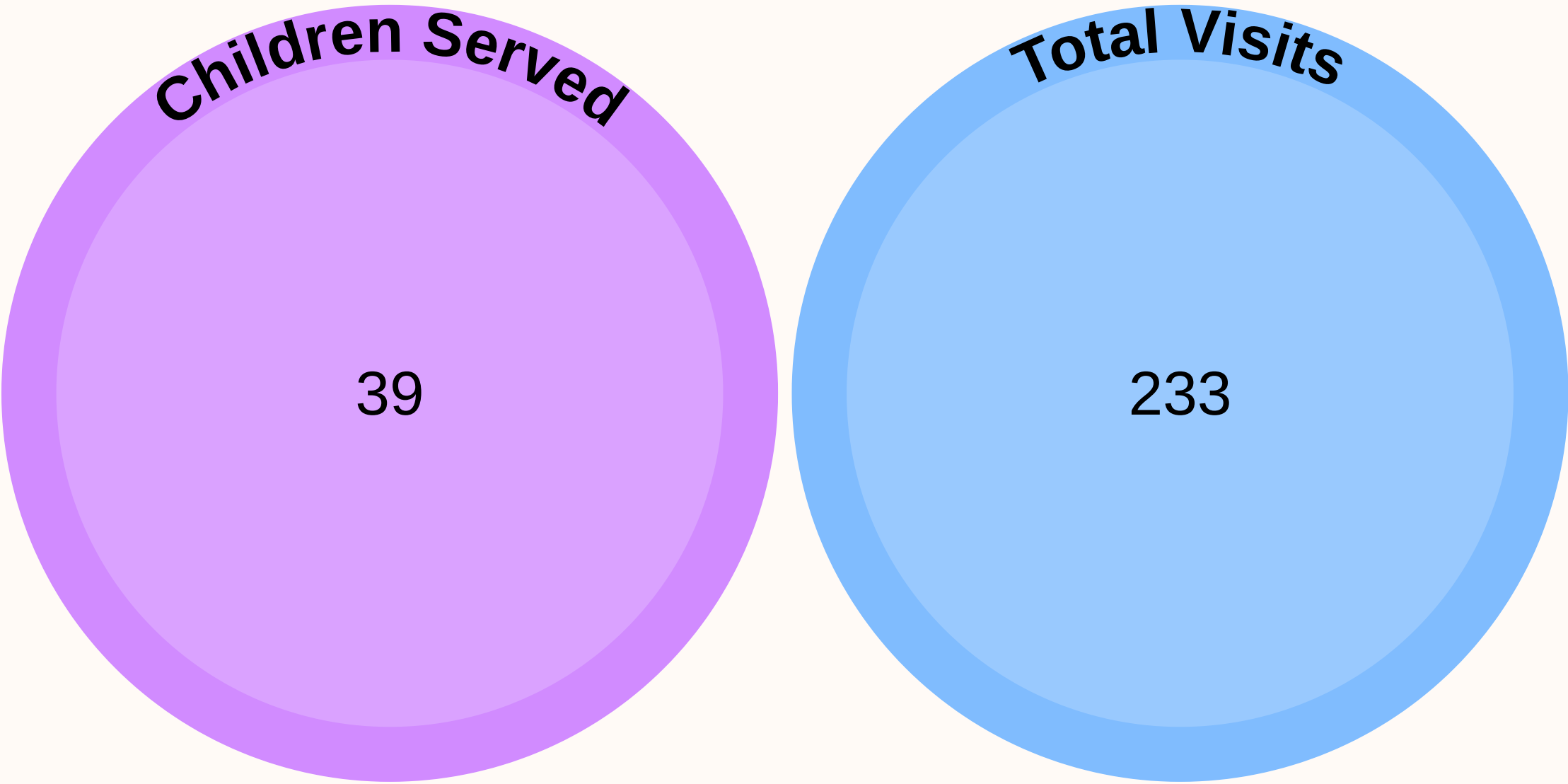


11
CHILDREN SERVED

15
ADULTS SERVED

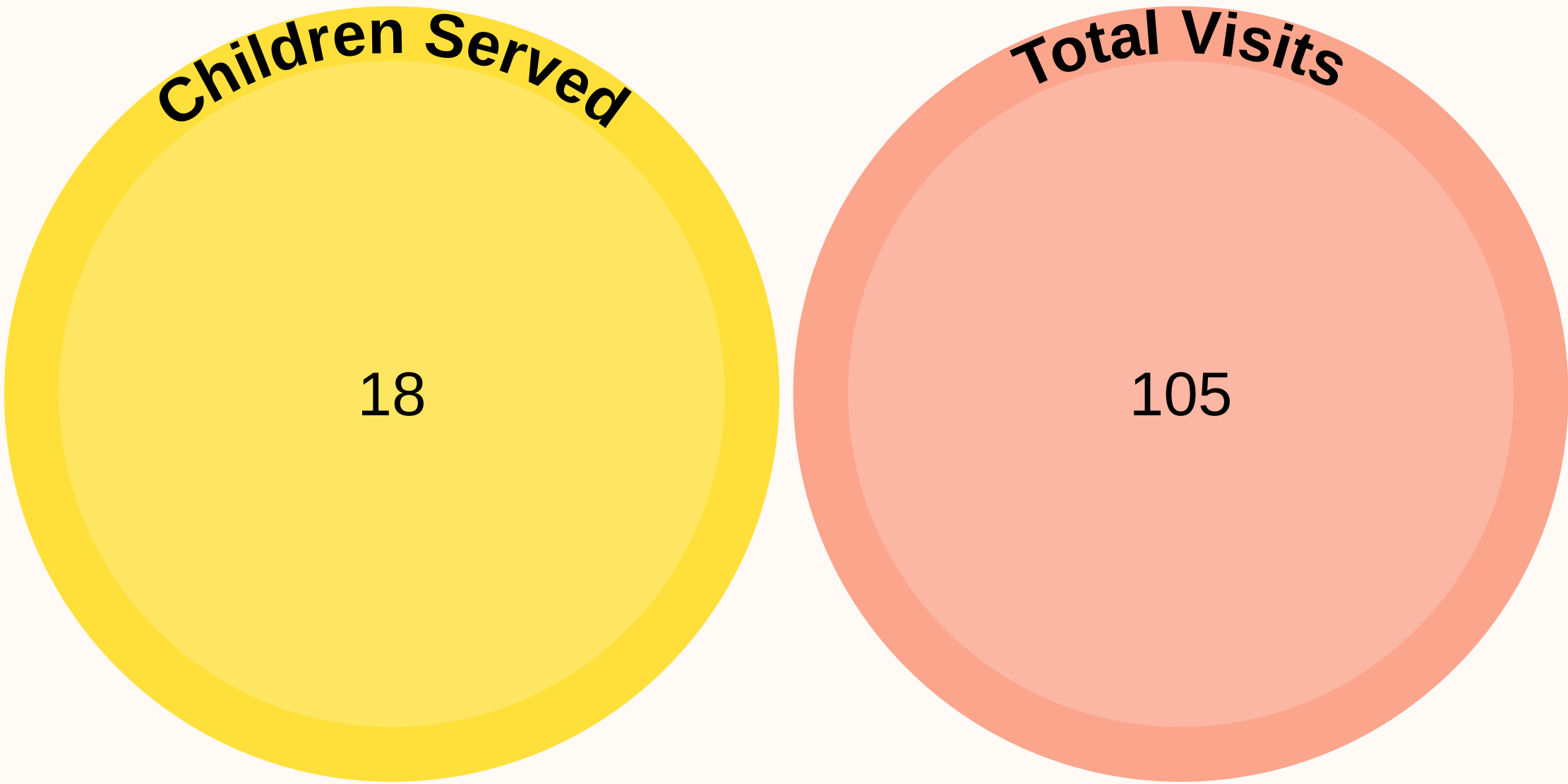
COUNTDOWN TO KINDERGARTEN

Helps with the transition to school.



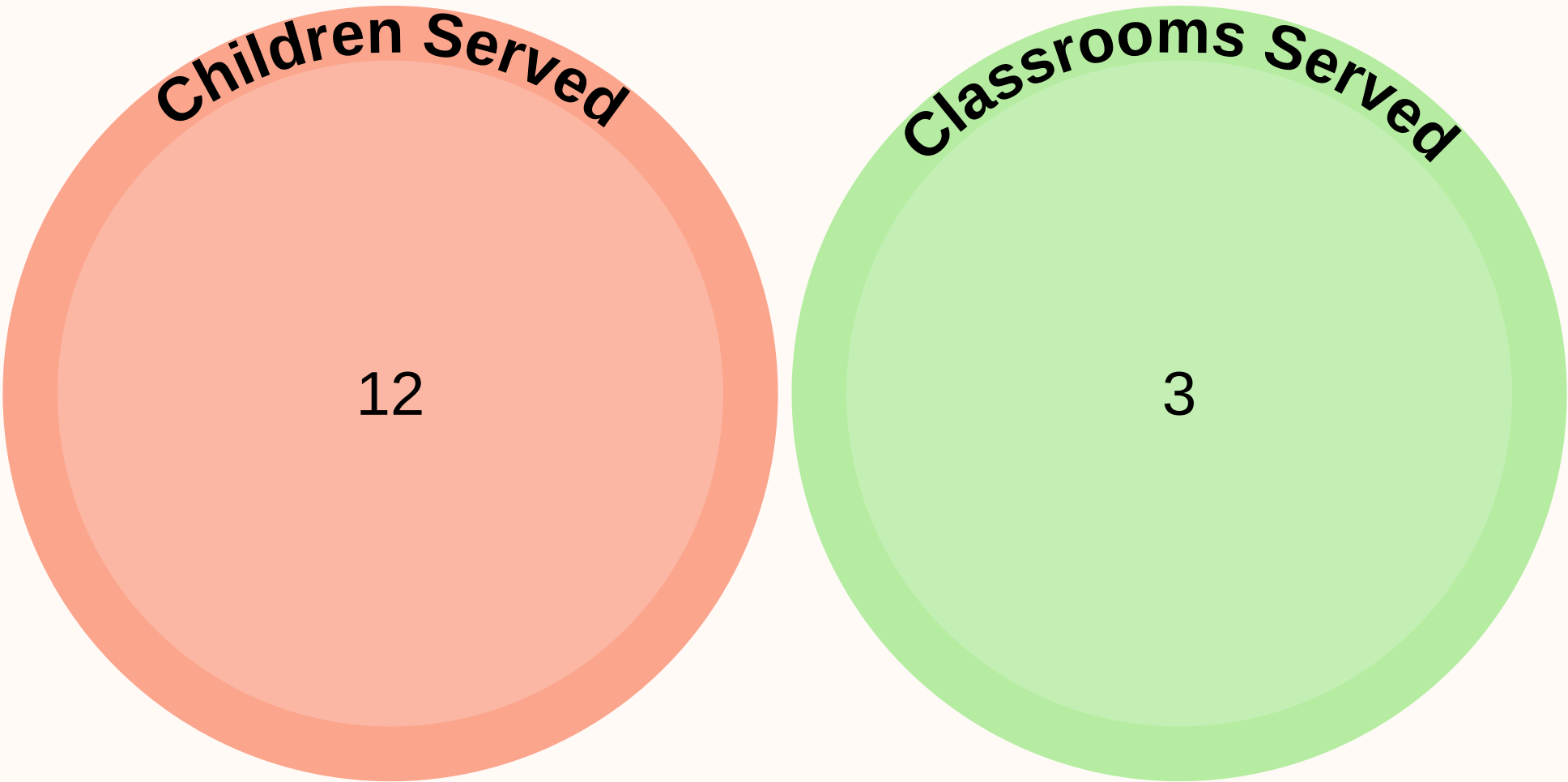
COUNTDOWN TO K4

Helps with the transition to school.



CHILDCARE SCHOLARSHIPS

Funded by South Carolina DSS through scholarship vouchers



THANK YOU!

OCONEE COUNTY



Getting children ready for school.

OCONEE COUNTY FIRST STEPS

WE NEED YOUR INPUT!

Help us better serve you and your family by filling out a quick survey.

Scan the QR code to share your thoughts on the programs and services that matter most to you. Your feedback helps us shape the support and resources our community needs!



Thank you for your time and input!



Our Mission

Collaborating with other partners, Oconee County First Steps helps Oconee County families and caregivers prepare their children for school success by maximizing public and private community resources to deliver, enhance, and expand high-quality early childhood services.



864-784-2834

www.oconeefirststeps.com

ocfsdirector@gmail.com

135 E Main St, Westminster



ocfsdirector@gmail.com

OCONEE COUNTY BOARD MEMBER NOMINATION FORM

You may nominate yourself. Please use a separate form for each person you nominate.

Name of Nominee: LaToya Earle

Address: [REDACTED]

[REDACTED]

Phone: (work/home) [REDACTED]

E-mail: [REDACTED]

Affiliation/Employment: City of Seneca - Seneca Police

To the best of my knowledge, the person I am nominating lives/works (circle one or both) in Oconee County.

Board category the person would best represent: (you may check more than one, but please indicate in the qualifications section below which category the person would best represent and why):

- ☐ Pre K/Primary Educator
- ☐ Family Education, Training and Support Provider
- ☐ Childcare/Early Childhood Development/Education Provider
- ☐ Healthcare Provider
- ☒ Local Government

- ☐ Faith Community
- ☐ Business Community
- ☐ Parents of preschool children
- ☐ Philanthropic Community
- ☐ Non-Profit Organization That Serves Families and Children

Why are you nominating this person to the Oconee County First Steps Partnership Board? What special qualifications do they have?

LaToya would be a great access to the board with her background in the law enforcement. She loves working with young people. She would bring great ideas to the board for our young people we serve. LaToya is also a cheerleading coach for West-Oak high. She is a judge for cheer and dance competitions as well as pageants. I think she would bring a wealth of knowledge to the 1st steps board.

Submitted by:

Name: Vanessa Earle

Phone: [REDACTED]

Email: [REDACTED]

Questions? Email: ocfsdirector@gmail.com

Return Completed.

Application to: Oconee County First Steps Partnership

Mailing Address: Kaylee Osbon,
OCFS Executive Director
PO Box 1557, Seneca SC 29679

OR:

Email: ocfsdirector@gmail.com



ocfsdirector@gmail.com

OCONEE COUNTY BOARD MEMBER NOMINATION FORM

You may nominate yourself. Please use a separate form for each person you nominate.

Name of Nominee: Sarah Tate

Address: [REDACTED]

Phone: (work/home) [REDACTED]

E-mail: [REDACTED]

Affiliation/Employment: Foothills Area Ymca

To the best of my knowledge, the person I am nominating lives/works (circle one or both) in Oconee County.

Board category the person would best represent: (you may check more than one, but please indicate in the qualifications section below which category the person would best represent and why):

- | | |
|---|---|
| <input type="checkbox"/> Pre K/Primary Educator | <input type="checkbox"/> Faith Community |
| <input type="checkbox"/> Family Education, Training and Support Provider | <input type="checkbox"/> Business Community |
| <input type="checkbox"/> Childcare/Early Childhood Development/Education Provider | <input checked="" type="checkbox"/> Parents of preschool children |
| <input type="checkbox"/> Healthcare Provider | <input type="checkbox"/> Philanthropic Community |
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Non-Profit Organization That Serves Families and Children |

Why are you nominating this person to the Oconee County First Steps Partnership Board? What special qualifications do they have?

I would like to join The Oconee County First Steps Partnership board because I am passionate about connecting families to the resources available to them. As a leader at the Foothills Area YMCAs, a non-profit serving kids and families, I see firsthand the impact of quality childcare and family support. With a background in teaching and experience as both the YMCAs Childcare Director and now Branch Executive, I bring valuable insight into early childhood development and community engagement.

Submitted by:

Name: Sarah Tate

Phone: [REDACTED]

Email: [REDACTED]

Questions? Email: ocfsdirector@gmail.com

Return Completed

Application to: Oconee County First Steps Partnership

Mailing Address: Kaylee Osbon,
OCFS Executive Director
PO Box 1557, Seneca SC 29679

OR:

Email: ocfsdirector@gmail.com

Projected to Serve for Fiscal Year 2025

Program	PTS	Currently Serving
Dolly Parton's Imagination Library	1700	2046
Nurse Family Partnership	18	15
Child Care Scholarships	12	12

Projected to Serve for Fiscal Year 2026

Program	PTS with Formula Funding	PTS with READY Funding	Total
Dolly Parton's Imagination Library	1800	0	1800
Nurse Family Partnership	10	5	15
Child Care Scholarships	6	6	12

OCONEE COUNTY FIRST STEPS PARTNERSHIP
Cost Allocation Worksheet based on PERSONNEL TIME

revised: FY26

INSTRUCTIONS:

This worksheet is designed to cost allocate based on a TIME STUDY of how staff spend their work time across programs, administration, and core services. This model can be used to allocate personnel costs **as well as other shared**

EXPLANATION OF TIME STUDY AND COST ALLOCATION:

The payroll is processed by the Finance Manager and the percentages listed in the BSP are based on Estimates for FY 20, since a new time study will need to be completed for the Executive Director based on new delination of time

ONLY ENTER INFORMATION INTO CELLS BELOW THAT ARE HIGHLIGHTED IN YELLOW. ALL OTHER CELLS CONTAIN FORMULAS!!!

Staff SALARY				101		180		214		212		703		TOTAL %	TOTAL AMOUNT
				Administration		Core Services		NFP		DPIL		Child Care Scholarships			
				Name	Model Code Desc.	Model Code	Salary	%	Amount	%	Amount	%	Amount		
Executive Director	ED	510403	\$ 62,800	15.00%	\$ 9,420	24.00%	\$ 15,072	15.00%	\$ 9,420	26.00%	\$16,328	20.00%	\$ 12,560	100%	\$62,800
Program Specialist	Prog Spec	510700	\$ -	12.00%	\$ -	22.00%	\$ -	30.00%	\$ -	35.00%	\$ -	1.00%	\$ -	100%	\$ -
					\$ -		\$ -		\$ -		\$ -		\$ -	0%	#REF!
					\$ -		\$ -		\$ -		\$ -		\$ -	0%	#REF!
					\$ -		\$ -		\$ -		\$ -		\$ -	0%	#REF!
Total SALARIES			\$ 62,800		\$ 9,420		\$ 15,072		\$ 9,420		\$16,328		\$ 12,560		#REF!

Staff FRINGE BENEFITS				101		180		214		212		703		TOTAL	TOTAL
				Administration		Core Services		NFP		DPIL		Child Care Scholarships			
Name	Model Code Desc.	Model Code	Amount of Fringe Benefits for this Person	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	AMOUNT
Executive Director	ED	511400	\$ 9,000	15.00%	\$ 1,350	24.00%	\$ 2,160	15.00%	\$ 1,350	26.00%	\$ 2,340	20.00%	\$ 1,800	100%	\$ 9,000
Program Specialist	Prog Spec		\$ -	12.00%	\$ -	22.00%	\$ -	30.00%	\$ -	35.00%	\$ -	1.00%	\$ -	100%	\$ -
	0	0		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0%	#REF!
	0	0		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0%	#REF!
	0	0		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0%	#REF!
		Total FRINGE	\$ 9,000		\$ 1,350		\$ 2,160		\$ 1,350		\$ 2,340		\$ 1,800		#REF!

Cost Allocation of Operations Costs, based on Personnel Time

(Use tables below as needed. Request assistance to add additional tables.)

ONLY ENTER INFORMATION INTO CELLS BELOW THAT ARE HIGHLIGHTED IN YELLOW. ALL OTHER CELLS CONTAIN FORMULAS!!!

MODEL CODE:		511500	Professional Development			1			
Total Amount to be Allocated:		\$ -							
		% of Model Code Amount to be Charged to this Person	Amount to be charged to this Person	101	180	214	212	703 Child Care Scholarships	0
Name	Title			Administratio n	Core Services	NFP	DPIL		TOTAL
Executive Director	510200	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL:	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OCONEE COUNTY FIRST STEPS PARTNERSHIP

Revision Date: _____
FY26

PROGRAM CODE: 101
PROGRAM TITLE: Administrative Functions
LOCAL TITLE: _____
VENDOR NAME: IN-HOUSE
BUDGET NARRATIVE (NO CALCULATIONS):

ED salary is budgeted as \$50,000 annually-same as previous year. Payroll taxes are fixed and there is \$300 in Fringe Benefits due to unexpected expenses. Administration is budgeted at 15% of the ED's time and 5% of the Program Specialist time. Office rent, phone supplies and local mileage is at 20% of each line item total based on estimated usage by ED. **Office rent** is In-Kind from The City of Westminster. **Insurance** is Board and Officer Insurance. **Board Expenses** is based on the state per diem rate for in-state lunch and is a donation from our board. **Meeting Space Rental** is also donated from local civic centers, agencies and churches for Board meetings based on the local rate of \$50 per hour pre day. Memberships include: Chamber of Commerce, Website host, Post office box subscription. Advertising will be for various program strategies and Core Function activities and posting for Board meetings and elections. Consultants for Partnership assist with annual report, comprehensive plan and parent surveys.

MODEL CODE	MODEL CODE TITLE	BASE	% or CA Model	ANNUAL TOTAL	FUND 130 READY State	FUND 150 NtCC Private	FUND 200 Local Private	FUND 250 Local In-Kind	FUND 550 E.I.A. Approp.	FUND 560 E.I.A. Carry Forward	ANNUAL TOTAL	LEFT TO ALLOCATE
ALLOCATED & NON-ALLOCATED PAYROLL COSTS												
510200	Executive Director/Snipes		time	\$ 9,420				\$ -	\$ 9,420		\$ 9,420	\$ -
510700	Program Specialist		time	\$ -					\$ -		\$ -	\$ -
											\$ -	\$ -
	Total Salaries:			\$ 9,420	\$ -	\$ -	\$ -	\$ -	\$ 9,420	\$ -	\$ 9,420	\$ -
511300	Payroll Taxes	\$ 9,420	7.65%	\$ 721					\$ 721		\$ 721	\$ (0)
511400	Fringe Benefits		time	\$ 1,350					\$ 1,350		\$ 1,350	\$ -
	Sub-Total 5100: Payroll			\$ 11,491	\$ -	\$ -	\$ -	\$ -	\$ 11,491	\$ -	\$ 11,491	\$ (0)
OPERATIONS												
511500	Professional Development		time	\$ -					\$ -		\$ -	\$ -
511500	Professional Development		direct	\$ 500			\$ -		\$ 500		\$ 500	\$ -
512000	Consultants for Partnerships		direct	\$ 2,000					\$ 2,000		\$ 2,000	\$ -
515000	Office Rent		time	\$ 666				\$ 666			\$ 666	\$ -
516000	Telephone		time	\$ 350					\$ 350	\$ -	\$ 350	\$ 0
516000	Telephone		direct	\$ 100					\$ 100	\$ -	\$ 100	\$ -
517000	Office Equipment Purchased		direct	\$ 1,000					\$ 1,000	\$ -	\$ 1,000	\$ -
517500	Office Supplies		time	\$ 30					\$ 30	\$ -	\$ 30	\$ -
517500	Office Supplies		direct	\$ 1,000					\$ 1,000	\$ -	\$ 1,000	\$ -
518000	Insurance (non-health)		direct	\$ 2,500					\$ 2,500	\$ -	\$ 2,500	\$ -
518500	Travel (Mileage rate \$0.655)		direct	\$ 750					\$ 750	\$ -	\$ 750	\$ -
518500	Travel (Mileage rate \$0.655)		time	\$ 504					\$ 504	\$ -	\$ 504	\$ -
519000	Board Expenses		direct	\$ 300					\$ 300	\$ -	\$ 300	\$ -
519600	Meeting Space Rental		direct	\$ -					\$ -	\$ -	\$ -	\$ -
519700	Advertisements		direct	\$ 1,000					\$ 1,000	\$ -	\$ 1,000	\$ -
519800	Memberships		direct	\$ 1,500					\$ 1,500	\$ -	\$ 1,500	\$ -
519900	Miscellaneous		direct	\$ 1,085		\$ -			\$ 1,085	\$ -	\$ 1,085	\$ -
	Sub-Total 5100: Operations			\$ 13,285	\$ -	\$ -	\$ -	\$ 666	\$ 12,619	\$ -	\$ 13,285	\$ 0
PROGRAM MATERIALS												
530200	Other Materials		direct	\$ 1,050					\$ 1,050		\$ 1,050	\$ -
530500	Food for Programs		direct	\$ -			\$ -				\$ -	\$ -
	Sub-Total 5300: Program Materials			\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ 1,050	\$ -	\$ 1,050	\$ -
	TOTAL			\$ 25,826	\$ -	\$ -	\$ -	\$ 666	\$ 25,160	\$ -	\$ 25,826	\$ (0)

OCONEE COUNTY FIRST STEPS PARTNERSHIP

Revision Date: _____
FY26

PROGRAM CODE: 180
PROGRAM TITLE: Core Functions
LOCAL TITLE: _____
VENDOR NAME: IN-HOUSE

BUDGET NARRATIVE (NO CALCULATIONS):

ED salary is estimated at 15% and Program Specialist at 20%. Taxes and Fringe Benefits are a fixed percent of salary. **Office space, supplies and local travel** are 15% of ED time. **Office supplies** is printing related expenses. Funds for food are for snacks for volunteers. Any **presenter or trainers** for special Core Functions (i.e Palmetto Basics or ACEs educations) is budgeted. Advertising will be for our Warm a Child Program and Preventing Child Abuse - Pinwheel Gardens. We provide Bookbags and book/materials for all 4K students. yearly in SDOC. We will include a literacy based project "Story Walks" this year in partnership with the Library System of Oconee County

MODEL CODE	MODEL CODE TITLE	BASE	% or CA Model	ANNUAL TOTAL	FUND 130 READY State	FUND 150 State Private	FUND 200 Local Private	FUND 250 Local In-Kind	FUND 550 E.I.A. Approp.	FUND 560 E.I.A. Carry Forward	ANNUAL TOTAL	LEFT TO ALLOCATE
ALLOCATED & NON-ALLOCATED PAYROLL COSTS												
510200	Executive Director/Snipes		time	\$ 15,072				\$ -	\$ 15,072		\$ 15,072	\$ -
510700	Program Specialist		time	\$ -					\$ -		\$ -	\$ -
											\$ -	\$ -
	Total Salaries:			\$ 15,072	\$ -	\$ -	\$ -	\$ -	\$ 15,072	\$ -	\$ 15,072	\$ -
511300	Payroll Taxes	\$ 15,072	7.65%	\$ 1,153					\$ 1,153		\$ 1,153	\$ 0
511400	Fringe Benefits		time	\$ 2,160					\$ 2,160		\$ 2,160	\$ -
	Sub-Total 5100: Payroll			\$ 18,385	\$ -	\$ -	\$ -	\$ -	\$ 18,385	\$ -	\$ 18,385	\$ 0
OPERATIONS												
511500	Professional Development		time	\$ 500					\$ 500		\$ 500	\$ -
512000	Consultants for Partnership		direct	\$ 1,000					\$ 1,000		\$ 1,000	\$ -
515000	Office Rent		time	\$ 1,066				\$ 1,066	\$ -		\$ 1,066	\$ (0)
516000	Telephone		time	\$ 583					\$ 583	\$ -	\$ 583	\$ -
517500	Office Supplies		time	\$ 48					\$ 48		\$ 48	\$ -
517500	Office Supplies		direct	\$ 450					\$ 450		\$ 450	\$ -
518500	Travel (Mileage rate \$0.655)		time	\$ 400					\$ 400		\$ 400	\$ -
519700	Advertising		direct	\$ 722		\$ -			\$ 722		\$ 722	\$ -
519900	Miscellaneous		direct	\$ 250					\$ 250		\$ 250	\$ -
	Sub-Total 5100: Operations			\$ 5,019	\$ -	\$ -	\$ -	\$ 1,066	\$ 3,953	\$ -	\$ 5,019	\$ (0)
PROGRAM MATERIALS												
530200	Other Materials			\$ 1,000					\$ 500	\$ -	\$ 500	\$ -
530300	Books			\$ 1,000					\$ 1,000		\$ 1,000	\$ -
530400	Toolkits/Book Bags			\$ 500					\$ 5,000		\$ 5,000	\$ -
				\$ -							\$ -	\$ -
	Sub-Total 5300: Program Materials			\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -
PROGRAM SERVICES												
537500	Presenters/Trainers			\$ -					\$ -		\$ -	\$ -
	Sub-Total 5350: Program Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM EQUIPMENT												
				\$ -							\$ -	\$ -
	Sub-Total 5400: Program Equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL			\$ 25,905	\$ -	\$ -	\$ -	\$ 1,066	\$ 24,838	\$ -	\$ 25,904	\$ 1

OCONEE COUNTY FIRST STEPS PARTNERSHIP

Revision Date: _____
FY26

PROGRAM CODE: 212
 PROGRAM TITLE: Dolly Parton Imagination Library
 LOCAL TITLE: _____
 VENDOR NAME: IN-HOUSE

BUDGET NARRATIVE (NO CALCULATIONS):

EXECUTIVE DIRECTOR: ED salary and PS salary are a fixed percent of salary. **PAYROLL TAXES:** Both are fixed percentage of salary. **FRINGE:** Ed and PS are a fixed percentage of salary. **OFFICE RENT:** SMM IN-KIND support. **TELEPHONE:** telephone and internet a DOI Insurance with other insurance is fixed percent of salary. **TRAVEL:** Mileage at \$0.655, lodging, and meals **BOOKS:** Books are funded by Fund 20 private donations, SCFS funds and IN-KIND support from DPIL. OCFS will seek private donations through fundraising events and sponsorships. We will use funds to vigorously advertize in the community to agencies, families and business with our goal to find matching funds and donations. Consultants for Partnerships has been added to assist with marketing, registration and data.

MODEL CODE	MODEL CODE TITLE	BASE	% or CA Model	ANNUAL TOTAL	FUND 200 Local Private	FUND 250 Local In-Kind	FUND 550 E.I.A. Approp.	FUND 560 E.I.A. Carry Forward	ANNUAL TOTAL	LEFT TO ALLOCATE
ALLOCATED & NON-ALLOCATED PAYROLL COSTS										
510200	Executive Director		time	\$ 16,328		\$ -	\$ 16,328		\$ 16,328	\$ -
510700	Program Specialist		time	\$ -			\$ -		\$ -	\$ -
Total Salaries:				\$ 16,328	\$ -	\$ -	\$ 16,328	\$ -	\$ 16,328	\$ -
511300	Payroll Taxes	\$ 16,328	7.65%	\$ 1,249			\$ 1,249		\$ 1,249	\$ 0
511400	Fringe Benefits		time	\$ 2,340			\$ 2,340		\$ 2,340	\$ -
Sub-Total 5100: Payroll				\$ 19,917	\$ -	\$ -	\$ 19,917	\$ -	\$ 19,917	\$ 0
OPERATIONS										
511500	Professional Development		time	\$ -					\$ -	\$ -
512000	Consults for Partnership		direct	\$ 3,000			\$ 3,000		\$ 3,000	\$ -
515000	Office Rent		time	\$ 1,154		\$ 1,154			\$ 1,154	\$ 0
516000	Telephone		time	\$ 652			\$ 652		\$ 652	\$ -
517500	Office Supplies		direct	\$ 25			\$ 25		\$ 25	\$ -
517500	Office Supplies		time	\$ 52			\$ 52		\$ 52	\$ -
518000	Insurance (non-health)		time	\$ -					\$ -	\$ -
518500	Travel		direct	\$ 100			\$ 100		\$ 100	\$ -
518500	Travel		time	\$ 973			\$ 973		\$ 973	\$ -
519700	Advertisement		direct	\$ 1,250			\$ 1,250		\$ 1,250	\$ -
519800	Memberships		direct	\$ 1,322			\$ 1,322		\$ 1,322	\$ -
Sub-Total 5100: Operations				\$ 8,528	\$ -	\$ 1,154	\$ 7,374	\$ -	\$ 8,528	\$ 0
PROGRAM MATERIALS										
530300	Books			\$480,000	\$ -	\$ 435,000	\$ 45,000		\$ 480,000	\$ -
Sub-Total 5300: Program Materials				\$480,000	\$ -	\$ 435,000	\$ 45,000	\$ -	\$ 480,000	\$ -
TOTAL				\$ 508,445	\$ -	\$ 436,154	\$ 72,291	\$ -	\$ 508,445	\$ 0

OCONEE COUNTY FIRST STEPS PARTNERSHIP

PROGRAM CODE: 214
 PROGRAM TITLE: Nurse Family Partnership
 LOCAL TITLE:
 VENDOR NAME: Prisma Health-Upstate

Revision Date: FY26

BUDGET NARRATIVE (NO CALCULATIONS):

The ED 20% and Program Specialist is 10% for salary. Our NFP agreement is through Prisma Health-Upstate. They will work to maintain a case load of 20 plus clients.. In-Kind will be provided at 15% of the program \$8,100. Intensity varies by time until birth & age of child. Prenatal (prior to 28 week gestation) to 2 years of age. The Nurse assigned to Oconee County will be using our OCFs office as a drop point for office work, client contact and referral support. We will distribute food boxes with fresh vegetables and fruits to our NFP clients.

MODEL CODE	MODEL CODE TITLE	BASE	% or CA Model	ANNUAL TOTAL	FUND 130 READY State	FUND 150 State Private	FUND 200 Local Private	FUND 250 Local In-Kind	FUND 550 E.I.A. Approp.	FUND 560 E.I.A. Carry Forward	ANNUAL TOTAL	LEFT TO ALLOCATE
ALLOCATED & NON-ALLOCATED PAYROLL COSTS												
510200	Executive Director/Snipes		time	\$ 9,420				\$ -	\$ 9,420		\$ 9,420	\$ -
510700	Program Specialist		time	\$ -					\$ -		\$ -	\$ -
											\$ -	\$ -
Total Salaries:				\$ 9,420	\$ -	\$ -	\$ -	\$ -	\$ 9,420	\$ -	\$ 9,420	\$ -
511300	Payroll Taxes	\$ 9,420	7.65%	\$ 721					\$ 721		\$ 721	\$ (0)
511400	Fringe Benefits		time	\$ 1,350					\$ 1,350		\$ 1,350	\$ -
Sub-Total 5100: Payroll				\$ 11,491	\$ -	\$ -	\$ -	\$ -	\$ 11,491	\$ -	\$ 11,491	\$ (0)
OPERATIONS												
511500	Professional Development		time	\$ -							\$ -	\$ -
515000	Office Rent		time	\$ 666				\$ 666			\$ 666	\$ -
516000	Telephone		time	\$ 443					\$ 443	\$ -	\$ 443	\$ -
517500	Office Supplies		time	\$ 30					\$ 30		\$ 30	\$ -
518000	Insurance (non-health)		time	\$ -							\$ -	\$ -
518500	Travel (Mileage rate \$0.655)		time	\$ 630					\$ 630		\$ 630	\$ -
519900	Miscellaneous		direct	\$ -					\$ -		\$ -	\$ -
Sub-Total 5100: Operations				\$ 1,769	\$ -	\$ -	\$ -	\$ 666	\$ 1,103	\$ -	\$ 1,769	\$ -
PROGRAM MATERIALS												
511500	Professional Development			\$ -							\$ -	\$ -
530100	Curriculum Materials			\$ -							\$ -	\$ -
530200	Other Materials			\$ -	\$ -						\$ -	\$ -
530400	Toolkits/Book Bags			\$ -						\$ -	\$ -	\$ -
530500	Food for Programs			\$ -			\$ -				\$ -	\$ -
Sub-Total 5300: Program Materials				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM SERVICES												
535500	Parent Educator - BD			\$ -							\$ -	\$ -
535500	Parent Educator - LS			\$ -							\$ -	\$ -
535500	Parent Educator - YT			\$ -							\$ -	\$ -
536500	Payroll Taxes	\$ -	7.65%	\$ -							\$ -	\$ -
536600	Fringe Benefits			\$ -							\$ -	\$ -
536900	Leased Space - Vendor			\$ -							\$ -	\$ -
537100	Professional Development			\$ -							\$ -	\$ -
537200	Presenters/Trainers			\$ 97,576	\$ 22,000			\$ 11,362	\$ 64,214		\$ 97,576	\$ -
538000	Program Affiliation Fees			\$ -							\$ -	\$ -
Sub-Total 5350: Program Services				\$ 97,576	\$ 22,000	\$ -	\$ -	\$ 11,362	\$ 64,214	\$ -	\$ 97,576	\$ -
TOTAL				\$ 110,836	\$ 22,000	\$ -	\$ -	\$ 12,028	\$ 76,808	\$ -	\$ 110,836	\$ (0)

OCONEE COUNTY FIRST STEPS PARTNERSHIP

Revision Date: _____
FY26

PROGRAM CODE: 703
 PROGRAM TITLE: Child Care Scholarships
 LOCAL TITLE: _____
 VENDOR NAME: IN-HOUSE

BUDGET NARRATIVE (NO CALCULATIONS):

ED payroll and allocated costs are estimated at 20% for this program and Program Specialist at 20%. CC Scholarships are calculated at up to \$135 dollars per infant, and \$90 per week for 10 scholarships per year for 52 weeks. Scholarships are provided to clients that meet eligibility requirements and meet Local partnership criteria. Only Child Care centers rated B or above will be awarded funds. Office Supplies include printing, paper, folders and storage for files. We will provide a Healthy Alternative Food Box to each CCS family at Christmas.

MODEL CODE	MODEL CODE TITLE	BASE	% or CA Model	ANNUAL TOTAL	FUND 130 NEW READY State	FUND 150 State Private	FUND 200 Local Private	FUND 321 Core Funct YR 2	FUND 250 Local In-Kind	FUND 550 E.I.A. Approp.	FUND 560 E.I.A. Carry Forward	ANNUAL TOTAL	LEFT TO ALLOCATE
ALLOCATED & NON-ALLOCATED PAYROLL COSTS:													
510200	Executive Director/Snipes		time	\$12,560						\$ 12,560		\$ 12,560	\$ -
510700	Program Specialist		time	\$ -						\$ -		\$ -	\$ -
												\$ -	\$ -
	Total Salaries:			\$12,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,560	\$ -	\$ 12,560	\$ -
511300	Payroll Taxes	\$ 12,560	7.65%	\$ 961						\$ 961		\$ 961	\$ (0)
511400	Fringe Benefits		time	\$ 1,800						\$ 1,800		\$ 1,800	\$ -
	Sub-Total 5100: Payroll			\$15,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,321	\$ -	\$ 15,321	\$ (0)
OPERATIONS													
515000	Office Rent		time	\$ 888					\$ 888			\$ 888	\$ -
516000	Telephone		time	\$ 287						\$ 287	\$ -	\$ 287	\$ -
517500	Office Supplies		time	\$ 40						\$ 40		\$ 40	\$ -
517500	Office Supplies		direct	\$ -						\$ -		\$ -	\$ -
518500	Travel (Mileage rate \$0.655)		time	\$ 250						\$ 250		\$ 250	\$ -
519900	Miscellaneous		direct	\$ -						\$ -		\$ -	\$ -
	Sub-Total 5100: Operations			\$ 1,465	\$ -	\$ -	\$ -	\$ -	\$ 888	\$ 577	\$ -	\$ 1,465	\$ -
PROGRAM MATERIALS													
530200	Other Materials			\$ 100						\$ 100		\$ 100	\$ -
530300	Books			\$ 200						\$ 200	\$ -	\$ 200	\$ -
	Sub-Total 5300: Program Materials			\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 300	\$ -
PROGRAM SERVICES													
537500	Scholarships			\$14,071	\$ 7,200					\$ 6,871	\$ -	\$ 14,071	\$ -
	Sub-Total 5350: Program Services			\$14,071	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ 6,871	\$ -	\$ 14,071	\$ -
	TOTAL			\$31,157	\$ 7,200	\$ -	\$ -	\$ -	\$ 888	\$ 23,069	\$ -	\$ 31,157	\$ (0)

APPENDIX D

FY25-26 FISCAL SIGNATORIES FORM

PARTNERSHIP: Oconee County

DATE: 04/07/2025

BOARD CHAIRPERSON

NAME (please print): Vanessa Earle

TITLE: Board Chair

SIGNATURE:

EXECUTIVE DIRECTOR

NAME (please print): Kaylee Osbon

TITLE: Executive Director

SIGNATURE:

BOARD MEMBER #1

NAME (please print): Breanne Yoder

TITLE: Vice Board Chair

SIGNATURE:

BOARD MEMBER #2

NAME (please print): Ashley Robertson

TITLE: Secretary

SIGNATURE:

BOARD MEMBER #3

NAME (please print):

TITLE:

SIGNATURE:

BOARD MEMBER #4

NAME (please print):

TITLE:

SIGNATURE:

Limitations for re-allocations, invoice payment authorizations, and contract authorizations

Must be designated by board.

Budget Re-Allocation Form	\$	amount or <input type="checkbox"/> no limitations
Invoice Payment Authorization Form	NO CHANGES ALLOWED. Limitation amount set by SCFS.	
Contract Authorization	\$	amount or <input type="checkbox"/> no limitations

Local partnerships (LP) may choose to require the Board Chair's signature, a Board member's signature or to delegate authority to the Executive Director either entirely or up to a specified amount of funding. LP re-allocation forms will not be approved by SCFS without at least one of the above signatures.

The LP board shall determine how many members have signature authority and this authority must be voted on by the LP board and reflected in LP board minutes.

REMEMBER: Complete, sign, scan and save this form as a PDF. Send ONE copy along with the partnership's Formula Funding Grant Application and ONE copy to the SCFS Finance Manager.

APPENDIX E

CERTIFICATION FORM

By signing below, the Board Chair and Executive Director each attest that:

To the best of our knowledge, all information contained here in is an accurate portrayal of the activities, financial resources, and partnership functioning of **Oconee** County First Steps.

The board of **Oconee** County First Steps met on **04/07/2025** (date) and voted to approve the partnership's FY25-26 Funding Formula Grant Application, including required attachments, which was provided to board members in advance of the meeting for review. Attachments requiring separate board approval include the Budget Spending Plan (with or without carry forward), the Fiscal Signatories Form and Resource Development Plan. Meeting minutes reflecting these actions will be submitted as part of the Year-End Grant Report, due July 15, 2025.

The board of **Oconee** County First Steps met on **04/07/2025** (date) and reviewed the projected data for FY25 and compared it to its actual data and strategy performance relative to South Carolina First Steps Program Accountability Standards. Meeting minutes reflecting this action will be submitted as part of the Year-End Grant Report, due July 15, 2025.

The South Carolina First Steps to School Readiness Act and South Carolina First Steps Partnership and Program Accountability Standards detail requirements governing the operation of local partnerships and their funded strategies. By submitting the enclosed Funding Formula Grant Application to the South Carolina First Steps board of trustees, the board of **Oconee** County First Steps certifies its familiarity with these requirements and its commitment to their fulfillment.

Oconee County First Steps is responsible for entering complete and accurate data for the FY25 program year into the First Steps Data Collection system by July 15, 2025.

Vanessa Earle

Board Chair (please print)

Board Chair Signature

04/07/2025

Date

Kaylee Osbon

Executive Director (please print)

Executive Director Signature

04/07/2025

Date

