



Board Meeting Minutes
April 19, 2023
5:30 p.m.

Board Members Attendance: Faith Arthur, Marie Artis, Deandria Benett, Dr. Sharon Daniels, Chandra McPherson-Gibbs, Kalin Halls, Angie Hutto, Henry Miller, James Rickenbacker, and David Williams

Staff Present: Kathy Jenkins, Sarah Hayes, and Jade Waymer

Board Nominee: Dr. Devin Randolph

Call to Order

Board Chair, James Rickenbacker called the meeting to order 5:40 p.m. with an edit to the agenda tabling the Strategic Plan until further review. Marie Artis made a motion to further review the Strategic Plan and bring before the board during a Called Meeting. Dr. Sharon Daniels seconded the motion and the vote was approved by majority.

Dr. Sharon Daniels made a motion to accept the February 16th meeting minutes and April 18th meeting agenda with the necessary corrections; Marie Artis seconded the motion and the vote was approved by majority.

Mr. Rickenbacker introduced Board Nominee, Dr. Devin Randolph. The floor was open for any questions while Dr. Randolph shared his experience with board. [Dr. Randolph. was placed in a waiting room]. Dr. Sharon Daniels made a motion to accept Dr. Devin Randolph as an elected member of the Board; Marie Artis seconded the motion, and the motion was approved by unanimous vote.

Executive Director Report: [see slide deck]

Kathy Jenkins presented the Formula Funding Grant application process, noting the Official Fiscal Signatories as Chairman James Rickenbacker, Vice Chair Marie Artis, and Secretary Kalin Halls as approved by unanimous vote at the December board meeting. This also establishes the level of authorization required for reallocation and contracts. Chandra McPherson-Gibbs made a motion to accept the Official Fiscal Signatories for authorization of all reallocations and the Executive Director has contract authorization without limitation. Dr. Sharon Daniels seconded the motion and the vote was approved by unanimous vote.

The Proposed Programs for Fiscal Year '24 included: PAT (projected to serve 60 families), HIPPY will expand services with an additional HIPPY Parent Educator (projected to serve 15), School Transition [Countdown to 4k and Kindergarten] (projected to serve 60), and Raising A Reader (projected to serve 60). Mrs. Jenkins recommended that Quality Enhancement and Training & Professional Development programs be withdrawn as the programs have not been effective in meeting goals and objectives outside of intensity of services. A needs assessment will be completed in the spring to further evaluate the need for these programs. Be Strong Family Café, a pilot program paired with Parents as Teachers and HIPPY Programs will also recommended for discontinuation of services in FY24. Based on program data, only 75% of families



enrolled in the program attended meetings and a portion of the restricted funding will be returned to SC First Steps due to the inability to meet program deliverables such as in-person meetings that provided childcare, meals, and stipends. The Be Strong Family Café model will also change in FY24 with regard to the cohort of families being served; the Family & Community Engagement Member must be available during business hours to recruit families for participation in the program. Currently, the Member's availability is limited to evenings because of a change in employment. Member services will end as of June 30th. Prior recruitment efforts reflect difficulties in securing quality candidates for the position.

Mrs. Artis noted that Training & Professional Development has been a staple for Orangeburg County First Steps but agreed that a break from the program and reassessment may be in order. Mrs. Artis also asked for a motion to vote on Proposed Program Strategies and abstained from the vote due to conflict of interest (Director of QE center). Dr. Sharon Daniels made a motion to accept the Proposed Program Strategies as presented. Kalin Halls seconded the motion, and the motion passed by majority vote.

Targeted (READY) Grants included: HIPPIY \$14,000 (\$7,000 per Parent Educator), PAT Affiliate Support \$3,100 (Parent Educator re-certification and Affiliate certification). Faith Arthur made a motion to approve the request for READY Grant Funds as presented. Kalin Halls seconded the motion, and the motion passed by majority vote.

Mrs. Jenkins submitted the projected Carry Forward for FY24 of \$25,382 of which, up to 50% is included in the FY24 Budget Spending Plan. The Budget Spending Plan was presented with a total Education Improvement Act allocation (state funds) of \$276,470; a decrease of \$6,337 from FY23. This adjustment was mitigated by the work of the Formula Funding Allocation Task Force and approved by SCFS State Board. Marie Artis made the motion to accept the Budget Spending Plan as presented, Faith Arthur seconded the motion, and the motion passed by majority vote.

The FY23 Budget Report was presented as information with a total balance of \$178,451.18; this includes all funding sources, In-Kind, and ESSER funding for Healthy Steps. Approximately 86% of Pre-School Development Funds have been expensed with an estimated 13% being returned to SCFS for unused Be Strong Family Café funds.

Resource Development

Committee Chair, Henry Miller reminder members of board giving responsibilities and the Midlands Gives campaign.

Executive Committee

Mr. Rickenbacker reminded members to complete the board survey by April 30, 2023.

7:17 The meeting transitioned to Executive Session and staff members were excused.