



Board Meeting Minutes  
August 18, 2022  
5:30 p.m.

Board Members Attendance: Marie Artis, Deandria Benett, Dr. Sharon Daniels, Chandra McPherson-Gibbs, Christopher Green, Kalin Halls, Angie Hutto, Dr. Casandra Jenkins, Charlene Nimmons, James Rickenbacker, Antron Williams, David Williams

Staff Present: Kathy Jenkins, Sarah Hayes, and Kierra Huggins

### Call to Order

Board Chair, James Rickenbacker called the meeting to order 5:33 p.m. A moment of silence was recognized. Dr. Sharon Daniels moved that May 19<sup>th</sup> meeting minutes and August 18<sup>th</sup> agenda be approved with no changes; the motion was properly moved and the vote was unanimous.

New staff member, Kierra Huggins was introduced as the newest Parents As Teachers model certified Parent Educator; Ms. Huggins is currently recruiting and enrolling families.

### Executive Committee Report

Board Chair, James Rickenbacker, reported the Executive Committee last met in Fiscal Year 22 to discuss the status of proposed legislation that would affect local partnerships. [Note: Chairman COI and was absent from the meeting] The bills failed to pass but may be taken up for consideration again. Mr. Rickenbacker advised an Executive Committee meeting will be forthcoming to further review By Laws and Operational Guidelines.

### Resource Development Report

In the absence of Committee Chair, Antron Williams, Executive Director, Kathy Jenkins provided an update from the August 11<sup>th</sup> Resource Development meeting. Mrs. Jenkins shared there was discussion regarding fundraising opportunities with Network for Good, an American certified B Corporation Software Company that offers fundraising software. Donor Choose, an educator fundraiser often used by teachers, may also be an option to fund specific program material needs and Faith Arthur suggested following up with United Way auto-drafts through local employers (Community Impact Partners) as a way for supporters and board members to donate annually. With Antron Williams' term ending in October 2022, Board Chair, James Rickenbacker asked for a volunteer to fill this position.

### Organizational Report

In the absence of Committee Chair, Faith Arthur, Chairman Rickenbacker reported United Way of the Midlands has submitted three candidates. Two candidates have a conflict of interest and one candidate does not meet the requirements to fulfill the position. Mrs. Jenkins advised that the Orangeburg County Legislative Delegation office has been contacted and advised that Antron William's 8 year term will expire in October and that the delegation may appoint up to 3 persons to the board. The matter is to be placed on the August meeting agenda.



A QR code and survey link ([www.menti.com](http://www.menti.com) Code 6990 2844) was provided to select a date for Board Orientation and Training [options: Saturday, December 3<sup>rd</sup> 9am – 12pm, Thursday, December 15<sup>th</sup> 5:30 pm – 7:00 pm or Saturday, January 7<sup>th</sup> 9am-noon].

#### **Executive Director Report:** Slides presentation

- Local Partnership Formula Grant Application Review – Orangeburg County First Steps received Highly Effective in all categories except Fiscal and Resource Development.
- Parents as Teachers has successfully completed one year. FY 22-23 PTS 60 Families. Active 26 New Cases. 11 Pending Cases. 8 Currently Enrolling. Orangeburg County First Steps currently has 3 Parent Educators. We are seeking to hire another part-time Parent Educator

FY 2022-2023 Budget Admin Expense 11.92% (13% Max), Core Function 11.56% (12% Max). FY23 Budget Spending Plans are currently being reviewed by finance therefore, an Income and Expense report is being provided rather than a Budget Spending Plan Report. Targeted Grants Awarded total \$67,380:

- \$12,000 Enhanced Core Function
- \$1,000 Core Function \$
- 7,000 HIPPY
- \$44,500 Parenting Expansion
- \$2,880 PAT Affiliate Support

The Proposed Use of Carry Forward budget was presented (est. \$29,182). Marie Artis made the motion to approve the Proposed Use of State Carry Forward Funding as presented; the motion was properly moved and seconded by Chandra McPherson-Gibbs and the vote to approve was unanimous.

Mrs. Jenkins shared that the current office space is appx. 1200 sq. feet with an annual office rent expense of \$16,800. The landlord, Robert Miller has proposed an additional 300 sq. feet which would provide additional storage and 2 office spaces. Renovations to the building would include new flooring, improvements to the "new space", and painting the interior and exterior. This would result in a total office space of appx. 1500 sq. feet \$21,000 annually with a 5 year lease agreement extension. The increase would be effective January 2023 and result in a \$2,100 budget adjustment for FY23 which can be accommodated. No additional costs for phone service and \$150 + cost of installing monitoring device for security system. Antron Williams made a motion to extend the lease agreement 5 years with the additional office space. The motion was properly moved and seconded by Dr. Casandra Jenkins and the vote to approve was unanimous.

#### Public Time

Chandra McPherson-Gibbs advised that Johnny Felder is now the Community Outreach Liaison for Orangeburg County Sheriff's Department.

Board Chairman, James Rickenbacker adjourned the meeting at 6:40 pm.