



Board Meeting Minutes  
October 20, 2022  
5:30 p.m.

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

Staff Present: Kathy Jenkins and Sarah Hayes  
Board Nominee: Henry Miler

### Call to Order

Board Chair, James Rickenbacker called the meeting to order 5:31 p.m. A moment of silence was recognized. Faith Arthur moved to accept the August 18<sup>th</sup> meeting minutes and the October 20<sup>th</sup> agenda with no changes; the motion was properly moved and the vote was unanimous.

### Organizational Report

Committee Chair, Faith Arthur, introduced Board Nominee, Henry Miller, Executive Director of the Samaritan House of Orangeburg. Mr. Miller was placed in a breakout room while Committee Chair, Faith Arthur yielded the floor to Board Chair, James Rickenbacker to enter into Executive Session for a vote on Mr. Miller's nomination. [**Executive Session:** Marie Artis moved to accept Henry Miller's nomination to the OCFS Board of Directors; the motion was properly moved by Sharon Daniels, and the vote was unanimous.] Mr. Miller was reintroduced to the group and welcomed to the board. Mrs. Arthur noted the Board currently has two Legislative Appointees, Kalin Halls and Antron Williams. Mr. Williams has served on Orangeburg County First Steps Board for 8 years and his term expires October 2022. Mr. (Antron) Williams was presented with a Certificate of Appreciation and allowed to offer remarks regarding his term on the board. Ms. Arthur announced Board Orientation & Training is scheduled for December 15, 2022 5pm at OC Tech Gulbrandsen Room. Board Members are asked to arrive by 5pm (refreshments will be served).

### Executive Director Report: Slides presentation

Executive Director, Kathy Jenkins announced the promotion on Ms. Khori Mitchell to Lead Parent Educator and announced Courtney Middleton as the new AmeriCorps Family and Community Engagement Member. Mrs. Jenkins stated she applied for the READY Grant (Resources for Early Acceleration and Development in Youth) and provided the proposed spending plan for the \$90,000 (Staff Salaries \$71,451.00 *excludes Executive Director*, Staff Benefits \$6,099, Physical Office Space \$11,084, and Technology \$1,366). The SC First Steps Board of Directors met October 20<sup>th</sup> and voted on the awardees. If Orangeburg County is awarded, a vote will be required to approve the proposed Spending Plan. Faith Arthur made a motion to accept the intended use of the READY Grant Funds, Dr. Sharon Daniels seconded the motion, and the vote was unanimous. The FY23 Board Report (Category vs Expense Report) was provided.



PO Box 451  
Orangeburg, SC 29116  
803-987-4164  
[www.orangeburgfirststeps.org](http://www.orangeburgfirststeps.org)

James Rickenbacker, Board Chairman  
Kathy R. Jenkins, Executive Director

The 2024-2026 Needs & Resource Assessment will require at least 2 meetings with community stakeholders, staff, and Board Members by January 30, 2023. The board will be asked to use that data to compose the Strategic Plan by May 2023. Updates remain pending from the Landlord on the new lease agreement. First Steps Day will be held Thursday, October 27<sup>th</sup> from 9am – 1pm; Khori Mitchell has led the event coordination efforts and solicited donations to provide lunch and snacks for the attendees. Mrs. Jenkins requested donations from Board Members to help with First Steps Day as well.

### **Resource Development Report**

Antron Williams (outgoing committee chair) reminded Board Members of the Board Gives \$25 responsibility. He also reminded Board Members of the National Day of Giving on November 29<sup>th</sup> and the need for volunteers to create content and messaging and asked Board Members to share this information on their social media platforms and thanked everyone for their support during his time on the board.

### **Executive Committee Report**

Board Chair, James Rickenbacker reminded members of the importance of Board Meeting and the public announcement in the Times and Democrat. He shared information regarding his conflict of interest with the Healthy Steps Initiative between Orangeburg County First Steps and Family Health Centers. Mr. Rickenbacker also stated that Executive Committee meetings are held at the request of 10+ board members or are called by the Executive Director or Chairman as necessary.

Public Time

Board Chairman, James Rickenbacker adjourned the meeting at 6:21 pm.