



Board Meeting Minutes  
February 16, 2022  
5:30 p.m.

**Board Members Attendance:** Marie Artis, Sharon Daniels, Kalin Halls, Henry Miller, James Rickenbacker, Faith Arthur, Laura Washington, Casandra Jenkins, Angie Hutto, Chandra McPherson-Gibbs, Charlene Nimmons, and Christopher Green.

**Staff Present:** Kathy Jenkins

**Call to Order**

Board Chair, James Rickenbacker called the meeting to order 5:30 p.m. Marie Artis made a motion to accept the agenda and the minutes from the December 15<sup>th</sup> Board Meeting/Orientation. Sharon Daniels second the motion. The motion was properly moved and the vote to accept the agenda and minutes was unanimous.

**Executive Director Report**

Mrs. Jenkins advised of staff changes with the addition of part-time Parent Educator, Jade Waymer and contract Technical Assistant, Ella Mack. Dr. Anthony Broughton has accepted a position with Alabama State University and is no longer with First Steps. Mrs. Jenkins also provided feedback from the Needs & Resource Assessment focus group and surveys along with program updates. This information will be used to complete the Strategic Plan which will be brought before the board for a vote at the April board meeting (See Presentation). The FY23 Board Report, Administrative, and Core Function Expenditures were also provided. Board Chair, James Rickenbacker asked if the ESSER funds were included in this budget. Mrs. Jenkins confirmed Pre-School Development and READY funds are included but ESSER funds are not; the Healthy Steps contract with South Carolina First Steps and Family Health Centers, which is funded by ESSER, is still pending. Marie Artis made a motion to approve the FY23 YTD Budget Report as information. Sharon Daniels second the motion and the vote was unanimous.

**Executive Committee Report**

Mr. Henry Miller accepted the appointment as Chair of the Resource Development Committee. Mr. Rickenbacker asked members to review the conflict of interest policy and Bylaws and report any conflicts of interest accordingly. Mr. Rickenbacker announced Mrs. Jenkins' Annual Performance Evaluation was conducted in January and is favorable. An increase was proposed at the October board meeting; an analysis of the budget will be conducted and presented to full Board accordingly for a vote to increase the Executive Director's salary.



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

## Organizational Development Committee Report

Committee Chairwoman, Faith Arthur, on behalf of Orangeburg County First Steps Board of Directors welcomed Laura Washington, Executive Director of the Orangeburg Area Boys and Girls Club. Ms. Washington was appointed to the board by the Orangeburg Delegation. Terms expiring in 2023 are: Faith Arthur, Angie Hutto, Cassandra Jenkins, and Kalin Halls. Members can serve 2 consecutive 4 year terms; these members will be confirmed for a 2<sup>nd</sup> term if they desire to continue serving. Ms. Halls has confirmed she will serve another 4 year term. Dr. Devin Randolph, has been considered and will be asked if he is still interested in serving on the Orangeburg County First Steps Board. This matter will be brought before the board at the next meeting.

The meeting adjourned at 6:00 pm.

*Correction: The motion to approve the December 15, 2022 meeting minutes was made by Marie Artis and seconded by Sharon Daniels.*