



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

Board Meeting Minutes  
August 17, 2023  
5:30 p.m.

Board Members Attendance: (In-Person) Faith Arthur, Henry Miller, James Rickenbacker, Laura Washington, and David Williams (via Zoom) Dr. Sharon Daniels, Chandra Gibbs, Christopher Green, Kalin Halls, Angie Hutto, Cassandra Jenkins, and Devin Randolph

Staff Present: Kathy Jenkins (In-Person) and Sarah Hayes (via Zoom)

**Call to Order**

Board Chair, James Rickenbacker called the meeting to order 5:35 p.m. A moment of silence was observed and an opportunity for public time was given. Faith Arthur made a motion to accept the August 17<sup>th</sup> agenda and minutes from the May 18<sup>th</sup> Board Meeting. Laura Washington seconded the motion. The motion was properly moved and the vote to accept the minutes was unanimous.

**Executive Director Report**

Executive Director, Kathy Jenkins, provided updates from the Formula Grant Application and shared the rating in each category. Updates for Countdown to Kindergarten: Projected to serve was 30. The goal was obtained. The participating schools were Brookdale, Edisto Primary, and Sheridan Elementary. Countdown to 4K: Projected to serve was 50. They reached 48 cases. The participating schools were Brookdale, Edisto Primary, and Wrightway Child Development. Photos and testimonials regarding the Summer Transition Programs were shared also. Executive Director Jenkins discussed the Parents as Teachers FY 24 Affiliate Agreement and the duties of the Advisory Committee. Currently there are 4 full-time Parent Educators including a Lead Parent Educator. 1 vacancy to be filled in the fall to replace the parent educator leaving in December 2023. Parent Educator caseloads were reduced from a maximum of 20 to 18. The projected to serve is 60. There are currently 58 active cases. FY 23 Budget Report as of August 15, 2023 was discussed. Administrative functions has a spending maximum amount of 13% and is currently as 10.41%. Core functions spending maximum is 12% and is at 8.45%. FY 24 Budget Spending Plans are pending approval by South Carolina First Steps Finance. YTD Budget Report for funds received: SCFS \$276,470 (restricted funds) and \$1,805 (unrestricted /private funds) CTK Summer 2023: ESSER funding \$2,554 and CT4K \$3,900. READY (Resources for Early Acceleration & Development in Youth) Grant: \$22,000. In April \$25,301 was the projected carry forward. \$9,776 is the projected carry forward amount as of August 18, 2023 is \$9,776, pending a response from Fiscal Manager. Potential budget cuts if the projected carry forward is accurate, the expansion of First Steps Day, PAT Miscellaneous Programmatic, and Raising and Reader Books.

Executive Director announced Square Space being added by Orangeburg County First Steps as an additional method for Partnership to receive contributions.

*To invest in our community, to support families and caregivers of children birth to age 5, to improve school readiness, and to ensure children realize their full potential.*



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### **Resource Development**

Resource Development Chairman, Henry Miller discussed the August 2023 \$25 peer to peer challenge, the importance of Board Contributions, and Year End Fundraising: National Day of Giving on November 28, 2023. Executive Director Jenkins noted the information needed for Core Functions regarding Social Media Page Awareness. Faith Arthur noted two \$25 donations given by Cassandra Jenkins and herself.

### **Organizational Report**

Committee Chair, Faith Arthur, announced the new structure of the Local Partnership Board. There will be no more than 4 members elected by the local Partnership board. 6 members appointed by the legislative delegation. 3 members appointed by the legislative delegation upon recommendation by DSS, DHEC, and Head Start. 1 member appointed by the county council upon recommendation by the county library system. 1 member appointed by each school district board within the partnership region. Full implementation must be completed by July 1, 2024. Current DSS, DHEC, and Head Start terms will end July 1, 2023. Current DSS, DHEC, and Head Start designees will need to transition off of the board by June 30<sup>th</sup>, 2023. Head Start appointment recommendations are at the discretion of the local partnership. A letter of recommendation and application have been provided to the County Delegation for Dr. Sharon Daniels.

### **Executive Committee Report**

Board Chair, James Rickenbacker reported the specifics of Act 81 Section 59-152-70 section (3): An Act to amend the South Carolina code of laws by amending this section, relating to local First Steps Partnership Boards. Mr. Rickenbacker informed Board Members of the annual board documents to be sent that need to be updated, and shared the FY '24 Board Meeting calendar.

Meeting adjourned at 6:22 pm

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