

## Parent Promise Board of Directors Meeting January 27, 2022

In attendance were Melanie Rughani, Jodi Lewis, Michelle Edstrom, David Echols, Bobby Abel, Charlie Swinson, and Brittney Wycoff. Representing Parent Promise was Executive Director Sherry Fair, Financial Director Larry Stephenson, and Office Administrator Sheryl Miller.

Brittney called the meeting to order at 12:03pm. Because Michelle had not yet signed on to the meeting, she asked Larry to start with the Financial Report. She advised everyone that we would move the agenda around a bit starting with the Financial Report, then on to the Program Manager's Report.

Larry started the Financial Report by going over December's Balance Sheet and highlighting various details of the report. He made sure to point out a new entry that was added to his report because we had made our first payment on the EIDL loan in December, and it would be reflected in all financial reports moving forward.

Larry asked if anyone had any questions and Charlie asked if Larry could advise on the status of drafting the new investment policy. Larry told him that he had found an example he is using for reference but is still working on putting it together. Charlie asked if he could have it ready for our next meeting and Larry said he would have a draft ready at that time.

Larry moved on to the Profit and Loss Statement again highlighting the details of the report, including the Actual versus Budget Income Statement, Actual versus prior Year Income Statement and then cash flow. There were no more questions for Larry so Melanie motioned to approve the financials and Jodi seconded the motion. The Financial Report was approved.

Larry advised everyone that our Program Manager, Shawna Norman, was out sick so he would be presenting her report to the board. He referred everyone to her report and stated that there had not been any significant changes in programming. He went on to say even though the numbers were a little bit lower than the month before. He explained it was not unusual for our numbers to drop in December due to the holidays.

Melanie asked if anyone had any questions about Shawna's report and Charlie asked if we had hired a new Parent Educator for our Healthy Families America (HFA) program. Sherry spoke up to say the Supervisor of HFA was currently interviewing candidates and making progress on getting the position filled.

Next, Michelle asked the board if they had any questions regarding the minutes from the last board meeting. No one had any questions so Melanie moved to approve the minutes and Charlie seconded the motion. The minutes were approved.

Sherry was next with the Executive Director's Report. She started by telling the board that she would be sending them a more detailed report once she has more information on a couple of projects she is currently working on. She told the board that the McLaughlin Foundation is asking us to help expand the Right Track Program to include OU Children's Hospital. She said as she was working on finding contacts at OU Children's Hospital. Jean McLaughlin connected her with Lou Carmichael, the CEO of Variety Care, because she would have a lot of connections at OU. She said that once they started talking about the Right Track Program, Lou asked her if she had ever thought of embedding a Right Track worker in both the North and South side Variety Care offices so we would have more access to new clients while they were still pregnant. She said that she thought this was a wonderful idea and one that we needed to look into.

From there, Sherry advised the Board about another home visiting program called the Nurse Family Partnership (NFP) or as it's also referred to, Children's First or C1, that uses Registered Nurses as opposed to children and family services professionals. She said their lobbyists reached out to Parent Promise asking if we would be interested in a public/private partnership. She said she then talked to Keith Reed, the Interim Health Commissioner, and he is on board with it as long as we were the ones asking the state for the money.

Sherry went on to say the NFP requires that clients be of low income and pregnant 29 weeks or less to qualify for the program, which fits right into Variety Care. This would work very well with our HFA program because they do not have those same qualifications. With all this said, she told the board that she was working on a proposal requesting NFP to be added to Parent Promise's program list.

Sherry went on to say that because we are looking at adding a new program, she wanted Larry to explain in a little more detail why she felt we should delay the vote on the EIDL loan and continue to make payments instead of paying it off. Larry said he felt there was very good reason to hang on to the loan. He said that we had received a \$10,000 grant from the Small Business Association that could fund the loan payments for a year. He said we have also filed for the Employee Retention Tax Credits for 2020 and 2021. He told the board once we receive the tax credits of \$156,000, we can then pay off the \$150,000 EIDL loan keeping our cash position the same for the time being and helping us support any growth that might come from the strategic plan.

Sherry thanked Larry for his input and added that board member Kay Wetmore, who is an RN, was helping her with the NFP Program and that they will be taking an overview training together in February.

Charlie asked Sherry how Jean McLaughlin would feel about us putting workers in Variety Care locations instead of OU Children's Hospital. Sherry explained that Jean was the one that put her in touch with Lou. Sherry thought that Lou would be amenable with us having workers at Variety Care because we would be getting to parents at the most optimal time, which is during their pregnancy. Charlie said that this was definitely something for discussion in strategic planning and Sherry agreed.

Sherry advised the board of another issue she was currently working on with others: HB 2922, the Child Witness Bill. She explained that the current law only allows child victims 12 years old and under to testify through video. HB 2922 is asking the state to raise the age from 12 year to 18 years in order to help reduce secondary trauma to children 13-18 years old.

Next, Sherry told the board that she is involved with a national project called the No Hit Zone. It is a public awareness campaign that discourages the use of physical punishment with children in public places. She said it is much like the no smoking campaigns in Oklahoma, where it is building a foundation for social change. She told the board that she was helping the campaign with PR and putting tool kits together to give out to businesses. She added that the health department was also helping with costs to put the tool kits together with CBCAP funds. She asked the board if there would be a problem putting our logo on the tool kits along with all the other child advocates involved in the campaign. David Echols said he was not sure that it would be okay because he did not really know enough about it. Sherry assured him that it would be included in the detailed report she would be sending the board after the meeting and if they could just let her know via email if we could use the logo, that would work.

Sherry moved on to the April Activities that are coming up and told the board that the first activity is our Empowering Families/Inspiring Hope Luncheon. She told the board it would be held on Thursday April 7, at 11:30am, at the Country Club.

Sherry explained that until we get a new External Relations Director, Jodi had been helping her with the April Activities. Jodi told the board that she was hoping to get someone from KOCO Channel 5 to emcee the event and she that she was working on getting the programs together with maybe one or two testimonials. She told the board that she would really like to get a testimonial from a Dad's perspective. Jodi also recommended that Sheryl or Sherry get the attendee lists from past Melody Lane events and use those to invite people to host a table.

Next on Sherry's agenda was the Field of Flags Event. She told everyone that the flags would be set up on Wednesday, April 20<sup>th</sup> and taken down either the 24<sup>th</sup> or 25<sup>th</sup>. She added that the Field of Flags Dedication would be rolled in with the Child Abuse Prevention Awards on Thursday, April 21 in Room 100 of the State Capitol at 12:30pm.

Sherry concluded her report by telling the board she had hired Susan Webb as the new External Relations Director. She advised the board of her credentials and all the reasons she felt Susan was the best candidate for the job, and she would be starting the first week of March.

Brittney told the board that the only thing she had for the President's Report was to talk about the Strategic Planning Meeting. She told everyone that the date had been rescheduled for Friday, March 25, 2022, and the location would be announced later. She added that we had a grant from the Kirkpatrick Family Foundation for \$10,000 to put towards the meeting. Charlie asked Brittney if we would still be holding our next Board Meeting on March 24, 2022. She told Charlie that we would be cancelling the Board Meeting. She also asked Sherry to send out a new Board Meeting Schedule so everyone could block out the dates on his or her calendars.

Brittney asked if there was any new or old business to discuss. Charlie said he had reviewed the last meetings minutes and wondered if anything had been done about Facebook owing us \$3,000. Sherry answered by telling him that she and Larry were still working on that issue and would keep the Board posted on her progress.

Charlie then brought up another item he had found unaddressed in the previous board minutes. He wanted to know about the promo video that was supposed to be finished up in November. Sherry advised Charlie that the video was still in production, but most likely would not be finished until April.

Brittney asked if there were any other questions. No one answered so she adjourned the meeting at 12:53pm.