

Parent Promise Board Meeting July 28, 2022

In attendance were, Melanie Rughani, Jimmie “Kay” Wetmore, Michelle Edstrom, Jodi Lewis, David Echols and Brittney Wycoff. Representing Parent Promise was Executive Director Sherry Fair, Community Relations Director, Raegan Mach, Program Manager, Shawna Norman and Financial Director, Larry Stephens. Guests included Steve Commons, Scott Morris and Susy Osbourne.

Melanie called the meeting to order at 12:06pm. She asked Michelle if she wanted to start with the Minutes. Michelle asked if everyone had received the June Board Meeting Minutes and if there were any questions. No questions were heard so she asked for a motion to approve. Jodi moved the minutes be approved and Kay seconded. The minutes were approved.

Next, Melanie announced the Board would be voting on the FY23 Budget. She asked Larry if he would talk about the funding sources for the budget. He went over a list of current funders and explained that most of the funding is secured by multi-year contracts. Melanie asked if there were any questions regarding the FY23 Budget. There were none so she asked for a motion to approve the budget. David moved the budget be approved and Jodi seconded the motion. The budget was approved.

The next item up for vote was the 2022-2025 Strategic Plan. Melanie asked if anyone had anything they wanted to discuss regarding the issue at hand. Jodi said that she would like to see the plan implemented right away and is looking forward to seeing the Board and staff assignments on future Board agenda's. She then moved that the plan be approved. David seconded the motion and the plan was approved.

Melanie announced to the Board that there were several new candidates needing to be approved as new Board members. Sherry introduced the candidates as; Susy Osborne, Chris Harlan, Steve Commons and Scott Morris. Melanie told the Board that they would vote on each candidate individually. The vote went as follows: David moved to approve Susy Osborne and Jodi seconded. Susy Osborne was approved. Jodi moved to approve Chris Harlan and Michelle seconded. Chris Harlan was approved. Jodi moved to approve Steve Commons and Michelle seconded. Steve Commons was approved. Jodi moved to approve Scott Morris and Brittney seconded. Scott Morris was approved. Melanie thanked each new member and welcomed them to the Board.

Larry was up next with the financial report. He reviewed the June 2022 Balance Sheet. Chris asked Larry what the interest rate was on the EIDL loan he spoke about on the balance sheet and Larry replied 2.75%. Since there were no other questions regarding the balance sheet, Larry continued with the rest of the financial report and asked if there were any other questions. Hearing no other questions, Jodi moved the financial report be approved. Kay seconded and the motion was approved.

Sherry announced to the Board that Parent Promise would like to open a new account with Regent Bank. She asked Larry to explain to the Board why they have decided it might be a good idea to open another account. Larry told the Board that it could be beneficial keeping the organizations money in two different accounts because the FDIC will only cover up to \$250,000 per Tax ID number regardless of how many accounts you have with the bank. Keeping this in mind, having two accounts could prevent a higher financial loss should one of the banks fail. Sherry went on to say that after the vote she would still like to talk to Charlie Swinton out of courtesy before actually moving funds. Sherry asked the Board if they were in agreement with opening a new account and Jodi said the Board did not need to vote on an executive

issue; however, she did appreciate her sharing the information with the Board and keeping them in the loop.

Next Shawna presented her Program Report. She explained the ebbs and flows of the Home Visiting statistics for June. She went on to tell the Board about a new system that Alicia (PAT Supervisor), Kim (Right Track) and herself have implemented, streamlining the intake process and getting Parent Educators assigned to new families much more quickly. Melanie asked Shawna if she could go over the programs Parent Promise offers for the new Board members. Shawna gave a brief explanation on Parents as Teachers (PAT), Healthy Families America (HFA), Exchange Parent Aide (EPA) and Right Track. She reviewed the requirements for enrollment and what each program offers to families.

Next on the agenda was the Community Relations Report. Sherry started by introducing the new Community Relations Director, Raegan Mach. Raegan started her report by letting the Board know about the grants she was working on and the grants we had received. She explained what program each grant would be funding. She moved on to the Melody Lane Fundraiser and announced that a client had been chosen to share his story of how his Parent Educator has helped him through the many obstacles of a DHS adoption and how she continues to guide him through parenthood. She moved on saying that she is reaching out to various TV news channels and hoping to get some air time promoting the event. Next she addressed the list of sponsors and auction items that had already been procured. She told the Board we were a little short on sponsorships compared to prior years. Sherry jumped in and asked the Board if they could help us by reaching out to anyone they know that might be willing to buy a sponsorship table. She also added that because we have less items for the silent auction this year, we have decided to have a Whiskey and Wine Raffle to make up the difference. She told the Board that we are still accepting auction items and would appreciate any help they could offer in acquiring more. However, she felt confident we already had enough to have a great auction. Raegan finished up her report by updating everyone on the status of the seating arrangements, decorations, menu and other last minute details she was working on for the event.

Sherry was up next with her report. She started with old business and asked the Board if they would vote on the new Used Equipment Policy. David moved that the policy be approved and Brittney seconded. The policy was approved.

Next, she asked the Board to vote on approval for Juneteenth as an official paid holiday for the staff. David moved the holiday be approved and Brittney seconded. The paid holiday was approved.

Sherry advised the Board she was having Raegan work on a new Board member orientation. She said when they hold the first orientation, she will be presenting it to the entire Board since it is being newly implemented. Going forward, any new Board members will be required to take the orientation session when brought onto the Board.

Melanie asked if anyone had anything else they wanted to address. With no one commenting, she adjourned the meeting at 1:06pm.