

# Parent Promise Board Meeting Minutes

September 22, 2022

In attendance were, Melanie Rughani, Michelle Edstrom, Jodi Lewis, Brittney Wycoff, Steve Commons, Chris Harlan, Kay Wetmore and Scott Morris.

Guest Veronica Regan was also in attendance.

Representing Parent Promise was Executive Director Sherry Fair, Community Relations Director, Raegan Mach, Program Manager, Shawna Norman, Financial Director Larry Stephens and Office Administrator, Sheryl Miller.

Melanie called the meeting to order at 12:08 pm and asked if everyone was still ok with the board meetings being held at Crow & Dunlevy or if we needed to move somewhere else. After some discussion, the consensus was the new location is working well for everyone.

Melanie asked everyone if there were any questions or comments regarding the last board meeting minutes. No questions were asked so Jodi made a motion to approve and Michelle seconded the motion.

Melanie asked Veronica to introduce herself and she told everyone that Michelle had invited her to the meeting and that she was considering applying for board membership. Everyone in attendance introduced themselves to her and Melanie thanked her for joining us.

Sherry started the meeting by letting everyone know we had a Parents As Teachers (PAT) site visit a few months earlier and it didn't go as well as hoped. She said the PAT program had been struggling for a while at keeping completed home visit numbers as high as our contract requires, therefore the state reduced our contract by 15%, which equals \$92,000. She told the board that Shawna would be going over the state's site visit report and would answer any questions they might have. She added that Larry would be answering any financial questions or concerns they have after Shawna's report.

Shawna started by informing the board that there was a total of 8 "formal recommendations" cited by the health department as well as a "plan of improvement" for each recommendation. Shawna went over each of the recommendations made on the report and explained what the health department's findings were and what they meant. She went on to explain how the program planned to implement the plans of improvement that had been recommended in the report. She answered several more questions for the board until everyone was satisfied they understood the recommendations and how the program was going to move forward.

Larry presented the Financial Report. He prefaced his reports by advising the board how the 15% cut in funding was going to affect the remaining 9 months of the fiscal year. He explained to everyone where cuts in spending were going to be made including an open position in PAT that would not be filled. He also mentioned that the raises we had hoped to give out this year

would be put on hold as well. He asked the board if they had any questions regarding the funding cut or the PAT budget. The board asked a few questions and with some discussion everyone was satisfied with the answers given.

Larry moved on to his financial report and went over the August Balance Sheet, Profit and Loss Statement and Budget Report. He asked if there were any questions. Hearing none, Melanie motioned to approve the financial report and Jodi seconded. The motion was approved.

Reagan was up next with the Community Relations Report. She started off by telling the board that Melody Lane was a huge success with an estimated Net Profit of \$150,000. She thanked the board members for all their help in making the event as successful as it was. She told the board that she had sent out a feedback survey via email and would appreciate getting that survey back as soon as possible.

She went on to tell the board of grants that had been submitted and those we are currently awaiting answers for as well as the ones we had been awarded.

She told the board that we had been interviewed for the News 9 segment called, "Something Good" and would let everyone know when it would air so they could be sure to see it.

Next she told the board that we would be undergoing our Prevent Child Abuse America (PCAA) recertification on October 12<sup>th</sup> and 13<sup>th</sup>, and reminded them to please RSVP if they were going to be able to make the meeting times we had requested from them.

Due to the meeting running so late, Sherry told the board if they had any questions about her attached Director's report they could call or email her any time. She told the board how important their presence was at the PCAA meeting and hoped that they could all be in attendance. She told them that being there in person would be best but a ZOOM link would be sent to everyone in case they needed it.

Melanie asked if anyone had anything else they wanted to address. With no one commenting, she adjourned the meeting at 1:14pm.

Approved by Kay Wetmore 11/28/2022