

## **Parent Promise Board Meeting Minutes**

### **March 23, 2023**

In attendance were Board Members Melanie Rughani, Michelle Edstrom, Brittney Wycoff, Steve Commons, Susy Osborne, Bobby Abel, David Echols, Veronica Regan and Ryan McDonald.

Representing Parent Promise were, Executive Director Sherry Fair, Interim Executive Director Jodi Lewis, Financial Director Larry Stephens, Program Manager Shawna Norman, Community Relations Director Raegan Mach, Nurse Family Partnership (NFP) Supervisor Heather Rosser and Office Administrator Sheryl Miller

Melanie called the meeting to order at 12:06pm.

First item on the agenda was the approval of the January 2023 Special Board Meeting minutes and the regularly scheduled February 2023 Board Meeting minutes. Melanie asked if there were any questions about the minutes and none were heard. Brittney moved the minutes be approved and Michelle seconded.

The minutes were approved.

Next was the treasurer's report. Larry presented the Financial Report to the board and asked if there were any questions. Bobby asked what the rate was on the EIDL loan he'd mentioned in the report and Larry answered, 2.75% for 30 years. Larry finished up his report once again asked if there were any questions. No other questions were heard. Melanie asked for a motion to approve and Steve made the motion with Susy seconding. The financial report was approved.

Shawna was next with the Program Report. She went over each of the home visiting programs active participant numbers and the total of completed and attempted home visits. Melanie asked Shawna what prevented her from adding another family to a PE's case load if one of their other families were not meeting on a regular basis. Shawna explained that the current PAT protocol, made it hard to stack caseloads without running into issues. Melanie said she was concerned about getting the completed visit numbers back up where they needed to be.

Shawna assured her that she and her PAT supervisor are working on getting the numbers of completed visits back up where they belong by moving some less engaged families out of the program and referring them to the new Oklahoma Family Resource Center (OFRC). She went on to say that some families simply needed more help with resources than home visiting so referring them to the OFRC would help free up our Parent Educator's (PE) case load, allowing them to start engaging with new families on

the waiting list. She also added that one of the PE's had just returned from maternity leave which will help get the numbers back up as well. Melanie asked if there were any other questions and Michelle asked if the OFRC had a goal of how many families it hoped to serve each month. Shawna told her they currently did not but added, setting a goal is a great idea. Melanie asked Shawna if there was a limit on the amount of money the OFRC could help someone with. Shawna answered that there was no set amount at this time however the state had recently asked the OFRC's to put their emergency assistance on hold until a policy could be written for all to follow.

Heather was next with the NFP report. She announced that today marked 3 months that the NFP had been present at Parent Promise however they are still working on getting the program up and running. She explained that the NFP and the Oklahoma State Department of Health (OSDH) are still trying to work out the documentation process they will require Parent Promise to follow. She told the board that the issue is currently with OSDH and their legal department. She said they are trying to work out a side contract that would allow the NFP and Parent Promise to discuss the documentation issue and find some kind of a resolution that would satisfy all parties involved.

She went on to tell the board that we will need to find a medical director for the program because the nurse home visitors practice certain protocols that will need to be signed by the medical director. She said that she is waiting on what the qualifications will be for a medical director and how much time will be required from them on a monthly basis, as well as a job description. Melanie asked Heather if a medical director was someone we would have to hire full time or just contract with. Sherry spoke up and told Melanie that it would most likely involve a contract because the position will not require full time work.

Heather continued by telling the board she had been working on a list of equipment that she needed to purchase for the program. She added that OSDH had recommended that she purchase all the required equipment now so when she is finally able to hire nurses, they would be prepared for them to go to work immediately. She said she hadn't begun to purchase anything because Larry disagreed with OSDH and is hesitant to spend a large amount of money on equipment until the contract has been worked out.

This issue caused a lot of conversation between board members on whether we should or should not buy equipment for the NFP program. After a lengthy debate, it was decided nothing should be purchased until after next week's meetings with the health department and NFP.

Heather finished up her report by telling the board she had been taking some observation visits to other local county NFP sites and was looking forward to getting our program implemented.

Raegan was next on the agenda with her Community Relations Report. She announced the Board Orientation was going to be Sunday, March 26<sup>th</sup> from 12:00am-1:30pm at the Parent Promise office. A few members said they couldn't make it so Melanie said that a power point presentation would be emailed to those that cannot attend.

Raegan gave the board a brief overview of the grants she had been working on and updated everyone on the "Play for a Purpose Fundraiser" that was held earlier in the week. She told the board we had currently raised \$6500 but the amount would go up after the venue payed us the 10% we earned on food and beverage sales. She went on to remind the board that Melody Lane was coming up on August 19<sup>th</sup> at the Skirvin Hotel and the theme is set to be "All Blue" for child abuse prevention. She finished her report by announcing the Resource Development Committee Meetings were being held the first Monday of every month at noon to help with Melody Lane development.

The Executive Directors report was next and Sherry told the board that she had been working side by side with Jodi, and teaching her the ins and outs of the job. She added that they were both working on the NFP program and HB1028. Jodi gave a brief overview of HB1028 and told the board where the bill currently stands.

Melanie then announced Sherry's retirement party was being held March 30<sup>th</sup> at 5:30pm at Rococco's. She told the board they had 13 applicants so far for the Executive Director position and hoped to begin interviews next week.

Melanie adjourned the meeting at 1:14pm.