

Parent Promise Board of Directors Meeting

May 18, 2023

In attendance were, Melanie Rughani, Kay Wetmore, Brittney Wycoff, Ryan McDonald and Steve Commons. Unable to attend in person, Bobby Abel, Michelle Edstrom and Susy Osborne gave their proxy to Melanie Rughani while Scott Morris gave his proxy to Brittney Wycoff.

Representing Parent Promise was Interim Executive Director Jodi Lewis, Community Relations Director Raegan Mach, Financial Director Larry Stephens, Heather Rosser Nurse Supervisor and Sheryl Miller Office Administrator.

Melanie called the meeting to order at 12:08 pm. She started with the President report and announced that Christina Siemens had been offered the position of Executive Director (ED) at Parent Promise. She asked the board if anyone had any objections to the hire and none were heard. Brittney motioned that Christina Siemens be approved as the new ED and Ryan seconded the motion. Christina Siemens was approved as the new ED for Parent Promise.

Next, Melanie advised the board that David Echols would be resigning from the Parent Promise Board. Kay motioned that his resignation be accepted and Ryan seconded. David Echols resignation was approved.

Melanie asked Kay to present the minutes for the March and April board meetings. Kay then asked the board if there were any questions regarding the March Regular Board Meeting or the April Special Board Meeting minutes. No questions or concerns were raised so Steve motioned the minutes be approved and Brittney seconded. The March and April board meeting minutes were approved.

Larry was up next with the March and April financial report. Larry went over the highlights on his report and asked if there were any questions. There were no questions from the board so Steve moved the financial report be approved and Kay seconded the motion. Larry said the next item up for discussion was offering a Simple IRA Plan to Parent Promise employees. He told the board that it is one of the easiest and least expensive employee sponsored retirement programs available. He explained how the plan would work and the different options that would be available to employees. He went on to explain that the plan would also cover part time and contract employees that make at least \$5000.00 per year. Once Larry had presented the information, Brittney moved to approve the Simple IRA Plan for employees and Kay seconded the motion.

Larry finished his report by going over the FY 2024 Budget report. He advised the board that the budget had been prepared with the assumption that both our state and federal funding would stay at the same level as it had been in the past. He went on to say that if the funding turns out to be different than expected, it could change the budget and he wanted everyone to be aware

of that. He told the board that he had included a comparison worksheet for them that included the IRA plan costs. He went over that worksheet and highlighted the differences in the budget with the new IRA plan in place. Melanie asked when we would find out about the state funding and Larry replied that we were hoping to hear about state funding by mid-June. Jodi added that our RFP contact at OMES told her that it could be as long as two to four months due to the backlog in their legal department. She told the board that we would definitely be checking back in with them if we had not heard anything by mid-June. Larry asked if there were any other questions and none were heard. Scott motioned the budget be approved and Kaye seconded. The FY 2024 budget was approved.

Next on the agenda was the program report. Program manager Shawna Norman was on vacation so Larry presented the report. He told the board that the program report had been updated to a new and improved format. He said the report is much easier to understand and clearly shows where each program is at in meeting, or not meeting, state requirements. He went over the new report for everyone and asked if there were any questions. Brittney asked how the state determined what the capacity should be for the Parents as Teachers (PAT) program. Larry answered, according to the state PAT contract each Parent Educator (PE) is required to provide 25 visits a month regardless of how long they have been a PE. He said he wasn't sure how they came up with that hard and fast number because the PAT work model says that PE's with less than a year's experience should not carry a caseload that high. He also told the board that the state does not take into consideration any turnover we might have with PE's. If we lose a PE we are still required to meet the capacity set forth in the contract and this has always caused some issue with keeping up required capacity since the program began.

Larry added that the Oklahoma Family Resource Center(OFRC)/ Hope Center was now up and running. He told the board that Abigail, our new resource navigator, had completed training and was now serving families on a regular basis. He added that the OFRC/Hope Center will be added to the program report as soon as we have the new data available.

Natalia Fernandez, Healthy Families America (HFA) Supervisor, was up next with the "Mission Moment". She told the board that she was very happy this portion of the board meeting was being brought back and told them she felt it was important that board members heard about some of the good things happening with the families we serve. She continued by telling the board HFA had two teen moms receiving their GED's this month. She explained the different struggles that both the mom's faced being so young and told the board that with their PE's guidance they managed to beat the odds and get the education that they so desperately wanted while raising healthy, happy babies. She said that this achievement had given them both a tremendous boost of confidence that we hoped would follow them through life and as they move forward in continuing their education.

Heather was next with her Children First (C1) report. She reminded the board that the last time she was here she had mentioned a potential side contract with Parent Promise and the Nurse Family Partnership (NFP). She said that NFP decided we could move forward with the program

and no side contract was necessary. She told the board the medical director contract had been drafted by an outside attorney and had been sent to the Oklahoma State Department of Health's (OSDH) legal department for approval. She also told the board that Children First / Oklahoma's Nurse Family Partnership at Parent Promise is the dedicated name of the program. She went on to say that office supplies and materials needed for the program are now being purchased to make the program fully operational. She said the goal is to have all the purchasing completed by the end of the fiscal year 2023. She told the board that she is actively searching to hire three full time RN's for the program and one full time Administrative Support English/Spanish interpreter. She finished up her report by telling the board that she would be going to Denver for NFP training in June.

Up next was Raegan with the Community Relations Report. She started by thanking everyone for attending the board orientation she had presented in March. She told the members that had attended virtually that she had some paperwork she needed them to fill out. She moved on to let everyone know that we had been awarded the Edmond Women's Club Grant for the Family Resource Room. She said the Healthy Kids Healthy Families Grant was still pending as was the Kirkpatrick Family Fund Grant and the Express Personnel Grant. She said that she has also sent an LOI to Sarkey's Foundation and she should know by June 30th if we have been excepted to apply for their grant. She said she had also sent an LOI to the Merrick Foundation and has reached out to Paycom for a \$10,000 Sponsorship request for Melody Lane. She went on to say that the final total for the "Play for a Purpose" Pickle Ball Fund Raiser was \$6,492.00. She finished up her report by reminding the board that Melody Lane is scheduled this year for August 19th and is being held at the Skirvin Hilton Hotel. She said the "Save the Date" announcement had been mailed and should be in mail boxes next week. She said she is still working on getting the sponsorship packets finished up and plans on getting them mailed out by mid-June.

Raegan then asked the board if we could push out the June 5th Resource Development Committee meeting to June 12th since June 5th was the new ED's first day and all committee members agreed. She asked if there were any questions or comments. Steve Commons spoke up reminding everyone that the Edmond Exchange Club is having its annual Golf Tournament July 21st at 8:00am. He told Raegan he would send her the information and asked her to put it on our social media platforms.

Since time was running short, Melanie told the board that we would be moving to "Other Business" on the agenda starting with the vote to bring Jodi back onto the board of directors since the new ED would be starting sooner than expected. Melanie thanked Jodi for her exceptional service and let everyone know how she went above and beyond in helping Parent Promise get through the transition of hiring a new ED. Steve motioned that the board accept the early termination of the Interim Executive contract with Jodi Lewis on May 31st, and her return date to the board to begin June 1st. Kay seconded the motion and the motion passed.

Jodi gave a brief overview of her ED report reminding everyone that April was Child Abuse Prevention Month and two of our team members, Fanchon Berryman and Kim Berger, had won awards at the OSDH Child Abuse Prevention Awards Ceremony at the capitol. She told the board she had a few legislative updates starting with the corporal punishment bill she and Sherry Fair had been working on. She said the bill had gone dormant for now but they still have a working group that continues to meet in hopes of moving it forward. She continued with City Bill 406 and explained it was a request bill of the Parent Child Center of Tulsa looking to gain a sales tax exemption for non-profit organizations that primarily function to prevent child abuse and neglect. She said that the bill may or may not make it through the process this session but she would be watching it closely because it would definitely be something to benefit Parent Promise. She said she would also be watching the joint committee on appropriating the budget for Children First funding for the next fiscal year, and would keep the board updated on that as well. Next she told the board that we had a very successful site visit with OSDH for the PAT program. She told the board that there were only three recommendations this year which was down from thirteen given last year. Also, the Department of Human Services came by to visit the new Hope Center and another individual from the OSDH came by for an impromptu visit of the new OFRC and that too had gone very well. She then told the board that she and Heather had also been working closely with Children First / NFP and had been attending several virtual meetings. She also said that both the McLaughlin and Arnall Foundations had come by for a visit and both visits had gone very well. She went on to say that Arnall seemed very interested in learning more about our Exchange Parent Aid Program (EPA) because they are now looking to fund agencies that work with kids aged 6-12. Since EPA fits that bill, she is hopeful that they might consider funding us. She finished up her report by quickly telling the board she had signed two RFP's for contracts, and the staff had completed a training with Alex Bliss, called "Feedback in the Workplace". She concluded by saying she has been reviewing the Strategic Plan so when she gives the warm hand off to the new ED, she can let her know where we are at in completing implementation.

Melanie then adjourned the meeting at 1:18 PM.