

## Parent Promise Board of Directors Meeting

July 28, 2023

In attendance were, Melanie Rughani, Jodi Lewis, Michelle Edstrom, Scott Morris, Ryan McDonald, Brittney Wycoff, Susy Osborne, Kay Wetmore, Chris Harlan and Veronica Regan. Representing Parent Promise was Executive Director, Chris Siemens, Finance Director, Larry Stephens, Program Manager, Shawna Norman, Community Relations Director, Raegan Mach, NFP Supervisor, Heather Rosser and Office Admin, Sheryl Miller.

Board President, Melanie Rughani, called the meeting to order at 12:07pm and introduced Parent Promise's new Executive Director, Chris Siemens, to the board.

Melanie told the board the Parents as Teachers (PAT) contract had been awarded however the amount of the award was less than anticipated and there was a bit of a shortfall that needed to be made up. She said this is one of the reasons it is so important that all board members help support our Melody Lane Fundraising efforts by either sponsoring a table or securing a table sponsorship. She also asked them to reach out to their friends and colleagues for auction items. She went on to say that we've been seeing more and more grants asking if 100% of our board supports us financially and she would really like us to be able to say "yes" to that question.

Next, she told the board that the new Oklahoma Family Resource Center (OFRC) has a Parent Advisory Committee (PAC) that meets once a month from 5:00pm – 6:00pm and part of the incentive package offered to the group for their participation, is feeding them dinner. She explained to everyone that the PAC is a requirement of the OFRC contract but we cannot use those program funds to feed them. She told the board that she was donating \$100 for the August meeting and asked if any other board members might consider helping out with this cost as well. She reminded them that any contribution they could make would be greatly appreciated.

Melanie moved on and announced Bobby Abel had asked to retire from the board leaving a vacancy that would need filled. She asked the board to let her know if they had anyone in mind that might be interested in filling the seat. She asked for a motion to accept Bobby Abel's resignation. Suzy motioned his resignation be accepted and Kay seconded. Bobby Abel's resignation was approved.

Melanie finished up her report by drawing everyone's attention to some paperwork Larry had handed out earlier to the board members. She told everyone it was FY24 paperwork that needed to be signed by each board member and asked that they make sure and sign the papers before they left the meeting.

Next on the agenda was the May 2023 board minutes. Kay asked if everyone had read the minutes and if so, did anyone have any changes that needed to be made. No concerns were mentioned so Brittney motioned to approve the May 2023 Board Meeting Minutes and Veronica seconded the motion. The May 2023 Board Meeting Minutes were approved.

Larry was next with his Finance Report. He went over the June highlights of his report and asked if anyone had any questions. No questions were heard. He told the board that he had some check signing cards that needed to be signed and was happy to see all the authorized signers were in attendance. He asked that the authorized signers Melanie Rughani, Chris Siemens, Brittney Wycoff, Jodi Lewis, Michelle Edstrom and Shawna Norman to please see him after the meeting.

Melanie asked for a motion to approve the finance report. Kay motioned they be approved and Jodi seconded the motion. The finance report was approved.

Shawna was next with the Program Report. She told the board there had been a dip in maximum capacity in June, but that dip stemmed from graduating 27 families in the PAT program in May. The graduation was held to free up space in the program so more families could come off the Right Track waiting list. She said the capacity will look differently at the next board meeting because the new contract lowered the caseloads required for Parent Educators. (PE) She also mentioned she had written a new protocol for the PE's that should get them back on track with in home visits. She said she hopes this new protocol will move them closer towards their goal of 60% of all visits being held in person.

Next, Shawna told the board that the new Family Resource Center (FRC) had helped several families with emergency assistance since June. She said she and the FRC Navigator, Abigail Clayton, have been continually working to improve their process in assessing the needs of the families coming in for help because funds are so limited and they want to stretch those dollars as far as possible. She told the board that the FRC holds monthly PAC meetings to discuss some of the things that are most needed in the community. She said they had determined that a free CPR and First Aid Training would be very beneficial to the community and are working on getting that scheduled as soon as possible. She asked if there were any questions and Jodi asked if there was still a PE position open in the PAT program. Shawna told her due to the funding cut in the PAT contract, the position was no longer available and we are currently fully staffed.

Shawna then introduced PAT Parent Educator, Deisy Figueroa, who delivered the Mission Moment.

Heather was up next with the Children First (C1) Report. She told the board that the C1 program is finally fully staffed and they had all accompanied her to the board meeting today. She introduced the C1 staff to the board. She said that the nurses had mandatory trainings they would be attending in August and September, and the entire staff was signed up for several trainings required for the first year of the program. She told the board they finally got a contract approved by the state for a medical director but are still looking for a candidate to fill that position. Once a medical director has been contracted and the nurses complete their trainings they will be able to serve clients. She said she is hoping that will happen by August

21<sup>st</sup>. She also mentioned she is actively working on marketing materials so they can go out and market the program.

Next on the agenda was the Community Relations Report. Raegan started with the Melody Lane Fundraiser and told the board that the invitations would be going out this week. She said we did not have as many sponsorships as last year and could really use the boards help with finding more people willing to sponsor a table. Moving on, she said she had found a jazz guitarist willing to play at the event for an hour and a half at a discounted price of \$150.00.

She reminded the board that the Resource Development Committee meets every first Monday of the month at noon via ZOOM and the final meeting before Melody Lane is August 7<sup>th</sup>. She concluded her report by going over the grants currently pending and telling the board she had registered with Grant Station, an online grant sourcing software, and has found about 50 new grant opportunities she will be applying for.

Chris started her report by telling the board her first day at Parent Promise was June 5<sup>th</sup>. She told them she would like to meet with each board member one on one so she could get to know them on an individual basis. She told everyone that she had been reaching out to funders and had met with the Kirkpatrick Foundation the McLaughlin Foundation, Pott's Family Foundation and has an upcoming meeting with OG&E in hopes they will consider funding us through their foundation. She went on to say that she has also met with the state agencies funding our programs.

She concluded by mentioning the conferences and meetings she has attended since being at Parent Promise, as well as the ones she will be attending in the next few months.

Melanie asked if there was any other business anyone wanted to discuss. Nothing being mentioned, the meeting was adjourned at 12:54.