Parent Promise Board of Directors Meeting

November 17th, 2023

In attendance were, Melanie Rughani, Adrienne Nobles, Ryan McDonald, Scott Morris, Steve Commons, Jodi Lewis, Michelle Edstrom, Veronica Regan and Brittney Wycoff. Representing Parent Promise was Executive Director, Chris Siemens, Finance Director, Larry Stevens,Program Manager, Shawna Norman, Children First Nurse Supervisor, Heather Ross and Office Administrator, Sheryl Miller. Also in attendance was Emeritus Board Member, Charlie Swinton.

Melanie called the meeting to order at 12:06 pm and announced that the auditors would be presenting their annual report today and she would be moving quickly through the agenda in order to keep the meeting on schedule. She asked if everyone had gotten a chance to look at the September Board Meeting minutes. Hearing no one comments, she asked for a motion to approve the minutes. Veronica motioned the minutes be approved and Michelle seconded. The minutes were approved.

Melanie asked the auditors to present their report. Matt, with HSPG and Associates, informed the board they should all have a copy of the audit in their board packets. He explained he would be going over the highlights and if anyone had any questions to please let him know. Once he finished the report, he told the board they had issued an “Unmodified Opinion” which is the highest level of assurance they can provide. He told the board that Larry does an excellent job with record keeping and everything looked great once again this year. He asked if there were any questions and none were heard. Melanie thanked them for their service and they left the meeting.

Melanie turned the floor over to Jodi and Charlie to discuss the 2024 Legislative Session Priorities they would like Parent Promise to support.

Charlie started by telling the board he would continue to work on House Bill No. 1028 (HB1028) and hoped that Parent Promise would continue their support for the bill in the coming year. Jodi told the board that the bill was currently dormant however if it is brought back to the house as HB1028, we would definitely continue our support because it had already been approved by the board. If on the other hand it comes back as a new house bill, as she suspects it will, we would have to get board approval to continue our support. Chris assured Charlie that we would definitely continue to support the bill and hopes to become involved with it herself.

Next, Jodi announced that House Bill No. 1568 (HB1568) proposes to provide a sales tax exemption to non-profit organizations with three million or less in annual revenue. She suggested the board go ahead and vote on supporting the bill in case Parent Promise was asked to endorse it publicly. Melanie asked for a motion to vote on supporting HB1568. Jodi motioned the vote be taken and Veronica seconded. All were in favor so the motion passed.

Chris announced that Raegan was out of town and she would be presenting the Community Relations Report. She told the board that she and Raegan had held a lunch and learn in October that focused on the Right Track Program. She said they had 22 attendees at the meeting and there was a lot of good conversation and feedback. She said they planned to start holding these Lunch and Learn meetings every quarter, focusing on different aspects of the organization. She said they planned the next meeting for February 16th and it will focus on “Planned Giving”.

She told the board that she and Raegan were working on a 2024 Development Plan that will be presented at January’s board meeting.

Next, she told the board we were awarded a short term $10,000 contract from the Potts foundation to conduct their Know and Grow Survey. She said the survey would end on January 15th.

She finished the report by telling the board that we had been awarded $25,000.00 for programming from the Sarkey’s Foundation and was denied a $25,000.00 grant from the Inasmuch Foundation.

Next on the Agenda was the Program Report. Shawna went over her report highlighting program capacity and completed home visits. She said Parents as Teachers has been steadily increasing their completion rate for home visits and hopes they will eventually get above the 80% mark required by the state.

She told the board that the Oklahoma Family Resource Center (OFRC) has had a substantial increase in the number of people it has served. She said word of mouth has been the biggest factor in getting people in to the resource center and we have had families sign up for our programs after talking with Abigail (Resource Navigator) about everything Parent Promise has to offer.

She told the board that we still had a waitlist with RightTrack but currently have 15 openings and will be reaching out to 10 new families to try and get them enrolled. She said that Kim (RightTrack Family Support Specialist) is making sure that everyone on the waiting list knows about the OFRC so they can take advantage of any assistance we can offer them while they are on the waitlist. She added we have 18 families graduating in February which will also open up new spots for enrollment.

Heather was next with the Children First report. She announced that the program had finally secured a Medical Director. She said she has a meeting with OSDH Children First on November 29th about next steps for the program. She went on to say she and the nurses have been busy completing trainings and conferences required by Children First they will all be traveling to Colorado in May for another training used in the program. She told the board they will continue to work on marketing the program and have completed a brochure that is currently with Children First, awaiting approval.

Next up was the Executive Directors Report. Chris started her report by reminding the board that Healthy Families America (HFA) and Exchange Parent Aid’s (EPA) TANIFF contract will be running out in September of 2024 and will not be renewed. She said she will meet with the Reese Foundation in April to see if they might consider funding those programs again. She said she is also looking into becoming a United Way Partner again and that she and Melanie will be meeting with two of their representatives in the week before Thanksgiving. She also added that Catholic Charities was awarded 3 million dollars and would be awarding some of those funds to other non-profits. She said she has a meeting with their Executive Director next week. She went on to say she will continue to look for other sources that may be able to help sustain our HFA and EPA programs.

Chris advised the board that Parent Promise will be transitioning to a Google platform so we can access our files from a “CLOUD”. She said the transition will be completed next week. Ryan asked what kind of security procedures we had in place and Chris told him he would need to talk to our IT person about that because she didn’t know. He said that might be something we needed to look in to and offered to come and visit with her about the issue. Chris gladly accepted his offer.

Chris then went over the strategic plan initiatives and advised the board of where we were at with meeting the goals set forth in the plan. She finished her report by reminding everyone that Melody Lane is scheduled for August 24th and our Pickle Ball Fundraiser will be on March 26th.

Chris announced that for the next conversation, Parent Promise staff needed to leave the room. (Time was 12:56pm)

Melanie took the following notes for the remainder of the meeting.

Veronica moved the September and October financials be approved and Jodi seconded the motion. The financials were approved.

Larry discussed the funding cut in the MIECHV grant. He also mentioned that to help offset the money lost, PAT would no longer be offering the “Baby Bucks” incentive to families to use in the resource center.

Michelle made a motion to accept Jodi Lewis’ resignation from the Parent Promise Board of Directors and Steve seconded. Jodi’s resignation was approved.