

Parent Promise Board Meeting Minutes

October 4th, 2024

Board Members in Attendance and Constituting a Quorum Were:

Michelle Edstrom	Steve Commons
Melanie Rughani	Scott Morris
Kay Wetmore	Veronica Regan
Dawn Watson	

Board Members Absent

Ryan McDonald
Andrea Wallace
Chris Harlan
Brittney Wycoff

Representing Parent Promise Were:

Executive Director, Chris Siemens
Finance Director, Larry Stephens
Office Administrator, Sheryl Miller
Parent Educator, Jamie Mata

Guests in Attendance:

Charlie Swinton - Emeritus Board Member
Susan Abel – Board Member Prospect
Natalia Fernandez – Parent Educator / HFA Program Supervisor
Alicia Ramirez – PAT Program Supervisor

Call to Order:

The meeting was called to order at 12:04 pm by President Michelle Edstrom. Michelle welcomed everyone and asked Secretary Steve Commons to present the prior board meeting minutes for approval.

Prior Meeting Minutes Approval:

Steve asked if everyone had read the previous meeting minutes and if so, were there any corrections or changes that needed to be made. No changes to the minutes were heard. Melanie moved the minutes be approved and Kay seconded the motion. All approved, none opposed. Motion carried.

President's Report:

Michelle announced that Adrienne Nobles had asked to resign from the board. Melanie motioned that Adrienne's resignation be accepted and Steve seconded the motion. All approved, none opposed. The motion carried.

Next, Michelle announced that Susan Abel had been asked to join the board. Susan was asked to leave the meeting while board members voted. Kay motioned that Susan be accepted as a new board member and Melanie seconded the motion. All approved, none opposed. Motion passed. Susan was asked to come back in to the meeting.

Michelle told everyone that two new board prospects could not attend the meeting due to illness so she hoped to introduce them at the next board meeting. She also mentioned that Lexi Blumenthal, board member prospect, had decided to withdrawal her application for board membership until next year.

Scott Morris asked Michelle if he could join the board meetings virtually as it had become difficult for him to attend the noon meetings downtown. He was told because of the "Open Meetings Act", we couldn't hold board meetings virtually. This created discussion about changing the board meeting time and place. Michelle said she would send a poll out asking board members what time and place would work best for them. She said she would let them know the poll results at the next board meeting and could be further discussed at that time.

Finance Report:

Larry started his report by advising the board the FY24 audit had been rescheduled by HSPG and will begin on or about November 18th. He said it would most likely be after the first of the year before the audit could be presented to the board.

Next, he presented the July and August 2024 financial reports to the group and asked if anyone had any questions. There were several questions asked about the Melody Lane Fundraiser which brought up a lot of discussion between board members and Parent Promise staff. The discussion included what we can do to help lower the cost of the event and whether or not we need to look at different venues for next year. After all ideas and comments were heard, Michelle asked if there were any more questions for Larry. None were heard so Melanie moved the financial reports be approved and Kay seconded the motion. All approved, none opposed. Motion passed.

Mission Moment:

Jamie Mata, Parent Educator for the Parents as Teachers Program, gave a presentation about the progress of one of the family's she serves and answered questions that followed from the board members.

Community Relations Report, Program Report and Executive Directors Report:

Chris Siemens, Executive Director, told the board she would be presenting Community Relations Director, Reagan Mach's, report and Program Director, Shawna Norman's report because neither could be in attendance. She said she would be combining their reports in her presentation and started with the program information she had put in a spreadsheet for everyone. It covered all of Parent Promise's program funding sources, funding periods and funding amounts. It also covered the staff involved with the programs and the salary allocation for each staff member. She advised the board that we had not received the Oklahoma County ARPA Funding we had been hoping for. She reminded them that this was the grant they were counting on in order to keep two of Parent Promise's programs from coming to an end. (Healthy Families America and Exchange Parent Aid) She told them that she, Shawna and the program supervisors had been talking about how they could retain staff and avoid having to let anyone go. She said that until

they get an answer about the Oklahoma State Department of Health's Choosing Childbirth (CCB) Grant, they really can't give staff an answer about their job security. She said the health department told them they should hear something by the end of October.

She went on to tell the board that we had also submitted a bid to the Oklahoma Department of Human Services (DHS) for a new program that will offer supervised visitation for families. She said that contract would offer two new positions available for staff.

Once Chris had given her report there was a lot of discussion about programming and staff retention with the board.

Other Business:

Charlie Swinton reminded the board that The Downtown Exchange Club of OKC would be holding their Annual Bedlam Golf Tournament on October 14th with a portion of the proceeds being donated to Parent Promise.

Due to time limitations the Parent Promise Gift Acceptance Policy and Procedure document will be talked about and voted on at the next board meeting.

Adjournment:

At 1:17pm, Kay motioned the meeting be adjourned and Veronica seconded. All approved, none opposed. Motion passed.