

Ronald McDonald House Charities of Greater Chattanooga

Governance Committee – Minutes

January 9, 2025

Committee Members 2025-2026 Board Year			
<u>Board Members and CEO</u>	<u>Attendance (Y/N)</u>	<u>Volunteer</u>	<u>Attendance (Y/N)</u>
Melanie Farrell, Chair	Y	Kim Coffey	Y
John Critchfield	Y	Pat Roza	Y
Teresa Critchfield	Y	Barbara Wofford	N
Mary Lynn Wilson	Y		
Karen Jolley	Y		
Tripp Stephens	Y		
Mike Brown, CEO	Y		

Agenda:

1. Urgent - RMHC Policy for Background checks (Mike/Melanie/Pat/Karen)

Draft policies for review and approval:

- Draft Background Check Policy
 - Staff, weekend managers, board members, vendors/workers all must have background checks. For vendors, they are responsible for conducting background checks on their employees that will be doing work in the House. If they do not background check their employees, they will not work within RMHC. We need to include language to allow some kind of supervision of vendors without background checks in case of emergencies.
 - We currently do not background check families, they self-report on a criminal disclosure form that is required to be filled out and reviewed by Tonya/Brad/Ops Relief Managers before scheduling a check-in. We do check to make sure no one staying in the House is on the national sex offender registry. Per Mike, it is not the global standard to background check families.
 - It's recommended that RMH build a stronger communication channel with Erlanger Social Workers to get important information about families before allowing them to stay. Kim recommends revisiting the referral paperwork to make sure we are getting the information we want on each family. Mary Lynn recommends inviting the social workers to RMH to familiarize them with internal processes, staff, etc.
 - John Critchfield posed the question of whether staff are required to disclose any new criminal charges after the initial background check? There is no current policy other than re-checking employees after 5 years.
 - The group agreed to make the policy effective February 1, 2026, with a 90-day period for implementation.
- Draft Child Abuse/Domestic Violence Policies:
 - The group agreed to remove "substantiated" from the second paragraph.
 - The group agreed to include board members in, *"RMHC of Greater Chattanooga strives to offer families a safe, secure and welcoming environment and will not knowingly admit any guest or*

permit onsite any staff, weekend manager, or individual who is contracted to regularly preform work within the House”

Question from December discussion – do we have a defined crisis response plan?

- Mike and Tiffany will provide updates at the January board meeting.

2. RMHC By-laws – Request for committee approval status (Melanie)

No new comments or questions on By-laws – yay! By-laws will be taken to the board.

3. Board Giving – Tracking tool (Mike / Kim)

- Question posed – What does the enforcement of these board engagement/financial requirements look like?
- The “give or get” approach to board giving needs to be revisited and clarified. Mike, Kim and Melanie will meet again outside of committee meetings to discuss. “Get” **must** be a monetary donation or sponsorship, not in-kind items or services. Mike, Kim and Melanie will meet separately from the group to continue discussion.
- There was some discussion about board giving to the Hope Campaign vs. other financial contributions (other events, etc) counting toward their required \$1,200. Theresa suggests that restricting board giving to solely Hope Campaign might be discouraging thus financial participation may decline.

	Board Membership stats 12/12/2025
17	Current Board Members 2025-26 Year (16 Active / 1 Lifetime)
(2)	Board Members rolling off June 2026 - Mary Lynn Wilson (legacy circle); Brad Moore
6	Targeted new Board Members to be approved at April 2026 Board meeting
21	Anticipated Total Board Members for 2026-27 Year
15-25	Targeted Total Board Membership