



*Healthy Start Coalition of Jefferson, Madison & Taylor Counties, Inc.*

**Board of Directors Meeting  
Monday, June 8, 2016 5:00pm  
Healthy Start Coalition Office, Greenville, FL**

**Board Members Present:** Lucile Day, Gladys Roann-Watson, Ernest Bruton, Bonnie Webb and Lynn Elliott (via phone)

**Board Members Absent:** Eric Scott and Nichole Wilder

**Board Members Proxy Received:** Tomica King, Corrie Willis

**Staff and Guests Present:** Donna Hagan-Executive Director, Cindy Hutto-Business Manager, Rebecca Severin-HF Program Manager

**I. Call to Order and Introductions:** Gladys Roann-Watson called the meeting to order and introductions were made around the table.

**II. Consideration of March 14, 2016 minutes** – Ernest Bruton motioned to approve the minutes of the March 14<sup>th</sup> meeting, seconded by Lucile Day, motion carried.

**III. Review of Financial Statements for period ended April 30, 2016** – Donna went over the financial statements, we have signed a new three year lease with our landlord, our rent will increase slightly but we will not be responsible for any repairs to the building including the heating and air conditioning units. Donna said by the end of the year we will have spent all funds.

**IV. Consideration of Annual Budget, FY 16/17** – Donna went over the proposed budget, the Healthy Families program received an extra 20,000.00 again this year and the DOH planning dollars were restored to 147,900.00. There is a salary increase for Rebecca, she will be receiving added duties and a new title, Director of Programs. Erica Brown and Tonya Bell will also receive some new duties, Erica will be spending ¼ if her time on communications activities and Tonya will be spending a ¼ of her time performing Healthy Families Assessments. Motion to approve 16/17 Budget including salary structure was made by Lucile Day, seconded by Bonnie Webb; motion carried.

**V. Consideration of Implementation Plans for FY 16/17 for subcontracted providers** – Donna reported there have been delays with budget details for Madison but will be addressing them on the June 16<sup>th</sup> QI visit, no problems with Taylor and recommended approval of both contracts. Lucile Day motioned to approve Madison’s plan as presented, seconded by Ernest Bruton, motion carried. Lucile Day motioned to approve Taylor’s plan as presented, seconded by Ernest Bruton, motion carried. The Board directed Donna to schedule deliberate time with the Madison Administration to address the budget issues.

**VI. Consideration of Coalition’s 2016 – 2021 Service Delivery Plan** – Donna went over the highlights of the Service Delivery Plan, Bonnie motioned to approve the 2016-2021 Service Delivery Plan, seconded by Ernest Bruton, motion carried.

**VII. Board Terms and Election of Officers** – Board terms will expire on June 30<sup>th</sup> for Lucile Day, Bonnie Webb, Eric Scott and Corrie Willis, the Board voted unanimously for each to continue to serve if they are willing. All but Corrie Willis will resume on the Board. Lucile Day motioned to have Gladys Roann-Watson continue as President, seconded by Ernest Bruton, motioned carried. Ernest Bruton motioned to have Lucile Day continue as Vice President, seconded by Bonnie Webb, motion carried. Lucile Day nominated Bonnie Webb to serve as Secretary/Treasurer, seconded by Ernest Bruton, motion carried.

**VIII. Director’s Report**

Rebecca Severin updated the Board on the Healthy Families Program, they currently are serving 32 families and have their first family in Lafayette County. Rebecca reported the black demographic is higher than the white, 83% are not first time parents, 73% have never been married and 70% are unemployed with the primary age group between 25 and 29. Rebecca said she was very grateful for her staff as they are doing a wonderful job. The report from the site visit is forthcoming.

There being no further business, Lucile Day motioned to adjourn, seconded by Ernest Bruton and meeting was adjourned at 1:30pm. *Minutes recorded by Cindy Hutto*