



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

Board of Directors Meeting
Monday, September 12, 2016 5:00pm
Healthy Start Coalition Office, Greenville, FL

Board Members Present: Lucile Day, Bonnie Webb and Eric Scott

Board Members Absent: Lynn Elliott, Ernest Bruton, Nichole Wilder, Tomica King and Gladys Roann-Watson

Board Members Proxy Received: Gladys Roann-Watson, Ernest Bruton and Tomica King

Staff and Guests Present: Donna Hagan-Executive Director, Cindy Hutto-Business Manager

I. Call to Order and Introductions: Lucile Day called the meeting to order.

II. Healthy Families Program Update/QIP: Donna reported the HF Monitoring report revealed only a few issues, including a deficiency in the number of assessments by the Family Assessment Worker (FAW). Donna informed the Board that Erica Brown the Family Assessment Worker resigned the middle of August. Tonya Bell has been cross trained to do assessments and has completed more than expected in the last four weeks. Home visit completion rate was at 51% and now is at 65%, they are keeping the incentives for participation going, and Donna said Rebecca is doing a great job.

III. Healthy Start Program Update/PIP's: Donna provided a brief training to the Board on the Medicaid Process Measures, which were formerly derived from Record Reviews. The reporting process is now built into the data system, Well Family System, and is generated to reflect a home visiting completion rate for Healthy Start. This changes the dynamic, as this process measure had always (since 2001) been part of the Record Review process and developed during a careful review of Healthy Start records. Donna added that there would be a great likelihood of incurring financial penalties, which were minimal compared to changing the leveling system, which will be avoided. Other than this change in the system, both providers were performing well, and the annual QI reports were reviewed briefly.

IV. Parents as Teachers Update/APR Donna also added that the summer months were also reporting time for the annual PAT report. The annual performance indicators were shared with the Board and questions ensued as to the number of families served, and the credentialing of staff.

V. Review of Financial Statements for fiscal year ended June 30, 2016: Donna went over the financial statements in detail to be furnished to the auditor for the upcoming annual fiscal audit the week of October 17th. She also reported a \$7500.00 donation from Geno Hayes that we will use to promote breastfeeding.

VI. Consideration of June 08, 2016 Minutes: Bonnie Webb motioned to approve the minutes of the June meeting, seconded by Eric Scott, motion carried.

VII. Consideration of Audit Engagement for Fiscal Year Ended June 30th 2016: Eric Scott motioned to approve the Audit Engagement with Jeanette Edwards, seconded by Bonnie Webb, motion carried.

There being no further business, Eric Scott motioned to adjourn, seconded by Bonnie Webb and meeting was adjourned at 6:30pm. *Minutes recorded by Cindy Hutto*