



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

Board of Directors Meeting
Monday, June 5, 2017 5:00pm
Healthy Start Coalition Office, Greenville, FL

Board Members Present: Ernest Bruton, Bonnie Webb, Gladys Roann-Watson, Nichole Wilder, and Lynn Elliott via telephone

Board Members Absent: Lucile Day, Eric Scott, Tomica King

Staff Present: Donna Hagan-Executive Director, Rebecca Severin-HFSR Program Manager

- I. Call to Order and Introductions:** Gladys Roann-Watson called the meeting to order and acknowledged the proxy received for Lynn Elliott.
- II. Consideration of March 6, 2017 minutes** Nichole Wilder motioned to approve the minutes; seconded by Bonnie Webb, motion carried.
- III. Review of Budget Reports through April 30, 2017:** Donna went over each budget report by funding source and explained the difference between the fixed cost contracts, cost reimbursement, and earned revenue (Medicaid). The Coalition will fully expend its fixed cost grants by June 30th.
- IV. Consideration of Annual Budget for 17/18:** Donna referred to the spreadsheet listing each funding source and projected costs for fiscal year 17/18. She reported no raises were included with two exceptions: Candida Akins, who has taken on more responsibility with CI&R functions, and a small raise for Tonya Cason, a Healthy Families home visitor who is being cross trained to provide more services to families. Donna also noted for the Board that the expectation is this is the *last* year for the additional \$48k in funding to support CI&R. Staff would be adjusted effective July 1, 2018 to account for the significant loss in funds for the DOH-funded employees. Without further discussion, Bonnie Webb moved to approve the agency budget for 17/18; Ernest Bruton seconded, motion carried.
- V. Consideration of Implementation Plans for 17/18 for providers:** Donna distributed copies of the Plans for both the Madison and Taylor Health Departments. She gave an overview of the timeline and steps taken to solicit the plans, including projecting revenue, calculating birth rate for allocation methodology, and the timelines for due dates of plans. Donna added that a few items were still outstanding from Madison but recommended approval, pending the receipt of those items. A discussion on the change in leadership for the Jefferson and Madison Health Departments ensued, and Board members discussed the effect on subcontracting. Lynn Elliott moved to approve the plans for both providers for Healthy Start services for 17/18; Nichole Wilder seconded, motion carried.
- VI. Board Terms and Officer Elections:** After a review of the by-laws reference to Board terms, both Gladys Roann-Watson and Lynn Elliott agreed to serve one additional and final term on the Board. (Effective 12/2/2013, members are limited to a total of two, three-year terms for a total of 6 years of service.)

Nichole Wilder motioned to add another term for both Gladys and Lynn; Ernest Bruton seconded, motion carried. Gladys Roann-Watson, outgoing President, nominated Lynn Elliott for President, effective July 1, 2017; Bonnie Webb seconded, motion carried. Bonnie Webb nominated Nichole Wilder for Vice-President; Ernest Bruton seconded, motion carried. Nichole Wilder nominated Bonnie Webb for another year as Secretary/Treasurer; Ernest Bruton seconded, motion carried.

VII. Consideration of Changes to Employee Handbook: Donna reviewed the changes to the Employee Handbook, to include the addition of a policy on responding to public records requests, and the addition of a PRIDE purchasing policy. Other changes were added to clarify language regarding the work hours, delete the tuition policy, and respond to current events. Without discussion, Bonnie Webb motioned to accept the changes to the manual; Nichole Wilder seconded, motion carried.

VIII. Healthy Families Update Rebecca Severin reported that the Healthy Families Seven Rivers site visit occurred on May 15-16. Rebecca mentioned that the final report will not be ready for 30-60 days from the time of the visit, but shared the strengths and weaknesses of the program highlighted during the site visit debrief:

1. Strengths: 100% participant satisfaction, high program acceptance and decrease in concerning areas on stress test between baseline and 6 month update
2. Weaknesses: Assessment completion and Home Visit completion rates

Rebecca explained some of the barriers the program has been facing including low birth rates, large service area and small volatile numbers. Rebecca assured the board members that the final copy will be provided to them once it is received from HFF.

IX. Director's Report

Donna Hagan gave a brief presentation to the Board updating them on the outcomes of both the DOH and the HSMN monitoring that occurred in March 2017 as well as the Healthy Start 2.5 elements:

1. Mothers and Babies Perinatal Depression Intervention
2. ASQ Developmental Screening for Infants
3. Interconceptional Curriculum and the Show Your Love Checklist, to be trained and adopted in the first quarter of 17/18

Lynn Elliott requested that the staff be trained in the Purple Crying initiative designed to educate parents on periods of infant development where crying is heightened, as a shaken baby prevention education. Donna assured members that this element was included in local instruction.

QI Monitoring Reports for the CHD's were reviewed. Board members discussed the importance of cross-training and the engagement rates by staff members. Bonnie Webb express deep concern over the low caseloads in Madison and Jefferson, compared to Taylor.

Donna also reminded members to check out the website where the new resource directory, needs assessment, and Service Plan are stored.

Board members requested the next Board meeting in September to be held at Grace Manor.

There being no further business, Bonnie Webb motioned to adjourn, seconded by Ernest Bruton and meeting was adjourned at 6:38pm. *Minutes recorded by Donna Hagan*