



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

**Board of Directors Meeting
Monday, March 28, 2022 Noon
ZOOM**

Board Members Present: Brenda Newman, Marlesa Germain, Eddie Cullaro, Margie Evans, Jana Grubbs, Linda Jones, and Brandi Turner

Absent: Pastor Willie Anderson

Staff Present: Donna Hagan-Executive Director, Cindy Hutto, Laura Blue

- I.** **Call to Order:** Board President Eddie Cullaro called the meeting to order and introductions were made around the room.
- II.** **Consideration of January 27, 2022 Minutes** – Jana Grubbs motioned to approve the minutes, seconded by Brenda Newman, motioned carried.
- III.** **Consideration of December 6, 2021 Minutes** – Jana Grubbs motioned to approve the minutes, seconded by Marlesa Germain, motioned carried.
- IV.** **Consideration of Personnel Policy Revisions:**
 - a. Graduated Policy for Leave Commensurate with Time – Brenda Newman motioned to approve the revision, seconded by Jana Grubbs, motion approved.
 - b. Added Maternity Leave Policy – motion made to make change wording to “are pregnant” – Marlesa German motioned to approve policy and word change, seconded by Brenda Newman, motion approved.
 - c. Increase Leave Carryover to 80 – Jana Grubbs motioned to approve the leave carryover, seconded by Marlesa Germain, motion approved.
 - d. President’s Day and Juneteenth holidays were rescinded since they were not approved in the 2022 Florida Legislative session.
- V.** **Donna went over the Financial Statements, period ended December 31, 2021** – The statement of financial position and net assets were discussed in detail as a strength of the Coalition to maintain a growing net asset fund. The statement of activity by fund was also reviewed briefly. All other supporting statements were not discussed.
- VI.** **Executive Director Report**
 - a. Healthy Families Update

Quarterly Assurance Site Visit Outcome – Feb 8-10, 2022 – Donna pointed out the QA Site Visit Report that was shared with members prior and the Quality Improvement Plan. Donna noted for members that retention was an item the project has struggled with for a few years. Satisfaction Surveys for HF participants were also reviewed. Donna added that Brandi Turner is really growing in her role as Supervisor for the program and will be promoted to Program Manager, effective July 1st and Tonya Cason will assume the role of Supervisor. We currently have an open position for a home visitor.

b. Healthy Start Update

Donna reported that subcontracts for Healthy Start had recently been amended to cap Medicaid earnings, to prevent unspent dollars for FY 21/22. The Coalition is using the extra Medicaid earnings to promote Connect services, including leasing a vehicle for community outreach and home visits for high risk intakes.

Donna added that Quality Assurance activities for Healthy Start were being conducted by Lizz Schmidt, who is providing regular training, technical assistance, record reviews and daily oversight over both Healthy Start and Connect services. Lizz is doing an outstanding job.

The DOH Monitoring Report was shared with members. The Coalition is in contract compliance with the Florida Department of Health.

- c. Health Equity Training – Board members were reminded to complete training in the Learning Management System.
- d. Donna announced that she will be providing a Service Delivery Plan Update to Collation/State of the Infant in April 2022

Next meeting is scheduled for June 6, 2022.

There being no further business, Jana Grubbs motioned to adjourn, seconded by Brenda Newman, meeting adjourned at 1:00 PM.

Minutes recorded by Laura Blue