



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

**Board of Directors Annual Meeting
Monday, June 6, 2022, Noon
In Person & ZOOM**

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

Absent: Pastor Willie Anderson

Staff Present: Donna Hagan-Executive Director, Cindy Hutto, Laura Blue, Brandi Turner, Elizabeth Schmidt, and Tonya Bell

- I.** **Call to Order:** Board Vice President Eddie Cullaro called the meeting to order and introductions were made around the room.

- II.** **Introduction of New Board Member Jefferson County, Willie Ann Dickey** – Ms. Dickey was one of two nominees for this position; a review of the voting results were shared with members. Her term is effective June 2022.

- III.** **Healthy Start**
 - a. Implementation Plans for Subcontractors FY22/23 – Vote Needed**
 1. **Jefferson and Madison County**, (contract with MCHD) implementing Healthy Start Services
Brenda Newman motioned to approve, seconded by Linda Jones, motion approved.
 2. **Taylor County**, implementing Healthy Start and Connect Services
Linda Jones motioned to approve, seconded by Brenda Newman, motion approved.
 - b. Annual Quality Assurance Outcomes**

Donna reviewed the outcomes of the most recent Annual Healthy Start Quality Assurance Site Visits in May. Although both subcontracts will have Quality Improvement Plans in place, the programmatic issues are technical in nature and not significant to the extent of affecting the Coalition’s ability to renew contracts. Donna also announced a change in leadership at the Jefferson/Madison County Health Department; Cumi Allen was promoted to Program Manager. The QA reports, when final, will be forwarded to the Board.

- IV.** **Healthy Families**
 - a. Annual Quality Assurance Outcomes**

Donna reported on the Four Quarters Performance reports, included in the Board packets, noting the great work by HF Seven Rivers staff to maintain contract performance. Although the home visiting rate is slightly down, overall the performance measures are outstanding for the period April 2021 through March 2022.

- b. **Staffing Changes** - Donna reported that the staffing changes planned to move Brandi Turner from the Supervisor to Program Manager, and internally promote Tonya Cason to Supervisor have been underway since March, and will be fully implemented by June 30th. The role of the PM will be partially funded by DOH for special projects.

V. **Review of March 28, 2022 Minutes** – Brenda Newman motioned to approve the minutes, seconded by Margie Evans, motioned carried.

VI. **Review of Financial Statements for period April 30, 2022** – *No Action Required*

VII. **Employee Personnel Handbook** – *2 changes, Vote Needed*

- a. **Tuition Policy** – Brenda Newman asked why do employees have to pay tuition and fees up front when they may have low income jobs. "They may not have the money available to do so." It was proposed to reword Section 10.2 of the handbook to "Upon receipt of the approved application and proof of registration and tuition and fees due from the employee, the Coalition shall provide reimbursement to the employee within 10 working days." Brenda Newman motioned to approve, seconded by Linda Jones, motion passes.
- b. **Political office and employment conflict** – Citing the Florida Statute that prohibits state employees from holding local political office, Donna reviewed the applicability of this statute as a conflict of interest for the Coalition. Jana Grubbs also provided an example, stating she had campaigned for an office several years ago and she said that she had to take a leave of absence while she was campaigning. She did not get elected and went back to her job. It was suggested that the Political Activities section of the handbook be reworded to "The Coalition encourages employees to be good citizens. However, employees may not hold public office while employed and should not identify themselves as Coalition employees with respect to any political activity, nor in any communication to any news source." Motion to accept made by Linda Jones, seconded by Brenda Newman, motion passes.

VIII. **Board Terms and Election of Officers** – Pursuant to Article V of the By-Laws, Board Members are elected for a term of three (3) years. Each Board member can be re-elected for one additional three-year term, for a consecutive term of not more than six years effective 12/2/13. Further, members must elect from amongst themselves a slate of officers each fiscal year which shall not serve more than two elected terms of office in succession for the same position. There are three motions before the Board in terms of Terms and Elections: *Action Required*

Election of President (currently vacant, Eddie Cullaro, Vice President has been serving in this role). Jana Grubbs motioned for Eddie Cullaro to be the President, it was seconded by Marlesa Germain, and motion passes.

Election of Vice President - Margie Evens motioned for Linda Jones to be the Vice President, it was seconded by Brenda Newman, and the motion passes.

Election of Secretary/Treasurer (Brenda Newman is eligible for one additional one-year term). Linda Jones motioned for Brenda Newman to continue her current position, Margie Evans seconded, and the motion passes.

IX. **Executive Director's Report** – Donna provided a Power Point to inform members on the status of Succession Planning strategies and an update on internal accomplishments. The next step is to focus on executing pieces of the Service Delivery Plan and all members were provided with the text for Activity 2.2. Members will be asked to join committees in August to implement the Social Determinants of Health portion of the Service Delivery Plan.

Next meeting is scheduled for September 12, 2022.

There being no further business, Linda Jones motioned to adjourn, seconded by Brenda Newman, meeting adjourned.

Minutes recorded by Laura Blue