



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

**Board of Directors Meeting  
Monday, June 5, 2023, Noon  
In Person & ZOOM**

**Board Members Present:** Eddie Cullaro, Margie Evans, Brenda Carlton, Linda Jones.

Joined by Zoom: Kristy Anderson and Jana Grubbs

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

- I.** **Call to Order:** Board President Eddie Cullaro called the meeting to order, and introductions were made around the room.
  
- II.** **Directors Update:** Donna played a video of Bloom Childcare thanking the Board members for the March donation. Donna followed by giving a PowerPoint presentation on several topics:
  - a. A recap of the accomplishments since the March Board meeting
  - b. An updated organizational chart, noting that Brandi supervises 4 staff, and Donna supervises 5 staff members
  - c. An update on the Regional Connect Project at Tallahassee Memorial Hospital, an intake program for newborns, launched March 16<sup>th</sup>
  - d. An update on the FIMR Community Action Group (CAG) and the highlights of the FIMR Action Plan for 23/24
  - e. An update on the Launch of Fatherhood services April 2023
  - f. An update on Medicaid funding projections, at \$225k for 22/23, down 18% from FY 21/22; the Coalition is expected to access nearly \$19k in reserves for Medicaid spending in FY 22/23 to make budgets balance for FY 22/23
  - g. A draft of a procedure in case of an unexpected absence of the CEO. Jana Grubbs motioned that this be written into the Coalition's policies and procedures and an Executive Meeting be held to ratify; this motion was seconded by Linda Jones and approved by all. Donna will draft the policy and schedule an Executive Committee meeting.
  
- III.** **Healthy Start Services –.**
  - a. **Implementation Plans for Subcontractors FY 23/24:** Donna went over the plans and budgets with the Board.

1. Jefferson and Madison County (contract the MCHD) implementing Healthy Start Services: Brenda Carlton motioned to approve the budget and implementation plans, seconded by Linda Jones, motion carried.
  2. Taylor County, implementing Healthy Start Services and Connect Services: Jana Grubbs motioned to approve the budget and implementation plan, seconded by Linda Jones, motion carried.
  3. Battlefront Education and Wellness Inc, implementing Fatherhood Services – JMT: Brenda Carlton motioned to approve, seconded by Margie Evans, motion carried.
- b. **Annual Quality Assurance Outcomes:** Lizz Schmidt provided a PowerPoint presentation. Lizz reported 549 CI&R Referrals, 424 prenatal and 125 infants, of the 549 referrals there were 382 successful initial intakes. Lizz went over the birth outcomes, Jefferson and Madison Counties had better outcomes than Taylor County.

**IV.** **Healthy Families Program Update** – Brandi Turner provided a PowerPoint presentation, highlighting our new bi-lingual staff member Mary Alatorre. She is fully trained now to serve families, she currently is serving 6 families five of which are bi-lingual. Angelina Curtis is currently on contract status but will become a part time Family Enrollment Specialist on July 1<sup>st</sup>. Supervisor Tonya Cason is conducting monthly staff meetings to work towards improving several areas.

**V.** **Review of March 6, 2023 Minutes:** Linda Jones motioned to approve the minutes of the March meeting, seconded by Margie Evans, motion carried.

**VI.** **Review of Financial Statements for period April 30, 2023:** The Board was provided with the statements and opted to go over and contact Donna with questions. No vote was taken or needed.

**VII.** **Consideration of Annual Budget, FY 23/24** – Donna went over the proposed budget and reported everyone will receive at least a 2% raise. Brenda Carlton motioned to approve the FY 23/24 Budget, seconded by Margie Evans, motion carried.

**VIII.** **Board Terms and Election of Officers** –Linda Jones was nominated for President; Brenda Newman was nominated for Vice President and Eddie Cullaro was nominated for Secretary/Treasurer. Since Brenda was absent, Donna was charged with ensuring that the nominated members are willing to serve and to provide ballot voting.

There being no further business, Jana Grubbs motioned to adjourn, seconded by Brenda Carlton, meeting adjourned at 1:45 PM.

*Minutes recorded by Cindy Hutto*