

Charlotte County Healthy Start Coalition, Inc.

August 14, 2024, 8:30 AM via Zoom

Board Meeting

Minutes

Attendance (Board Members): Courtney Jennings, Steve LeVasseur, Sue Sorenson, Mike Weaver, Paula Wilman

Excused Absence: Andrea Andrade, Janice Chupka, Russell Schroeder, Anne Bouhebert

Unexcused Absence: Marcia Vorhees

Other Attendees: Molly Toure, Jennifer Luikart, Felicia Richard, Siobhan Bradley

Call to order:

- Chair Paula Wilman called the meeting to order, time of 8:35am. We did not have enough Board members to receive approval of the consent agenda. Decided to continue with the meeting.

Executive Director Report:

- Molly Toure advised we received the new contract with DOH. She is in the process of reviewing existing systems such as office, bookkeeping, employee, and documentation procedures and working to revise and or update as needed.
- Molly Toure noted we currently pick up paper screens from local OBGYN offices weekly and deliver them to the Charlotte County Health Department. The Florida Department of Health is beginning the transition to electronic prenatal screens. She participated in a zoom call with all Executive Directors and the FDOH where concerns were discussed. Coalition employees have created relationships with staff at providers' offices and fear that local OBGYN offices will not follow through with the completion of electronic screens, which could impact our amount of prenatal referrals.
- Molly Toure stated that staff has been gathering documents requested for the audit with the Krizner Group, which is scheduled for the beginning of September.
- Molly Toure advised she has been reviewing the duties and job description of the QA/QI position and hopes to be advertising that position in September.
- Molly Toure noted that discussions of fundraising, the Baby Shower and the need for volunteers have been on going. She hopes to have more information for the Board during the September meeting.

Care Coordination/CI&R:

- Jennifer Luikart shared July performance reports with the Board. She noted that she is both excited and concerned with the DOH's transition to electronic screens. If the changes cause only high risk infants and high risk prenatal screens to be referred, then that is concerning for the volume of our programs. She advised she is in contact with Corinna at the Dept. of Health concerning issues that may arise and information that comes from Vital Statistics and the hospitals.
- Molly Toure noted that we have been receiving less screens recently due to a DOH data breach that took place in June. The breach has caused a delay in records being loaded into the DOH's system.
- For July, Jennifer Luikart noted that our total count for prenatal screens is 28. Total prenatal referrals is 92. There were 7 incomplete referrals from Sobra. The total number of infant referrals was 16. The drop in referrals, again, is contributed to the data breach.
- Jennifer Luikart noted her staff is working with Trena Miller, the Executive Director at Healthy Families, to ensure that Connect staff are educated on both home visiting programs.

- Jennifer Luikart mentioned there is one applicant that is in the interview process for the open CI&R /Connect position.
- Chair Paula Wilman asked Jennifer Luikart if there was an update on the IT issues related to phone call identity. Jennifer Luikart reported that the IT department is still working on this .CBHC's IT department was hit by lightning during a recent storm.

Finance:

- Felicia Richard advised that we met all of our requirements for Fiscal Year 23-24. Fiscal Year 24-25 has now begun. Felicia Richard produces the documents needed for the Coalition's upcoming financial review with Dee's and Dee's Accounting.
- Felicia Richard continues to work on streamlining the bookkeeping and we still have Nancy answering questions periodically. Some of the areas she is working on are cost allocation, staffing, and budget guidance. She has signed up for some fiscal-focused webinars and should have more information during the September Board meeting.
- Chair Paula Wilman asked if we did anything to thank Nancy Kraus for her continuing support. Molly Toure reported that the Coalition purchased her a bracelet with a northern star emblem. The bracelet is engraved with the words, "thank you for being CCH'S north star." Nancy Kraus received the gift and sent a thank you note to the Coalition.

Committees: Nothing to report on the Data or Finance committees at this time.

- Chair Paula Wilman noted for the Fund Development and fundraising, we need to get volunteers involved because the staff cannot do it all.
- Molly Toure stated that it would be helpful to offer the public a way to donate electronically.
- Chair Paula Wilman recalled that Diane Ramseyer would be retiring soon and asked if the Coalition was planning to move control of the website in-house. Molly Toure reported she has met with Diane and the plan is to transition all social media and website maintenance to an in-house task. Diane Ramseyer's contract with CCHS expires at the end of September, but she may be willing to extend it if needed.

New Business: Nothing to report at this time

Old Business:

- Chair Paula Wilman asked what was happening with the Fatherhood program.
- Molly Toure has been attending all TEAM Dad meetings. Molly Toure shared that other Coalitions seems to have had success with TEAM Dad events geared towards attracting new clients. However there are also Coalitions that have not yet been successful with their TEAM Dad programs.
- Molly Toure explained that there are eligibility requirements for TEAM Dad participants. For example, the mother of the baby must either be (1) participating in the Healthy Start home visiting program or (2) not participating in any other home visiting program.
- Molly Toure reports that Charlotte County Healthy Start does have funds to support a more robust TEAM Dad program. For example, some of the other Coalitions also have a full-time TEAM Dad Coach position.
- In relation to the TEAM Dad program, Felicia Richard noted that historically the State will initiate a new program with a 10-year plan in mind The first 3 years being the roll out and the following 7 years the implementation of the program.
- With the completion of the agenda, Chair Paula Wilman called for a motion to adjourn the meeting at 9:04am. Steve LeVasseur approved and Sue Sorenson seconded it.

Handouts:

Agenda

FY 24-25 Budget as of 09AUG2024

Minutes of Last Board Meetings – 12JUN24
CIR HS Month Reports – June 2024, July 2024

Submitted by Siobhan Bradley

Reviewed by Molly Toure

August 14, 2024

August 15, 2024