

December 11, 2024



Board Meeting Agenda

Date: December 11, 2024

Time: 8:30 am

Location: [Join Zoom Meeting](#)

ID: 89777214151

Passcode: 610212

Call to Order:

This meeting was called to order at 8:30 am by Chair Paula Wilman

Approval of the Agenda

Anne Bouhebert moved to approve the consent agenda. The motion was seconded by Janice Chupka. The motion was adopted by a unanimous consent.

Reports of Officers and Committees:

Executive Director Report

- Molly Toure reported that:
 - o The administrative assistant position has been filled by Jessica Broomall.
 - o The resource closet was rearranged by Jessica Broomall. The closet is now functioning.
 - o The QA/QI & Community Program Specialist position is still open; the position was offered to multiple qualified candidates, but they denied the job offer due to not having health insurance benefits. The job posting has been taken down and re-uploaded onto Indeed, which has resulted in new applicants. The next step is setting up interviews.
 - o Form 990 has been e-filed and was included as an email attachment to the board of directors for review.

QA/QI Report

- Molly Toure reported that:
 - o We are continuing search to fill this position.

CIR/Care Coordination Report

- Jennifer Luikart reported that:

December 11, 2024

- A candidate has been selected for the Care Coordinator position, with their start date scheduled after the holidays. Once this candidate begins, CONNECT will be fully staffed.
- A current staff member is on medical leave and is expected to return in January.
- Efforts are ongoing to identify car seat safety classes for the third care coordinator.
- The newly hired staff member will also serve as a breastfeeding educator.
- Overdose prevention training is scheduled to commence in January.
- The team has been consistently exceeding the Healthy Start performance measure requirements of 80%.
- There is a continued effort to increase prenatal care referrals.

Finance Report

- Felicia Richard presented:
 - The Coalition does not have an updated BVA due to technical issues that came up while onboarding the new administrative assistant, Jessica Broomall.
 - The Coalition will be migrating to QuickBooks Online, and anticipate being able to share an update on this migration in January.

Committees

- **Finance Committee** – no report
- **Data Committee** – no report
- **Fund Development, Education & Community Action Committee** – no report

Old Business

- None
-

Updates on the General Membership Meeting

- Molly Toure announced
 - Six board members completed the Google Survey designed to understand the Board's preference for time and location of the General Membership meeting. Of the 6 surveys completed, 66.7% preferred to have the January meeting in person and 83.3% preferred a morning meeting. Based on these results, the meeting is scheduled to be held at on *January 8th, 2024 at 9:00am at the Family Services Center* in the Teaching Kitchen. A virtual meeting link will be available for those who cannot participate in person.

New Business

- None

December 11, 2024

Announcements

- Molly Toure announced
 - The Healthy Start office will be available by phone call only on December 26th, 27th, and 30th. Felicia Richard will be receiving the calls. Molly Toure will be monitoring the office door camera on those dates to cover onsite communication with any visitors.
 - Board nominees should be provided to the Board of Directors at least 14 days prior to the General Membership meeting on January 8th. This information will be provided by email.

Adjournment

- The meeting was adjourned at 8:53 am.