

November 13, 2024



### **Board Meeting**

*Date: November 13, 2024*

*Time: 8:30 am*

*Location: Join Zoom Meeting*

**ID: 87415924816**

**Passcode: 160648**

### **Call to Order**

The meeting was called to order at 8:32 am by Chair Paula Wilman.

### **Approval of Consent Agenda**

Chair Paula Wilman moved to approve the consent agenda. The motion was seconded by Steve LeVasseur and Courtney Jennings. The motion was adopted by unanimous consent.

### **Reports:**

#### **Executive Director Report**

- Molly Toure reported that:
  - The administrative assistant position has been offered to a candidate, pending the background check and drug screen. The candidate can start immediately upon clearance.
  - The QA/QI & Community Program Specialist position has been offered to a candidate, pending the background check and drug screen. The candidate will start after Thanksgiving upon clearance.
  - The Coalition received a \$10,000 grant from the Gulf Coast Community Foundation to fund the supply closet. The grant was made possible through the Miriam P. Raines Charitable Fund.
  - The Coalition received donations of diapers and wipes through the Charlotte County COAD.
  - She attended the Florida Association of Healthy Start Coalitions (FAHSC) conference in early October.
  - Collaboration with other coalitions regarding their TEAM Dad program infrastructure supports the idea of hiring a full-time TEAM Dad Coach. This will be the Coalition's plan moving forward.
  - The financial review draft was presented for the Board's review. Felicia Richard noted the document is new, and further review may be needed. Steve LeVasseur moved to approve the draft as presented. The motion was seconded by The Chair and adopted.

### **QA/QI Report**

November 13, 2024

- Molly Toure reported that:
  - The QA/QI position has been offered to a candidate, pending background check and drug screen results.

### **CIR/Care Coordination Report**

- Jennifer Luikart reported that:
  - The Board received a copy of the Connect and Healthy Start Services monthly report.
  - One Connect Specialist, impacted by Hurricane Helene, worked remotely temporarily.
  - CBHC is seeking to hire a Connect Specialist. Meanwhile, a part-time staff member has transitioned to full-time to address staffing issues.
  - Despite hurricane disruptions, the Connect team completed 46 intakes in October.

### **Finance Report**

- Felicia Richard presented:
  - October and November BVAs, now formatted for larger print and readability.
  - A column-by-column explanation of the BVA format.
  - Updates on improved bookkeeping procedures that reduce errors.

### **Committees:**

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

### **Old Business:**

None.

### **New Business:**

- Molly Toure announced:
  - The terms of three board members (Courtney Jennings, Anne Bouhebent, and Marcia Vorhees) are expiring, and all are eligible for a second term.
  - New board member nominations are due by December 8th (30 days before the annual meeting).
- Janice Chupka noted a potential candidate for the Board. Molly Toure asked that the candidate contact her directly.
- Chair Paula Wilman inquired about Marcia Vorhees' recent absences. Janice Chupka volunteered to follow up.
- Discussion occurred about the format and timing of the annual board meeting. Janice Chupka expressed a preference for an in-person meeting later in the afternoon. Molly Toure offered to conduct a survey to gather input on preferences.

### **Other Business**

November 13, 2024

- Chair Paula Wilman moved to adjourn the meeting. The motion was seconded by Steve LeVasseur and adopted.

### **Adjournment**

- The meeting was adjourned at 8:53 am.

### **Next Meeting**

- December 11th, 2024 at 8:30am

#### **Consent Agenda Protocol:**

1. Items listed on the Consent Agenda are routine in nature and are approved by a single vote.
2. Any Board member may remove any item from the Consent Agenda for further discussion.
3. Those items removed from the Consent Agenda will be discussed immediately after approval of the remaining Consent Agenda items.
4. Prior to action by the Board, the public will be given the opportunity to comment on any Consent Agenda item.
5. Committee reports are informational. Board members may request additional information, clarification or correction on any committee report.