

Charlotte County Healthy Start Coalition, Inc.

September 11, 2024, 8:32 AM via Zoom

Board Meeting

Minutes

Attendance (Board Members): Andrea Andrade, Anne Bouhebent, Janice Chupka, Courtney Jennings, Steve LeVasseur, Sue Sorenson, Paula Wilman

Excused Absence: Russell Schroeder, Michael Weaver

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 8:32am. Requested a motion to approve the minutes of the previous meetings – June 12, 2024 and August 14, 2024. The motion was moved by Courtney Jennings and seconded by Sue Sorenson.

Executive Director Report:

- Molly Toure reported that we have submitted all of the paperwork required for The Krizner Group audit.
- Chair Paula Wilman asked how long the response might take. Molly Toure advised 3 to 4 weeks so we may have the answer by the October 9th Annual Board meeting. She advised that The Krizner Group has been asked to provide a thorough audit, especially on the Coalition's Policies & Procedures. Molly Toure noted she would send out the current Policy & Procedures and By-laws for all to review.
- Molly Toure reported that we our TEAM Dad program was funded again this fiscal year. We did not utilize all of the funds provided for the previous fiscal year, so money was returned to DOH. Molly Toure is reaching out to other Coalitions regarding their use of the TEAM Dad Funds. Most other Coalitions have hired at least 1 full time TEAM Dad Coaching position. Molly Toure noted we currently have 3 fathers enrolled in the TEAM Dad program in Charlotte County.
- Chair Paula Wilman asked if we have a deadline as to when we have to use the TEAM Dad funds. Felicia Richard advised that we have until the end of a fiscal year to use the money. The State started the program knowing that it will take the first few years to get the program up & running and that most Coalitions will be returning money due to the slow start of the Team Dad program.
- Janice Chupka asked if we had looked into the Planned Parenthood program as they have a successful outreach Fatherhood program similar to our Team Dad program. Janice Chupka reports that Planned Parenthood has a full time program manager who is sitting down and talking to Dads about the challenges they are facing.
- Molly Toure mentioned that our Team Dad program has eligibility requirements that may not be present in other fatherhood programs.
- Chair Paula Wilman questioned as to whether the returning of funds hurts the Coalition in the future from receiving funds. Molly Toure advised that it did not impact Coalition funding for this fiscal year.
- Felicia Richard mentioned that the Legislature gives up to approximately 5 years to get new programs started and that the Team Dad program should remain funded at this time.
- Molly Toure noted that all of the Coalitions are receiving the same amount of money for TEAM Dad.
- Chair Paula Wilman asked if a speaker has been arranged for the next Board meeting on October 9th which is the Annual Board meeting.

- Molly Toure advised that Jennifer Luikart has agreed to speak about services provided by the CCHS home visiting program.
- Janice Chupka expressed interest in hearing a story from a specific family.
- Jennifer Luikart mentioned that she has permission from the 2 specific mothers to discuss the services provided.
- Chair Paula Wilman reiterated that the Annual meeting will be a zoom meeting on October 9th starting at 8:30am.

QA/QI:

- Molly Toure noted that the QA / QI position has been posted. It should be posted for approximately 2 weeks and then Felicia Richard will do the first screening of applicants. We will then schedule interviews and hopefully have a candidate by the time we have our Annual Board meeting.

Care Coordination/CI&R:

- Jennifer Luikart mentioned that all had received her August report in the meeting attachments. She mentioned the Healthy Start Care Coordinators have been working on the required annual refresher courses between July, August and September and most are complete.
- Jennifer Luikart noted ShorePoint Health is now back online with DOH, so her office is receiving screens. There are still screens from July & August that were missed, but with the program back online, her office is able to receive the screens within 5 days.
- Jennifer Luikart cautioned the group that the number of caseloads appear to be dropping but it is because the mothers' cases are closed after 4-6 months of services and then care continues through an open case on the child.
- Chair Paula Wilman asked Jennifer Luikart if there was an update on the IT issues. Jennifer Luikart advised they are having more success but the cell phone numbers that do show up when they call clients do not lead anywhere so they are compliant. The Care Coordinators are learning how to communicate the need for birth date confirmation prior to revealing who they are with the clients with the new verbiage and Care Coordinator Jesika is having great success. The Connect Specialists are trying to assist each other with the proper wording to use when calling clients because they have to have the mothers confirm their birth dates before the conversation can continue.
- Jennifer Luikart noted the Healthy Start Care Coordinators are still at 100% on the Performance Measures. Performance measures impact funding.

Finance:

- Felicia Richard advised that there are no updates. We have met all of our requirements for Fiscal Year 23-24.
- Felicia Richard reviewed the BVA.

Committees:

- Chair Paula Wilman noted that we do not have reports from any of the committees. She mentioned that we do not have a Fund Development committee and was asking the Board how they feel about us not having reports from committees.
- Anne Bouhebert asked if there was information in the bylaws on standing committees.
- Vice Chair Steve LeVasseur shared the purpose of the Data Committee. He said he would read the bylaws and report back to the Board during the October meeting. He mentioned that the Board could discuss an idea for future direction as we are not focusing on fundraising at this time due to limited staff members. Our annual goal is raising \$6,000 at this time.
- Chair Paul Wilman agreed with what Vice Chair Steve LeVasseur. She also advised that we may hear of changes we need to make after we receive the results of The Krizner Group audit.

- Janice Chupka mentioned that Molly Toure would send out the bylaws which is a good idea as she will review and then discuss some ideas with Molly Toure.

Old Business: Nothing to report at this time.

New Business:

- Chair Paula Wilman mentioned our next meeting is the Annual Board meeting held on October 9, 2024 and will be a Zoom meeting.
- Vice-Chair Steve LeVasseur mentioned that we are still looking for new Board members if anyone knows of someone that would like to participate. Chair Paula Wilman mentioned that we could benefit from having an experienced financial person be one of the new Board members.
- Janice Chupka inquired with the time commitment it would take for a financially experienced Board member as she knows of a few people that may be interested but did not know about the time requirement.
- Chair Paula Wilman stated the time commitment is not that much. She also asked if there is a way to change the look of the BVA Budget so it is easier to read. She reports having limitations for viewing on her iPad.
- Felicia Richard noted that changing the look of the spreadsheet is more of a technical issue. She does look at numerous reports in order to obtain the numbers needed for the monthly report. She does not know how to make that change right now, but will work on it.
- Chair Paula Wilman thanked Executive Director, Molly Toure & Financial Manager, Felicia Richard for the time, dedication, and work they have exhibited learning about the Coalition.
- With the completion of the agenda, Chair Paula Wilman called for a motion to adjourn the meeting at 9:04am. Anne Bouhebent approved and Courtney Jennings seconded it.

Handouts:

Agenda

FY 24-25 Budget as of 03SEP2024

Minutes of Last Board Meetings –
12JUN24 and 14AUG24

CIR HS Month Reports – August 2024

Submitted by Siobhan Bradley

Reviewed by Molly Toure

September 11, 2024

September 12, 2024