

Our mission is to promote the health and well-being of women, infants and families to achieve a successful pregnancy and a healthy start in life.

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Community Advocate

EXECUTIVE STAFF

MONICA FIGUEROA KING, MA
Chief Executive Officer

Our vision is to lead the Broward County maternal and child health system of care to improve birth and developmental outcomes.

BOARD OF DIRECTORS MEETING

December 2, 2021 at 9:30 am

***In-Person Minimum Quorum Required**

Via Zoom Meeting

<https://us02web.zoom.us/j/81712843650>

Meeting ID: 817 1284 3650, Dial In: (929) 205-6099

I. WELCOME AND INTRODUCTIONS

II. CONSENT AGENDA *

- A. October 28, 2021 Board Meeting Minutes p. 1-6
- B. Financial Balance Sheet and Income Statement p. 7-8
as of September 30, 2021. *MOTION BY EXEC/FINANCE ON 11/17/21*

III. FY 2020-21 AUDIT PRESENTATION –
Caballero, Fierman, Llerena & Garcia, LLP
(Attachment I)

IV. CHIEF EXECUTIVE OFFICER REPORT

- A. Healthy Start System of Care and BHSC Update p. 9-11
- B. FY 2021-22 Budget Amendment* p. 12-17
- C. Expansion of Office Space – Lease Amendment*

V. PROGRAM REPORT

- A. Performance Dashboard FY 21/22 p. 18

VI. OTHER BUSINESS

- A. Board of Directors Meeting Attendance FY 21-22 p. 19

VII. ANNOUNCEMENTS/PUBLIC COMMENT

VIII. NEXT BOARD OF DIRECTORS MEETING

- January 27, 2021

IX. ADJOURN

*Vote Needed

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**Minutes and Notes
Board of Directors Meeting
October 28, 2021 at 9:30 am**

Members Present

Maria Juarez Stouffer; Dawn Liberta; Neiko Shea (zoom); Marsha Christie; Tim Curtin (zoom); Dr. Marga Figueroa (zoom); Dr. Harleen Hutchinson; Rose McKelvie; Amy Pont; Karen Swartzbaugh Ghezzi

Unable to Attend:

Dr. Lori Canning; Skye Cleek; Regine Kanzki; Allison Metsch

Healthy Start Staff Present

Monica King; Michele Burka (zoom); Robin Grunfelder (zoom); Marta Gutierrez (zoom); Teri Roach (zoom)

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
Welcome/ Introductions	Maria Juarez Stouffer called the meeting to order at 9:35 am. Roll call followed. The new Human Resources Generalist, Betty Del Rio was introduced to the committee and discussed upcoming plans such as revising Policies and Procedures and putting together an Employee Planning Committee within the organization.	
Consent Agenda	<p>A. September 23, 2021 Board of Directors Meeting Minutes <i>B. REVIEWED AND RECOMMENDED BY EXECUTIVE/FINANCE ON 9/15/21</i></p> <p>B. Financial Balance Sheet and Income Statement as of August 31, 2021</p> <p>MOTION MOTION by TIM CURTIN to approve the Consent Agenda as presented. SECOND by KAREN GHEZZI. MOTION CARRIED.</p>	Consent Agenda was approved as presented.
Chair Report	<p><u>Recommendation RE: Board Vice President</u> Dr. Sharetta Remikie has resigned from BHSC Board of Directors due to accepting a position at Children’s Services Council as their Chief Equity Community Engagement Officer. Dr. Remikie will remain as the Chair for the Fetal Infant Morality Review/Community Action Group. Due to Dr. Remikie’s resignation, there is a need to fill this position immediately. After discussion with the Executive Finance Committee on October 20, 2021, Dawn Liberta was recommended to be considered for the role of Vice President and complete Dr. Remikie’s term. Nominations from the floor were solicited but there were no other interested parties, therefore it was agreed that Dawn Liberta will assume the role of Board Vice President. Upon conclusion of the meeting, current Board Signers will need to sign off on a new bank card, updated with Dawn’s signature as well.</p> <p>MOTION MOTION by AMY PONT to approve Dawn Liberta as Board Vice President. SECOND by TIM CURTIN. MOTION CARRIED.</p>	Dawn Liberta will fill the position of Board Vice President throughout the duration of Dr. Remikie’s term.
Chief Executive Officer Report	<p><u>Florida Association of Healthy Start Coalitions (FAHSC)</u> The logistics have been finalized for the 30th Anniversary, state press tour. The celebration started in Broward County on Monday, October 25, 2021, at BHSC location. The event was hosted by BHSC CEO, Monica King, FAHSC CEO, Cathy Timuta shared some remarks, Dr. Sharetta Remikie spoke as our local champion and a HS mom shared her story as well. NBC 6 Forever Family will be highlighting the celebration along with CBS 4 Neighbors for Neighbors. This celebration is expected to end with an in-</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>person celebration in Tallahassee, honoring Speaker Sprowls.</p> <p>The Florida House HHS Committee requested a presentation on Fetal Infant Mortality. The presentation was comprehensive and completed by FAHSC CEO along with the CEO of the NE Florida Healthy Start Coalition on their FIMR project. There has been discussion on expanding the FIMR project statewide since it is currently only in 13 counties.</p> <p><u>Broward Healthy Start Coalition</u> There will be a local, virtual event for BHSC to celebrate HS 30th Anniversary on November 8, 2021, at 11am. This is an opportunity to recognize our partners and maternal health champions. A short 30 second video was requested of Board members to share during this event.</p> <p><u>Healthy Start MomCare Network (HSMN)</u> The amendment for FY 21/22 has been executed between the Network and AHCA. The local amendment is forthcoming.</p> <p><u>Florida Department of Health</u> DOH is starting quarterly training webinars for the Coalitions with the first one scheduled November 4, 2021. They continue to work on an electronic prenatal risk screens. DOH sent a letter acknowledging a positive administrative monitoring for FY 20/21.</p> <p><u>Coordinated Intake & Referral – CONNECT</u> CI&R received 2127 referrals in September. The data provided was as follows:</p> <ul style="list-style-type: none"> • Successful Intakes 1661 (78%) • Home Visitation Program 903 (54%) • No Further Services Needed 621 (37%) • Declined Services 136 (8%) <p>The program is currently short staffed due to 3 employees on leave. A per diem worker has been hired to provide assistance during this time. The challenge continues with more referrals than capacity in the Home Visitation Programs.</p> <p><u>Healthy Start Home Visitation Program</u> Pre-monitoring activities are being scheduled through early November and annual monitoring dates have been scheduled from early December through the beginning of February 2022. It was shared that in recent years the State data system has had a lot of changes and improvements on the new model for HS such as: better reports, a portal has been developed for health plans to view their members, and improved outcome reports. This is an opportunity to focus on qualitative data from programs.</p> <p>A professional training plan for supervisors and home visitors is being developed. Edwin Knight, Community Health Supervisor will be providing Motivational Interview training. Reflective Supervision and support proposals for home visiting program supervisors and staff is also being explored.</p> <p>Contract negotiations have been finalized for The Village South.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>Onboarding is expected to begin on November 1, 2021.</p> <p>Effective January 1, 2022, home visits will resume to in-person. Providers have been instructed that by this time, telehealth via just phone will no longer be a billable service, but it has been reported since receiving this policy transmittal in September, that some video visits may potentially be allowed if a family would prefer and refuse an in-person visit but that information needs to be updated in writing. There was discussion of billing coding to determine family's preference but there is no available data provided by the system other than manually tracking. It was suggested to determine a way to capture this information to have available locally for reporting purposes.</p> <p><u>Maternal Child Health System of Care</u> The MCH Systems Committee was held on September 14th and the FIMR Program Manager presented on the FIMR project findings and recommendations.</p> <p><u>Maternal Health</u> The HBWW/Maternal Health committee has been working on engaging faith-based organizations and introducing a network of services available to the community. HS Community Liaison was able to connect with Brown's Temple. Pastor Brown has requested assistance in bringing awareness and support services to pregnant women in the Pompano community. HS will be in contact with their Women's Ministry to discuss coordination of this initiative with HS Network of services.</p> <p>The committee has been exploring additional ways to improve maternal child health outcomes and discussed the use of Doulas. AHCA is encouraging Medicaid Health plans to provide Doula services. Upon conclusion of a Doula presentation by Indian River CEO, Andrea Berry, the committee expressed interest in moving forward with a Community Doula program locally. The Doula Community Coalition has received funding from the Anthem Foundation in partnership with Simply Health plan to support Doula trainings. Broward County will be a part of this pilot and is expected to host a training the first quarter of the calendar year. Rose McKelvie shared Broward Health interest in providing private doulas and support to moms who may not be able to afford a doula but there were a lot of compliance issues in a hospital environment. The 1099 Doulas groups that are available will be shared.</p> <p><u>Fetal Infant Mortality Review (FIMR)</u> The Case Review Team met on September 28, 2021 and reviewed 3 cases. We have obtained 2 maternal interviews since July. The next CRT is scheduled for October 26, 2021, and 4 cases are slated for review. Dr. Kathy Porter, the new Maternal Fetal Medicine Director of Broward Health, has joined the CRT team to provide her expertise to the group. The FIMR Program Manager has actively recruited other new members to the CRT team as well.</p> <p>FIMR CAG met on October 12, 2021. On October 13, 2021, the FIMR Program Manager attended the All FIMR Meet up to hear from people all over the country and their innovative strategies to promote equity and</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>prevent fetal and infant death.</p> <p>BHSC will be participating in the FIMR Storytelling collaborative this year to help elevate the families' experiences and stories as part of awareness.</p> <p><u>Safe Sleep Program</u></p> <p>Safe Sleep posters have been developed and printed in English, Spanish and Creole for our Safe Sleep Poster Campaign to share within OB offices, WIC, hospitals, and other partners. All safe sleep education and program materials have also been translated. CSC provides 350 cribs, however, the program provided 637 cribs for the year with BHSC providing the remainder in-kind as match.</p> <p>This is the last month of the Neighbor 4 Neighbors campaign to promote the Safe Sleep message.</p> <p>October is SIDS awareness month. There is a Facebook LIVE event scheduled for Friday, October 29, 2021 from 11am-12pm. This event is titled: "Let's Talk Mom to Mom" and they will be discussing barriers that impact parent choices and learn tips on how to overcome them. A flyer was shared. A mini toolkit was also developed to promote the Safe Sleep messaging during this time.</p> <p><u>Infant Health Substance Exposed Newborns</u></p> <p>The committee continues to meet in partnership with Child Welfare and modify the protocol to ensure SEN cases are staffed with Child Protection and completing 30 day follow ups. There was a subcommittee meeting with DCF who is rolling out a protocol for cases screened out of the Hotline. These will begin to go through DCF's community office and then potentially referred to Connect Program for the home visiting program or peer support services. It was reported some POSC trainings have been postponed due to pending Memorandum of Understanding but Dawn Liberta will verify this information.</p> <p>BBHC Community Health Supervisor has been conducting outreach to OB providers, hospitals and clinics about substance use screening and recommendations from ACOG to complete these screenings along with depression screenings. There has been outreach to 33 OB offices/hospitals. In partnership with DOH Opioid to Data Action Team, FSU will be completing evaluations on trainings and education with doctors to complete surveys. We will work with FSU to replicate this survey for the cases identified not in partnership with the DOH team.</p> <p>Our Peer Specialist contacted 29 mothers and provided peer support for engagement into treatment and other services; six (6) were referred to a substance use evaluation and drug test appointment to determine if ongoing therapeutic intervention was recommended. There were 15 cases already engaged with a peer specialist for linkage to treatment through the Family Engagement Program (FEP).</p> <p>The Housing and Education Specialist has conducted 13 presentations to community agencies. She continues to provide assistance with housing and education to moms with substance involved cases received through</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>connect referrals.</p> <p><u>Project Hope</u> The Project Hope Program at Memorial Health enrolled seven new clients for the month of September 2021. They served a total of 27 new and existing clients, as a result, 60 community referrals were completed.</p> <p>Broward Health currently has an opening for the Care Coordinator position. It has been almost two months since the last worker resigned. They have been doing interviews but have not identified a qualified candidate.</p> <p><u>Tomorrow’s Rainbow-Bereavement Support</u> During the month of September 2021, bereavement support services were provided both in-person and virtually. One (1) person attended group onsite; seven (7) parents attended virtual group sessions. There was a total of eight (8) individual counseling sessions held. A bilingual Spanish/English clinician was hired, and the Spanish virtual support group have begun. The Creole virtual support group started on October 7, 2021. The bereavement flyer is being professionally translated into Spanish and Creole and will be shared broadly to help further engage parents who speak those languages. Preferred method of service continues to be virtual sessions.</p> <p><u>Defer Healthy Start RFP to FY 22/23</u> Since the AHCA amendment has been executed, a Budget amendment is being put together earlier than usual to present at the next Executive/Finance committee meeting and Board approval. This is an opportunity to review BHSC overall budget and ensure potential revenue is being drawn down.</p> <p>Although there were plans to release an RFP in the Spring to renew the procurement for the existing Healthy Start Home Visiting network to be effective July 1, 2022, the proposal is to move forward with program and administrative enhancements as soon as possible in order to leverage for improved quality assurance due to allocated funds recently allocated.</p> <p>There was consensus to move forward with a proposal to review and amend the budget as needed to reflect additional funds received and defer the RFP for 1 year to allow implementation of expansions, contingent upon legal concurrence.</p> <p>MOTION MOTION by KAREN S. GHEZZI to move forward with a proposal to review and amend the budget as needed to reflect additional funds received and defer the RFP for 1 year to allow implementation of expansions. SECOND BY DAWN LIBERTA. ABSTENTIONS BY TIM CURTIN, ROSE MCKELVIEMOTION CARRIED</p>	<p>Bring forward Budget Amendment recommendations to Exec/Finance and Board committee in November & December.</p>
Program Report	<p>A. Performance Dashboard FY 2021/22 An overview of September screenings, Intakes, Initial Assessments, and ongoing visits was provided including a snapshot of previous year.</p>	
Other Business - FYI	<p>A. FYI – Final Board of Directors Meeting Attendance FY 2021/22 For information purposes.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
Announcements/ Public Comment	<p>Maria Juarez Stouffer, CSC, Chief Program Officer is seeking a rater for an RFP – Maximizing Out-of-School Time (MOST) to provide afterschool and summer program enhancements. Any interested parties should contact Maria directly.</p> <p>DCF new initiatives were announced. The Care Navigation Team which provides one-on-one support to develop a plan to achieve economic self-sufficiency. A Hope Line has also been developed to connect with a Care Navigator. The line will be shared with the committee.</p>	
Adjournment	<p>Meeting adjourned at 10:24 am.</p>	

INTERIM FINANCIAL STATEMENTS

Broward Healthy Start Coalition
Balance Sheet

Issued 11/8/21

	September 30, 2021	September 30, 2020
Assets		
01-1125-00-00-00 Cash-Bank of America-Operating	\$1,220,559	\$2,400,599
01-1150-00-00-00 Cash-Bank of America-Savings	\$2,317,545	\$560,283
Savings Contingency	\$560,099	\$200
Petty Cash	\$200	
01-1175-00-00-00 Grants Receivable-	\$2,070,771 **	\$810,008
**-1225-00-00-00 Network Holdback -ASSET	\$562,184	\$524,236
**-1226-00-00-00 Prepaid-Other	\$37,508	\$19,963
**-1390-00-00-00 Deposits-Rent	\$0	\$6,453
**-1425-00-00-00 Equipment/Furniture/Fixtures	\$76,273	\$63,580
**-1525-00-00-00 Less: Accumulated Depreciation	\$60,175	\$41,564
**-1550-00-00-00 Due/to from	\$7,982	
Total Assets	\$6,913,297	\$4,426,887
Liabilities and Fund Balance		
Liabilities		
**-2100-00-00-00 Accounts Payable	\$374,521	\$561,484
**-2300-00-00-00 Accrued PTO	\$61,972	\$53,263
-2325-00-00-00 Accrued Payroll Taxes	\$4,889 *	\$1,357
-2200-00-00-01 Accrued Pension	\$4,512 *	\$0
-2350-00-00-00 Accrued Payroll Payable	\$61,145 *	\$16,456
**-2525-00-00-00 Network HOLDBACK -Liability	\$562,184	\$524,236
Total Liabilities	\$1,069,222	\$1,156,796
Fund Balance		
**-3100-00-00-00 Fund Balance	\$5,844,075	\$3,270,091
Total Fund Balance	\$5,844,075	\$3,270,091
Total Liabilities and Fund Balance	\$6,913,297	\$4,426,887

** Projected HSM Network AR for September \$537,993.00
*** Accrual for 9 of the 10 days on 10/7/2021 payroll

INTERIM FINANCIAL STATEMENTS

Broward Healthy Start Coalition

Income Statement

September 2021

Issued 11/9/21

Revenues

Interest Income	356	
Revenue-DOH-Base-Direct-Provider	452,895	
BBHC	100,000	
Revenue-Med.-HCN	1,778,446	**Projected
Revenue -CSC Safe Sleep	59,271	
Grant -United Way	27,720	
Contributions-Miscellaneous	5,011	
Sponsorships/Underwriting	0	
Total Revenues	2,423,698	

Expenses

DOH CIR Direct Expenses

Salary and Fringe	34,045
Other Expenses	473
	<hr/>
	34,519

DOH Subcontractors Expense

Subcontractor Expenses	<hr/>
	293,123

DOH Operations

Salary and Fringe	39,605
Other Expenses	32,015
	<hr/>
	71,620

DOH Indirect Expenses

Salary and Fringe	41,073
Other Expenses	5,138
	<hr/>
	46,211

Non Restrictive

Other Expenses	<hr/>
	7,872
	7,872

United Way Project Hope

28,082

AHCA Medicaid Indirect Expenses

Salary and Fringe	151,251
Other Expenses	9,004
	<hr/>
	160,255

AHCA Medicaid Subcontractor Expenses

Subcontractor Expenses	<hr/>
	704,238

AHCA Direct Expenses

Salary and Fringe	280,760
Other Expenses	49,308
	<hr/>
	330,069

BBHC Expenses

Salary and Fringe	39,450
Other Expenses	4,676
	<hr/>
	44,126

Community Support EXPENSES

2,910

CSC- Safe Sleep

Salary and Fringe	40,632
Other Expenses	26,848
	<hr/>
	67,480

Total Expenses **1,790,504**

Revenue over expenses **633,194**



CHIEF EXECUTIVE OFFICER UPDATE

December 2, 2021

Florida Association of Healthy Start Coalitions (FAHSC)

FAHSC held a 30th Birthday Press Event in Broward on October 25th. The FAHSC CEO, Cathy Timuta, and BHSC CEO made remarks. We had Dr. Sharetta Remikie, former Board member, and Cindy Arenberg Seltzer, CEO of CSC laud the accomplishments of Healthy Start and its partnership with the community. We had a Healthy Start client, Ashley Jean-Pierre, share how she had experienced depression and didn't know what she would have done without having Healthy Start to support her through some dark days. NBC 6 Forever Family will be highlighting the celebration as will CBS 4 Neighbors for Neighbors.

Broward Healthy Start Coalition

We had a wonderful local 30th Anniversary Celebration on November 8th. It was a virtual event filled with a trip down memory lane with videos and photos. We recognized our partners and maternal child health champions.

Legislative Champion – Senator Lauren Book

Legacy Award – Robin Grunfelder

Spotlight Award – Anne Corbett

Collective Impact Champion – Marci Ronik

Maternal and Child Health Champion – Dr. Sharetta Remikie

Board Champion – Tim Curtin

Provider Awards

Urban League of Broward County – 12 years of service

Avanti Support & Services – 12 years of service

Henderson Behavioral Health – 12 years of service

KID – 16 years of service

Broward Health – 22 years of service

Memorial Healthcare System – 23 years of service

Covenant House – 29 years of service

Risk Screening Office – 29 years of service

Health Care Provider Screening Awards

Royal Palm/GYN

Sunlife OB/GYN

Premiere O/GYN

Holy Cross Medical Group OB/GYN

Dr. Faris Hanna M.D. OB/GYN

Galen OB/GYN

Hospital – 100% Infant Screening Rate

Plantation General Hospital

Volunteer Recognition

Girl Scouts of Southeast Florida

Healthy Start MomCare Network (HSMN)

The Amendment for FY 21/22 that included the additional allocation from the legislature has been executed between the Network and AHCA. The Network provided an initial estimate at the beginning of July for Amendment #7 of \$7,743,171. This is an increase from the final FY 20/21 allocation of \$6,171,678. The Network had to process all outstanding FY 20/21 claims and revise the final FY 21/22 allocation. The Network Board was scheduled to meet on November 9th to finalize and approve the allocation but did not have quorum. They did share a revised estimated allocation to Broward of \$7,672,815 but will have to convene the Board for a final vote in the next few weeks.

Florida Department of Health

DOH kicked off quarterly virtual meetings with the Coalitions. They provided updates related to the Maternal Child Health Bureau. Anna Simmons has been promoted to lead the Maternal Child Health Bureau.

Coordinated Intake & Referral –CONNECT

CIR Received 1877 referrals in October 2021. CI&R completed 1705 Intakes or 91%. The number of clients being connected to a Home Visitation program in September was 873 clients or 51%. Those determined as No Further Services were Needed was 701 or 41%, education and resources were provided, and 130 or 8% Declined services.

Healthy Start Home Visitation Program

We have scheduled annual monitoring dates from early December through the beginning of February 2022. There are recommendations in the Budget Amendment for an expansion of services.

Maternal Child Health System of Care

The March of Dimes is preparing to launch a “Collective Impact” project related to Maternal Child Health in Broward County. The BHSC CEO met with the new staff member and the national Director in hopes of coordinating and building on the Collective Impact work that Broward Healthy Start has been doing for these past 15 years through FIMR CAG. We agreed to work together in preparation of their Taskforce meeting and to reconvene regularly to ensure coordination and avoid duplication of efforts.

The MCH Systems Committee will meet again on December 14th.

Maternal Health

Following up on the desire to move forward in supporting a Community Doula program, we are working with the Doula Community Coalition. They received funding from the Anthem Foundation in partnership with Simply Health Plan to support Doula trainings. The Indian River CEO reached out to Broward’s CEO about interest in hosting a training. Broward County will be a part of this pilot and is expected to host a training the first quarter of the calendar year.

We received a contract for \$13,260 from the lead agency, the Healthy Start Coalition of Indian River, to do the following:

Broward will recruit 15 Doula candidates within the South Florida area which has been identified as having a doula shortage. We will use our best efforts to recruit Doulas that are bilingual based on community population mix and that are Medicaid Recipients, Medicaid eligible, and or low-income individuals. Broward will coordinate and host the training. Broward will verify BEAM certification for each trained Doula. We would embed the offer for Doula Care within Coordinated Intake and Referral allowing many more families to take advantage of this service. We will coordinate to confirm each Doula has completed the credentialing process for Florida Medicaid. Finally, we would provide ongoing support and supervision to Doulas following certification.

Fetal Infant Mortality Review (FIMR)

The next Case Review Team is scheduled to be held November 30th. The coalition will participate in a second national FIMR Storytelling collaborative this year to help elevate the families’ experiences and stories as part of awareness.

Safe Sleep Program

The Safe Sleep Program Manager has resigned but the team is ensuring all activities continue. We have posted the position. We have gotten fantastic feedback on the Safe Sleep posters from the OB offices, WIC office and clinics. We hosted a Safe Sleep Training for professionals on Nov 17th.

Infant Health Substance Exposed Newborns

A prototype process rolled out with DCF, BSO CPIS and Healthy Start on October 4th to handle “screen out” cases of pregnant women/new mothers who may be using substances. This smaller workgroup led by DCF’s Regional SAMH Director, Suzette Fleischmann, is meeting weekly to review the process and any lessons learned.

The BBHC funded Behavioral Health continues making great progress. This outreach has led to an increase in the number of referrals to both the Peer Specialist and the Housing and Education Specialist. We confirmed just this past week that BBHC has allocated an additional \$300k to Broward Healthy Start Coalition to support the program. The additional funding would allow the hire of an additional Peer Specialist, Service Coordination Specialist to assist with housing/education/employment along with flex funds to support the families. The Community Health Supervisor with this program continues conducting outreach to OB providers, hospitals and clinics about substance use screening and recommendations.

March of Dimes Women of Distinction

We wanted to recognize, Rose McKelvie, being honored by the March of Dimes on Nov 18th as a Woman of Distinction.



Issue: FY 21/22 Budget Amendment

Background:

We traditionally develop, review, and submit a Budget in May for the upcoming FY which runs July 1 through June 30. We also typically bring a Budget Amendment in the Spring to “true” up some adjustments. However, we are bringing forward a Budget Amendment sooner considering the legislative increase to the Network (AHCA) allocation. The Amendment between AHCA and the Network for FY 21/22 that included the additional allocation was executed in late September. The Network provided an initial estimate for Amendment #7 to Broward of \$7,743,171. This is an increase from the final FY 20/21 allocation of \$6,171,678. The Network had to process all outstanding FY 20/21 claims and revise the final FY 21/22 allocation. The Network Board was scheduled to meet on November 9th to finalize and approve the allocation but did not have a quorum. They did share a revised estimated allocation to Broward of \$7,672,815 but will have to convene the Board for a final vote. Whether they land at \$7.7 or \$7.6 million, it would be about a \$1.5 million increase in our contract cap. As a reminder, this is a “cap” which must be earned on eligible activities and claims.

Current Status:

While we were able to leverage our entire FY 20/21 allocation, the FY 21/22 increase is significant, and we are bringing forward a Budget Amendment. While we have been proactive in moving forward with expansion of eligible activities with the award to The Village, the program recommendations below will further our ability to maximize our “cap”. We are projecting that with all the recommendations below, we should be able to draw down annually \$7.2 million. However, since many of these recommendations would not go into effect until January 1st we are projecting this year to earn \$6.5 million.

In this Amendment, we capture some of the recommendations already approved by the Board such as the award to The Village South but are bringing forward some additional recommendations related to Program Enhancements as well as Administrative Enhancements.

Budget Amendment Summary

Below you will find narratives highlighting the substantive requests for this Budget Amendment. We have provided with you the best estimates for each area and amounts not to exceed. Attached is the traditional Excel summary sheet outlining the current Budget and the Revision Requested.

Program Enhancements

Healthy Start System of Care & Program Enhancements

We are recommending enhancements in four areas 1) improving quality assurance within program services, 2) expanded home visitation capacity, 3) risk screening promotion and community development/outreach and 4) expanded intake capacity in Connect.

- 1) We have increased our focus on quality assurance this year. The Healthy Start Program is very prescriptive and there is very specific requirements; documentation, and data entry that must occur according to HS Standards and Guidelines. While we have one staff person internally assigned to quality assurance who ensures the core

review and continuous technical assistance to providers, we have found that providers would greatly benefit from having someone within their team to focus on quality. This would afford the Supervisors more time to do supervision and hands on coaching with staff. We are recommending the addition of one quality assurance FTE to each provider that does not already have a dedicated position. This would add 6 FTEs focused on quality and compliance to our provider network.

- 2) Additionally, we have reviewed the staffing pattern of all the subcontractors and determined where additional home visitors could be added while maintaining a Supervisor to Staff ratio of no more than 6:1. We are recommending the addition of 7 FTE home visitors to our Healthy Start network which will increase the number of participants we can serve in home visitation by about 280 monthly and approximately 4,000 additional home visits annually which will help maximize our Network/Medicaid earnings.

The attached Funding Recommendations table provides the details of the above enhancements, 1) and 2). The six-month budget impact for these two enhancements for FY 21-22 is \$510,500 with an annualized budget impact of \$1,021,000.

- 3) We are requesting the addition of a second Community Liaison in-house to support the function of visiting and educating healthcare providers. The County has 115 OB/GYN provider offices that we are required to provide at least an annual visit. We are also coordinating with the 8 birthing hospitals, the 3 community clinics, and desire to further expand to pediatrician offices. The role of the Community Liaison is to also engage with the community to educate and encourage Healthy Start Screening and educate on maternal and child health issues and initiatives. We believe having a second Community Liaison would allow us to further our community reach, improve prenatal screening rates, and engage via social media and in grassroots community events at faith centers, community centers, and more to connect with women and families. The salary range for a Community Liaison is \$40-\$46K
- 4) The in-house Connect team is a high-volume program and continues to do an excellent job and we believe additional intake staff would benefit the organization and system of care. Currently, when there is any sort of staff vacation/shortage, the supervisors are filling in to cover the Intakes. Having two additional Intake Coordinators would take some of the volume pressure on the team and allow the Supervisors to spend more time on quality assurance and supervision. We recommend the addition of 2 FTE Intake Coordinators with one primarily dedicated to processing referrals and following up with high traffic referral sources like Child Welfare and Medicaid Health Plans, and the other dedicated to performing telephonic intakes in addition to rotating to the three birthing hospitals without dedicated Connect staff to perform bedside intakes. This will increase the number of participants we can serve in Connect by approximately 1,200/annually which will help maximize our Network/Medicaid earnings. The salary range for an Intake Coordinator is \$37-\$40K

Enhancement	This FY – 6 months	Annual Budget Impact
Healthy Start Provider Network	\$510,500*	\$1,021,000
Community Liaison	\$26,785	\$60,234
Connect – 2 FTEs	\$53,899	\$111,922

*Separate table with Provider detail

Administrative Enhancements

Healthy Start & Other Program Support

We are recommending the addition of the following 1) a Contracts Coordinator and 2) Administrative Assistant. We have one Contract Manager who currently has oversight of the Healthy Start Subcontracted Network and is also responsible for the reporting of deliverables and reports to our two Healthy Start funders: DOH and the Network. With the growth of the subcontracted provider network there has been an increased demand on our sole Contract

Manager. Additionally, we have diversified our funding with grants from CSC, United Way, and BBHC and there has been an increased demand in Contract Management and Coordination. We are requesting the addition of a Contracts Coordinator to support these additional responsibilities. The salary range for this position would be \$45-\$50K. Additionally, with the growth of grantors, the Community Health Department has 11 staff and no dedicated Administrative Support. They currently rely on shared administrative support. The salary range for this position would be \$33-\$35K.

Enhancement	This FY – 6 months	Annual Budget Impact
Contracts Coordinator	\$29,000	\$64,158
Administrative Assistant	\$23,000	\$51,972

Finance and Administration

We are recommending the addition of an Accounting Coordinator to support our Finance responsibilities. We have reviewed the responsibilities under Finance and Administration and believe the addition of an Accounting Coordinator under the Director of Administration is essential. As our funding has grown, we have expanded mainly in our programs which brings added volume and responsibilities in Finance. We have done an analysis of all the functions and determined the need. The Accounting Coordinator would serve as support in the review of documentation for invoices, prepare schedules, assist with journal entries, and serve as a back up to the Director of Administration in finance related matters. The salary range for an Accounting Coordinator is \$50-\$55K.

We are recommending that we lease some additional office space in the office complex we currently occupy. In 2019, we had 25 staff and moved forward with a lease agreement at our current location for 5,550 sq ft to potentially house 30 staff. We moved into our current space in May of 2020 and have since been able to grow our programs with expanded Medicaid funding as well as Grant funding like CSC, United Way, and BBHC. We currently have 37 staff, and our office space has become constrained having to double up in some offices. We have some staff in a hybrid remote/in-office schedule but that’s partly because of space. If approved, the Budget Amendment would bring on an additional 5 staff members bringing the total to 42. We had a preliminary conversation with the current Property Management Company and there is a suitable space available for 2,080 square feet. They would honor our current lease rate and the term would be coterminous with our current lease and most importantly provide a 6-month rent abatement. This would mean no lease costs until potentially next budget year FY 22/23. They would do a minor refresh (replace carpet, paint, replace ceiling tiles) and it could potentially be available by January 1, 2022. With your approval to move forward with the concept, we would bring back the lease amendment for your final approval. We hope to have that document shortly.

We are also suggesting that we budget some funds towards Legal Services in case we need them. We currently have an agreement with Legal Aid of Broward County for pro bono services that they provide to non-profits. They review bylaws, contracts, leases but as we’ve grown, we need to be able to quickly address any issue that may come up and it would be helpful to have some funding set aside.

Enhancement	This FY – 6 months	Annual Budget Impact
Accounting Coordinator	\$36,000	\$ 73,625
Expanded Office Space	N/A	\$41,000
Furniture for Expanded Space	\$12,000	N/A
Legal Services	\$5,000	\$5,000

Recommendation

Approve Budget Amendment Recommendations as stated.

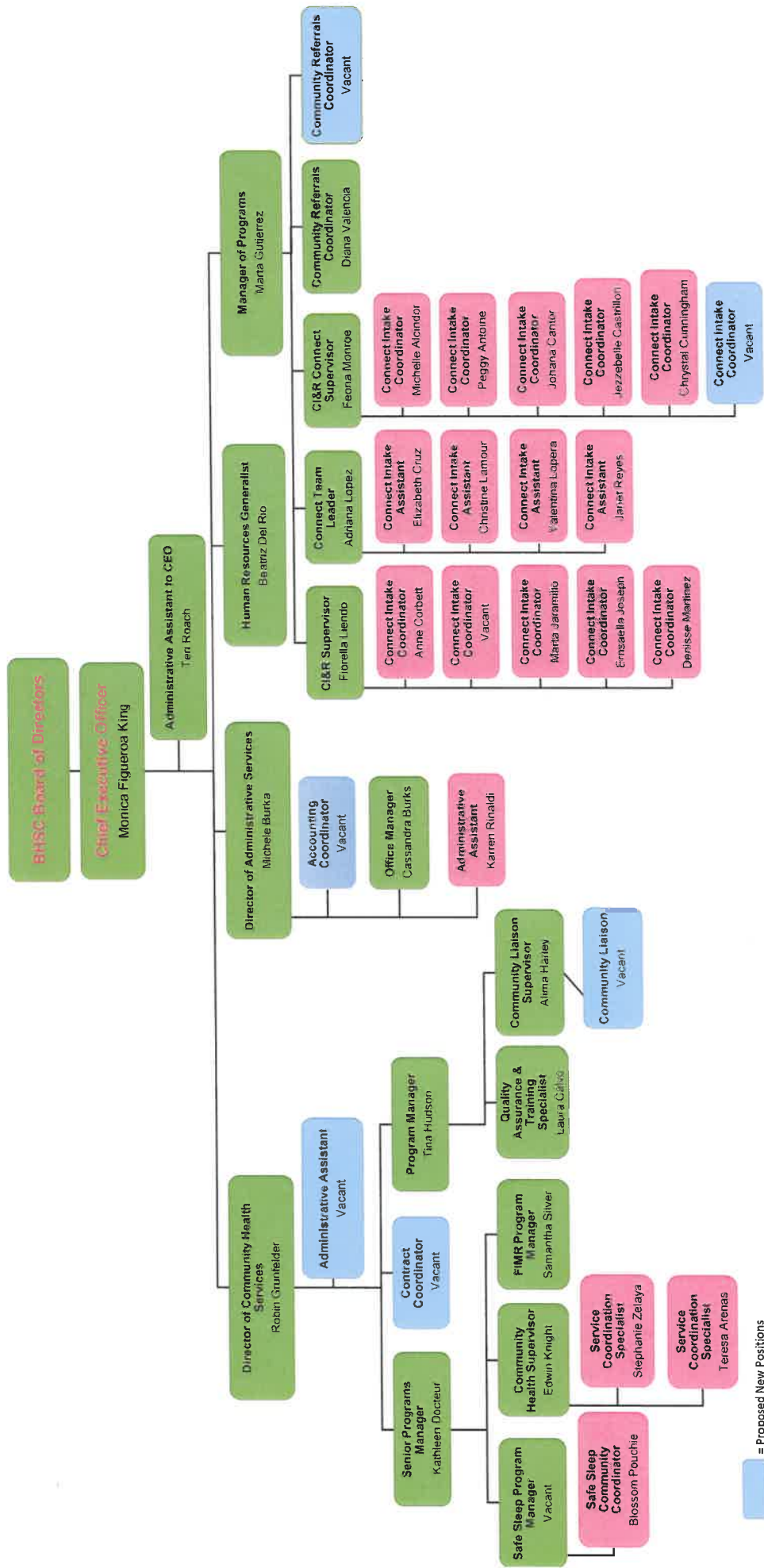
Healthy Start Coalition Name: Broward Healthy Start Coalition				
UPDATED 11/22/2021	Contract Period: 2021-22221			
Budget Amendment				
Line Items	Original Budget Totals	Proposed Budget Changes	Proposed NEW Budget	Line item justification
Funding Totals				
SALARY AND FRINGE TOTALS	\$ 2,651,348.37	\$198,594.20	\$2,849,942.57	Increased to capture the addition of a new Contracts Coordinator, additional Community Liaison, an Administrative Assistant, two additional CI&R positions and an Accounting Coordinator.
OPERATION COSTS				
CONSULTANTS				
CSC Safe Sleep RN Consultants	\$ 16,500.00	\$0.00	\$16,500.00	
DOH FIMR RN Consultants	\$ 9,000.00	\$0.00	\$9,000.00	
Independent CPA	\$ 7,000.00	\$0.00	\$7,000.00	
Administrative Consultants	\$ 31,875.00	\$0.00	\$31,875.00	Increase in contract to meet organization needs.
Marketing Professional	\$ 8,000.00	\$7,000.00	\$15,000.00	
Legal Fees	\$ -	\$5,000.00	\$5,000.00	Added funds for an attorney if needed.
CI&R Per Diem Contractor	\$ 39,000.00	\$0.00	\$39,000.00	
Blackbaud Accounting system	\$ 11,700.00	\$0.00	\$11,700.00	Additional consultant fees added to modify General Ledger Account Structure
Childbirth Education and Lactation Support	\$ 103,200.00	(\$51,600.00)	\$51,600.00	Board approved October 2020. The award has not been made as of yet.
Advertising	\$ -	\$4,000.00	\$4,000.00	Added to cover program needs.
Audit	\$ 24,000.00	\$0.00	\$24,000.00	
Cell Phones	\$ 1,300.00	\$16,400.00	\$17,700.00	Cell phones were issued to all employees instead of a cell phone stipend.
Copier costs	\$ 4,992.00	\$1,008.00	\$6,000.00	
Conference and Training	\$ 3,000.00	\$11,000.00	\$14,000.00	With additional staff, additional trainings are scheduled.
Client Educational Materials and Promotional Items	\$ 7,159.04	\$0.00	\$7,159.04	
Equipment Rental		\$3,600.00	\$3,600.00	
Information Systems	\$ 18,160.00	\$24,568.29	\$42,728.29	Based on increased monthly costs with additional staff members and new office needs
Insurance	\$ 12,900.00	\$0.00	\$12,900.00	
Membership to Non-Profit Alliance & APH	\$ 2,050.00	\$0.00	\$2,050.00	
Fees to solicit contributions	\$ 300.00	\$0.00	\$300.00	
Computers	\$ 9,200.00	\$7,850.00	\$17,050.00	To update older machines and purchased equipment for new staff.
HSMCN Well Family System Dues	\$ 18,000.00	\$0.00	\$18,000.00	
FAHSC Annual Dues	\$ 26,000.00	\$0.00	\$26,000.00	
Monthly Membership & Subscriptions Example: Microsoft & Adobe	\$ 6,238.00	\$3,301.28	\$9,539.28	Increased to capture additional expenses with licenses for new employees
Community Development, Outreach, Education	\$ 87,849.28	\$29,761.05	\$117,610.33	Increased to capture the increased client assistance in the BBHC program.
Printing	\$ 1,000.00	\$1,500.00	\$2,500.00	Increased to capture the increased printing in the BBHC program.
Postage	\$ 1,200.00	\$0.00	\$1,200.00	
Rent/Storage	\$ 111,786.24	\$2,189.96	\$113,976.20	Increased to capture the minimal increase in the rental costs.
Supplies	\$ 11,700.00	\$643.99	\$12,343.99	
Travel-staff per diem	\$ 6,864.00	\$2,282.71	\$9,146.71	Increased to capture additional expenses for additional staff.
Telephone	\$ 18,000.00	\$0.00	\$18,000.00	
Flex funds- United Way program	\$ 4,605.33	\$0.00	\$4,605.33	
Furniture	\$ -	\$15,000.00	\$15,000.00	Furniture purchase to complete the new rental office space
Background screening	\$ -	\$890.00	\$890.00	Completed Level II background screening on all new employees
Bank fees	\$ 4,800.00	\$0.00	\$4,800.00	
Network Administration Fees (5%)	\$ 210,382.65	\$117,411.90	\$327,794.55	Expense is based on percentage of earnings. Earnings have been higher than originally budgeted.
New Server	\$ 6,000.00	\$0.00	\$6,000.00	
Moving Costs	\$ -	\$5,000.00	\$5,000.00	Expenses to move to additional space
Unallocated	\$ 300,667.31	(\$300,667.31)	\$0.00	Redistributing previous unallocated funds
Subcontracts	\$ 4,394,098.41	\$965,000.00	\$5,359,098.41	Increase in subcontractor contracts to include additional flex funds to meet community needs and additional staff / supervisors to be hired.
TOTAL	\$ 8,169,875.63	\$1,069,734.07	\$9,239,609.70	

Funding Recommendations for January 1, 2022

Reviewed and Recommended by Exec/Finance

Provider	FY 21/22 Contract Allocation	Contract Utilization ** July to September (target = 25%)	Contracted Services	Maximum Additional Funding Proposed for January 1, 2022	FY 21/22 Total Award Maximum	Additional Funding Supports the Following	Annualized Award Maximum Based on Funding Increase
Avanti	\$776,642	25%	Home Visitation Pathways	\$40,000	\$816,642	Addition of 1FTE QA Coordinator	\$856,642
Broward Health	\$299,708	25%	CI&R	\$55,000	\$354,708	Addition of 1FTE Patient Coordinator/ Navigator Funding for 5 new laptops, supplies and travel line items, and admin up to 10%	\$409,708
Henderson Behavioral Health	\$703,693	22%	Home Visitation Pathways	\$165,500	\$869,193	Addition of 4FTE home visitors & 1FTE QA Coordinator	\$1,034,693
KID, Inc.	\$493,120	25%	Home Visitation Pathways	\$40,000	\$533,120	Addition of 1FTE QA Coordinator	\$573,120
Memorial HealthCare System	\$1,145,608	25%	CI&R; Home Visitation Pathways	\$110,000	\$1,255,608	Addition of 2FTE home visitors & 1FTE QA Coordinator	\$1,365,608
Urban League of Broward County	\$451,310	25%	Home Visitation Pathways	\$100,000	\$551,310	Addition of 1FTE home visitor & 1FTE QA Coordinator Funding for 8 new laptops and 3 tablets and increase to support admin rate up to 10%.	\$651,310
Total	\$4,252,319			\$510,500.00			\$5,273,319

The above changes will result in amendment of the provider's current contract effective January 1, 2022 due to program/staff expansion. All additional FTE costs include salary, fringe, rent, cell phone, computer, travel, flex funds, etc. as appropriate for the position.



 = Proposed New Positions



Issue: Expansion of Office Space – Lease Amendment

Background:

In the Fall of 2019, we had outgrown our space at 6301 NW 5th Way, and the Board approved a new lease at our current location of 4620 N SR 7, Lauderdale Lakes. When we signed the lease, we had 24 staff and moved forward with a lease agreement at our current location for 5,550 sq ft to potentially house 30 staff. We moved into our current space in May of 2020 and have since been able to grow our programs with expanded Medicaid funding as well as Grant funding from CSC, United Way, and BBHC. We currently have 37 staff, and our office space has become constrained with staff doubled up in some offices. We have some staff in a hybrid remote/in-office schedule but that's partly because of space limitations. If approved at this Board meeting, the Budget Amendment would bring on an additional 6 staff members. BBHC just notified us that they are expanding our grant for Substance Exposed Newborn Coordination and that would add another three positions. These additional staff would bring us to a total of 46. We had a conversation with the current Property Management Company and there is a suitable space available in the office complex for an expansion.

Current Status:

We looked at several options and there is a suite of 2,080 square feet in our current office complex. We would move our Connect Team to the space. The suite is located in the next building on the 2nd floor. The landlord would honor our current lease rate of \$20.15 and the term would be coterminous with our current lease and most importantly provide a 6-month rent abatement on the expansion space. This would mean no lease costs until next budget year FY 22/23. They would do a refresh (replace carpet, paint, replace ceiling tiles, blinds) and it could potentially be available by January 15, 2022. The Executive/Finance was supportive of moving forward with the expansion. We received the lease amendment document on Nov 30th with the terms described above. We have attached the document for your reference.

Recommendation

We are recommending that we lease some additional office space in the office complex we currently occupy

Budget Impact

The annual budget impact for the office expansion would be \$41,000 and that would impact next FY 22/23.

FIRST AMENDMENT TO OFFICE LEASE AGREEMENT

THIS FIRST AMENDMENT TO OFFICE LEASE AGREEMENT (this "*First Amendment*") dated as of _____, 2021 (the "*First Amendment Effective Date*") is by and between MYP HEADWAY, LLC, a Florida limited liability company ("*Landlord*"), and BROWARD HEALTHY START COALITION, INC., a Florida corporation ("*Tenant*").

WITNESSETH:

WHEREAS, Landlord, as landlord, and Tenant, as tenant, entered into that certain Office Lease date October 15, 2019, (as the same may be amended, "*Lease*") relating to approximately 5,575 rentable square feet of space known as Suite 102 (the "*Existing Premises*") located in the office building with an address of 4620 North State Road 7, Lauderdale Lakes, Florida 33319 and commonly known as Building H (the "*Building*") within the office park known as Headway Office Park (the "*Project*");

WHEREAS, the Term of the Lease for the Existing Premises is scheduled to expire on October 31, 2027; and

WHEREAS, Landlord and Tenant desire to enter into this First Amendment for the purpose of evidencing their mutual understanding and agreement regarding the expansion of the Existing Premises and certain other matters relating thereto as set forth hereinbelow.

NOW, THEREFORE, in consideration of the terms, covenants and conditions as set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree that the Lease shall be amended as follows:

1. **Recitals; Capitalized Terms.** The foregoing background is true and correct and is incorporated in this First Amendment by this reference. Except as otherwise defined herein, capitalized terms have the same meanings as ascribed to such terms in the Lease.

2. **Expansion of Existing Premises.**

a. Landlord and Tenant acknowledge and agree that it is the intention of the parties hereto to add approximately two thousand eight (2,080) rentable square feet to the Existing Premises as shown on the floor plan attached hereto as Exhibit "A" and made a part hereof and currently known as Suites 312 & 314 in the office building located at 4500 North State Road 7, Lauderdale Lakes, Florida 33319 and currently known as Building I (the "*Expansion Building*") within the Project (the "*Expansion Premises*") effective as of the date of substantial completion of the Expansion Work (as defined in Exhibit "B") (the "*Expansion Premises Commencement Date*" or "*EPCD*"). The Expansion Premises Commencement Date is estimated to occur on or around January 15, 2022 (the "*Estimated EPCD*"). If Landlord, for any reason whatsoever, cannot substantially complete the Expansion Work on or before the Estimated EPCD, then this First Amendment shall not be void or voidable, nor shall Landlord be liable to Tenant for any loss or damage resulting therefrom. If Landlord is delayed in substantially completing the Expansion Work as a result of a Tenant Delay (as defined in Exhibit "B"), then the Expansion Premises Commencement Date shall occur on the date the Expansion Work would have been substantially complete but for such Tenant Delay

b. Except as otherwise expressly set forth herein, effective as of the Expansion Premises Commencement Date and continuing thereafter for the remainder of the Term of the Lease, (i) any and all references to the “Premises” contained in the Lease shall mean the Existing Premises now leased by Tenant under the Lease, which contains approximately 5,575 rentable square feet of space in the Building, together with the Expansion Premises containing approximately 2,080 rentable square feet of space in the Expansion Building which is hereby added as a part of the Premises (and, thereupon, the “Premises” shall contain approximately 7,655 rentable square feet of space), and (ii) the Expansion Premises shall for all purposes be treated as a part of the Premises under the Lease, and all terms, conditions, covenants, warranties, agreements and provisions of the Lease shall continue in full force and effect and shall apply to the Expansion Premises.

c. Effective as of the Expansion Premises Commencement Date, Landlord has leased and rented, by these presents leases and rents unto Tenant, and Tenant hereby leases and takes from Landlord, the Expansion Premises. Tenant hereby leases the Expansion Premises on the same terms and conditions as the Premises except as otherwise set forth herein to the contrary; provided, however, Tenant shall receive no concessions or allowances on account of leasing the Expansion Premises, except as otherwise expressly set forth herein. The Term of the Lease with respect to the Expansion Premises shall be co-terminus with the Term of the Lease for the Existing Premises.

d. Following the Expansion Premises Commencement Date, Landlord may deliver to Tenant a Commencement Date Agreement in the form attached hereto as Exhibit “C” and made a part hereof. Tenant shall execute and return said Commencement Date Agreement to Landlord within five (5) business days following Tenant’s receipt of the same.

3. **Expansion Premises Term.** Notwithstanding anything to the contrary contained in the Lease, as amended hereby, the term of the lease of the Expansion Premises (and for clarification, not the Premises of the Lease) shall commence on the Expansion Premises Commencement Date and expire on the Expiration Date (as defined in Section 1.06 of the Lease), unless sooner terminated in accordance with the terms of the Lease, as amended hereby. Tenant hereby leases the Existing Premises, as expanded by the Expansion Premises, during the remainder of the Term of the Lease on the same terms and conditions presently set forth in the Lease, except as otherwise set forth herein to the contrary; provided, however, Tenant shall receive no concessions or allowances on account of extending the Term of the Lease, except as otherwise set forth herein to the contrary.

4. **Base Rent for Expansion Premises.**

a. Commencing on the Expansion Premises Commencement Date and continuing thereafter for the remainder of the Term of the Lease, Tenant shall pay to Landlord equal monthly installments of Base Rent (as defined in the Lease) for the Premises, in advance on the first (1st) day of each calendar month, without counterclaim, demand, or set-off, in accordance with the following schedule:

PERIOD	BASE RENT RATE	ANNUAL BASE RENT	MONTHLY INSTALLMENT OF BASE RENT
EPCD – May 31, 2022	\$20.15	\$154,248.24	\$12,854.02
June 1, 2022 – May 31, 2023	\$20.55	\$157,310.28	\$13,109.19
June 1, 2023 – May 31, 2024	\$20.96	\$160,448.76	\$13,370.73

June 1, 2024 – May 31, 2025	\$21.38	\$163,663.92	\$13,638.66
June 1, 2025 – May 31, 2026	\$21.81	\$166,955.52	\$13,912.96
June 1, 2026 – May 31, 2027	\$22.25	\$170,323.80	\$14,193.65
June 1, 2027 – October 31, 2027	\$22.70	\$173,768.52	\$14,480.71

**annualized*

Except as otherwise expressly set forth herein to the contrary, in all other respects, all rent, and other sums of money stipulated in the Lease, including without limitation Base Rent for the Premises and Tenant’s Pro Rata Share of Expenses and Taxes (as each such term is defined in the Lease), shall be due and payable by Tenant as provided in and in accordance with the terms of the Lease, as amended hereby.

b. Notwithstanding anything in the Lease to the contrary, so long as Tenant is not in Default under the Lease, as amended hereby, Tenant shall be entitled to an abatement of Base Rent for the Expansion Premises only for the first (1st) six (6) full calendar months (the “*EP Abated Base Rent*”) following the Expansion Premises Commencement Date (the “*EP Base Rent Abatement Period*”). If Tenant Defaults at any time during the Term and fails to cure such Default within any applicable cure period under the Lease, all EP Abated Base Rent shall immediately become due and payable. The payment by Tenant of the EP Abated Base Rent in the event of a Default shall not limit or affect any of Landlord’s other rights, pursuant to the Lease or at law or in equity. During the EP Base Rent Abatement Period, only Base Rent shall be abated, and all Additional Rent and other costs and charges specified in the Lease shall remain as due and payable pursuant to the provisions of the Lease, as amended hereby.

5. Condition of the Premises and Expansion Premises.

a. Notwithstanding anything to the contrary contained in the Lease, as amended hereby, Tenant agrees that it will accept possession of the Existing Premises and the Expansion Premises for the remainder of the Term in an “AS IS, WHERE IS” condition, and that no representations, warranties, or inducements, with respect to any condition of the Existing Premises and/or the Expansion Premises have been made by Landlord, or its designated representatives, to Tenant, or its designated representatives. In furtherance of the foregoing, Tenant hereby acknowledges that no promises to decorate, alter or improve the Existing Premises and/or the Expansion Premises either before or after the execution of this First Amendment have been made to Tenant, or its designated representatives, by Landlord, or its designated representatives.

b. Subject to the terms and conditions set forth in this First Amendment, Landlord shall construct the Expansion Work in the Expansion Premises in accordance with Exhibit “B”.

6. Authority of Tenant. Each of the persons executing this First Amendment on behalf of Tenant does hereby personally represent and warrant that Tenant is a duly incorporated and validly existing corporation; (b) Tenant is qualified to do business in the State of Georgia; (c) Tenant has full right, power and authority to enter into this First Amendment, and (d) each person signing on behalf of each entity of Tenant is authorized to do so. In the event any such representations and warranties is false, all persons who execute this First Amendment shall be individually, jointly and severally, liable as Tenant. Upon Landlord’s request, Tenant shall provide Landlord with evidence reasonably satisfactory to Landlord confirming the foregoing representations and warranties.

7. **Broker Acknowledgement.** Tenant represents and warrants to Landlord that no broker, agent, commission salesperson, or other person has represented Tenant in connection with the expansion of the Premises and/or the negotiation of this First Amendment, and no commissions, fees, or compensation of any kind are due and payable in connection herewith to any broker, agent, commission salesperson, or other person as a result of any act or agreement of Tenant. Tenant agrees to indemnify and hold Landlord harmless from all loss, liability, damage, claim, judgment, cost or expense (including reasonable attorneys' fees and court costs) suffered or incurred by Landlord as a result of a breach by Tenant of the representations and warranties contained in the foregoing sentences or as a result of Tenant's failure to pay commissions, fees or compensation due to any broker who represented Tenant in connection with the expansion of the Premises and/or the negotiation of this First Amendment, whether or not disclosed.

8. **Miscellaneous.** This First Amendment shall be governed by and construed in accordance with the laws of the State of Georgia, and shall be binding upon and inure to the benefit of the parties hereto and their respective successors, successors-in-title, representatives and permitted assigns. In the event of any inconsistency or conflict between the terms of this First Amendment and of the Lease, the terms of this First Amendment shall control. Time is of the essence of all of the terms of this First Amendment. This First Amendment constitutes and contains the sole and entire agreement of the parties hereto with respect to the subject matter hereof and no prior or contemporaneous oral or written representations or agreements between the parties and relating to the subject matter hereof shall have any legal effect. The submission of this First Amendment for examination does not constitute an offer to enter into a contract and this First Amendment shall be effective only upon execution hereof by Landlord and Tenant. Except as hereinabove provided, all other terms and conditions of the Lease shall remain unchanged and in full force and effect, and are hereby ratified and confirmed by the parties hereto. Tenant hereby acknowledges and agrees that, as of the date hereof, the Lease is subject to no offsets, claims, counterclaims or defenses of any nature whatsoever. This First Amendment may not be changed, modified, discharged or terminated orally in any manner other than by an agreement in writing signed by Tenant and Landlord or their respective representatives, successors and permitted assigns. If any clause or provision of this First Amendment is illegal, invalid or unenforceable under present or future laws, the remainder of this First Amendment shall not be affected thereby, and in lieu of each clause or provision of this First Amendment which is illegal, invalid or unenforceable, there shall be added as a part of this First Amendment a clause or provision as nearly identical to the said clause or provision as may be legal, valid and enforceable.

[Signatures Appear on Following Page]

IN WITNESS WHEREOF, the parties have caused this First Amendment to be duly authorized, executed, sealed and delivered as of the day and year first above written.

LANDLORD:

MYP HEADWAY, LLC,
a Florida limited liability company

By: _____
Name: _____
Title: _____

TENANT:

BROWARD HEALTHY START COALITION, INC.,
a Florida corporation

By: _____
Name: _____
Title: _____

EXHIBIT "A"

EXPANSION PREMISES

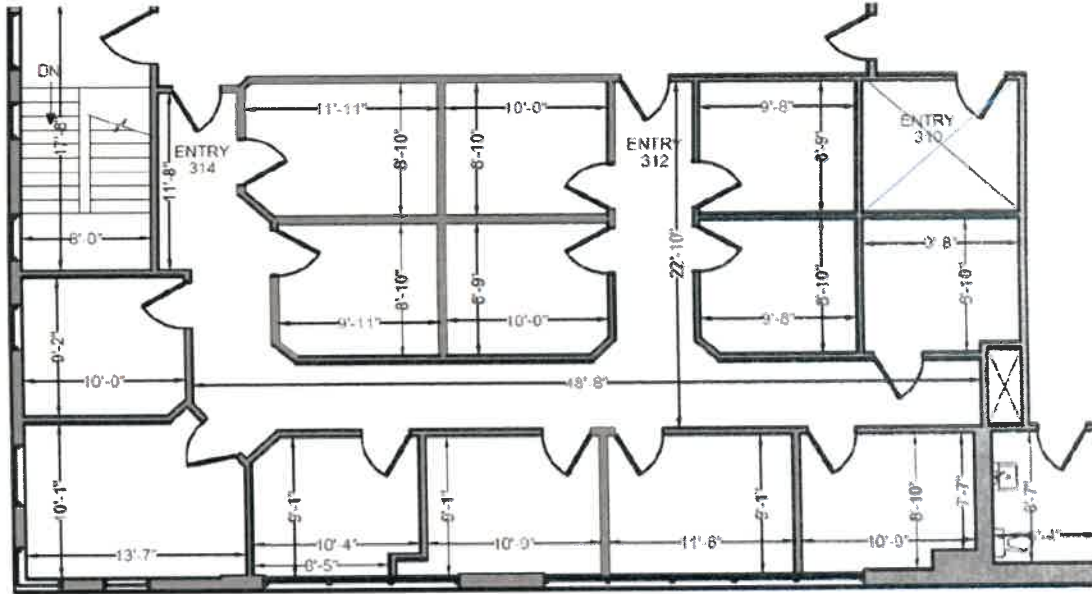


EXHIBIT "B"

EXPANSION PREMISES WORK LETTER

1. General.

- 1.01 This Expansion Premises Work Letter shall set forth the obligations of Landlord with respect to the improvements to be performed in the Expansion Premises for Tenant's use. All Improvements described in this Expansion Premises Work Letter to be constructed in and upon the Expansion Premises by Landlord are hereinafter referred to as the "**Expansion Work**". The "Improvements" are only those permanent and semi-permanent finishes and improvements to the Expansion Premises. The Improvements performed pursuant to this Exhibit "B" shall be deemed permanent fixtures and shall become the property of Landlord upon completion of same by Landlord.
- 1.02 This Exhibit "B" shall not be deemed applicable to the Existing Premises or any additional space added to the Expansion Premises at any time or from time to time, whether by any options under the Lease or otherwise, or to any portion of the Existing Premises or any additions to the Expansion Premises in the event of a renewal or extension of the original Term of the Lease, whether by any options under the Lease or otherwise, unless expressly so provided in the Lease or any amendment or supplement to the Lease.

2. Expansion Work.

- 2.01 Landlord shall be solely responsible for the timely preparation of the final architectural, electrical and mechanical construction drawings, plans and specifications (called "**Construction Documents**") necessary to construct the Expansion Work, which Construction Documents shall comply with Landlord's requirements to avoid aesthetic or other conflicts with the design and function of the balance of the Expansion Building.
- 2.02 Landlord shall enter into a direct contract for Expansion Work with a general contractor selected by Landlord. In addition, Landlord shall have the right to select and/or approve of any subcontractors used in connection with Expansion Work. Tenant and Landlord agree that Landlord is not responsible and is not performing any alterations, repairs or improvements in the Expansion Premises with respect to the telephone and data cabling, infrastructure (e.g., coring the floors, or making structural alterations to the Expansion Premises), or any HVAC supplemental cooling, if any, nor shall Landlord be responsible for purchasing or installing furniture or equipment in the Expansion Premises.
- 2.03 Landlord will construct in and upon the Expansion Premises the following improvements in the Expansion Premises, using building standard materials:
- Paint all interior surfaces of all walls and doors in the Expansion Premises
 - Replace all carpet in the Expansion Premises
 - Repair ceiling tiles, as needed, in the Expansion Premises
 - Install/replace LED lights in the interior of the Expansion Premises
 - Install upper & lower cabinets with P-Lam top in one office in the Expansion Premises (no sink)
- 2.04 A "**Tenant Delay**" shall be in delay in Landlord's completion of the Expansion Work which is a result of the acts or omissions of Tenant or its respective employees, contractors or vendors.

EXHIBIT "C"

COMMENCEMENT LETTER

(EXAMPLE)

Date _____
Tenant **BROWARD HEALTHY START COALITION, INC.**
Address **4500 North State Road 7, Suites 312 and 314, Lauderdale Lakes, Florida 33319**

Re: Commencement Letter with respect to that certain First Amendment to Office Lease Agreement dated as of _____, 2021, by and between MYP HEADWAY, LLC, a Florida limited liability company, as Landlord, and BROWARD HEALTHY START COALITION, INC., a Florida corporation, as Tenant, for 7,655 rentable square feet on the 3rd floor of the building located at 4500 North State Road 7, Lauderdale Lakes, Florida 33319.

Dear _____:

In accordance with the terms and conditions of the above referenced Lease, Tenant accepts possession of the Premises and acknowledges:

1. The Expansion Premises Commencement Date of the Lease is _____;
2. The Expiration Date is _____.

Please acknowledge the foregoing and your acceptance of possession by signing this Commencement Letter in the space provided. Tenant's failure to execute and return this letter, or to provide written objection to the statements contained in this letter, within 30 days after the date of this letter shall be deemed an approval by Tenant of the statements contained herein.

Sincerely,

Authorized Signatory

Acknowledged and Accepted:

Tenant: **BROWARD HEALTHY START COALITION, INC.,**
a Florida corporation

By: _____
Name: _____
Title: _____
Date: _____

Broward HSC - Performance Dashboard

FY 2020-2021		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Monthly Average
State Goal														
Infant Screening Rate		95.79%	97.90%	98.60%	97.96%	97.51%	97.20%	98.11%	97.67%	97.74%	98.23%	97.16%	97.25%	97.59%
Prenatal Screening Rate		65.42%	67.37%	66.14%	67.94%	55.05%	64.01%	72.78%	72.71%	75.72%	77.23%	64.73%	70.79%	68.32%
State Goal														
FY 2021-2022		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Monthly Average
Infant Screening Rate		97.20%	97.54%	98.72%	97.29%									97.69%
Prenatal Screening Rate		66.17%	66.17%	46.59%	21.29%									50.06%
FY 2021-2022		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Monthly Average
Measure														
BHSC Goal														
CI&R - Total Initial Intakes (Pren-Inf/C)		1,745	1,719	1,655	1,698									1,704
CI&R - Initial Intakes Outcome - Referred to HV Program		951	944	892	872									915
CI&R - % of Clients Referred to HV Program at Intake		54%	55%	54%	51%									53.67%
BHSC Goal														
HS - Initial Assessments Completed (Pren-Inf)		438	389	379	377									396
HS - F2F Ongoing Visits (Pren-Inf/child)		1,506	1,593	1,415	1,516									1,508
HS - Total F2F Visits - combination of IAs & Ongoing HVs		1,944	1,982	1,794	1,893									1,903

Coordinated Intake and Referral (Connect)

Healthy Start Program

Legend	
Goal Met	
Goal Not Met	
Final Results Pending	

Acronym Key: F2F=Face to Face HV=Home Visit IA=Initial Assessment Pren-Inf/C=Prenatal and Infant/Child

*Dashboard updated 11/17/2021

**BROWARD HEALTHY START COALITION, INC.
BOARD OF DIRECTORS MEETING ATTENDANCE**

FISCAL YEAR 2021-2022

NAME	8/26/21	9/23/21	10/28/21	12/2/21	1/27/22	2/24/22	3/24/22	4/28/22	5/26/2022	6/23/2022
Dr. Lori Canning	P	P	A							
Marsha Christie	P	Z	P							
Skye Cleek	Z	Z	A							
Timothy Curtin	A	P	Z							
Dr. Marga Figueroa	Z	A	Z							
Dr. Harleen Hutchinson	P	P	P							
Maria Juarez Stouffer	P	P	P							
Regine Kanzki	P	P	A							
Dawn Liberta	P	Z	P							
Rose McKelvie	Z	P	P							
Allison Metsch	P	P	A							
Amy Pont	Z	Z	P							
Dr. Sharetta Remikie	Z	P	P							
Neiko Shea	A	Z	Z							
Karen Swartzbaugh Ghezzi	P	P	P							
KEY:										
P - Present										
Z - Zoom										
A - Absent										
R - Resigned										

Pursuant to Broward Healthy Start Coalition, Inc. By-Laws, Article III, Section 8., Sub-Section 2. (B.), "In the event that a Board member fails to attend three (3) consecutive meetings or more than five (5) of the regular Board meetings during the course of the year, he/she may be removed by the Board of Directors. A Board Member may be granted an excused absence by the Executive/Finance Committee."