

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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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

June 23, 2022, at 9:30 am

**In-Person Minimum Quorum Required*

Via Zoom Meeting

<https://us02web.zoom.us/j/87898009208>

Meeting ID: 878 9800 9208, Dial In: (929) 205-6099

I. WELCOME AND INTRODUCTIONS

II. CONSENT AGENDA *

- A. May 26, 2022, Board Meeting Minutes p. 1-7
- B. Financial Balance Sheet and Income Statement p. 8-9
as of April 30, 2022. *MOTION BY EXEC/FINANCE ON 6/15/22*

III. SAFE SLEEP DATA PRESENTATION – Zoe Lewis

IV. CHIEF EXECUTIVE OFFICER REPORT

- A. Healthy Start System of Care and BHSC Update p. 10-13
- B. Reflective Supervision Training/Consultation* p. 14
Attachment I - FAIMH Broward HSC Proposal
- C. Nominations Committee Recommendations* p. 15-26
- D. FY 22/23 Board Meeting Calendar* p. 27
- E. Accounting Policies Highlights – Director of F & A p. 28-30
Attachment II – Accounting Manual

V. PROGRAM REPORT

- A. Performance Dashboard FY 21/22 p. 31

VI. OTHER BUSINESS

- A. Board of Directors Meeting Attendance FY 21-22 p. 32

VII. ANNOUNCEMENTS/PUBLIC COMMENT

VIII. NEXT BOARD OF DIRECTORS MEETING

- August 24, 2022

IX. ADJOURN

*Vote Needed



**Minutes and Notes
Board of Directors Meeting
May 24, 2022, at 9:30 am**

Members Present

Dawn Liberta; Neiko Shea; Marsha Christie; Dr. Lori Canning (zoom); Tim Curtin; Dr. Harleen Hutchinson; Regine Kanzki; Rose McKelvie; Allison Metsch (zoom); Amy Pont

Members Absent

Maria Juarez Stouffer; Dr. Marga Figueroa; Karen Swartzbaugh Ghezzi

Healthy Start Staff Present

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

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
Welcome/ Introductions	Maria Juarez Stouffer called the meeting to order at 9:33 am. Roll call followed. An in-person quorum was established.	
Consent Agenda	<p>A. March 24th and April 28, 2022, Board of Directors Meeting Minutes <i>B. REVIEWED AND RECOMMENDED BY EXECUTIVE/FINANCE ON 5/18/22</i></p> <p>B. Financial Balance Sheet and Income Statement as of March 31, 2022.</p> <p>C. BHSC 2021 990 Tax Filing – (Attachment I)</p> <p>MOTION MOTION by TIM CURTIN to approve the Consent Agenda as presented. SECOND by AMY PONT. MOTION CARRIED.</p>	Consent Agenda was approved as presented.
Chair Report	<p>A. Board Member Resignation – S. Cleek Effective immediately, Skye Cleek has resigned as a Board Member. Gratitude was expressed for her commitment and contributions to the committee. BBHC would like to continue representation on the Board and recommended Elida Segre. The Nominations Committee will also be exploring new members.</p>	
Chief Executive Officer Report	<p>A. Healthy Start System of Care and BHSC Update</p> <p><u>Florida Association of Healthy Start Coalitions (FAHSC)</u> FAHSC has been busy working with FDOH, FDOE, AHCA and DCF on a number of legislative projects and coordination. A breakdown of these projects was shared. Sunshine Health shared similar AHCA challenges with not getting client phone numbers in the transfer of data from DCF ACCESS Medicaid eligibility database.</p> <p><u>Healthy Start MomCare Network (HSMN)</u> The Network Board met May 10th and has decided to keep the allocation methodology the same. The Network Board can now meet virtually and is looking for potential new Board members. It was asked to submit any potential recommendations. HSMN has executed a contract for the implementation of a Healthy Start Statewide Doula program through the Healthy Start Coalitions. They should be able to provide some technical assistance and support and potentially coordinating billing with Medicaid.</p> <p><u>Florida Department of Health</u> FDOH is still finalizing the “clean up” amendment on due dates for deliverables. The MCH Bureau is in the beta testing stages of the Electronic Prenatal Risk Screen.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p><u>Coordinated Intake & Referral –CONNECT</u> CIR Received 1914 referrals in April 2022. Of the 1914 referrals, CI&R completed 1490 Intakes or 78%. The number of clients being connected to a Home Visitation program in April was 790 clients or 53%. Those determined as No Further Services were Needed was 601, education and resources were provided, and 99 or 7% Declined services.</p> <p>There has been a small decline in the number of monthly referrals in the last few months. The Connect Manager has developed an outreach campaign to community partners to refresh them on Connect as a resource.</p> <p><u>Healthy Start Home Visitation Program</u> Healthy Start home visitors were provided Motivational Interviewing training by BBHC staff member Skye Cleek on April 26 - 27, 2022, where 19 new home visitors and those who needed a refresher were able to practice their skills. Providers continue recruiting staff for open positions and onboarding and training new hires.</p> <p>Contract renewal drafts for FY 22-23 are in progress along with budget negotiations/review and await approval of funding allocation to finalize.</p> <p><u>Maternal Health</u> BHSC is in the process of providing 10-15 hours of support and ongoing engagement to the 15 trained Doulas. 13 Doulas that were trained are now credentialed with The Doula Network as a FL Medicaid provider. Three of them have already supported births, and some others have clients with due dates coming up soon. BEAM and BHSC are hosting ongoing education workshops monthly for the Doulas to receive their lifetime certification. The 3rd workshop was scheduled for May 18th. BHSC is also assisting Polk County as a member of the planning team for their Doula Workforce Development training coming up in June 2022.</p> <p><u>Fetal Infant Mortality Review (FIMR)</u> The 2020 FIMR Report is finalized and available in PDF and a few will be printed for distribution.</p> <p>HRSA Grant Application was submitted on April 15, 2022. It is believed a response will be provided in August of the award.</p> <p>FIMR CAG was held on May 9, 2022. All subcommittees were represented to give reports.</p> <p>Bereavement support services are in transition. Tomorrow’s Rainbow will no longer be providing pregnancy and infant loss support services as of June 30, 2022. Tomorrow’s Rainbow is working with enrolled clients on individual transition. Families can be referred to The Children’s Bereavement Center for their online pregnancy and infant loss support group that is held virtually every Tuesday evening from 7 pm -8:30 pm. Spanish and Creole services will be made available as needed. Staff are in communication with Tomorrow’s Rainbow and CBC regarding transition and ongoing referrals. It was also suggested to connect with 4Kids of South Florida on this collaboration process.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>Two cases were reviewed during CRT in April, and the remaining 5 cases for 2021 will be reviewed in May and June to meet the required 28 for the year.</p> <p>The annual Shower 2 Empower was held on May 19th. There was a hybrid of virtual educational sessions with an in-person pick up event at Urban League of Broward County on May 20th. The event was successful and well received.</p> <p><u>Safe Sleep Program</u></p> <p>There were three (3) Safe Sleep community trainings held in the month of April. A total of 20 staff from community agencies were trained on safe sleep.</p> <p>The new multilingual Safe Sleep campaign poster was developed and printed for distribution with messaging in English, Spanish and Creole. We will begin distribution to pediatric offices via the model behavior nurses and have discussed integrating the posters in high traffic areas starting in the most under resourced zip codes where families may have access to seeing them.</p> <p>The Safe Sleep Committee met on April 5, 2022, while the Healthcare Subcommittee met on April 27, 2022.</p> <p>A total of 62 cribs were distributed in April to 59 Families with three (3) of them being multiples. Over 30% of this month's referrals were from hospital staff referrals and Connect staff submissions. Non-English-speaking families still consist of nearly half of the referrals. Due to this, we are conducting post safe sleep education and crib distribution follow-ups by fully translated text messages, emails, and surveys on Survey Monkey. We expect to receive better response rates with easy access surveys through electronic processing. Gratitude of the Cribs for Kids program was recognized. It was suggested to review the Safe Sleep Data to review whether the infant deaths numbers have decreased and include related data of substance abuse cases.</p> <p>Two trainings were completed in April by the Model Behavior Nurses and a total of 16 hospital staff were trained.</p> <p><u>Project Hope</u></p> <p>Both sites are accepting referrals and providing services. Broward Health (BH) has hired a Program Manager that will start in late May 2022. Pre-monitoring by BHSC was completed at both sites in April 2022. Pre-monitoring reports were sent and acknowledged by both providers.</p> <p>Broward Health was asked to respond to the pre-monitoring report with a PIP to address several improvement opportunities articulated in the report. UWBC is scheduled to conduct annual monitoring of the program and will be monitoring only the Memorial site on May 17th, 2022, at 1:30 pm with BHSC program staff present. UWBC will not be monitoring the BH site this fiscal year.</p> <p>Staff will inquire about FY 22-23 program funding during the upcoming site visit monitoring.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p><u>Heritage Birth Collaborative</u></p> <p>Our childbirth and breastfeeding services continue to expand during the first couple months of program start-up. Feedback from participant satisfaction surveys has been very positive to date. Breastfeeding classes are being held virtually, monthly in English and Spanish, with Creole expansion in progress.</p> <p>Childbirth classes are being held over a 4-week series each month virtually in English, with Spanish and Creole expansion in progress. The upcoming class series that begins in June will include a hybrid approach to the method of offering the groups, with some in-person slots and also virtual attendance available as an option. Childbirth class satisfaction surveys request feedback on participant interest to attend in-person classes and responders have indicated they are interested in exploring this option.</p> <p>Infant Health Substance Exposed Newborns</p> <p>There were 49 referrals received by the program in March 2022 with 36 of the mothers engaged in care coordination with home visiting, 7 mothers agreeing to a referral to a substance use provider, and 5 of them engaged in treatment. There were 12 new Plans of Safe Care completed throughout the month.</p> <p>Program processes and procedures are operating more efficiently under new leadership of the program. Data collection elements, process, and integrity has been enhanced. This enhanced data collection will be useful for community stakeholders as we continue to study trends and identify access points to support women. Ongoing collaboration efforts are being made with home visiting providers to ensure that a team approach is in effect to support families.</p> <p>A second Peer Specialist was onboarded in April. The team is currently still recruiting an additional Services Specialist to complete the team.</p> <p>The Community Health Manager continues the OB outreach process and fostering relationships and training on screening with the doctor's offices. The Community Health Manager has now begun presenting to hospital labor and delivery units.</p> <p>There were 38 referrals received by the program in April 2022, with 30 of the mothers engaged in care coordination with home visiting, 5 mothers consenting to a referral to a substance use provider, and 5 of them engaged in treatment. 18 referrals had an intake completed which included the Matrix Assessment. There were 8 new Plans of Safe Care completed throughout the month. There was 1 referral to a Recovery Community Organization, and 1 referral that entered an educational program through BHSC program services. The team had a 92% successful contact rate of all referrals.</p> <p>With the addition of a second peer on the team, a Peer Support curriculum is under development to include items such as the completion of the Recovery Capital Scale Inventory, referral to treatment/behavioral health provider, social services/benefits applications, sharing lived experiences, authentic relationship building, recovery pathway exploration, self-advocacy skill building, natural support system exploration, and concrete support availability.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>Our Behavioral Health Program staff continues to play a vital role with DCF in the development of the community Prototype and prevention plan for substance exposed newborns. Monica King and Stephanie Zelaya presented at the United Way/BBHC Behavioral Health Conference on May 11, 2022, on the behavioral health supportive services available in the community for pregnant and parenting women. Based on feedback from attendees, the presentation was well-received and appreciated by those in attendance.</p> <p>Nominations Committee The Committee Chaired by Tim Curtin held its first meeting on May 6th and is scheduled to meet again on May 26th. The Committee will bring recommendations to the June Board meeting. Staff is currently following up with Board members whose term is expiring on whether they are interested in continuing their membership.</p> <p><u>B. Subcontractor Renewals</u> BHSC program staff have observed challenges within the provider network surrounding staff recruitment and retention, including retaining existing staff and hiring for replacement or expansion positions added. Staffing has impacted productivity and contract utilization which has prevented us from maximizing our full Medicaid earnings potential. The program staffing challenge has heightened within the last 6 months. Providers have reported concerns raised by potential candidates about the salary versus high cost of living in South Florida.</p> <p>Due to these challenges, an increase in funding for direct service providers to support an increase in the salary floors was recommended. There were two options presented and a detailed Funding Recommendation Table was shared to approve the FY 22-23 Funding Recommendations to include the \$45K minimum salary floor for home visitors and \$40K minimum salary floor for intake coordinators.</p> <p>MOTION MOTION by NEIKO SHEA to approve the FY 22-23 Funding Recommendations as presented. SECOND BY REGINE KANZKI. MOTION CARRIED. TIM CURTIN AND ROSE MCKELVIE ABSTAINED.</p> <p><u>C. Renewal of Enhanced Services</u> A summary was provided for approval of Contract Renewals for Enhanced Service Agreements for the upcoming fiscal year. Project HOPE and Heritage Birth Collaborative were the two organizations listed in this summary. We are awaiting a contract from UWBC after monitoring takes place at Project HOPE and it is anticipated that UWBC will fully fund the program during FY 22-23. BHSC intends to contract with MHS and BH to continue program services with Board approval and receipt of the renewal from UWBC. Staff also recommended full funding of the Childbirth and Breastfeeding Enhanced Services provided by Heritage Birth Collaborative for fiscal year 22-23 to continue to build on the current services using funding from prior earned Medicaid funds as a reinvestment of earnings to enhance our community services and support.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>It was recommended to approve renewal of Project HOPE agreements with MHS and BH at \$60, 785 each for FY 22-23, pending receipt of contract renewal from UWBC. It was also recommended to approve renewal of Heritage Birth Collaborative to provide childbirth and breastfeeding services for \$103,200 for FY 22-23</p> <p>MOTION MOTION by NEIKO SHEA to approve both recommendations for Project HOPE and Heritage Birth Collaborative for FY 22-23. SECOND BY AMY PONT. MOTION CARRIED. TIM CURTIN AND ROSE MCKELVIE ABSTAINED.</p> <p>D. Fiscal Year 2022-23 Budget A draft budget for BHSC fiscal year 2022-23 was provided. The form outlines certain categories that DOH funds be delineated and asks for the Medicaid/Network funding along with any other funder categories. The budget reflects funding from the following:</p> <ul style="list-style-type: none"> • FDOH of \$1,811,584 • AHCA/Network at \$7,743,171.44 • CSC Safe Sleep Program of \$202,636 • United Way Project HOPE \$137,328 • BBHC at \$300,000 • Grand Total of \$10, 891,887 <p>Highlights were also shared of the budget, such as 6% COLA, 10% increase for Health Insurance Costs, Training Investments, and Potential Car Lease. We are expecting a small decrease from the Network based on recent HSMN Board discussions. A detailed Budget Summary was shared including Projected Revenue, Coalition Costs, Subcontracted Services Costs was shared. The importance of a staff retention plan and management trainings was expressed. Upon completion of this review, it was recommended to approve the FY 2022/23 Budget with consideration of an allocation for staff retention activities.</p> <p>MOTION MOTION made by REGINE KANZKI to recommend approval of the FY 2022-23 Budget. SECOND BY NEIKO SHEA. MOTION CARRIED. TIM CURTIN AND ROSE MCKELVIE ABSTAINED.</p>	
Program Report	<p>A. Performance Dashboard FY 2021/22 An overview of screenings, Intakes, Initial Assessments, and ongoing visits was provided.</p>	
Other Business	<p>A. FYI – Final Board of Directors Meeting Attendance FY 2021/22 For information purposes.</p> <p>B. Auditor Engagement Letter Audit back in December is a 5-year engagement There were some changes to the Government Accounting Standards of Guidelines that requires a new engagement letter that includes a clause about the change. The engagement letter presented is for the remaining 2 years with the auditors. It was recommended to accept the engagement letter as presented to return to the Auditors timely.</p>	

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>MOTION MOTION made by TIM CURTIN to accept the Auditor Engagement Letter as presented. SECOND BY NEIKO SHEA. MOTION CARRIED.</p>	
<p>Announcements/ Public Comment</p>	<p>BHSC and Miami Diaper Bank are partnering again to provide diapers to babies and their families throughout Broward County. This is a drive thru event on a first come, first served basis while supplies last. The Diaper Drive is scheduled for Friday, June 10, 2022 from 10am-12pm at BHSC.</p> <p>Neiko Shea, Vice President, Child Welfare Programs at Sunshine Health has resigned from the organization. Neiko is now the Chief Officer for Innovation & Impact at National Youth Advocate Program.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 10:43 am.</p>	

INTERIM FINANCIAL STATEMENTS

Broward Healthy Start Coalition Balance Sheet

Issued 6/9/22

	April 30, 2022	April 30, 2021
Assets		
01-1130-00-00-00 Cash-Bank of America-Operating	\$1,371,741	\$1,042,722
01-1150-00-00-00 Cash-Bank of America-Savings	\$2,763,653	\$2,317,060
Savings Contingency	\$1,114,893	\$560,099
Petty Cash	\$450	\$200
**-1225-00-00-00 Grants Receivable-	\$1,498,854	\$1,524,123
**-1226-00-00-00 Network Holdback -ASSET	\$679,712	\$632,617
**-1390-00-00-00 Prepaid-Other	\$37,508	\$19,963
**-1425-00-00-00 Deposits-Rent	\$0	\$0
**-1525-00-00-00 Equipment/Furniture/Fixtures	\$76,273	\$63,580
**-1550-00-00-00 Less: Accumulated Depreciation	\$60,175	\$41,564
**-1550-00-00-00 Due/to from		
Total Assets	\$7,603,259	\$6,201,928
Liabilities and Fund Balance		
Liabilities		
**-2100-00-00-00 Accounts Payable	\$445,725	\$368,322
**-2300-00-00-00 Accrued PTO	\$66,557	\$68,607
-2325-00-00-00 Accrued Payroll Taxes	\$6,441 *	\$5,216
**-2200-00-00-01 Accrued Pension	\$7,652 **	\$0
-2350-00-00-00 Accrued Payroll Payable	\$76,587 *	\$60,780
**-2525-00-00-00 Network HOLDBACK -Liability	\$679,712	\$632,615
Total Liabilities	\$1,282,673	\$1,135,541
Fund Balance		
**-3100-00-00-00 Fund Balance	\$6,320,586	\$5,066,388
Total Fund Balance	\$6,320,586	\$5,066,388
Total Liabilities and Fund Balance	\$7,603,259	\$6,201,928

*** Accrual of entire 5/5/2022 payroll

INTERIM FINANCIAL STATEMENTS

Broward Healthy Start Coalition

Income Statement

April 2022

Issued 6/9/2022

Revenues

Interest Income	1,147
Revenue-DOH-Base-Direct-Provider	1,509,650
BBHC	333,333
Revenue-Med.-HCN	5,040,583
Revenue -CSC Safe Sleep	168,579
Grant -United Way	65,906
Helper Grant	3,459
Doula Grant	5,728
Contributions-Miscellaneous	15,953
Total Revenues	7,144,338

Expenses

DOH CIR Direct Expenses

Salary and Fringe	107,744
Other Expenses	2,623
	<hr/> 110,368

DOH Subcontractors Expense

Subcontractor Expenses	<hr/> 1,061,677
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DOH Operations

Salary and Fringe	119,978
Other Expenses	86,697
	<hr/> 206,674

DOH Indirect Expenses

Salary and Fringe	137,903
Other Expenses	19,361
	<hr/> 157,264

Non Program Expenses

Other Expenses	<hr/> 16,800
	16,800

United Way Project Hope

66,331

AHCA Medicaid Indirect Expenses

Salary and Fringe	510,413
Other Expenses	49,893
	<hr/> 560,306

AHCA Medicaid Subcontractor Expenses

Subcontractor Expenses	<hr/> 2,580,832
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AHCA Direct Expenses

Salary and Fringe	917,666
Other Expenses	234,341
	<hr/> 1,152,007

BBHC Expenses

Salary and Fringe	159,298
Other Expenses	17,331
	<hr/> 176,629

Community Support EXPENSES

21,673

CSC- Safe Sleep

Salary and Fringe	70,754
Other Expenses	98,720
	<hr/> 169,474

Total Expenses

6,280,036

Revenue over expenses

864,302



CHIEF EXECUTIVE OFFICER UPDATE

June 23, 2022

Florida Association of Healthy Start Coalitions (FAHSC)

FAHSC is moving forward with the setup of a statewide Doula program. The BSHC CEO is involved with a small planning group on the rollout of this statewide program. There are 16 Coalitions interested in enhancing Doula capacity and FAHSC will serve as the billing administrator to AHCA.

FAHSC continues to work with DCF and DOH on the coordination of Plans of Safe Care. BHSC CEO is on this statewide workgroup. FAHSC is facilitating having experts from other states to present to DCF and DOH on how they have set up their systems for Plans of Safe Care.

Federal CMS has approved Florida AHCA's request for the post-partum extension. We are now awaiting the promulgation of guidelines. On a related note, BHSC CEO has been serving on the Florida Perinatal Quality Collaborative's Planning Committee for their next quality initiative focused on post-partum. As reminder, the Florida Legislature is now requiring that all hospitals participate in FPQC quality initiatives.

BHSC CEO is engaged in legislative visits this summer.

The FAHSC Annual meeting is scheduled for August 29-30

Healthy Start MomCare Network (HSMN)

The Network has been negotiating with AHCA on a number of issues related to the contract.

1. Virtual visits. DOH has determined that while not preferred they are allowable based on the Rule depending on certain criteria. The Network has been working to have DOH and AHCA align the criteria and keep those parameters out of the contract and in the Healthy Start Program guidelines.
2. Modify the relationship from vendor to sub recipient,
3. Increase performance measures from 75% to 80% and
4. Increase financial consequence (which the Network is vigorously pushing back on)

Florida Department of Health

FDOH is still finalizing the "clean up" amendment on due dates for deliverables.

We are still awaiting information on the additional FIMR funding and any changes in the program or reporting.

Coordinated Intake & Referral –CONNECT

The Connect team received 2333 referrals, it includes the HS screens, health plans, and referrals from the community with an increase of approximately 400 referrals. Intakes completed 1592 with 860 being referred to a HV program 54% the referrals to HV increased due to HF is accepting referrals now, they were no accepting referrals for around 6 months due to staff shortage. 622 cases resulted in no further services needed, information was provided about the parent connection group, breastfeeding and childbirth education classes. 115 clients declined services 7% which is a low number compared with the goal of 10%.

Healthy Start Home Visitation Program

Subcontracts for FY 22-23 have been drafted and we are awaiting the Network to send any changes to our AHCA contract draft for review to assure any components of the Network contract that apply to providers are included in their subcontracts. The Network initially indicated the draft would be to us no later than June 3rd but have indicated we should receive the draft during the week of June 13th. Once received, we will review the content, revise our draft subcontracts as needed, then send for signature routing. We have sent all providers a draft of their

contract for review while awaiting the Network contract and updated them on the timeline for processing. All subcontracts will be routed through DocuSign this year for signature.

Our subcontracted provider network currently has 6.5 FTE open home visiting positions while all subcontracted Connect positions are filled. Program staff conducted HS System of Care/ Program training for new home visitors and those staff who needed a refresher on June 9th and 10th.

Our BHSC Healthy Start Program Manager has resigned with her last day being June 16th. We are actively seeking a qualified candidate for this key position in addition to identifying a candidate to fill the QA/Training Specialist position for the program. The department director will fill in with the support of other staff members to fulfill the duties of the manager while the previous QA/Training Specialist is providing 15 hours of consultant services weekly to help us complete some of the duties in that role during the transition.

Maternal Health

BHSC is now in the process of providing 10-15 hours per doula of support and ongoing engagement to the 15 trained Doulas. To date, 13 Doulas that were trained are now credentialed with The Doula Network, which credentials them as a Medicaid provider.

Fetal Infant Mortality Review (FIMR)

The FIMR Program Manager facilitated her first CRT in May and is a great addition to the team at BHSC.

The 2020 FIMR Report is finalized, and 50 brochures were printed.

Bereavement support services ended at Tomorrow's Rainbow. Senior Programs Manager, Dr. Remikie, and FIMR Program Manager met with Children's Bereavement Center CEO and Program Director, and CEO of Tomorrow's Rainbow to coordinate transition and build partnership. Families from Broward can be referred to The Children's Bereavement Center for their online pregnancy and infant loss support group that is held virtually every Tuesday evening from 7 pm -8:30 pm.

FIMR Program Manager has been in communication with hospitals to relay this information.

2 deaths were reviewed in May's CRT, and the remaining 3 for the fiscal year will be reviewed on June 28th. That will wrap up the 28 for the year and data collection for all 2021 deaths will be complete.

One of the FIMR Nurse Abstractors is not renewing contract for next fiscal year. We are in process of hiring a new consultant.

FIMR Program Manager also joined the Drowning Prevention Taskforce hosted by DOH.

Safe Sleep Program

The Safe Sleep Program Manager, Cribs Coordinator, Senior Programs Manager, and Director of Community Health attended the virtual 4-day Cribs for Kids Conference in the first week of May.

There was one Safe Sleep community training held in the month of May. A total of 9 staff from community agencies were trained on safe sleep, including Broward Health, Henderson Behavioral Health, Centene, Broward Healthy Start Coalition and Memorial Healthcare System

The new multilingual Safe Sleep campaign poster is circulating. The poster has messaging in English, Spanish and Creole. Model Behavior nurses have begun distributing the posters to pediatric offices and OBGYN offices in the community. Safe Sleep Program Manager has an outreach plan of distributing the poster to community spaces such as YMCA's and rec centers.

The Safe Sleep Committee met on May 3, 2022. The Healthcare Subcommittee met on May 25, 2022.

During the month of May During this month 60 families were provided cribettes for their babies, this included 3 families expecting twins. Over 20% of distributions this month were home delivered by the Safe Sleep Team (Program Manager & Coordinator) As economic changes affect the community, such as increased gas prices and

increased positive covid-19 cases, we are working to accommodate the needs of the families. Over 60% of cases were referred by their caseworkers from our partnering home visiting programs (Avanti, Henderson, Urban League). Received referral numbers have nearly doubled in the past 2 months. The increase will require diligent monitoring of the inventory, and close ranged ordering system.

Project Hope

The two sites at Memorial and Broward Health are accepting referrals and providing services. Broward Health onboarded their Program Manager in May. Broward Health submitted the requested PIP that will be monitored for increased program performance. United Way of Broward County completed a monitoring at the MHS Project HOPE site on May 17th.

Heritage Birth Collaborative

The 3rd series of Childbirth Education class concluded.

The next 4-part series dates will be a hybrid version with an in-person and Zoom option for each participant's comfort preference. The series is taking place June 9th, 16th, 23rd, and 30th. The class time is: *6:30pm -8:00pm*.

The English-speaking Breastfeeding support group: 1st Wednesday of each month, class time *6:30pm-7:30pm* via zoom.

The English-speaking Breastfeeding Class: 1st Saturday of each month, class time *10:30am-11:30am*. Via zoom.

The Breastfeeding support group in Spanish: 2nd Tuesday of each month from 6-7 pm via zoom.

The Breastfeeding class in Spanish: 4th Tuesday of each month from 6-7 pm via zoom.

In-home lactation support referrals are now being received by Heritage Birth Collaborative.

Spanish and Creole Childbirth education classes to begin next fiscal year. The team is currently underway with onboarding.

Infant Health Substance Exposed Newborns

The team is currently still recruiting an additional Peer Specialist to complete the team.

The Community Health Manager continues the OB outreach process and fostering relationships and training with the doctor's offices. The Community Health Manager is continuing to present to hospital labor and delivery units. The Community Health Manager and Service Coordination Specialist presented program data to the Surveillance Committee of the United Way Commission on Friday June 3rd.

There were 59 referrals received by the program in May 2022, with 45 of the mothers engaged in care coordination with home visiting, 3 mothers consenting to a referral to a substance use provider, and 2 of them engaged in treatment. 19 referrals had an intake completed which included the Matrix Assessment. There were 20 new Plans of Safe Care completed throughout the month. There was 1 referral that obtained stable housing as a result of BHSC program services.

Now that additional Peer Support services are available, engagement with families has been increasing. The team attended Motivational Interviewing training at the end of April which assisted in fostering their engagement skills.

Our Behavioral Health Program staff continues to play a vital role with DCF in the development of the community prototype and prevention plan for substance exposed newborns.

BHSC planned a 2-day (2 part) substance use training which will be heavily attended by our Healthy Start network staff that will include training from Dr. Vicencio and Dr. Augsten of Memorial Healthcare System on the impacts of substance use during pregnancy and during the post-partum period. The training experience and space will also include presentation from DCF on ROSC, Fellowship Living's Respite, and hearing from two parents on their experience on the recovery process.

Finally, BHSC has been working with BBHC on the submission of a grant proposal for the Agency for Children and Families, Children's Bureau RPG-7. (Regional partnership grant round 7) to support the current pilot which serves pregnant women with substance abuse issues. The grant would providing funding support and a rigorous evaluation on the use of peers in improving outcomes.

Nominations Committee

Please see the Recommendation Summary included in the packet. The Committee consisted of Chair Tim Curtin, Dawn Liberta and Dr. Harleen Hutchinson. The Committee reviewed several resumes and were pleased to have a representative from the CSC and BBHC to replace the two members that were leaving from those perspective organizations. There was strong consensus to bring on a Board member with some Finance background and to keep the number of members at 15.

Board Meeting Calendar

The proposed calendar for the new year reflects a reduction in the number of meetings. Since the pandemic, there has been a challenge in meeting the in-person quorum required. While there will be some advocacy at the State level for a possible exemption next legislative session to allow for virtual meetings, we are still required to conduct business in person. Based on recommendations from the Executive Finance Committee, 7 meetings with a placeholder for an 8th meeting are now being proposed. The proposed calendar was developed by looking at the historical timeframe for the action on contracts, budgets, renewals, etc. We are also suggesting that we may not need to hold an Exec/Finance meeting prior to every Board meeting. In discussion with some other funders, we found that not all held an Exec/Finance prior to every Board meeting. Please see Proposed calendar.



REVIEWED AND RECOMMENDED BY EXECUTIVE FINANCE COMMITTEE ON 6/15/2022

Issue: Training and Small Group Reflective Supervision/Consultation

Background:

As part of our efforts to continue improving the quality of our services to the families we serve in our Healthy Start home visiting program, BHSC staff requested proposals in early April 2022 from FAIMH Endorsed Reflective Supervisors to offer training and consultation for Reflective Supervision. We received a proposal back from FAIMH to provide Training & Small Group Reflective Supervision/Consultation with the goal of building our system's professional infant mental health capacity and prepare staff to earn Florida's Endorsement for Culturally Relevant, Relationship-Focused Practice Promoting Infant and Early Childhood Mental Health. FAIMH is the state designated entity that administers Reflective Supervision Endorsement and is an affiliate of the National IMH Network. Their proposal is attached.

In May, the Board approved the BHSC annual budget for FY 22-23 which includes up to \$75K in training funding for our subcontracted provider network with a large portion of that funding earmarked for Reflective Supervision training. The FAIMH proposal includes training/consultation between FY 22-23 and will continue into FY 23-24. The investment for FY 22-23 includes training for Phase 1 for \$48K, while Phase 2 and 3 of the proposal would occur in FY 23-24 to facilitate the supervisors in becoming Reflective Supervisors for an additional cost of \$13K.

Recommendation: Approve staff to enter into an agreement with FAIMH to offer Training & Small-Group Reflective Supervision/Consultation per their proposal, with services to launch September 1, 2022.

Total Budget Impact: \$48K for FY 22-23 based on the approved budget.



REVIEWED AND RECOMMENDED BY EXECUTIVE FINANCE COMMITTEE ON 6/15/2022
RECOMMENDATION FROM NOMINATIONS COMMITTEE
Chair Tim Curtin, Dawn Liberta, Dr. Harleen Hutchinson

A. CURRENT BOARD MEMBERS WHOSE TWO-YEAR TERM WAS EXPIRING, RECOMMITTED FOR A TWO-YEAR TERM OF OFFICE

NEIKO SHEA, LCSW
National Youth Advocate Program

DAWN LIBERTA, MSM
Department of Children and Families

DR. LORI CANNING, ED.D.
Early Learning Language Acquisition, School Board of Broward County

DR. HARLEEN HUTCHINSON, PSY. D.
The Journey Institute, Inc.

AMY PONT, MHA, RN, BSN
Community Care Plan

KAREN SWARTZBAUGH GHEZZI, MA
Community Advocate

B. MEMBERSHIP TO BOARD OF DIRECTORS

DR. SHARETTA REMIKIE
Chief Equity and Community Engagement Officer, Children’s Services Council of Broward County

ELIDA SEGRERA
Director of Operations, Broward Behavioral Health Coalition

DONNA EPRIFANIA
Chief Financial Officer, ChildNet, Inc.

C. PROPOSED SLATE OF OFFICERS

DAWN LIBERTA, President
DR. SHARETTA REMIKIE, Vice President
NEIKO SHEA, Treasurer
MARSHA CHRISTIE, Secretary

NOTE - BOARD TERMS ARE EFFECTIVE JULY 1, 2022-JUNE 30, 2024

DR. SHARETTA REMIKIE



SENIOR EXECUTIVE, DIVERSITY,
EQUITY AND INCLUSION PRACTITIONER,
ANTI-RACISM FACILITATOR,
STRATEGIST AND CONNECTOR


ABOUT

I am an experienced and tested high level thinker and connector who formulates strategies and interventions to elevate the intersectionality of operations and equity in order to constitute service provision with dignity.

WORK EXPERIENCE

CHIEF EQUITY AND COMMUNITY ENGAGEMENT OFFICER
Children's Services Council of Broward | 2021-Present

- Work with the President/CEO and department heads in advancing the diversity, equity, and inclusion (DEI) of the agency's work.
- Collaborate with internal and external stakeholders ensuring that CSC's policies and procedures, as well as funded programs, are fully reflective of and support their building equity practice and culture.
- Work closely with Human Resources to design and implement strategies for recruiting and retaining leaders of color to leadership positions, as well as help to infuse an equity lens throughout CSC's managing of staff.
- Develop consistent communication and feedback mechanisms to ensure CSC is able to identify, discuss, and address equity issues impacting our providers, community, and staff.
- Oversee communication systems using various media to promote the work and worth of CSC's programs and services.
- Oversee the composition and design of various media and social media materials, press releases, public service announcements, newsletters, etc.
- Oversee the community capacity building initiatives and related training for child-serving agencies.
- Work with neighborhood and community groups to develop grassroots support for Broward's children.
- Oversee various administrative duties such as departmental contracts, departmental budgets, writing issue papers and presenting to the Council, etc. as required.

 954-614-7541

 FLORIDA





 DR.REMIKIE@GMAIL.COM

 DR. SHARETTA-REMIKIE

PROFESSIONAL SKILLS

- Diversity, Equity and Inclusion Coaching
- Strategic Planning
- Training and Development
- Talent Acquisition and Retention
- Advocacy and Government Affairs
- Board Development and Leadership
- Build and nurture Collaborative partnerships
- Revenue Development
- Quality Improvement management
- Community Engagement



 954-614-7541
 FLORIDA
 DR.REMIKIE@GMAIL.COM
 DR. SHARETTA-REMIKIE

CERTIFICATIONS/ TRAININGS

- Dismantling Racism-
Racial Equity
Training-Racial
Equity Institute
- Diversity, Equity and
Inclusion in the
Workplace
Certificate-USF
Corporate Training
and Professional
Education
- Results Based
Accountability

WORK EXPERIENCE (CONT'D)

DIRECTOR MATERNAL INFANT HEALTH

March of Dimes | 2015-2021

- Develop and implement evidence-based strategies and programming to reduce adverse birth outcomes specifically for communities made vulnerable by advantageous systems
- Lead local, state and national efforts to address health equity
- Head statewide advocacy and government affairs ventures
- Convene and facilitate collaborative partnerships
- Recruit, train and manage high level volunteers
- Assist in the development of op-ed publications as well other marketing and communications materials
- Chair Black Employee Resource Group

PROGRAM MANAGER

Healthy Mothers, Healthy Babies Coalition of Broward | 2009-2013

- Developed and oversaw operations of a community based program that addressed racial health disparities
- Recruited, hired, trained and supervised program staff and volunteers.
- Conducted community trainings and educational sessions
- Complied program analytics

EDUCATION

DOCTORATE OF EDUCATION Human Services Administration and Organizational Leadership: Nova Southeastern University

MASTER OF BUSINESS ADMINISTRATION

Business Administration: University of Phoenix

BACHELOR OF SCIENCE.

Health Sciences Education: University of Florida



AFFILIATIONS/ VOLUNTEERISM

BROWARD HEALTHY START COALITION

- Vice President, Board of Directors
- Chairperson, Fetal Infant Mortality Review (FIMR) Community Action Group
- Co-Chair, Maternal Health/HBWW
- Member, Service Delivery Plan

FLORIDA PERINATAL QUALITY COLLABORATIVE (FPQC)

- Member, Health Equity Workgroup and Steering Committee

DOULA COMMUNITY COALITION

- President
- Chair, Mission and vision ad hoc committee

NATIONAL DOULA NETWORK

- Advisor, Faith-based and Racial Equity

BROWARD COUNTY DEMOCRATIC BLACK CAUCUS

- Chair, Diversity, Equity and Inclusion

ZETA PHI BETA SORORITY, INC.

- Committee Chair, March of Dimes, Area VI, Florida

CONTRACTING EXPERIENCE

RACIAL EQUITY COACHING

Florida Institute for Child Welfare (Florida State University)/ Office of Early Learning (State of Florida)

Provide knowledge base for racial equity work. Conducted Equity, Diversity and Inclusion coaching to develop an equity implementation plan. Facilitated revises of any internal policies and procedures to address gaps in service, lack of collaboration with other agencies, and or any obstruction for a fair and equitable delivery of services

ADVISORY COUNCIL MEMBER

University of California San Francisco

Contribute as content expert to the National Community Advisory Council-Priority Study. Ensure research includes and benefits people of color. Active recruitment of participants to ensure communities of colors' voices are heard and their experiences are included in the research in meaningful ways.

HEALTH EQUITY CONSULTANT

Florida Department of Health-Palm Beach County

Serve as subject matter expert. Provide education relevant to achieving health equity. Facilitate case consultations that construct solutions utilizing a racial equity lens.

LECTURING EXPERIENCE

- University of Central Florida/HCA Healthcare Medical Residents Lecture Series: Understanding Anti-Racism; Closing the Equity Gap; Impact vs. Intent; Cultural Intelligence; Unconscious Bias; Finding Common Ground
- Florida International University: Organizational and Community Processes in Adult Education and Human Resources Development
- Barry University: Increasing Maternal Mortality Rates Among Black Women in the United States
- Valencia College: Prematurity Prevention
- Florida Atlantic University: Poverty and Hunger in America; Changes in Women's Roles throughout history

Elida M. Segrera, L.M.F.T.

13299 NW 8th Street

Pembroke Pines, FL 33028

Telephone: (954) 614-1425

Email: elidasegrera@gmail.com

EXPERIENCE

Director of Operations

September 2018 - current

Broward Behavioral Health Coalition

- Responsible for overall operations of the System of Care within BBHC's purview
- Responsible for putting systems in place to ensure quality services are delivered throughout the provider network
- Lead facilitation of collaboration amongst BBHC's System of Care Providers and agencies' key stakeholders
- In charge of BBHC in the CEO's absence and represents CEO in community and stakeholders' meetings
- Direct supervision of the Care Coordinators and grant Project Directors
- Direct supervision/implementation of Utilization Management (UM) and Care Coordination
- Oversight of Forensic Programs, Crisis Intervention Programs,
- Oversight of Case Management System
- Oversight in activities under the SAMHSA Grant, One Community Partnership, BYRP, Family CPR

Private Practice (Medical Family Therapy) online

August 2011 – Current

HEDIS National Program Manager

June 2016 - current

Magellan Health

- Engage internal teams of current programs and processes to better integrate HEDIS touchpoints to drive care gap closure.
- Assess and develop partnership between primary care providers and mental health providers to promote integration of care to support HEDIS outcomes.
- Design, implement and manage HEDIS intervention projects that integrate care to support long term improvement of HEDIS outcomes.
- Facilitate and engage new and existing vendors for HEDIS related initiatives.
- Develop of all documentation related to the design and implementation of HEDIS interventions, including but not limited to, program process flows, and state required forms for approval of events.
- Design and provide HEDIS trainings to internal staff and primary care providers.

Director of Programs and Coordination of Care

February 2015 – June 2016

Concordia Behavioral Health

- Supervise the Provider Relations, Utilization Management and Quality areas for Broward's DCF Managing Entity (BBHC).
- Support the BBHC System of Care by strengthening coordination of care, to expedite transitions of care, including priority of care populations, such as forensic clients.
- Implement and maintain a modern and efficient waiting list to coordinate admissions to facilities, prioritizing forensic clients within the System of Care.
- Manage performance outcome data across providers and for Managing Entity.
- Analysis of performance outcome algorithms to identify critical data points.
- Design and implement new contracting modality for Managing Entities.

Program Manager (Utilization Management)

December 2012 – January 2015

Concordia Behavioral Health

- Supervise utilization management program for BBHC-DCF to support the System of Care.
- Develop reporting suite for UM Program to facilitate admission and transitions of care, with special emphasis on forensic clients
- Implement Level of Care assessment (Locus/CALocus) for BBHC.
- Coordinate and monitor DCF critical incidents reporting for BBHC.
- Responsible for BBHC clinical quality monitoring of provider network.

Consultant-Quality and Program Development

- Camelot Community Care
- The Starting Place, Inc.

April 2012 – December 2012

May 2012 to October 2012

Clinical Director

December 2010 – April 2012

The Starting Place, Inc

- Responsible for the administrative and clinical programming of the agency's mental health, substance abuse and co-occurring services
- Oversees contract management of existing contracts and participates in grant procurement process.
- Engage and establish collaborative relationships within Broward County System of Care
- Assists in the development of the agency's fiscal budget
- Provides clinical and administrative supervision to the agency's program supervisors
- Develop and implementation of EHR

Senior Clinical Supervisor- QA/QI Director

July 2010 – December 2010

The Starting Place, Inc

- Develop and supervise Outpatient Service programs
- Coordinates agency's services and ensures processes and updated and complied always.
- Develop and implement program goals, program performance, risk reduction, and performance improvement activities
- Provides clinical and administrative supervision to the program's staff.
- Develops, implements and manages quality improvement (QI) and quality assurance (QA) program in accordance with the mission and strategic goals of the agency

Supervisor of Outpatient Services

March 2008 – July 2010

The Starting Place, Inc.

- Develop, implement, and supervise Outpatient Service programs.
- Provide direct service staff with clinical supervision in substance abuse treatment/mental health for adolescent and adult clients.
- Responsible for clinical decisions and program-specific model fidelity.
- Design and oversee contract budgets according to requirements and
- Establish collaborative relationships with relevant community agencies.
- Maintain steady flow of referrals for programs

Prevention Supervisor, Wraparound

August 2006 – March 2008

The Starting Place, Inc.

- Develop, implement, and supervise direct service programs for adjudicated and non-adjudicated client pre-commitment with emotional disturbances
- Liaison with referral agents, the departments of Juvenile Justice and Broward County Courts.
- Provide programs' direct service staff with clinical supervision in substance abuse/mental health treatment for adolescent clients and their families.
- Monitor programs' direct service staff administratively and complete performance evaluation.
- Responsible for clinical decisions and FFT model fidelity.

- Maintain minimal caseload of at least 5 clients.

Redirection Coordinator

Jan 2005 - August 2006

The Starting Place, Inc.

- Implement, and coordinate Redirection Program.
- Liaison with referral agents, the departments of Juvenile Justice and Broward County Courts.
- Monitor Redirection direct service staff administratively and complete performance evaluation.
- Oversee substance abuse/mental health evaluations and treatment plans development for adjudicated client pre-commitment with emotional disturbances.
- Conduct and document substance abuse individual and family counseling to said clients.
- Coordinate and provide appropriate referrals upon discharge.

FFT Therapist-Redirection Program

July 2003 - Jan 2005

The Starting Place, Inc.

- Complete substance abuse/mental health evaluations for diversion and adjudicated client pre-commitment with emotional disturbances.
- Develop treatment plans for said adolescent clients.
- Conduct and document substance abuse/mental health individual and family counseling for said clients.
- Carry out suicide risk assessments, crisis intervention and case management upon client's needs.
- Develop or maintain clinical records and program documentation
- Maintain constant communication with supervisor and/or staff
- Coordinate and provide appropriate referrals upon discharge.

Family Therapist, Intern

Jan 2002 – May 2003

Brief Therapy Institute, Ft Lauderdale, Fl

Family Therapist, Intern

Sept 2002 – April 2003

Ft. Lauderdale Hospital, Ft Lauderdale, Fl

Case Manager, Intern

Jan 2001 – May 2001

Family Court Services, Ft Lauderdale, Fl

OTHER EXPERIENCE

Family Therapist

1997 - 1999

Fertility Treatment Unit, Cartagena, Colombia

HR Administrator

1990 – 1994

Distritec Ltda, Cartagena, Colombia

EDUCATION

Master of Science in Marriage and Family Therapy, GPA 4.0

July 2003

Medical Family Therapy Specialization, GPA 4.0

April 2003

Nova Southeastern University, Ft Lauderdale, FL

Bachelor of Science in Psychology

August 2001

Nova Southeastern University, Ft Lauderdale, FL

Corporacion Tecnologica de Bolivar, Cartagena, Colombia

SKILLS

Bilingual in English and Spanish
Proficient in Microsoft Office, MS Word, MS Excel and MS Access
IT trained for the development of EHRs

CERTIFICATIONS AND MEMBERSHIPS

Licensed Marriage and Family Therapist (LMFT)	2006
Certified Addiction Professional (CAP)	2008
Family Functional Therapy (FFT) Certification	2004
Wraparound Certification	2006

Donna Eprifania

607 S. Highlands Avenue
Hollywood, FL 33021

djne123@yahoo.com

Cell: 772-359-4658

Dedicated professional with over 20 years' experience in the human services fields of Child Welfare and Behavioral Health seeks leadership position in a company with a solid mission and vision which supports the children and families in the communities they serve.

Area of Expertise

*Budget development and management
Federal and State Fund Management
Strategic Development*

*Process Improvement
Human Resources
Contract Management*

*Leadership & Teambuilding
Customer Service
Program Implementation*

Professional Experience

ChildNet – Ft. Lauderdale, Florida

January 2018 - Present

Chief Financial Officer

- Foster an environment of high integrity and transparency that motivates employees to achieve a high degree of performance.
- Make recommendations for policy, procedure, control, or action.
- Identifies fiscal and service delivery trends and makes recommendations to ChildNet's Executive Management Team regarding service delivery and procurement.
- Serves as the liaison to the Department of Children & Families on revenue maximization
- Collaborate with auditors and funders in annual outside audits.
- Prepares Cost Allocation Plans
- Reviews budgets and actual expenditure reports submitted by contract providers. Evaluate sub-contractor provider financial stability.
- Reviews budgets submitted to Network Services in response to Request for Proposal (RFP)'s and other contract procurement methods. Evaluate strengths and weaknesses of financial documents submitted by potential providers. Participates in Grant application meeting as corporate financial representative
- Effective negotiation skills and conflict resolution skills
- Reviews audits of subcontracted providers, monitor compliance of providers with federal funding rules and regulations.

Family Preservation Services of FL., Inc. – Boynton Beach, Florida

April 2013 – January 2018

CEO - Florida State Director

- Responsible for the state programmatic operations (240 employees) which encompasses 12 locations for the delivery of service under 4 distinct business lines: Dependency Case Management, Community Action Treatment –(CAT) Team, Crisis-Safety Management, and fee for service / MCO Medicaid Psychiatric and Outpatient.
- Signature & fiscal authority for all financial transactions, contractual and infrastructure agreements
- Annual budget development and monthly monitoring of budget to actual performance
- Responsible for new grant and business proposals (program design and fiscal components)
- Human Resources

CHARLEE of Dade County (Full Case Management Agency) – Miami, Florida October 2012 – April 2013

Chief Financial Officer

- Responsible for daily financial transactions utilizing Blaubaud Financial Edge – Controller
- Preparation of interim Financial Statements -monthly Board / Finance committee presentations
- Supervise operations for Payroll, Medicaid billing, A/R and A/P staff
- Contract Administration and Grant management
- Facilities Management

United for Families, Inc. - Port St. Lucie, Florida

2003 - 2012

Chief Financial Officer

- Foster an environment of high integrity and transparency that motivates employees to achieve a high degree of performance.
 - Make recommendations for policy, procedure, control, or action.
 - Served as a member of the statewide pilot team for the SACWIS (FSFN) financial module.
 - Identifies fiscal and service delivery trends and makes recommendations to UFF's Executive Management Team regarding service delivery and procurement.
 - Serves as the liaison to the Department of Children & Families on revenue maximization
 - Secured a local accounting firm to process accounts payable function and transitioned from Solomon accounting software to SAGE MIP fund accounting (establishing basis of current corporate accounting structure and billing capacity)
 - Collaborate with auditors and funders in annual outside audits.
 - Prepares Cost Allocation Plans
 - Reviews budgets and actual expenditure reports submitted by contract providers. Evaluate sub-contractor provider financial stability.
 - Reviews budgets submitted to Network Services in response to Request for Proposal (RFP)'s and other contract procurement methods. Evaluate strengths and weaknesses of financial documents submitted by potential providers. Participates in Grant application meeting as corporate financial representative
 - Effective negotiation skills and conflict resolution skills
 - Reviews audits of subcontracted providers, monitor compliance of providers with federal funding rules and regulations.

MAXIMUS - West Palm, Florida

2003

Project Manager - Palm Beach Early Care and Education Program

- Serves as the central point of contact and primary client interface for all program related issues supporting the Palm Beach School Readiness Project
- Oversees the payment processing and technical support activities provided as part of the Palm Beach School Readiness Project
- Perform system training
- Performs all project management functions, to include scheduling, task monitoring and tracking, status reporting, and invoicing

State of Florida - Ft. Pierce, Florida

1997-2003

Coalition Management Analyst-Partnership for School Readiness (ELC) 2000-2003

- Liaison between seven county Coalitions (Palm Beach, St. Lucie, Indian River, Martin, Okeechobee, Highlands, and Hardee) and the Florida Partnership for School Readiness

- Financial Management -Formulate budgets, track budget utilization, perform fiscal analysis and advise coalitions on budget action plans – 56 million
- Contract Management – coordinating and facilitating the contract negotiation process between the State and the local coalitions as well provide technical assistance to the local coalitions in the areas of service delivery options, procurement methods, sub-contract development, negotiations and compliance
- Program Management – representative at Partnership Board, coalition, interagency or other professionally related meetings as needed to foster collaboration on a local level for all stakeholders and ensure the legislation and mission of the School Readiness program is implemented
- Coalition Support – provide technical assistance and problem solving techniques to assist local coalitions in daily operations to promote school readiness coordination and collaboration

Department of Children and Families 1997 - 2000

District 15–Community Facilitator

- Development and annual update of District 15's five-year plan "Promoting Safe and Stable Families Grant"
- Participate and promote community driven initiatives that support prevention activities within local communities and neighborhoods

District 15 – Child Care Specialist / Contract Manager

- Implement Statewide policies and procedures for Subsidized Child Care, Project Safety Net and Child Care Training
- Develop, negotiate and monitor of four contractual agreements between the District and the Central Agency
- Developed '97 Child Care Request for Proposal
- Ensure quality assurance in program service delivery

District 15 – Contract Management Unit Supervisor

- Supervised staff of 6
- Procurement responsibilities for District contractual purchases for program areas: Substance Abuse and Mental Health, Family Safety and Preservation, Economic Self-Sufficiency, Developmental Services and Adult Services – 43 million
- Staff development (training and evaluation)
- Address community needs by identifying service gaps and participate in program development and strategic planning

District 15 – Process Management and Quality Improvement and Control Trainer

- Process Management (Understanding Your Process, How it Works and Visual Representation via flow charts)
- Quality Improvement and Control (Seven step process: to identify root cause, develop countermeasures to fix problem, systems to monitor the corrective actions and process standardization to achieve desired outcomes)
- Organize data into logical formats for oral or written presentations
- Formal and Informal meeting facilitator

Allstate Insurance Company -Port St. Lucie, Florida

1987 -1997

Allstate Insurance Company

Staff Claim Representative / Administrative Claim Manager / Claim Support Manager

- Staff supervision
- Claim investigation, negotiations and settlement
- Understand, apply and interpret state rules and regulations

- On boarding trainer
- Coordinated consolidation of claims operation to home site – Melbourne, FL
- Cost analysis for mini satellite office / Office equipment and furniture distribution and hook up
- Daily office operations
- Annual security education trainer

Education

University of Central Florida Orlando, FL

Bachelors of Science Business Administration – Finance

Indian River Community College Ft. Pierce, FL

Associates of Arts Pre-Business Administration

References

Karen Maziarz
Chief Financial Officer
Youth and Family Alternatives
727-569-6753
kmaziarz@yfainc.org

Allison Hill
Chief Executive Officer
Lakeview Behavioral Health
850-450-9376
ahill@bhcpns.org

Additional references available upon request



REVIEWED AND RECOMMENDED BY EXECUTIVE FINANCE COMMITTEE ON 6/15/2022

**Board of Director and
Executive Finance Committee Meetings
Calendar FY 2022-2023**

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Executive Finance Committee

- August 17, 2022 @ 11:30am
- October 19, 2022 @ 11:30am
- November 30, 2022 @ 11:30am
- March 15, 2023
- May 17, 2023 @ 11:30am

Board of Directors

- August 25, 2022 @ 9:30am
- October 27, 2022 @ 9:30am
- December 8, 2022 @ 9:30am
- January 26, 2023 @ 9:30am
- March 23, 2023 @ 9:30am
- May 17, 2023 @ 9:30am
- June 22, 2023 @ 9:30am

Executive Finance Committee Meetings
 Board of Directors Meetings
 Board of Directors Meeting will be held if necessary
 BHSC Office Closed due to Holiday



REVIEWED AND RECOMMENDED BY EXECUTIVE FINANCE COMMITTEE ON 6/15/2022 WITH A CAVEAT RELATED TO SIGNING AUTHORITY

Background

The Coalition last revised its Accounting and Financial Policies April 2017 with some minor revisions. Since that time the agency has doubled its revenue and significantly increased the number of staff. It has also added some new members to the Finance team. There was the desire to strengthen the policies with more detail and increased segregation of duties. The Director of Finance and Administration reviewed policies from other agencies and FAHSC had recently revised its policies. Since it was such a substantive change, we did not do track changes but rather put together a summary of material changes. The Policies presented to the Executive/Finance Committee originally provided Signing Authority to the CEO for both Programmatic and Operational Agreements that had been approved by Board Action in the Budget. The Committee had a robust discussion about the pros and cons and asked CEO to research and bring back an opinion. In the interim, the Accounting Policies have been modified to delineate signing authority, so the Board Chair and Officers continue to have signing authority over Program Contracts but allowing the CEO to continue to sign vendor agreements related to operations.

Accounting Policy Summary of Material Changes

Authorization of Signers

It states that as a matter of Policy, the Board will sign programmatic contracts. It does provide for the CEO to sign vendor and or operational agreements that support the daily operation of the organization. For example, phone service, internet, copier, alarm system, software tools, recruitment ads, etc.

Raises check signing abilities of CEO from \$ 7,000 to \$ 15,000.

General Banking

The Director of Finance to complete an electronic funds transfer (EFT) with prior Board approval for monthly rent and a bank transfer to pay company credit cards only with prior CEO approval on all purchases being paid.

Credit Cards

No changes

Cash receipt Processing

Added specifics on gift card use as we are sometimes shared for client assistance from outside sources. Added the ability of the new Accounting Coordinator to *VIEW* the bank accounts only.

Accounts Receivable /Billing

This policy sets The Bad Debt policy however we have not identified any write-offs since I began working here.

Travel Expenses

Added clarification as to what is not considered reimbursable per the State of Florida.

Cost Allocation Methodology

Clarifies that Healthy Start allocation methodology is typically based on the historical breakdown of the clients we serve as 70% Medicaid and 30% non-Medicaid clients.

Petty Cash

No change

Accounts Payable

The Director of Finance has the authority to purchase up to \$500 without prior approval from the CEO.

If electronic payment, the accounting team creates ACH in online banking account and, before releasing the payment, sends a copy to CEO for approval. Upon approval by the CEO, ACH is released in the online banking account by the accounting team. A copy of the approved ACH is saved in the accounting records.

It is the policy of THE COALITION not to do business with relatives of the staff or Board.

Chart of Accounts

No changes

Budget

No changes

Payroll Processing

No changes

Close

No changes

Financial Reporting

Financial statements are made available by the 11th day of the 2nd following month. (for example: January Financial Statements are available by March 11th).

Financial Statement Audit

The Coalition will contract with the CPA firm selected to audit the organization for a period not to exceed five years unless approved by the Executive Finance Committee.

At the end of this period, with the assistance of staff, a request for proposal (RFP) will be completed for CPA firms specializing in auditing not-for-profit organizations.

Property Records

No changes

Government Filings

This policy clarified responsibility of each government filing.

Taxes

The 990 will be shared with the Finance Committee for review prior to filing if possible.

Other Administrative Policies

No changes

Records Retention and Destruction

The retention period for documents is 7 years, unless specified by a contract otherwise.

Procurement

COALITION may also “piggyback” on a procurement that has taken place by another government agency or funding partner for that similar service.

Sub-recipient Information

This policy clarifies the monitoring that THE COALITION completes to ensure that all requirements are met based on the Uniform Guidance for Federal Awards.

Year End Procedures

This policy clarifies our fiscal calendar and how revenue is recorded after the fiscal year is complete.

Broward HSC - Performance Dashboard

FY 2020-2021	State Goal	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
		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%
Infant Screening Rate	90.00%	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	70.00%	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													
	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	90.00%	97.20%	97.54%	98.72%	97.37%	96.05%	94.86%	92.24%	89.47%	90.49%	88.51%	86.24%		93.52%
Prenatal Screening Rate	70.00%	69.99%	70.49%	56.80%	60.65%	55.64%	52.59%	73.95%	77.43%	61.81%	64.67%	38.96%		62.09%
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
CI&R - Total Initial Intakes (Pren-Inf/C)	BHSC Goal	1,745	1,719	1,655	1,698	1,628	1,429	1,578	1,417	1,602	1,490	1,592		1,596
CI&R - Initial Intakes Outcome - Referred to HV Program		951	944	892	872	871	789	872	756	814	790	860		856
CI&R - % of Clients Referred to HV Program at Intake		54.50%	54.92%	53.90%	51.35%	53.50%	55.21%	55.26%	53.35%	50.81%	53.02%	54.02%		53.62%
	BHSC Goal													
HS - Initial Assessments Completed (Pren-Inf)		438	389	379	377	368	331	409	428	429	437	426		401
HS - F2F Ongoing Visits (Pren-Inf/child)		1,506	1,593	1,415	1,516	1,415	1,487	1,411	1,447	1,497	1,498	1,559		1,486
HS - Total F2F Visits - combination of IAs & Ongoing HVs		1,944	1,982	1,794	1,893	1,783	1,818	1,820	1,875	1,926	1,935	1,985		1,887

Coordinated Intake and Referral (Connect)													
Healthy Start Program													
Measure	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
CI&R - Total Initial Intakes (Pren-Inf/C)	1,745	1,719	1,655	1,698	1,628	1,429	1,578	1,417	1,602	1,490	1,592		1,596
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Legend
 Goal Met
 Goal Not Met
 Final Results Pending
 *Dashboard updated 6/15/2022

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

**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	P	P		P	P	Z	
Marsha Christie	P	Z	P	P	A		P	Z	P	
Skye Cleek	Z	Z	A	Z	P	C	Z	A		
Timothy Curtin	A	P	Z	P	Z	A	P	A	P	
Dr. Marga Figueroa	Z	A	Z	A	A	N	Z	Z	A	
Dr. Harleen Hutchinson	P	P	P	P	Z	C	P	P	P	
Maria Juarez Stouffer	P	P	P	P	P	E	P	P	A	
Regine Kanzki	P	P	A	P	P	L	Z	Z	P	
Dawn Liberta	P	Z	P	Z	P	L	P	P	P	
Rose McKelvie	Z	P	P	P	P	E	P	P	P	
Allison Metsch	P	P	A	Z	P	D	Z	A	Z	
Amy Pont	Z	Z	P	P	P		P	P	P	
Dr. Sharetta Remikie	Z	P								
Neiko Shea	A	Z	Z	Z	Z		Z	Z	P	
Karen Swartzbaugh Ghezzi	P	P	P	Z	P		P	P	A	
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."



**Deerfield Beach
Community Cares**
An Oasis of Health & Hope

PRESENTS

**FREE
EVENT**

**CALLING ALL DEERFIELD BEACH
& POMPANO BEACH EXPECTING
WOMEN & PARENTING FAMILIES
WITH CHILDREN 0 to 12 MONTHS.**

This event is organized by Deerfield Beach Community Cares & Broward Healthy Start Coalition.

Saturday, July 16, 2022

10:30am-2:00pm

**E. Pat Larkins Center 520 Northwest 3rd Street
Pompano Beach, FL 33060**

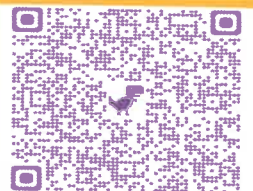
***VENDORS, RAFFLES, & GIVEAWAYS* SCAN or CLICK QR CODE to REGISTER.**

**Infant
Safety**

**Pediatric
Care**

**Breastfeeding
Support**

**Post-
partum
Health**



For more information on this event, contact Alima Harley: AHarley@browardhsc.org

