**Board of Director Meeting Minutes**

**February 24, 2022**

**10am to 12 Noon EST**

**Present:** Ronald Pickett, Reggie Johns, Gerald Waters, Mike Watkins, Courtney Stanford, Lori Gulledge, Rae Kerr, Marcia Mathis, Todd Gainey, David Daniels, Charles McDonald, Connie Lyda, Charlton Bradley, Angie Nichols.

Attended via phone: Kathy Milton, Dr. Liz Holifield, Bambi Smith, Bibi Ramos, Walter Sachs, Shawna Peterson, Tara Taylor, Kecia Crawford, Michael Beedie

1. **Welcome and Chair’s Remarks** Pickett

Recognized the passing of Board Member Catherine Wynne. Mike Watkins spoke of her great contributions to the agency. A condolence letter will be sent to her family on behalf of NWF Health Network.

1. **Consent Agenda** Pickett
	1. Motion made to approve the minutes by Reggie Johns and approved by all. Motion passed.
	2. Review Performance Child Welfare/Behavioral Health – No questions regarding this.
	3. Media Coverage
	4. Policy Review
2. **Review and Approval of Finance Committee Report**  Gulledge
	1. 21-22 FY

1.**Budget to Actual**

CBC budget to actual indicates a current deficit of $3.7 million.  Risk Pool budget has been added to FFPSA Rate changes.  We’ve only realized about $100,000 through December from this anticipated rate.  Risk Pool application opened up to all CBC’s last month.  We look forward to amendments to cover our MAS and GAP program shortages.

ME budget to actual indicates a current $131k surplus in administrative expenditures and an overall surplus of $6.8 million.  We currently have about $10million in new money that came in December and we are working diligently to push these funds out.

CBCIH budget to actual indicates a slight deficit of $37k on the NWFHN side.  We are receiving more revenue from the CBCIH contract.  And because the management fee is higher than it needs to be on the NWFP side, more revenue is transferring to that side.  We will offset in the next year to offset this.

HHS grants budget to actual indicates surplus.  These are actually cost reimbursement contracts and we are working with providers to get them to expend the funds to insure the programs break even.

1. **Budget Summary**

The working budget summary as of December 31, 2021 projected the following:

CBC  projected deficit of $3.7 million.

ME projected surplus of $512k.

CBCIH projected deficit of $37k.

HHS projected to net to zero as these are cost reimbursement grants.

1. **Balance Sheets**

The balance sheets for NWFHN were presented and indicate sufficient cash flow and receivables.

The balance sheet for Independence Village was presented with no change from the previous meeting.

1. **Refinance of Quincy**

Appraisal came in at $1.6 million.  We owe approximately $900k.  We are looking to take cash out to do some upkeep, including sealing brick, repairing the roof, and some renovations for new tenant use and cosmetic upgrades.  Current loan terms this month.  It was originally a 5 year with a 5 year renewal.  Banker is going to offer us a 10 year renewal with a 15 year amortization.  This will be refinanced in NWF Partnership, under our property transfer plan.

1. **PEO Presentation**

Discussion of change in PEO providers discussed.

**B.Facility Updates:**

Todd Gainey summarized the renovations at MLK (paint, carpet, and working to replace furniture and windows, stairwells, bathroom). Quincy has been surveyed for needs assessment. Currently prioritizing what needs to be done and getting quotes/bids. Crawfordville facility will be painted next week and carpet will follow. Tharpe: Walk through identified issues needed to be fixed. Upgrading communications issues with the internet. Marianna will be the next on the list with smaller items. Chipley is in good shape. Chipley needs community room named.

No questions on the financials. Motion made and seconded by Reggie Johns to approve the financial report. Motion passed.

1. **Strategic Discussions**  Mike Watkins
2. **Annual Priorities**
	* + 1. All Staff: February 25, 2022. Discussed events to take place.
			2. March 26 20th anniversary of our organization.
	1. **ITN C2/14 & ITN C1** Courtney Stanford
		* 1. Fully executed ITN for Circuit 2 and Circuit 14 with terms of contract 5 & 5.
			2. Mike Watkins stated we would pursue a bid for C1. FFN is the CBC subsidiary and is what is up for bid.
			3. No formal commitments have been made by Lakeview. Our intent is to discuss a path for both NWF Health Network and Lakeview. We have a strong relationship with them via the ME.
			4. Discussed the pros and cons of taking on C1. C1 is challenged on adoptions, caseloads, and don’t have enough placements for the children. However, the majority felt the positives outweighed the negatives.
			5. DCF chose not to renew the contract to Lakeview which resulted in the ITN.
			6. Gerald Waters stated he has been in Circuit 1 and has seen what worked and didn’t work. He feels NWF would help make a difference in C1. Ralph Haben added his support that NWF would be ideal to take this on due to the experience of our staff.
			7. With the proposed House Bill we could receive 35 million which is a 7 million differential. FFN could get 15 million more potentially with the House funding dollars. Currently FFN is in a 5-6 million dollar deficit.
			8. Courtney Stanford discussed the challenges of C2/14 and that C1 was even more of a challenge. Proposal for the ITN will be hard but she believes we are up for it. We already have a relationship with C1.
			9. Lori said we have experience with emergency procurement of a CBC.

Chair asked if anyone on phone had comments and no one did. Kathy Milton was supportive of proceeding if we have the opportunity to do pursue the ITN.

Ronald ask for a motion to go forward with the ITN if Lakeview does not. Motion made by Bambi Smith and seconded by Reggie Johns.

Ronald Pickett authorized NWF to work on a submission for the C1 ITN. Motion made with Bambi Smith seconding. Motion passed with no objections.

* 1. COA Reaccreditation Courtney Stanford

Courtney stated that we sent a COA survey to our providers, care givers, etc. COA team will be here at the end of May onsite. Submitting policies and documents. Will meet with workforce, providers, and Board members regarding how we operate. She will let everyone know who COA wants to speak to.

* 1. ME Update David Daniels

David discussed the multi-year report that department is required to complete due to the 2021 General Appropriations Act. This report discusses what the ME does. Types of services done and the revenue. Of the 30 page document page 3 identifies the different ME and where they are. Identifies how many counties are rural vs. non-rural: 13/30 are rural counties (1/3 of the rural counties are ours).

Expenditures showed that ME costs under 3% for the last 2 years. Page 7 of the report showed Core Services (or Targeted services) and those that were Grant funded.

2021 expenditures total allocations on low end for 2021 for spending. Rolled forward 8% of our budget in General Revenue funds to 2022.

FACT teams 21- # of FACT clients served. CAT Team 22% of CAT team is served by us (ten cat teams)

FIT teams – we have 18% of the State’s clients.

Summary: Multifaceted and comprised of various programs for under-insured people. Works with the ME to implement key programs with a transparency of funding.

Shows state wide budget for last to fiscal years – what was there to spend and what was actually spent.

Ronald Pickett asked if there were questions on the ME report there were none.

* 1. Community Engagement Marcia Mathis
		+ 1. Highlights listed: Christmas drive done, Reggie Johns helped contribute to the Independent Living kids, and there was a Christmas day adoption.
			2. Conferencing for budget will start next week with Legislation.
			3. FL Coalition for Children represented us on the Child Protection side. Rally for Tally had 20 legislatures attend.
			4. Night Event –testimonies from the IL kids dreams/stories of those who have been in Foster Care. One of our IL kids from Chipley sang.
			5. Biggest event was the National Foster Family Appreciation Week with videos showing tribute. This was well received and very appreciated by the Foster families.
			6. Easter Basket Drive has begun for Foster Children. Looking for 600 baskets to be sponsored.
			7. The new Community Engagement Team’s goal is to find stories of strength and success within the agency and share those stories. Members are Marcia Mathis, Connie Lyda, Bibi Ramos, and Kecia Crawford.
			8. Walter Sachs discussed the realignment in DCF. No changes to circuit structure or regions. Progam Director will have a direct line to the Region Director. This position will also focus on Community Engagement as well as Prevention. They hope to move away from crisis by acting sooner. The relationship with Lead Agencies and MEs will have no disruption.
	2. **Workforce**  Mike Watkins

Veterans and their spouses will be targeted to apply for positions within the NWF Health Network agency.

1. **Review Risk Management** MikeWatkins
	1. **Executive/Legislative**
		* 1. **Workforce**

Challenges with workforce are that we have many openings. The strategy is to recruit Veterans and their spouses. We have 1.5 million Veterans around the state. Potential to have a sign on bonus. The position would be to help protect children. Well received in the state. Commercial in the works.

* 1. **Legal**  Ralph Haben

Stated there are currently 3 lawsuits and attorneys are handling it. We are in a good place.

* 1. Other

Campaign for drug abuse prevention. Meth PSA. Target meth prevention within the community not the user. Working with agencies on this.

Behavior Health Services is a risk not having positions filled. Walter suggested bringing to state an idea to create tuition waivers for those in this field to entice them to recruit in this area. Shortage of workers and a monetary issue for lack of compensation in that area.

Mike Watkins asked if there were any other risk issues and there were none.

1. Review Governance Ronald Pickett
	1. Status of Directors
		* 1. Reappointment of Member(s)
			2. Proposed Member(s)

Mike Watkins said he has met with prospective board members.

Reggie Johns introduced Keith Dean who was on the phone. He is the Executive Director of Emerald Coast Realtors.

Reggie also recommended Charlie Strickland to be on the board.

Ronald Pickett made motion to accept. Reggie Johns motioned and Gerald Walters seconded the motion. All were in favor of adding these 2 new Board Members.

1. Next Meeting: April 28th in Panama City at 10am CST

Rae Kerr stated that the Emergency Audit Meeting needs to be for March 9th meeting with an Emergency Board Meeting to follow.

1. Adjourn Ronald Pickett