**Board Meeting Minutes**

**February 23, 2023**

**10am to 12 Noon EST**

**Meeting Participants:** Gerald Waters, Ronald Pickett, Reggie Johns, Charlie Strickland, Keith Dean, Teresa Roberts, Bambi Smith, Dr. Liz Holifield, Mike Watkins, Courtney Stanford, Rae Kerr, Marcia Mathis, Ralph Haben, Michael Lee, Connie Lyda, Amy Cliburn, Shawna Peterson, Walter Sachs, Charles McDonald, Christa Pate, Kelly Faircloth, Maureen Castano, Jeremy Scanlon, Kristi Lock, Angie Nichols

1. **Welcome and Chair’s Remarks Gerald Waters**

Meeting was called to order and guests were welcomed. It was noted that we have a quorum of the Board.

1. **Consent Agenda Gerald Waters**
   1. Review and Approval of Minutes
      1. Board
      2. Executive Committee
      3. Finance Committee
   2. Review Performance Child Welfare/Behavioral Health
   3. Media Coverage
   4. Policy Review

Reggie Johns made a motion to accept the Consent Agenda. Bambi Smith seconded the motion and all were in favor. Motion carried.

1. **Review and Approval of Finance Committee Report Rae Kerr**
   1. 22-23 FY

**Working Budget Summary – Budget to Actual through December 2022**

**CBC budget to actual CBC C1** indicates a fiscal year to date operating surplus of $972k dollars. This was based on the original transition contract through December 2022. We anticipate receiving remaining transition contract funding to roll into our contract and any surplus from C1 to roll into our contract. The re-procurement process of C1 subcontracts will begin April 1. The re-procurement process is anticipated to take approximately 24 months to fully complete. NWF Health Network committed to re-procurements during the first 24 months of the contract and will adhere to this timeline. The Budget for June 30, 2022 originally adopted as a Board in October 2022 included a projected surplus of $577,045 overall. There are running deficits in MAS, Child Subsidy, and Gap in both C1 and C2/14. There will be a budget amendment submitted in April.

There were no questions regarding the C1 CBC Budget Summary.

**CBC budget to actual CBC C2/14** indicates fiscal year to date operating surplus of approximately $90k, with an overall deficit of $515k. This deficit is being driven primarily due to MAS, Gap, and Child Care subsidy deficits. Funding amendments are expected to assist with this shortfall. Management also continues to monitor the deficit in Board Payments. There is a slight deficit in the Subcontractor Provider driven by current vacancies being lower than the historical average indicated. The Budget for June 30, 2022 originally adopted as a Board in October 2022 included a projected surplus of $20,578.

There were no questions regarding the C2/C14d CBC Budget Summary.

**ME** Operating budget to actual indicates an approximate $80k surplus in ME. Pass-through funds show an approximate $6.1 million surplus. YTD we have spent about $42million of the $98million budget through Dec 2022 which is about a 40% spend.

**CBCIH** Operating budget indicates a fiscal year to date surplus of approximately $67k.

There were no questions regarding the CBCIH budget.

The **HHS Thrive Grant** is a cost reimbursement contract. Funds did have to be reverted to USHHS due to two of our providers not spending all of the money funded under the cost reimbursement grant.

**NWFHN Balance Sheets** indicates sufficient cash to meet our cash flow needs and liabilities.

**Independence Village Balance Sheet**: There are no changes.

There were no questions regarding the Working Budget Summary.

* 1. **Facility Updates**: Marianna facility updates have concluded. The next item will be to find facilities in C1. Currently leasing one facility now. Apalachicola facility has been finalized and 7 staff members will be located there.

There were no questions

Bambi Smith made a motion to accept the Finance Report as presented. Motion was seconded by Reggie Johns. All were in favor and none opposed. Motion passed.

1. **Strategic Discussions Mike Watkins**
2. **Annual Priorities**
   1. **C1 Update - 100 Day Progress Report Courtney Stanford**

Currently on day 114 of the C1 transition. We have just finished the 100 days of the transition. The 100 Day Progress Report highlights occurrences since the transition. C1 is 8 licenses away from hitting the state-wide target. Four Foster Family Training classes have been held. Adoptions is a strong priority to get children with their forever home. Identifying the number of children in group care to analyze the financial data. Foster Board Rates are set and expectations are shared with Foster Families. Any rate changes must be approved by Molly Clore or Roshannon Jackson if there is a special circumstance. We are doing process changes internally and with FFN Partners. We are in the re-evaluation phase and taking all that we have learned with Circuit 1 in the past year. The re-procurement process of C1 subcontracts will begin April 1. The re-procurement process is anticipated to take approximately 24 months to fully complete. NWF Health Network committed to re-procurements during the first 24 months of the contract and will adhere to this timeline. Chair Waters stated that a great benefit to C1 is having a Foster Family Support Specialist assigned to each family.

NWF Health Network took over the C1 contract on November 1st, 2022. Placement has been a challenge and we are proud of the improvement in these numbers. Working to enroll children in the health insurance plan. C1 was previously last in the state for participation; but these numbers have increased since the transition. The focus moving forward will be on stabilization of work force, salaries, and caseload reductions.

C1 Christmas event: NWF has conducted Christmas time adoptions for the past 7 years. This past December 2022, C1 participated in the first adoption ceremony. 10 children were adopted in Escambia County.

In Feb. 2023: Early Engagement by Case Managers was instituted to increase family support. CMs will meet with the family upon initial placement.

Octavius Jackson, Disability Specialist, was brought on in August to assist Case Managers when navigating those with disability needs.

* 1. **ME Update Mike Watkins**
  2. **Faith Liaison Marcia Mathis**

Marcia Mathis was appointed as Faith Liaison at the end of January 2023. NWF is currently engaged with over 100 Churches and Faith Based organizations in our 18 counties. Some churches are assisting with Behavior Help and Recovery Support. There have been meetings with Pastors and our own staff. We are seeing how we can expand our services. Goals are to find out what the needs of the community are, and spread the word to churches so that they can help with the needs. Services that can’t be provided by the State, are some that the churches could assist with. This position arises from the Governor’s initiative ‘Faith Based Initiative” in 2019 which was delayed due to Covid, but has now restarted.

**Fatherhood Initiative Charles McDonald**

The first steps are to hear from the fathers in our System of Care and to find out what their challenges are. Focus Groups were set up in each Circuit (1 in each). The next Focus Group will be held in Tallahassee on Feb. 28th. The other 2 Focus Groups have already taken place. Fathers shared challenges such as having visitation during the day when they need to work. Urinalysis testing is often during the day which also prevents fathers from earning wages. Next steps after the Focus Group will be to develop an Action Plan. George Baston will assist with the plan and grant writing. Building a foundation to help fathers increase participation with their children. 2 positions were funded by the state but we budgeted to get another Fatherhood Champion in each Circuit. The goal is to increase the number of Champions for the larger areas.

500 children in Adoptions. The adoption team has been overstaffed to help children to get in their forever home. Over 40 children in C1 were adopted in C1 this month. Our expectations now are 60-90 days to get a child adopted but will eventually reduce that to 45 days. It was previously around 6 months for the adoption process.

Lastly Friday it was announced that Sheriff’s Offices will no longer have Child Protective Investigators. These positions will revert back to the Department. Salaries and risk will be different than what the CPIs previously earned with the Sheriff’ Office. Walton County only had 3 positions out of the 9 positions filled that were given for CPI.

The C1 contract is now in the Re-assessment phase and we are working on a procurement schedule for C1. Re-procurement will begin on April 1.

One year ago the intent to bid on C1 contract was announced. The Circuit Administrators and COO, Courtney Stanford, were thanked for doing an excellence job. Rae Kerr became CFO this past summer and has worked to make this process successful. Dealing with 1000s of transactions per month. Amy Cliburn and her Accounting staff were also recognized for handling the increased workload so well during this change.

Vision Brochure will be mailed to each Board Member who was not present today. CEO, discussed the 4 objectives in our vision. 1. Increase access for everyone in need. 2. Grow our Partnerships locally, 3.Invest in our team and network, 4. Communicate our story to others.

NWF Connects app is available to assist those in finding a variety of services.

Employee, Lisa Pace, was recognized at our All Staff for being a life saver by answering the call for a Hurricane Ian survivor. Lisa’s story of strength was shared.

Goodwill, Empathy, Respect, Humility: Dr. Rick Marks provided training on these traits and it is the focus of NWF to incorporate this in all we do when we are working with our providers, caregivers, etc.

1. **Review Risk Management Mike Watkins**
   1. Executive/Legislative – in Committee today, Session starts on March 7th. There is a surplus in dollars so it is anticipated that more resources will be distributed.
   2. Legal Ralph Haben

We have 2 current lawsuits. These are HR and 1 is Child Welfare.

There have been recent trends in Cyber-Security. TMH had a cyber-security breach. NWF enhanced our Cyber Security last year due to requirements from insurance which has helped by providing 3-4 layers of difficulty. We have increased insurance and protection to assist with cyber issues. Rising rates are the result. Insurance costs are a risk.

* 1. Other

Mike Watkins asked if there were any risk issues on behalf of the Board that staff need to examine. Chair stated there were none.

1. **Review Governance Gerald Waters**
   1. Status of Directors
      1. Reappointment of Member(s)
      2. Proposed Member(s) Three spots open on the Board out of 15 spots.
2. **Next Meeting: April 27th, 10am CST**

Panama City

1. **Adjourn Gerald Waters**

Mike Watkins thanked Walter Sachs for his efforts and extended well wishes for his future retirement.

Ronald Pickett made a motion to adjourn. Motion carried, meeting adjourned.