**Board Meeting Minutes**

**June 22, 2023**

**10am to 12 Noon CST**

**Meeting Participants:** Gerald Waters, Teresa Roberts, Dr. Liz Holifield, Dr. Mark Stavros, Michael Beedie, Rep. Michelle Salzman, Rendy Lovelady, Pauline Patrick, Reggie Johns, Charlie Strickland, Keith Dean, Mike Watkins, Courtney Stanford, Rae Kerr, Angie Nichols, Kelly Faircloth, Sonja King, Jeremy Scanlon, Janice Thomas, Maureen Castano, Amy Cliburn, Marcia Mathis, Charles McDonald, Christina Bertera, Ralph Haben, Christa Pate, Shawn Nickel

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. Mike Watkins is attending the one year anniversary event for Continue the Mission. He will join the meeting virtually after the event.

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

Teresa Roberts made a motion to accept the Consent Agenda. Pauline Patrick seconded the motion and all were in favor. Motion carried.

1. **Review and Approval of Finance Committee Report Rae Kerr**
2. **22-23 FY**

**Pg. 28: Amended Working Budget**

CBC C2/14 is projected to break even at year end. CBC C1 is expecting a surplus based on the current schedule of awards of approximately $776k dollars. ME is showing an overall FYTD surplus of $776k dollars. CBCIH is expected to break even. CAPTA Grant is projected to break even with a potential pay back to DCF for any surplus left on the Provider Contract.

**Pg. 29 CBC budget to actual CBC C1**

**CBCIH** Current year FYTD Operations is showing a slight surplus of $587k and an overall FYTD total surplus of $1.2 million. Current MAS subsidies are outpacing the budget. If expenditures in June continue at the current pace, an estimated surplus of $776k based on the current schedule of awards is projected.

A preliminary updated schedule of funds has been received but has not been formally amended into the contract for 2022/2023. This shows receipt of approximately $2.2 million as a result of surplus at the end of 10/31/2022 on the Circuit 1/FFN contract. These numbers are not incorporated into our projection because they have not been formally amended into our contract.

There were no questions regarding the CBC C1 Budget Summary.

**Pg. 30** **CBC budget to actual CBC C2/**14

Current year FYTD Operations show a surplus of $351,771 through May 31, 2023. Overall, the budget to actual shows a surplus of $702,594 fiscal year to date.

Out of Home Care is outpacing the budget. However, Management is monitoring those expenses closely. In analyzing overall budget projections, it indicates that the contract will break even at year end if expenses hold steady through the end of June.

There were no questions regarding the CBC C2/C14 Budget Summary.

**Pg. 31 ME Working Budget**

There is a $240k surplus in Operations and the overall FYTD is currently showing a FTYD surplus of approximately $12 million in Provider expenditures. There is a push to get those funds out to the Providers. The funds came at the start of the 4th quarter of 2022.

The formal 23/24 schedule of funds which incorporates all anticipated 23/24 funds, has not been received yet. An initial recurring funding amendment of $85 million has been received to extend the budget into 23/24. Management expects that a new amended schedule of funds will be received and it will exceed the current year SOF of $114 million dollars.

There were no questions regarding the ME Budget.

**Pg. 32 CBCIH Budget**

Anticipated to break even for the year and revenues are expected to increase as the team works to increase enrollment.

There were no questions regarding the CBCIH budget.

**Pg. 33 CAPTA Grant** Contract ends on June 30and will not be renewed by the Department. Any leftover funds will need to be paid back to Dept.

**NWFHN Balance Sheets** indicates sufficient cash to meet our cash flow needs. The Department is doing a great job turning funds around. We anticipate the advances for the new year to be paid around the 10th of July. There are enough receivables to generate cash flow.

**Independence Village Balance Sheet**: We are still in negotiations with Florida Housing but there have been no new changes.

Risk from a financial perspective: Our insurance is increasing over $300k in the upcoming year. This is an issue across the state with all CBCs with an average 35% increase in premiums.

There were no questions regarding the Working Budget Summary.

Motion to accept the Finance report was made by Teresa Roberts. Seconded by Reggie Johns with no objections.

A motion to adopt a continuation of the budget was made by Reggie Johns and seconded by Teresa Roberts. All in favor, motion approved.

1. **Facility Updates**: There are no updates, however, there will be future needs for space in Escambia and Circuit 1 overall. The lease in Pensacola was extended to December 2023.

There were no questions from the Board.

1. **Strategic Discussions Courtney Stanford**
2. **Annual Priorities**

We restructured our Circuits and appointed Circuit Administrators to lead. This has helped in creating better accessibility to families, Providers, and Staff. Janice Thomas has stepped into a new role as Systems Integration Director. Sonja King is leading the Training Team. Training for the front line Provider network team has been a focus, as well as other functions to ensure we are true to the law.

* 1. **C1 Update - Christa Pate/Courtney Stanford**

Procurements were sent out and only two Providers applied. This phase will be finalized soon. Currently working with FFN on caseload reduction and appropriate allocation of FTEs. FFN had a leadership change with Mark Johns retiring and Cory Borcherding taking on the role of President of FFN.

Overall we are pleased with the smooth transition. Now that we are at the end of the Phase 1 transition, we will move into the intended role as Lead Agency.

* 1. **ME Update Courtney**

David Daniels is no longer with NWF so his role has been restructured. Those duties have been moved to Circuit Administrators and to Janice Thomas. We are looking at mutual functionality and how to improve this world with a push on creative and innovative spending. Technology support will be a focus and we will be conducting surveys to determine where we want to spend dollars next year (Cat 5, Covid relief, Military, Suicide Prevention, LEO response to communities, Substance Abuse). Our goal is to offer better accessibility and to increase our Telehealth capacity. Ideas are to use Substance Abuse dollars to provide transportation to clients in order to help with appointments, interviews, etc. Providing enhanced services to our community will be our focus.

Janice Thomas explained that staff were working hard to close the year end budget and to begin planning for the new budget. We want to continue services and enhance those services. The team has been working with the Florida Certification Board to develop the First Lady’s Resiliency for children. George Baston is taking the lead on this and combining Child Welfare with Managing Entity; while focusing on Fatherhood. This involves working with incarcerated dads who have children in our dependency and helping those dads be more involved.

The Independent Living Team was recognized as 1 of 3 CBCs meeting the goal of dispersing all the Chaffee funds that were received to the youth and young adults. The team is increasing the quality and frequency of the transition staffings; along with hiring additional Youth Specialists.

Two grants were received toward the Fatherhood initiative. Plan A: Create awareness. Shawn Nickel is the C1 Advocate who promotes awareness and Focus groups are being held with fathers in C1. Grants have been received for the Plan B phase which involves maintaining liaison status and the appointment of Lyn Masslieno as Peer Specialist. Plan C is to have employee peers across the entire network.

Chair Waters is pleased that we as an agency are focusing on the needs of fathers and believes that this will make a difference in all we do. Lyn Masslieno spoke to the Children’s Bureau and was later asked by the Department to speak at another event. Other programs have reached out to inquire how they can implement the Fatherhood program. We are working to expand after hour’s availability in order to reach more fathers. Using technology that fathers can take home is one strategy to help make connections that would not interfere with normal working hours.

* 1. **Faith Liaison Marcia Mathis**

Pg. 85 highlights the first 100 days of the Faith Based Initiative which was implemented on February 1, 2023 to complement the Governor and state’s Faith Based Initiative. We have enlisted faith based organizations to work with us to help the community and internally as well. Marsha Mathis is the point person, however, there is an entire group who are helping internally: Kinship, Foster Family Support, IL Team, and the Community Engagement Team are all working to support this program.

Pg. 87 includes comments from our Faith Partners regarding how they feel about NWF Board and the agency as a whole.

Pg. 88 describes the accomplishments so far including the appointment of Marcia Mathis, connecting with the Governor’s Faith and Community Initiative Office, meeting with the internal staff, and promoting the initiative using Behavioral Health dollars to add additional services for those we serve.

NWF Health Network has always had values working with the community, including our Faith Based community. We are actively pursuing our Faith Based Community.

Pg.89-90 lists the activities that the Faith Based community has been supporting and how communication is being increased via emails, social media, and a newsletter. The newsletter will recognize those who have supported NWF during the month. The goal is to increase participation from others. Next month we will offer Faith Grants.

We are in the beginning stages of planning an annual Faith Summit which will be hosted by NWF. This Summit will include our faith leaders who have worked with us to improve Foster and Adoptive Support services. The Faith Summit is expected to take place in the fall of 2023 but no dates or location have been established at this time.

The website will be updated in the near future with information on the Faith Based Initiative.

Chair Waters acknowledged and thanked Representative Michelle Salzman for her efforts to support NWF’s endeavors.

* 1. **Criminal Justice: Christina Bertera**

Outreach workers are building relationships with peers and clients. New Outreach positions are being added in Wakulla, Taylor, and Jefferson counties; with other counties continuing to advertise those positions.

Peer Specialists from the Fatherhood group, will also be working with the Sheriff’s Offices and incarcerated fathers.

Meetings occur monthly with the Outreach workers. Progress is being made with stabilizing families in the community and diverting those families from the Child Welfare system. Telehealth services are being used to provide help for inmates during their incarceration. These services will be beneficial in providing a warm hand off upon the inmates’ release. Other strategies include providing journals that are used during incarceration then taken home afterwards. The journals help with reflective treatment components.

3-5% of Law Enforcement are now using the Mobile Response Team (MRT). Wakulla County’s usage doubled last month. 82% to 91% of the MRTs have been successful in diverting Baker Acts. Summertime may cause an increase in the number of Baker Acts due to schools being closed and not providing the regular resources for children.

The Team will be attending the Sheriff’s Conference this summer and determine if our area is staying up to date with research. The conference will also provide an opportunity to build relationships as well.

There were no questions from the Board.

1. **Review Risk Management Mike Watkins**
   1. Executive/Legislative –. We are currently managing a telehealth issue in Jefferson County and working with the Jefferson County School Board and Superintendent. Charles McDonald is taking the lead on this. We are currently awaiting the completion of the Forensic Audit; along with 6 other CBCs.
   2. Legal- **Ralph Haben**

Two cases have been going on in Bay County but both have concluded. There is one current complaint with an alleged slip and fall.

* 1. Other: None

1. **Review Governance Gerald Waters**
   1. Status of Directors
      1. Reappointment of Member(s): No reappointments at this time
      2. Proposed Member(s): none

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1. **Next Meeting: September 7th, 10am EST**

Summit, Orlando

1. **Adjourn Gerald Waters** Reggie Johns made a motion to adjourn. Teresa Roberts seconded and motion carried. Meeting adjourned.