

Maternity Care Coalition
Board of Directors Meeting Minutes
Wednesday, November 15, 2017
5:30 – 7:30 pm



PRESIDING: Liza Seltzer

LOCATION: Hamilton Street

PRESENT: Judy Faust, Jennifer Souder, Kathy Jaffari, Saul Epstein, Megan Balne, Leanne Wagner, Christine Reimert, Randy Mintz-Present, Victoria Zellers, Liza Seltzer, Bonnie Shuman, Lisa Farnin, Keith Daviston, Stacey Helmers*, Kathy Foy*

STAFF PRESENT: JoAnne Fischer, Bette Begleiter, Joanne Solarz, Karen Pollack, Phyllis Lawrence, Marianne Fray, Sara Jann, Toscha Blalock, Jessica Borger

Guests: Adam Watson, Kimberly Grossman

Topic	Discussion	Follow Up/Action
I. Welcome and Introductions – Liza Seltzer (5:30)	Liza Seltzer welcomed the Board of Directors to the meeting.	
II. Consent Agenda – Judy Faust (5:35) a. September Board Meeting Minutes b. EHS YTD Financials c. MCC YTD Financials d. Governance Committee Recommendations	The governance recommendations will be removed from the Consent Agenda to be updated to reflect updated language of the Board Chair as the Presiding Officer rather than CEO. Liza asked for a motion to approve the Governance Committee recommendations with the suggested edit. The rest of the Consent Agenda was presented for review. Judy Faust asked for a motion to approve the Consent Agenda.	Victoria Zellers made the motion. Kathy Jaffari 2 nd . All were in favor. None were opposed. Motion passes. Leanne Wagner made the motion. Saul 2 nd . All in favor. None were opposed motion passes.
II. FY17 Audit Presentation- BBD Team and Saul Epstein (5:40)	Adam Watson and Kimberly Grossman presented the draft audit report for FY17. The audit resulted in a clean opinion, there were no findings, no disagreements with management and no difficulties were encountered performing the audit. Unrestricted net assets are up \$610,000 from last year. MCC’s cash flow is good. Grants, contracts and contributions all increased as did expenses due to new projects. MCC spends 90% on programs, 7.5% on Administration and 2.5% on Fund Development.	

* indicates Board member participated by phone

	<p>The group reviewed the Audit notes. Adam noted that he and Kimberly met with the Finance Committee and made some recommendations on how to navigate the separation of duties, some of which have already been implemented.</p> <p>Saul Epstein asked to accept the FY17 Audit as presented by acclamation.</p>	<p>All were in favor. None were opposed.</p>
<p>V. Exemplary Early Head Start Presentation- Early Head Start Staff (6:15)</p>	<p>The Board received training on their responsibilities as they relate to EHS governance and oversight. EHS has very specific governance requirements outlined in the Head Start Act and the Performance Standards. Program governance includes a governing body (the Board), Policy Council and Parent Committees. MCC's EHS Board Committee serves as the Advisory Committee which has fiscal oversight but is also involved in oversight of more of the EHS operations than other committees. MCC has been notified that its EHS program will be reviewed by the federal government in January. The review team will have three people and will spend a full week evaluating MCC's EHS program. The group discussed the consequences of having a non-compliance or deficiency. The group discussed the challenges MCC anticipates moving into the review. The group discussed some key areas of the review including: alignment between documentation and implementation, classroom observations and monitoring of childcare partners.</p> <p>Toscha Blalock presented on how MCC's EHS program works with special populations. Toscha noted there are many special populations, but focused on children with special needs and child and families dealing with mental health issues. EHS requires that each program enrolls a percentage of children with special needs. MCC recruits children with identified special needs and works closely with early intervention partners but also screens all children enrolled to help identify any special needs. Toscha described how MCC utilizes life event meetings to best serve families particularly in the context of families with mental health challenges.</p>	<p>Sara will post the governance presentation to portal (also in the board manual)</p>
<p>V. Transition Report- Leanne Wagner & Liza Seltzer (6:45)</p> <ul style="list-style-type: none"> a. Succession Planning b. Strategic Planning 	<ul style="list-style-type: none"> a. MCC will bring an interim director in for approximately 6-9 months. There are currently two finalists to be interviewed by the Executive Team. Based on the interviews and references an offer will be made. MCC is interviewing 4 of 7 of the search firms that responded to MCC's RFP. The team anticipates making a selection in the next several weeks. The Board discussed whether or not the Board needs to approve the interim director selection. MCC has approached the William Penn Foundation for a grant to offset some of the costs of the transition. 	

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	<p>b. There is a draft of the strategic plan and it will be presented at the retreat on December 2nd along with the refinement of the mission and vision. The new strategic plan will be presented for approval at the January Board of Directors Meeting.</p>	
<p>VI. Fund Development Report- Liza Seltzer & Jessica Borger (7:00)</p> <p>a. Legacy Event & Appeal</p> <p>b. Celebrating Mothers</p>	<p>a. The Legacy Event is two weeks away. There are 100 people currently registered. There will be a small presentation including former staff and community members. MCC has secured \$120,000 from the Will and Jada Smith Foundation to be distributed over three years. With the Will and Jada Smith Foundation and pledges thus far, MCC is 70% to the goal of \$300,000. There is potential to surpass the goal by the end of the year. The group discussed how the Legacy Fund Campaign impacts other fundraising initiatives. The Legacy Event helps kick off this year's focus on major donors. The Board is encouraged to bring new people to the events.</p> <p>b. New this year for the Celebrating Mother's Event there will be a Friends of MCC rate to help expose younger individuals to the event and MCC. The Celebrating Mothers Event Committee is seeking donations for silent auction items. Board members were encouraged to donate items such as unique experiences as they are particularly sought after items. The Board was encouraged to donate wine for the wine rack.</p>	
<p>II. Site Visits- Sara Jann (7:15)</p>	<p>Board members were offered dates for site visits at either EHS South or Health Start Northeast. All Board members were encouraged to attend a site visit if possible.</p>	
<p>II. MCC Updates- JoAnne Fischer (7:20)</p>	<p>Keystone First, a Medicaid Managed Care plan, contacted MCC to develop a program to support families with babies born having been exposed to opioids. MCC will work with the child's caregiver for up to one year and will hire a coordinator and four Advocates for the program.</p> <p>JoAnne Fischer has contacted the COO of Merck for Mothers to submit a proposal for two additional years of funding to continue to work to reduce maternal mortality. MCC also met with Community Behavioral Health to discuss providing in-home mental health services.</p> <p>MCC Staff made a presentation to the Read by 4th partner network and JoAnne will be presenting to their advisory council tomorrow. MCC is being positioned as the 0-3 leader in the early literacy space.</p>	

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X. Adjourn	Liza asked for a motion to adjourn	Victoria Zellers made the motion. Christine Reimert 2 nd . All were in favor. None were opposed. Motion passes.
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