

Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: October 15, 2018

Members Present: Dr. Glenn Tremml, Charlene Curry, Patricia Pitts, Dr. Audrey Richards, Robyn Stork-Hjalmeby, Katy B Faires

Others Present: Andrea Berry, Chief Executive Officer

Not Present:

Welcome and Call to Order. The meeting was called to order by Dr Glenn Tremml at 5:50 PM

I. Mission Statement was read aloud by all present.

II. Consent Agenda:

- a. Approval of minutes: Previous meeting minutes (attached)
- b. Financial Statements: Last month and Year To Date Financial Statements. Lee Curry reviewed the Financial Statements (attached) with the board.
- c. Dashboard Program: Babies and Beyond

A motion to approve the Consent Agenda was made by Audrey Richards; Patricia Pitts seconded the motion. The motion passed unanimously.

III. Old Business:

- a. Sunshine Compliance for Meeting notification– Audrey Richards reviewed information from 2018-Government in the Sunshine Manual, regarding meeting notification requirements. Members discussed optimal way to inform public and media of scheduled meetings. CEO will draft a policy, including posting on website, Facebook page and at our office location to present for approval next meeting.
- b. Employee Benefits – Options for 401K match for employees was discussed. A motion was made by Audrey Richards for IRCHSC, as employer, to match 50% of employee 401(k) contributions that equal up to 8% of employees annual salary. Previously agreed to CEO benefits, will be paid to CEO as income. Motion was seconded by Robyn Stork-Hjalmeby. The motion passed unanimously.

IV. New Business:

- a. Board Member, Robert Savage submitted his letter of resignation. IRCHSC appreciates his service.
- b. Meeting changes. We will meet November 5th 2018 at 4:30PM. There will be a meeting, Dec 17. Beginning January 2019, BOD meetings will be on the third Monday of the month at 4:15 PM

V. Building a Culture of Philanthropy

- a. A job posting for a Director of Development was created. Further work on Culture of Philanthropy will follow needed Governance development.

VI. Governance

- a. Work Group Report. . Given the small board size, members would prefer to add this work to monthly meetings for the full board. Individual members can do preparation in advance. Bylaws were reviewed; new documents are consistent with Bylaws. Several documents were reviewed and developed; possible changes explained. Members will review more fully and decisions will be made at November meeting

- Guiding Principles; suggested changes to document were explained. Adopt a conflict of Interest Disclosure Form.
- Conflict of Interest policy may be a duplication of that in the Guiding principles; consider discontinuing that form. Inspection from a legal standpoint encouraged.
- Board Member Job Description
- Governance Committee Charter – Alter to guide the governance work of the full board ; label Governance Development; members to review section labeled: Activities, Duties and Responsibilities for changes

VII. Completion of Strategic planning work.

- Progress on the work outlined in the Strategic Direction Report and Recommendations, August 2018.
- Core Values discussion followed, 4 Core Values were identified. Members were asked to submit to CEO a tag line, or operating principle” for each of the 4 values. We will review at the November meeting.

VIII. Closing thoughts from the Board President

IRCHSC has experienced significant growth, and is challenged by decreases in board size. Normal schedules and timelines are helpful, but we are encouraged to be open as opportunities present themselves to the board.

A motion was made by Robyn Stork-Hjalmeby to adjourn. Patricia Pitts seconded the motion. The motion passed unanimously.

Meeting adjourned at 7:00 PM.

Respectfully submitted,
Audrey L Richards, MD