



**Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: May 21, 2018**

Members Present: Dr. Glenn Tremml, Charlene Kaplan, Patricia Pitts, Katy Healy, Dr. Audrey Richards, Robyn Stork-Hjalmeby

Others Present: Andrea Berry, Chief Executive Officer

Not Present: Robert Savage, Cheryl Martinez

Welcome: Mission and Call to Order

The meeting was called to order by Dr. Glenn Tremml at 16:58 PM. The mission statement was read aloud.

- I. **Approval of minutes:** Previous meeting minutes (attached) were reviewed by all members.

A motion was made by Audrey Richards to accept the April 2018 minutes. Patricia Pitts seconded the motion. The motion passed unanimously.

II. **Financial Reports:**

- a. Year -to date financial statements. Charlene Kaplan reviewed the financial statements (attached) with the board.

Properties – New AC unit expense is being split 50/50 with Kindergarten Readiness Collaborative. Balance sheet update. Assets \$1,400,000 compared to \$1,100,000 in 2017. Cash was \$790,000, up from \$522,000 in 2017. Cash on hand covers 5 months of expenses.

Expenses are down, and as discussed in April, this is related to lower payroll expenses.

A motion was made by Katy Healy to accept the April financials. Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.

III. **Old Business:**

IRHSC Board Retreat- details are being crafted by Kerry, from Carter Group and the Steering Committee.

- a. IRCHSC Board Retreat is scheduled for June 22, 8AM- 5PM.
- b. A staff retreat is scheduled for May 22, an agenda was crafted, to hear staff voices.
- c. An online survey will be sent to all board members, is anonymous; we are aiming for 100% participation.
- d. Steering Committee and CEO will also identify community members to respond to the survey and inform our retreat.
- e. Kerry has created a timeline for our engagement with Carter. This includes: preparing for the retreat, running the retreat, summarizing and making recommendations to IRCHSC. The timeline will be forwarded to all board members this week.



IV. New Business:

- a. **Nomination for new board officers.** Board members interested or nominations should be directed to CEO. A slate of nominees will be presented at June meeting for election.
- b. **Nomination of new board members:** progress regarding governance committee before proceeding with this.
- c. **Governance Committee Chair:** again, will discuss format at board retreat

V. Monitoring and Evaluation Dashboard Core Outcomes Measures: (Form attached)

This month we assessed outreach, marketing (output, press, events attended), and community survey feedback (clients, subcontractors, community partners).

- a. Budget included \$18,043.43 to Squared Studios for new marketing materials. Also \$14,537.66 to Paris Productions for Public Relations and DWVS.
- b. Partner opinion of IRHSC was 100%. Client satisfaction with Healthy Start Services and Healthy Families was 100%. With Babies and Beyond was 96%.

VI. Quality Assurances

a. **Employee Benefits** – CEO requests Board approve the use of an employee leasing company to provide benefits to attract top notch employees. One such leasing company charges \$7000 annually, provides payroll advice, HR advice, 401B, and can provide health benefits.

Andrea is planning on a new hire: The coalitions need a central clinical coordinator. A motion was made by Audrey Richards to for CEO to research benefits provider; get three estimate and move forward with employee benefits. She asked to limit costs annual leasing fee and \$7200 per employee. Patricia Pitts seconded the motion. The motion passed unanimously.

b. **Quality Visits** are scheduled for IRMC and Tykes and Teens. Board members can attend.

c. **2018-2019 IRCHSC Strategic Plan** was presented by CEO outlining objectives and strategies.

VII. Fundraising Reports

a. DWVS- The event was successful, and most profitable year yet. Chair recognized the committee for a wonderful and financially successful event. Carter, CEO and the DWVS committee doing a “deep dive” into the event. Handout on the role of Special Events is included in our packet.

The staff has not currently created a DWVS manual. This is an immediate goal. This will help staff understand the role of events/ fundraisers.



Riverside Theater has partnered with IRCHSC in outing on the event. A motion was made by Robyn Stork-Hjalmeby to pay Riverside Theater \$25,000, as budgeted for the event. Patricia Pitts seconded the motion. The motion passed unanimously.

- c. Beachside Half Marathon- is scheduled, will discuss goals for this event at Board retreat.

Dr. Tremml closed by offering reflections on experiencing the 10th year of DWVS. A motion was made by Charlene Kaplan to adjourn. Patricia Pitts seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:45 PM.

Respectfully submitted,
Audrey L Richards