

Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: February 18, 2019

Members Present: Dr. Audrey Richards, Robyn Stork-Hjalmeby, Patricia Pitts, Karen Campbell

Others Present: Andrea Berry, Chief Executive Officer

Not Present: Dr. Glenn Tremml, Charlene Curry, Katy Faires

Welcome and Call to Order. The meeting was called to order by Dr Audrey Richards at 4:35 PM

1. Mission Moment:

Dr Richards related the case of a recent birth complicated by a life threatening postpartum hemorrhage. Despite both parents being medical practitioners, a life threatening complication occurred. Healthy Start outreach is helpful to all women of childbearing age, although different groups may benefit from different services.

2. Consent Agenda:

Approval of minutes: Previous meeting minutes Jan. 28, 2018 (attached)

Financial Statements: January and Year To Date Financial Statements. Andrea Berry answered questions related to the Financial Statements (attached).

Dr Richards ask a question regarding improvement in budgeting. Andrea Berry stated Melissa Medlock, CPA was going to assist us in the development of the budget for 2019-2020.

Andrea Berry also reported a catch up in the HSMN billing should be reflected in March.

Dashboard Program: Language Nutrition

Patricia Pitts recommended evaluating the books distributed by for diversity. This will be added to the dashboard for next time.

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

3. Action Items:

a. Update: Structure for Philanthropy Task Force: Katy Faires. Tabled as Katy was not present

b. Case for Support: Reminder to send to Amanda your personal case for support

c. Update Governance Work Group:

Dr. Richards reviewed the work that had been done in the Governance workgroup. She suggested continuing the work under the lead of another board member. Incomplete work includes: adopting a Board Engagement Plan, Orientation Process, and bringing nominations for new board members to the board. Karen Campbell was appointed at chair and accepted.

i. Board Composition - Nominations: several board members suggested community members who fit the needs identified in January 2019 Board Recruitment Matrix questionnaire. The names will be sent to staff to create a consolidated list, and for the governance work group to present nominations.

ii. Board Engagement Plan: This template (attached) will be modified, then used by members to decide how they can best contribute. It will form an ongoing a basis for board assessment. Board members are asked to send input to HSC office before the March meeting.

- d. Human Resources: Dr Richards reported on an unidentified letter sent to some board members. Observations regarding employee turnover were factually incorrect, however the writer was generally concerned with staff turnover. There is no way to reach out directly to the unidentified writer. Dr Richards asked our CEO to provide a review of staffing and human resource policies.

CEO reported on human resources. This included: A Separation Report and a Review of IRCHSC changes within the past 3 years affecting personnel.

1. The Separation Report (attached). Within 2.5 years we have separated from 4 employees: 1 retired, 2 quit, 1 terminated. The CEO sadly accepted the resignation of our Community Liaison on February 12th. Staffing changes are anticipated as other employees attain advanced degrees and may move on to more challenging positions
2. IRCHSC changes during the past 3 years. During this time, 5 new programs have been created and funded, purchase of new building, budget expansion from 1.0 mil 990-2016 to 1.5 mil 990-2018, Balance sheet 1.1 mil -2016-990, 2.2mil -990-2018. There has been an agency wide strategic planning process. Many of these internal changes require changes in personnel job descriptions, and coalition employee needs.
3. The board approved addition of a range of employee benefits this year.
4. CEO outlined our current HR policies. These include weekly staff meetings, yearly staff retreats, an open door policy, employee training and support. CEO also has access to HR attorney through our management Company, Trinet.
5. A document from Board Source, "The Board's Role in Human Resource Management" was provided for members review.
6. Several suggestions addressing CEO oversight, (which includes HR management) were considered. Board members will review Trinet and internal Human Resource policies. CEO management of employees will specifically be reviewed by the board as a part of our annual CEO review process.

II. Updates:

- a. Gifford Health Center
Andrea Berry reported that the county health department staff will be leaving the Gifford Health Center as of March 1. The Request for Proposal process is being discussed at the Hospital District on February 20th.
- b. Florida Association of Healthy Starts Coalition:
Andrea Berry reviewed that she has been elected to the executive committee of the Florida Association of Healthy Start Coalitions.

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

Meeting adjourned at 6:45 PM.

Respectfully submitted,
Andrea Berry, MNM