

**Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: August 19,2019**

Members Present: Charlene Curry, Dr. Audrey Richards, Katy Faires

Attending via Phone Meeting: Karen Campbell, Robyn Stork-Hjalmeby

Others Present: Andrea Berry, Chief Executive Officer, Elisabeth Bublitz, Associate Executive Director

Not Present: Patricia Pitts

Welcome and Call to Order. The meeting was called to order by Audrey Richards at 4:20 PM

- I. Discuss Meeting format - Audrey Richards –a suggested discussion duration for each agenda item will be included

- II. Consent Agenda
 - a. Approval of minutes: Previous meeting, June 2019 minutes (attached)
 - b. Governance Documents previously reviewed and corrected at 6/19 meeting, have been corrected and are included for approval.
 - o Board engagement plan, BOD orientation checklist, new board member development

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

- III. Financial Statements: July 2019 and End of year, 2019 Financial Statements.

CEO and Charlene Curry answered questions related to the Financial Statements (attached). The financials are preliminary, pending additional audit, so will be presented again.

A motion to approve the preliminary 2019 Financials and July 2019 financials was made by Charlene Curry. Katy Faires seconded the motion. The motion passed unanimously.

- IV. CEO Review

A Closed discussion of CEO performance survey, CEO compensation for the past 3 years, CEO self evaluation and compensation request. The additional of employee benefit plans prompts need to alter format of CEO compensation. Assessment, recognition for 2018-2019 successes, Goals for year 2019-2020 were outline. Compensation offer was outlined. This information will be compiled, reviewed, approved by all board members and presented to CEO.

A motion was made to make new CEO compensation retroactive to July 1, 2019 by Katy Faires, Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.

- V. Programs
 - a. DOH Annual Action Plan 2019-2020

Andrea Berry and Elisabeth Bublitz reviewed this initial DOH Annual Action Plan to be presented to DOH. (Attached). Clarification of roles suggested. Some changes in approach are being considered for groups that are difficult to reach.

 - b. Dashboard Review – Parents as Teachers
 - i. This evidenced based program uses home based visits. It aims to increase parental knowledge of brain development, and improving parenting practices. Our outcomes surpassed targets in all instances. Annual cost YR18/19 was \$179,551. This will increase to \$191,551 in YR 19/20- anticipated to serve 165 families.

VI. Governance Update

- a. Board Member Development Plan has been approved. Members are reaching out to specific contacts to educate them about IRCHSC. Invite them to see HSC in action. At upcoming meeting, discuss committee structure which may help in completing board work.

VII. Board of Directors 2019 Retreat - Reschedule

Ashley will send out a survey to determine best time to schedule. Members prefer a Saturday morning meeting

VIII. Culture of Philanthropy

- a. IRCF – Endowment. Andrea reported on her initial meeting with Jeff Pickering. On boarding will begin this month. We will ask a board member to be involved in the initial on boarding for the endowment.
- b. A basic Development Plan was submitted by CEO. This will require specific action steps for each item; some items require input from the board. Andrea has spoken with Racino & Associates – for assistance with clarifying BOD case for support and a mailing.

IX. Updates

- a. IRCHSC Properties - The property remains fully occupied. We continue to have expected net income from the property. Will discuss proper maintenance planning with a community partner this year.
- b. Ounce: Tykes & Teens requests they take over the Ounce contract. We currently administer this contract. HSC will assess the impact of this possible transition and present this option to the board in September.

A motion was made by Katy Faires to adjourn. Audrey Richards seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:30 PM.
Respectfully submitted,
Audrey L Richards, MD