

Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: September 16, 2019

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

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

Not Present: Karen Campbell

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

I. Approval of Minute August 2019

A motion to approve the August 2019 min was made by Katy Faires and seconded by Robyn Stork-Hjalmeby. The motion passed unanimously.

II. Approval of Financial Statements

The financial were reviewed by Charlene Curry (attached). Current cash would cover operations for 5.3 months, accounts receivable were similar to last year. However, HSMN is behind. Assets 1.5 million.

Mrs. Curry also gave an update on the audit, which is moving along and discussed that the Finance committee will be reviewing the interest rates of our accounts and exploring alternatives to recommend to the board.

A motion to approve the Financial statements was made by Katy Faires. Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.

III. Review of Dashboard: Health Education Services

Elisabeth Bublitz reviewed dashboard (attached). Mrs. Bublitz explained this program supports health education for pregnant mothers, inter-conception care, depression screening, intimate partner violence screening, developmental screening (once baby is born), smoking cessation, nutrition, and family planning. The outcomes presented are the ones in which ACHA is monitoring. We are above the state average and above goals set by ACHA.

IV. Review of Strategic Planning Update

Andrea Berry, Chief Executive Officer reviewed the annual action plan which is combines the programmatic goals due to the DOH with agency strategic goals identified in strategic planning process. Board was supportive of recommendations and plan will proceed.

Additionally, case statement was reviewed and amended.

CEO recommended the development committee review recommended development policies.

V. Governance Update

Audrey Richards reported that Patricia Pitts resigned as she has illness her family and cannot continue to serve.

CEO succession planning was added to the governance plan for this year.

VI. Review: Healthy Families & Tykes SWOT analysis

Andrea Berry, CEO and Elisabeth Bublitz, Associate Executive Director reviewed the SWOT analysis regarding a proposed transfer of the Ounce of Prevention contract to Tykes and Teens who is currently managing the contract. The board reviewed the documents and will vote on this in October.

VII. Policy Update: CEO suggested to the board to add to operations manual a policy regarding testifying in court if asked. Board was supportive of this policy.

VIII. Old Business: CEO Review

Salary \$86,610 began 7/1/2019 including 13 holidays, 21 personal paid time off, 401k matching 50% of up to 8%.

IX. Board of Directors 2019 Retreat - Reschedule

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

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