

Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: March 16, 2020

Members present: Lee Curry, Audrey Richards, Robyn Stork-Hjalmeby, Karen Campbell, Katy Faires (By Phone)

Others present: Andrea Berry, Chief Executive Officer, and Elisabeth Bublitz, Assistant Executive Director

Meeting Called to order at 4:19pm.

I. Consent Agenda:

- a. Approval of Minutes: February Meeting Minutes 2020
Note Changes: Name changes and proposed meeting schedule formatting.
- b. Monitoring and Evaluation Dashboards: Community Doula program and Healthy Families.

A motion to approve the consent agenda with amendments made by Lee Curry. Karen Campbell seconded the motion. Motion passed unanimously.

II. Financial Statements: February 2020 financial statements:

- a. CEO and Charlene "Lee" Curry answered questions related to the Financial Statements (attached). The Coalition Balance Sheet, Profit and Loss, and Properties Financials. Coalition total assets are up by \$234,904.78.

A motion to approve the February Financials was made by Robyn Stork-Hjalmeby. Karen Campbell seconded the motion. The motion passed unanimously.

III. Old Business:

- a. Tykes & Teens Contract Transition:
 - i. Tabled until future notice.
- b. Human Resources: Parental Leave Task Force Review of draft policy:
 - i. Revisions include the removal of the following sentence "Temporary employees who may be eligible for leave under the FMLA are limited to 12 work weeks of unpaid leave and are ineligible for additional leave granted under this policy".
 - ii. The following statement to be added to the policy "Coalition staff must complete one year of service by month of due date".

A motion to approve the Parental Leave Policy as written with the following with amendments was made by Karen Campbell. Lee Curry Seconded the motion. The motion passed unanimously.

c. Board Meeting Schedule:

- i. The following revisions include adding the finance committee meetings, as well as any other additional committee meetings, monthly executive updates and monthly dashboards.

A motion to approve the 2020 Board Meeting Schedule with amendments was made by Robyn Stork-Hjalmeby. Karen Campbell seconded the motion. The motion passed unanimously.

IV. Governance: Update on Board Recruitment and Advisory Group:

- a. Review and discussion of the following Board candidates
 - i. Sharon Hayes
 - ii. Alan Temple
 - iii. Karan Morein
- b. Orientation for new Board members will take place online.

- c. The Board Recruitment and Advisory group is looking to add an additional (3) candidates to join the Board in October 2020.

A motion to approve the following candidates and nominate to board membership was made by Karen Campbell. Lee Curry seconded the motion. The motion passed unanimously.

V.Philanthropy Update:

- a. DWVS at a total of \$244,000.
 - i.COVID -19 response: Discussion with Riverside Theater regarding the postponement of DWVS and future dates. Could possibly host a 2-night show.
- b. The third Baby Talk was held at John's Island. Was well attended and provided great insight. The New Communications and Development Coordinator will continue to plan, prepare and facilitate these events.

VI.COVID – 19:

- a. The office has moved all communication to teleconferencing and phone calls. The Coalition office can still be accessed by appointment only. In light of COVID-19, IRCHSC is continuing to serve families and the community.
- b. Programs: IRCHSC is serving all of our clients virtually. All needed baby items are dropped off at the doorstep.
- c. FIMR Meetings Postponed until future notice.
- d. IRCHSC will keep all Board members updated on client and community needs.
- e. April Board meeting to be held virtually. Updates and information to be provided closer to meeting date.

A motion was made by Robyn Stork-Hjalmeby to adjourn. Lee Curry seconded the motion. The motion passed unanimously.
Meeting adjourned at 6:25PM.

Respectfully submitted,

Katy Faires