



Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: May 18, 2020

Members present: Audrey Richards, Karen Campbell, Katy Faires, Lee Curry, Sharon Packard, Alan Temple, Karan Morein, and Robyn Stork-Hjalmeby

Others present: Andrea Berry, Chief Executive Officer, Elisabeth Bublitz, Assistant Executive Director, Robyn Thompson, Communications and Development Coordinator and Sarah Canty

Meeting Called to order at 4:15pm.

- I. Approval of Minutes: April 2020 Meeting Minutes
 - a. Note Changes: Add Robyn Thompson, delete Robyn Stork-Hjalmeby

A motion to approve the April 2020 meeting minutes with amendments made by Karen Campbell and Sharon Packard. Alan Temple seconded the motion. Motion passed unanimously.

- II. Monitoring and Evaluation Dashboard: Communications and Development
 - a. Guest Speaker: Robyn Thompson, Communication and Development Coordinator
 - b. Overview of Partners
 - i. Squared Studios: Amanda Robinson, Marketing
 - ii. The Upswing: Chloe Rose, DWVS, Events, Public Relations
 - iii. Nicolace Marketing: Maureen Nicolace, Public Relations
 - c. Overview of Dashboard
 - i. Donor Database – Review with Karen Campbell.
 - d. Family Foundation Mailing
 - i. Cultivation of local foundation and new proposals have been sent.
 - e. Move Management Plan
 - i. Plan for which the Coalition will cultivate relationships with like-minded people and move them from being interested to becoming potential donors.

- III. Financial Statements April, 2020
 - a. CEO and Lee Curry answered questions related to the Financial Statements. The Coalition Balance Sheet, Profit and Loss, and Properties Financials. Coalition total assets are up by \$61,740.51.
 - b. Properties
 - i. All tenants are currently up-to-date on payments. The Coalition/ Advisor Committee has reached out to TP Kennedy regarding Abatement action plan insight/planning. Currently, do not need to implement at this time.
 - c. Seacoast Bank line item has been added to financial statements.
 - d. Paycheck Protection Program (PPP) - Update
 - i. With IRCHSC's major fundraiser Dancing with Vero Stars postponed and possibly canceled and state funding in jeopardy, the PPP will ensure that IRCHSC can keep everyone employed.

A motion to approve the April 2020 financials was made by Alan Temple. Kathy Faires seconded the motion. The motion passed unanimously.

- IV. Contract Updates: Cleveland Clinic
 - a. Contract has changed from 3 to 5 years. This contract will reimburse Cleveland Clinic a 100% for the following programs: Babies and Beyond, Health Education and Parents As Teachers.
 - b. This contract will also allow the expansion of Coordinated Intake and Referral, which is currently housed within the Coalition.
 - c. Presumptive Eligibility for Pregnant Women (PEPW) will also be housed within this contract and will include (2) Full time employees.
 - d. Kristen Crocker, Clinical Program Manager will be transition to a new per diem role. The Coalition along with Cleveland Clinic is currently interview possible candidates for the new Healthy Start Program Manager position.
 - e. Action item proposed by Karen Campbell: Need to revise Program Manager and Supervisor structure diagram. Would be helpful to provide roles and responsibilities. New diagram to provide with June 15, 2020 update.

- V. Mortgage Update
 - a. Andrea Berry to follow up with Theresa Vazquez to schedule a tentative closing date.

- VI. COVID – 19 Updates
 - a. Operations



- i. Starting June 1, 2020, the Coalition will implement a Phased 1 approach. This will allow staff to return to the Coalition office 2-3 days a week. Coalition staff has created a schedule that allows the Coalition to be open 5 days a week. The Coalition will reassess Phase 1 in August, pending the reopening of schools and daycare facilities.
- b. Paycheck Protection Program (PPP)-Update
 - i. Provided during financial statement update.
- c. IRCHSC properties
 - i. Provided during financial statement update.

VII. Upcoming Meetings (Summer):

- a. Community Coalition Meeting: July 9th via Zoom
- b. Mid-summer Update: July 20th
- c. Exec. Updates (June 15th, Aug 17th)
 - i. Financial
 - ii. Dashboard
 - iii. Committee updates
- d. Committee meetings ongoing

VIII. Governance Update:

- a. Board Recruitment & Renewal
 - i. Remains ongoing, during the Summer months, names and/or applications will be provided.
- b. Nominating for Officers
 - i. Review of November Meeting Minutes regarding current renewal status.
 - ii. Please provide all input in regards to officers to Karen Campbell.
- c. Board Book access One Drive
 - i. Review of the Board books will take place at the Annual meeting.

IX. Philanthropy: Update

- a. Annual Action Plan 2019-2020 and 2020-2021
 - i. 2019-2020 AAP will be June 2020 Dashboard.
 - ii. 2020-2021 AAP will be provided for review in June 2020 update.
- b. Giving Tuesday: Mother's Day
- c. Virtual Baby Talk
 - i. Topic: Preconception Health
 - ii. Goal: \$30,000
 - iii. Raised: \$17,000
- d. Board member meetings
 - i. Robyn Thompson to schedule meetings with all Board members.

X. CEO Review: Workgroup

- a. CEO review; Surveys, CEO self-evaluations and Work Group recommendation were reviewed. A motion to assess 19/20 CEO performance as excellent. In discussion with the CEO, specific Key performance indicators will be established as measures for basis of 20-21 review.

The motion was made by Katy Faires, seconded by Alan Temple. The motion passed.

A motion was made by Alan Temple to adjourn. Sharon Hayes seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:00PM.

Respectfully submitted,

Katy Faires