



Indian River County Healthy Start Coalition
Board of Directors Monthly Meeting
Date: May 17, 2021
1555 Indian River Blvd, B241
Vero Beach, FL 32960
Available via Zoom

Members present: Karen Campbell, Dr. Audrey Richards, Lee Curry, Karan Morein, Alan Temple, Dr. Sharon Packard, Allen Jones, and Frida Randolfi

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

Meeting Called to order at 4:16 pm.

I. Approval of Minutes: April 2021 Board Meeting Minutes

- a. Finance committee will be reviewed maintenance schedule, and anticipated capital expenses will be added to the budget

A motion to approve the April 2021 Board Meeting Minutes made by Lee Curry. Dr. Sharon Packard seconded the motion. Motion passed unanimously.

II. Financial Statements: April 2021

- a. Lee Curry reviewed the April 2021 financials. The Coalition Balance Sheet, Profit and Loss, and Properties Financials.

1. IRCHSC Properties, LLC - total assets are \$1,472,296.94.

- I. No outstanding rent due, everyone is paying on time.

- II. New leases have been provided to TCCH and Tykes and Teens

2. Coalition - total assets 2,048,602.52.

- II. Assets primarily consist of cash at \$1,258,291.35 million – cash excluding the endowment, SBA loan, and EIDL loan. Represent about 9.7 months of expenses. Just excluding the endowment, represents 11.1 months of expenses.

- III. Accounts receivable for the \$75,000 was removed for Riverside Theater for Dancing with Vero's Stars. \$40,000 was removed from deferred/receivable and the remaining was earned into income.

- III. Deferred revenue represents amount receivable for Dancing with Vero's Stars for the previous year. Deadline to respond for a refund was at the end of April. Revenue will be moved in June before the end of the fiscal year.

- IV. Mother's Day Garden of Love Outcome – total gross was \$13,000, with about \$5,000 of expenses. The revenue total of \$8,000 will be recorded in May 2021.

A motion to approve the April 2021 finances was made by Audrey Richards. Karan Morein seconded the motion. Motion passed unanimously.

IV. Monitoring & Evaluation:

- a. Coordinated Intake & Referral/Maternity Navigation and Health Education Services
 1. Review of CI&R Measures. Provided breakdown on how many clients completed a successful intake, out of those clients how many enrolled in Health Education (Healthy Start), and how many enrolled in other home visiting services (NFP, PAT, and Healthy Families).
- b. Updates related to Doula Quality Assurance and Quality Improvement Measures.
 1. Gift Card Incentive.
 2. Ongoing discussions/meetings with CI&R about how this service is being communicated with potential clients.
 3. Contract language requiring Doulas to complete the Edinburg Depression Screen.

V. Committee Reports:

- a. Philanthropy Committee
 1. The Mother's Day Garden of Love event was a success! Visually stunning. Raised \$13,000, already planning for next year. Meeting schedule for next week to conduct after action review.
 2. Dancing With Vero's Stars will not be taking place in fiscal year 2021-2022. Committee to discuss alternative ideas next week.
- c. Governance Committee
 1. New candidate onboarding for Wendy Coya. Wendy Coya to work with Lee Curry this Summer 2021 to review IRCHSC financial statements.
 2. Meeting schedule with Wendy Coya and Andrea Berry on Thursday, May 20th, 2021 to provide background/history on IRCHSC.
- b. Finance Committee
 1. Discussion regarding excess cash from properties.
 - a. Open discussion regarding opportunity to pay on IRCHSC Properties, LLC mortgage, while reimbursing the SBA loan.

Based on a thorough evaluation of the Coalition and IRCHSC Properties cash, proposed reserves to cover eight months operating expenses and reserves required for commercial property, a motion was made by Audrey Richards to repay the SBA loan, with 2% interest and IRCHSC properties to use excess cash to pay down the mortgage. Payments will occur prior to June 1, 2021. Sharon Packard seconded the motion. The motion passed unanimously.

VI. New Business:

- a. Cleveland Clinic Indian River Hospital
 - I. Annual Meeting Review.
 - II. Review of programs and outcomes. IRCHSC programs have a positive impact on the community.
 - III. Additional meetings to be held to discuss expanding partnership.
- b. Service Delivery Plan
 - I. Board of Directors provided helpful feedback and direction. Elisabeth Bublitz to revise and update SDP draft and send to Sharon Packard for review before June 30, 2021 Department of Health deadline.

- c. Summer Board Meeting Schedule
 - I. June 2021
 - I. Finance Committee Scheduled.
 - II. Summer Executive Update to be emailed to Board.
 - II. July 2021
 - I. Finance Committee Scheduled.
 - II. Summer Executive Update to be emailed to Board.
 - III. August 2021
 - I. Finance Committee will continue to meet.
 - II. Board of Directors will meet in person.

A motion was made by Lee Curry to adjourn. **BLANK** seconded the motion. The motion passed unanimously.

Meeting adjourned at 5:47pm.

Respectfully submitted,

Karan Morein