

**Healthy Start of Flagler and Volusia Counties  
Executive Committee Meeting Minutes  
Thursday, May 14, 2009**

Date/Meeting Start Time: May 14, 2009 – 8:30am

Location: Healthy Start Coalition, 135 Executive Circle, Suite 101, Daytona Beach, FL. 32114

Committee Members Present: Anne Ferguson, Isalene Montgomery, and Richard Hills

Committee Members Absent: Pat Northey and Ray Salazar

Other Board Members Present: None

Staff Present: Dixie Morgese

Guests Present: None

<b>Activity</b>	<b>Summary</b>	<b>Action</b>	<b>Follow-Up</b>	<b>Date</b>
I. Welcome- Call to Order	Meeting called to order 8:35am.	N/A	N/A	N/A
II. Approval of minutes February 12, 2009	Richard Hills motioned to approve the minutes. Isalene Montgomery seconded.	Motion passed.	N/A	N/A

Activity	Summary	Action	Follow-Up	Date
<p>III. Executive Director's Report</p>	<p>Executive Director's report attached. Ms. Morgese reviewed the highlights of the report.</p> <p>Ms. Morgese said the Request for Proposal (RFP) was sent out and posted on our website for Enhanced Services. Applications are due on Friday, May 15, 2009.</p> <p>Ms. Morgese said the Finance Committee is looking at our ability to purchase a building. Ms. Morgese said the Finance Committee recommended Healthy Start prepare a two month capital campaign to raise \$75,000 towards the down payment for purchasing the building.</p> <p>Ms. Morgese said the Junior League is not able to take on the decorating of the Family Access Center at The Chiles Academy. Anne Ferguson said there is still a need to replace the floor and paint the walls.</p> <p>Isalene Montgomery motioned to approve the Executive Director's report. Richard Hills seconded.</p>	<p>Information only</p> <p>Applications due Friday, May 15, 2009 by 4:30pm</p> <p>Two month capital campaign.</p> <p>Dixie will check with Susan Kaplan and the Women's Initiative for assistance.</p> <p>Motion passed.</p>	<p>N/A</p>	<p>N/A</p> <p>May 15, 2009</p>
<p>IV. Committee Reports</p> <p>Finance &amp; Oversight Committee</p>	<p>Nominating/Governance – Ms. Morgese said we are currently looking for members to participate on the Healthy Start board. Ms. Morgese said the Governance Committee will be reviewing current members' attendance.</p> <p>Isalene Montgomery said the Request for Proposal (RFP) was sent out for enhanced services. Ms. Montgomery said the Finance Committee reviewed a</p>	<p>Schedule Governance Committee meeting.</p>	<p>To be scheduled. Coordinate with Ray Salazar.</p>	<p>August 2009</p>

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Coalition Committee	<p>draft letter for indirect cost allocation rates prepared by Carrie Wilson.</p> <p>The members present reviewed the current occupancy expense report and an analysis of rent/space viewed by Healthy Start. Ms. Montgomery said she had the opportunity to view the space owned by Watson Realty on Yonge Street. Ms. Montgomery said the offices were nice and there is space available for a training room. Ms. Montgomery said this is a single story building approximately 5,000 sq feet. Ms. Montgomery said Healthy Start has two sub leasers (Watson Property Mgt and One Voice for Volusia). Ms. Morgese said she is speaking with Pat Northey about space for a satellite office in Deltona. The members present reviewed a Letter of Intent. Richard Hills motioned to move forward with the Letter of Intent and an offer for \$600,000 and raise \$75,000 towards the down payment. Ms. Montgomery seconded.</p> <p>Next Coalition meeting is scheduled for Wednesday, July 22, 2009 at United Way.</p>	<p>Dixie Morgese will draft a letter for the capital campaign and a lunch will be held to launch the campaign.</p> <p>N/A</p>	<p>Forward plan to the Executive Committee members.</p> <p>N/A</p>	
V. Other business	<p>Ms. Morgese said we are having some contractual concerns with Children’s Advocacy Center being under spent. Ms. Morgese said Healthy Start has requested a spending plan from Children’s Advocacy Center. Ms Morgese said she would like to go out for procurement for all services for fiscal year 2010/2011.</p> <p>Rev Hills asked about the upcoming cultural competency training. Ms. Morgese explained the training to the members present.</p>	<p>N/A</p> <p>N/A</p>	<p>None</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>

<b>Activity</b>	<b>Summary</b>	<b>Action</b>	<b>Follow-Up</b>	<b>Date</b>
VI) Adjournment	Meeting was adjourned at 9:40am.	None	None	None