

**Healthy Start of Flagler and Volusia Counties
Executive Committee Meeting Minutes
Thursday, August 12, 2010**

Date/Meeting Start Time: August 12, 2010 – 9:00am

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

Committee Members Present: Anne Ferguson, Isalene Montgomery and Ray Salazar.

Committee Members Absent: Rev. Richard Hills and Patricia Northey.

Other Board Members Present: None

Staff Present: Dixie Morgese

Guests Present: None

| Activity | Summary | Action | Follow-Up | Date |
|---|---|----------------|------------------|-------------|
| I. Welcome- Call to Order | Meeting called to order at 8:35am. | N/A | N/A | N/A |
| II. Approval of minutes February 11, 2010 and May 13, 2010 meeting. | Isalene Montgomery motioned to approve the minutes for February 11, 2010. Ray Salazar seconded. Anne Ferguson motioned to approve the minutes for May 13, 2010. Ray Salazar seconded. | Motion passed. | N/A | N/A |

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| III. Executive Director's Report | Executive Director's report attached. Ms. Morgese attached for review. Ms. Morgese reviewed the highlights of the Executive Director's Report with the members present. | N/A | N/A | NA |
| | Ms. Morgese updated the members present on the transition of the Healthy Families program. The Executive Committee reviewed correspondence related to the CAC Healthy Families contract and the letter to be sent to their Executive Director. A letter to the Executive Committee was also reviewed. The members present reviewed the letter. Ms. Ferguson asked if the issues noted in the letter were addressed with Children's Advocacy Center during their audit. Ms. Morgese provided copies of documentation with the members present on their findings. Ms. Morgese said Children's Advocacy Center was not able to make the match requirement for the Healthy Families program. Ms. Morgese said quarterly meetings were held prior to Children's Advocacy Center terminating the Healthy Families contract. Ms. Morgese said the Healthy Families program will be administered through Outreach Community Care Network and managed by Susan LeBlanc. A discussion was held with the members present in regards to the Healthy Start team still located at the Children's Advocacy Center. | | Dixie will forward a final version of the letter to Pat Northey. | ASAP |
| | Ms. Ferguson provided an update on the Bridge the Gap program. Ms. Ferguson said the children are enjoying coming to school each day. | N/A | N/A | N/A |
| | Ms. Morgese provided an update on her legislative visits in Washington DC while attending the Substance | N/A | A community training will be | N/A |

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| | Exposed Newborn conference. Ms. Morgese said the Patricia Northey recommended the board meet monthly to become engaged. Mr. Salazar said the attendance was reviewed and is low and we need to take a look at the sector. | | scheduled to share the information that was learned at the conference. | October 29, 2010 |
| IV. Committee Reports | | | | |
| Finance & Administrative Oversight Committee | Isalene Montgomery said the Finance Committee will meet on Friday, September 10, 2010 to review the fourth quarter financial reports. | N/A | N/A | 9/10/10 |
| Coalition Committee | Please refer to Executive Director's report. | N/A | N/A | N/A |
| Nominating/Governance | Ray Salazar said three new members will be seated at September meeting. Ms Montgomery announced she will be stepping down as Treasurer effective FY10/11 and will continue to participate on the board. Mr. Salazar said a discussion will be held at the next Nominating/Governance meeting for possible candidates. Ms. Montgomery recommended Katrina Bell with Daytona State College as a possible board member. | Review board composition and attendance at 9/16/10 Nom/Gov meeting. | Contact Katrina Bell. | 9/21/10 |
| V. Old Business Capital Campaign /Property Purchase | Ms. Morgese said Healthy Start is looking at the property located at 109 Exec Circle owned by David Hood. | N/A | Dixie will check with Affiliates to determine if anyone has a relationship with Mr. Hood so that we can make contact. | N/A |

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| VI) New business Set date for Executive Committee Retreat | Ms. Morgese said a date for the Executive Committee retreat will be scheduled at the next meeting. | Schedule Executive Committee retreat. | Next meeting. | 11/4/10 |
| Schedule evaluation for Executive Director | Ms. Morgese said a tool will be reviewed with Patricia Northey and a follow up review will be held with the Executive Committee members at the next meeting. | . | Review tool with Ms. Northey | 11/4/10 |
| VII) Adjournment | Meeting was adjourned at 9:50am. | None | None | None |