

**Healthy Start Coalition of Flagler and Volusia Counties, Inc.  
FINANCE AND ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING**

Date: Friday, February 6, 2009

Start Time: 9:25 a.m.  
End Time: 10:40 a.m.

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

Members Present: Christopher Campbell, Sheri Cobb, Chris Fulton

Members Absent: Isalene Montgomery

Agenda Item	Summary	Action	Follow-Up	Date
I. Welcome	The meeting was called to order at 9:25 a.m.	N/A	N/A	N/A
II. Approval of Meeting Minutes- November 11, 2008	Motion to approve the minutes of 11/11/08 was made by Sheri Cobb, with correction to spelling of her first name. The motion was seconded by Chris Campbell.	Motion Passed; Correct spelling of name in 11/11/08 minutes.	Peggy Cage	2/6/09
III. Second Quarter Financial Reports	Carrie Wilson presented the second quarter financial reports. The overall spend rate at 12/31/08 was at 50%, so spending for the year is on target.	Info Only/No Action	Present to Executive Committee for review and Board for approval	2/12/09 and 3/17/09 respectively

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IV. Updated Revenue Summary and Proposed Budget Adjustment	<p>Ms. Wilson distributed a revised revenue summary and the proposed revisions to the Healthy Start direct service allocation plan for review.</p> <p>Ms. Wilson noted that the revised revenue summary reflects a net increase of \$53,233.40, most of which is the result of changes in two cost centers: the DOH Base contract and Cash Contributions. Revenues from DOH Base increased by \$30,280.50 due to a "reinstatement" of part of the 4% "holdback" instituted by the State at the beginning of the fiscal year. Cash Contributions increased due to a \$10,000 donation received from the SunTrust Bank foundation, and a \$30,000 donation received from the Kaplan Foundation.</p> <p>Ms. Morgese provided a line by line overview of the proposed revision to the Healthy Start direct service allocation plan. Christopher Campbell made a motion to approve the revised Healthy Start Direct Service allocation plan as presented. Sheri Cobb seconded the motion. (Carried unanimously as Chris Fulton arrived at the meeting after this agenda item was completed.)</p>	<p>Motion Passed to approve the revised HS-DS allocation plan.</p>	<p>Present to Executive Committee for review</p> <p>Present to Board for ratification/ final approval</p>	<p>2/12/09</p> <p>3/17/09</p>
V. Old Business Procurement Policy Development and Implementation	<p>Dixie Morgese reviewed the draft procurement policy and proposal guidelines for enhanced services RFPs services with the committee. Several revisions were recommended and incorporated, including a recommendation made by Chris Campbell to include language in the RFP indicating that the Healthy Start Coalition reserves the right to decline to fund any and all proposals submitted, even proposals that meet all eligibility criteria and RFP requirements.</p> <p>The timeline for review and approval was discussed: The Selection Committee will review proposals in April 2009 and present its recommendations to the Executive Committee on 5/14/09 for review &amp; vote. The Executive Committee's vote will then go to the Board on 6/16/09 for ratification.</p> <p>Ms. Morgese indicated that she would revise the procedure</p>	<p>Info Only/No Action</p>	<p>Dixie to revise policy and proposal guidelines and distribute via email final to Finance Committee for review and approval</p>	<p>3/1/09</p>

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Credit Card Policy and Procedure	<p>and proposal guidelines and send a final draft out to committee members for review and approval.</p> <p>A credit card procedure was recently received from another Healthy Start Coalition for review. Staff will review the sample procedure received in conjunction with the old procedure and will draft a revised policy to re-present to the committee. Consideration will be given to including use of the credit card for travel and food purchases.</p>	Info Only/No Action	Carrie to revise policy & procedure & send to committee for review.	4/30/09
Indirect Cost Allocation	No action has been taken on this item yet. However, Ms. Wilson reported that she has a phone conference scheduled with the agency's contracted CPA (Eric Fontana) for 2/19/09 to discuss applying for an indirect cost rate and Healthy Start subcontractor fiscal monitoring for FY08/09.	Info Only/No Action	Carrie to meet with CPA	2/19/09
VI. New Business	<p>The committee discussed changing the standing meeting time to 9:30 – 11:00 a.m., which was agreed upon by consensus. Members were reminded to mark their calendars for the next meeting Friday, May 8, 2009 – 9:30 – 11:00 a.m. at the Healthy Start Coalition.</p> <p>Dixie updated the committee re: search for new office space, as the HSC's current lease ends in August 2009. Ms. Morgese reported that both lease and lease to purchase options were being considered, and requested the assistance of committee members as needed during this process.</p> <p>Ms. Wilson gave a brief overview of the policy currently used by HFF/Ounce of Prevention regarding budget amendments versus budget adjustments, and requested that the committee consider adopting a similar policy. Committee members indicated the policy sounded reasonable, and asked staff to send a draft policy out for review.</p>	Info Only/No Action	Peggy to update meeting schedule accordingly and send reminder notice of change to committee members.	2/12/09
		Info Only/No Action	Carrie to draft policy & send out to committee for review	4/30/09

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VI. Adjournment	The meeting was adjourned at 10:40 a.m.	N/A	N/A	N/A