

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

Date: Friday, September 10, 2010

Start Time: 9:47 a.m.
End Time: 11:09 a.m.

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

Members Present: Sherri Cobb and Chris Fulton.

Members Absent: Isalene Montgomery and Christopher Campbell.

Staff Present: Dixie Morgese and Carrie Wilson

Agenda Item	Summary	Action	Follow-Up	Date
I. Welcome	The meeting was called to order at 9:47 a.m. Sherri Cobb made a recommendation that we move the meeting to a different time. The members present recommended the possibility of changing meeting day/time.	N/A Survey committee members on new time/date.	Peggy to survey members about new date/time prior to next meeting	Complete prior to 11/5/10 meeting
II. Approval of Meeting Minutes of May 7, 2010	Chris Fulton motioned to approve the minutes of the 05/07/10 meeting. Sherri Cobb seconded.	Motion passed.	N/A	N/A
III. Fourth Quarter Financials Reports	Carrie Wilson provided an overview of the fourth quarter financial reports. Ms. Wilson reported that cash flow had been solid during the past year. Sherri Cobb asked how the subcontractors are performing. Ms. Morgese responded that although the Children's Advocacy Center had performed well programmatically, there had been multiple issues with the agency with regards to fiscal and administrative management of the contracts, resulting in CHS being significantly under-spent in its FY09/10 Healthy Families subcontract, and failing to meet its contractual match	N/A	N/A	N/A

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	<p>requirement.</p> <p>The members present had a discussion in regards to transitioning the Healthy Start team out of Children’s Advocacy Center. Ms. Cobb recommended exploring the possibility of moving the Healthy Families team under the Domestic Abuse Council. Ms. Morgese said the Domestic Abuse Council does not have a home visiting background. Ms. Morgese said we do have an interagency agreement with the Domestic Abuse Council. There was no discussion on other subcontractors.</p> <p>Ms. Wilson reported that the year-end financials looked good, and that the agency was 98% expensed for the 09-10 fiscal year. She also reported that all funding for which rollover to the subsequent fiscal year is prohibited was 100% expensed.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p>IV. Update of FY09/10 Revenue Summary & Final Budget Adjustment</p>	<p>Ms. Wilson reviewed the year-end budget amendment, and explained that the purpose of the line item adjustments was to align the budget with actual year-end expenditures. The net result of the adjustment was a budget decrease of \$52,256.00 which equals 1.8% of the total original budget.</p> <p>Ms. Morgese reported that the unspent revenue deferred to FY10/11 would allow for two additional direct service positions in FY10/11: a Care Coordinator and a Women’s Intervention Specialist to be located at the Assessment Center.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p>V. FY10/11 Revenue Summary and Proposed Annual Budget</p>	<p>Ms. Wilson reviewed the revenue summary and prior year comparison, explaining that there was a decrease in state contract funding of \$235,370 between FY09/10 and FY10/11 which equals a decrease of 8.3%. Ms. Wilson also explained that 95% of the decrease was due to the cuts in Healthy Families funding.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

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VI. New Business Succession Planning	Ms. Morgese announced that Isalene Montgomery will be going off the board as Treasurer effective next year. Sherri Cobb recommended considering a two year Executive Committee team plan. Ms. Morgese said the by-laws will be reviewed at the next Governance/Nominating Committee on 9/16/10. Ms. Morgese said new members will be coming on board effective 9/21/10 and we work on grooming them.	N/A	N/A	N/A
VI. Old Business Capital Campaign	<p>Ms. Wilson reported that as indicated in the Capital Campaign report provided to the committee, the current net revenue received through the campaign was \$7,213.</p> <p>Ms. Morgese updated the members present on the property available at 109 Executive Circle and Dunn Ave. Ms. Morgese reported that the HSC was still negotiating regarding the Dunn property.</p> <p>Ms. Morgese also reported that she was working with the City of Deltona to get the free space located at the Red School House. Ms. Morgese said she is also working on getting free space in Bunnell.</p> <p>Indirect Cost Rate – tabled due to the upcoming audit.</p> <p>Credit Card Policy and Procedure – tabled. Ms. Morgese said we need to reexamine the current policy and procedure.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Tabled</p> <p>Tabled</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
VII. Adjournment	Meeting adjourned at 11:09 a.m.	N/A	N/A	N/A