

**Healthy Start Coalition of Flagler and Volusia Counties
Finance & Administrative Oversight Committee Meeting Minutes
Tuesday, May 20, 2008**

Date/Meeting Start Time: May 20, 2008 – 9:40am

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

Committee Members Present: Isalene Montgomery and Sheri Cobb

Committee Members Absent: Chris Campbell and Chris Fulton

Other Board Members Present: None

Staff Present: Dixie Morgese and Carrie Wilson

Guests Present:

Activity	Summary	Action	Follow-Up	Date
I. Welcome and Introductions	Introductions were made.	Information Only	N/A	N/A
II. Review and approve 2/8/08 meeting summary	Motion to approve the minutes by Sheri Cobb, seconded by Isalene Montgomery.	Motion passed.	N/A	N/A
III. Review of the Third Quarter (Jan-March 2008) Financial Statements	Discussion ensued regarding leave liability and related policies and procedures. Third quarter financials reviewed and approved.	Motion passed.	N/A	N/A
IV. Proposed Budget Amendment	Proposed budget amendment presented and discussed. Sheri motioned to approved amendment as presented. Isalene seconded.	Approved	Present to Board for approval	June 18

Activity	Summary	Action	Follow-Up	Date
V. Old Business Credit Card/Line of Credit Change of bank Financial Policies and Procedures	<p>Line of credit is secured. Staff following up to secure new SunTrust credit card.</p> <p>Received banking proposals from Wachovia, Bank of America & SunTrust bank. Proposals reviewed by subcontracted CPA consultant. SunTrust proposal offered more benefits at less cost than other proposals. New accounts opened at SunTrust (business checking and money market account.) Transition of company business to SunTrust accounts scheduled to be completed by 6/12/08.</p> <p>Tabled</p>	<p>Follow up on additional information needed for SunTrust credit cards.</p>	<p>Carrie</p>	<p>6/1/08</p>
VI. New Business FY08/09 Funding Forecast	<p>Discussed Healthy Families funding cut (14%) and Department of Health notification that rollover of unspent FY07/08 funds to FY08/09 will not be permitted as in past years, which will affect total revenues for FY08/09. Staff planning accordingly so that there will be no unspent base contract funds at June 30.</p>			
VII. Adjournment	<p>Meeting adjourned at approximately 11:00 a.m.</p>			