

**Minutes: Healthy Start Coalition of Flagler and Volusia Counties, Inc.
Board of Directors Meeting**

Date/Time: Tuesday, December 8, 2015 – 12:05p.m. – 1:30p.m.

Location: United Way, 3747 International Speedway Blvd., Daytona Beach, FL. 32114

Members Present: Kassandra Blissett, Dr. Pam Carbiener, Alma Dixon, Steve Forsyth, Chris Fulton, Michele Goeb-Burkett, Eric Goire, Amanda Hayes, Carly Meek, Dr. John Meyers, Ray Salazar, Diane Smith, Robert Snyder, and Bonnie Wittman.

Members Absent: Zenesha Barkley, Ann Bodziak, Jessica Fox-Sznajstajler, and Loverso Walker.

Staff Present: Dixie Morgese and Peggy Cage.

Guests Present: Buddy Hall (W Clark and Associate)

Agenda Item	Summary/Discussion	Action	Follow-Up	Date
Welcome and Introductions	Diane Smith called the meeting to order and welcomed everyone. Introductions were made.	N/A	N/A	N/A
Approval of the September 8, 2015 meeting minutes	Kassandra Blissett motioned to approve the September 8, 2015 minutes. Steve Forsyth seconded.	Motion passed.	N/A	N/A
Ratification of the FY14-15 Audited Financial Statements	Buddy Hall, auditor, with W. Clark and Associates presented the FY14/15 Audited Financial Statements. Mr. Hall said this is an unmodified opinion. A copy of the internal control letters will be emailed to the Board members. Mr. Hall thanked Carrie Wilson and staff for their assistance with the audit. A copy of the 2014 Tax Return (990) was distributed to the members present. Ms. Morgese said these reports were reviewed and approved at our Finance meeting held on November 13, 2015. Ray Salazar motioned to ratify the FY14/15 Audited Financial Statements and the 2014 Tax Return (990). Alma Dixon seconded.	Motion passed.	N/A	N/A
Committee Reports				
Exec Committee/ President's Report	Diane Smith said the Executive Committee met and reviewed the following policies and procedures (<i>Travel Advance and Hiring of Staff</i>). The committee made some minor changes and approved the policies and procedures. Ms. Smith said the Executive Committee will begin to review and approve policies related to personnel.	Information only.	N/A	N/A
	Ms. Smith said the Executive Committee met two times during the last	Information only.		

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<p>Finance & Administrative</p>	<p>quarter to review the staff self-assessment surveys. Ms. Smith said an Ad-Hoc Committee was created to put together the survey. Ms. Smith said the Executive Committee engaged an outside consultant to review the surveys. The consultant met with the Executive Committee and reviewed the findings and then met with Ms. Morgese. Another meeting was held with the consultant to determine the next steps. A few areas of concern were staff morale and staff struggling. Ms. Smith said Healthy Start went through some changes recently and due to the limited budget staff members were working double duty and took its toll which expressed low morale. Ms. Smith said during these changes no one lost their job. Ms. Morgese has taken some steps to remedy some of the concerns raised on the survey and holds regular leadership meetings. Ms. Smith said Healthy Start was recently awarded five grants totaling over \$400,000 in funding. Another concern was Dixie role with trainings which requires travel and she volunteers on many committees. The consultant, Hardy Smith, recommended a year-long staff development program and his fee for these services. A copy was distributed to the members present. The board members recommended looking at other options. Ms. Michele Goeb-Burkett said they have a Leadership Program at Florida Hospital Memorial Medical Center and welcomed Healthy Start leadership to attend at a much lesser cost. Ms. Morgese said a Program Director will be hired to assume the program functions and she will focus on the administrative functions. Steve Forsyth said 5/3 Bank did an emotional intelligence survey and provided a copy to Ms. Morgese. Ms. Morgese said performance appraisals will be completed by the end of the year and a raise will be given based on performance if funds are available. Ms. Morgese said a meeting was held with employees who supervise staff and it was very productive. Ms. Smith said the consultant recommended that the Executive Committee follow-up with staff regarding the survey. The Executive Committee will follow-up with a letter to staff. A discussion was held on the trainings that Dixie provides throughout the year and the board members recommended she determine how many trainings she would like to do during the year.</p> <p>The first quarter financial reports were distributed and reviewed. A copy of the FY15/16 funding report was also distributed to the</p>		<p>Executive Committee to prepare a letter to staff.</p>	

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<p>Oversight</p> <p>Governance/ Nominating</p>	<p>members present. Ms. Morgese said the Finance Committee reviewed the financial reports at the last meeting held on November 13, 2015. Ms. Morgese said after the DOH Financial audit it was requested that a time study be performed by staff. Staff is currently performing a time study through Toggl.</p> <p>Ray Salazar said the Governance/Nominating Committee met several times and reviewed the board composition, by-law and nominations for the Annual Meeting. The Board composition was reviewed and found to be in compliance. By-laws were reviewed and a minor change made to Article IX. Board Committees, Section 1.3 – Finance and Administrative Oversight Committee to now read Finance and Audit Oversight Committee. Carly Meek motioned to approve. Bonnie Wittman seconded. Motion passed.</p> <p>The 2016 slate of officers for 2016: Diane Smith – President (second two year term) Carly Meek – Vice President Eric Goire – Treasurer Ray Salazar – Past President</p> <p><u>Governance/Nominating Committee</u> Kassandra Blissett – Chair Suzette Cameron</p> <p>We are currently seeking additional members to participate on the Governance/Nominating Committee. Meetings are held in September, October and November. If you are interested in participating on this Committee please email Peggy.</p> <p>At this time are there any other nominations from the floor. Board officers will be seated at the annual meeting. Steve Forsyth motioned to approve the 2016 slate of officers. Dr. Pam Carbiener seconded. Motion passed.</p> <p>The annual meeting is scheduled for the first week in February. Date to be determined by Healthy Start. Also looking for sponsorships this year.</p>	<p>Motion passed.</p> <p>Motion passed.</p>	<p>Contact Peggy Cage if you are interested in participating.</p> <p>Peggy will send out information.</p>	

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Coalition/Executive Director's Report	Please refer to Executive Director's report. Ms. Morgese reviewed the highlights of the report. Ms. Morgese said we are working on our 5 year service delivery plan. Ms. Morgese provided an update on the Managed Care Organization and Substance Exposed Newborn Taskforce meetings.			
Old Business/New Business	None.	Information only.	N/A	N/A
Announcements	<p>Healthy Start Annual Meeting – date to be determined. The theme this year is “<i>Who is Healthy Start</i>”.</p> <p>Healthy Start Board orientation – Friday, February 26, 2016.</p> <p>Bonnie Wittman said Halifax is opening four Healthy Living Centers and will be completed by the end of January 2016.</p>	Information only.	N/A	N/A
Public/Other Participation	None.	None.	N/A	N/A
Adjournment	Meeting was adjourned at 1:30p.m.	None.	N/A	N/A