

## Board of Directors Meeting

## February 15, 2024

## 5:30 pm

## In-person @ Healthy Start Office

# Meeting Minutes:

Board Members Present In-Person: Rainey Brown, Judge Ed Nickinson, Janet Garrett, Dr. Rex Northup, Kevin Driscoll, Dr. Christine Krier, Robin Wright, Dr. Bill Schwartz, and Ander Shimek (9)

Also Attending: Barbara Shoulders (via Zoom), Allyson Anderson

1. Call to order – Rainey called the meeting to order at 5:30 PM. The meeting took place in-person at the Healthy Start office.
2. Quorum (Requires 7/12 Current Members) – 9 Board members attended in-person. Quorum was established.
3. Mission Moment – Allyson shared Community Liaison Keila Robertson’s recent award as a member of the In Weekly Rising Star Class of 2024. Allyson nominated Keila for this award in recognition of her faithful service to our mothers, babies, and the community. Congratulations, Keila!
4. New Business – This item was moved up on the Agenda to accommodate our guests from the Pensacola High School IB program, whose CAS (Creative, Active, Service) project, “Bags for the Bedside,” was presented for the Board’s consideration. The bags will provide hygiene items and goodies to mothers of babies in the NICU at Sacred Heart. They are seeking to partner with Healthy Start as a “pass through” for their independent fundraising for this project. Subject to Allyson’s consultation with our CPA to ensure this is permissible, and if so, that we follow all accounting rules followed with a written document memorializing our agreement and its terms, along with directions for any residual funds, the Board voted to approve this arrangement, with Judge Nickinson making the motion, and Dr. Northup seconding the motion.
5. Ratification of Minutes – The January 18, 2024 Board meeting Minutes were reviewed by the Board and accepted as written.
6. Board Business:
7. Finance:
	1. January Financial Statements and Reports – Kevin presented the January financial statements, noting that YTD spending is above budget as HSMN revenues continue to be an ongoing challenge, but consistent with the Board’s prior decisions to spend Operating Reserve funds of up to $20,000 for the new North Escambia Stork Stock, $5,000 for car seats, $6,000 for DOSE, and ongoing high need for Stork Stock supplies. Caution and stewardship are expected as we move through the remaining 5 months of the fiscal year.
	2. The First Bank – Kevin reported on the potential “Insured Cash Sweep” option at The First Bank, which allows organizations to benefit from The First pooling resources with other banks. If our Operating Account were to have such a feature, there would not be any default risk on the assets held there, even though they may rise above $250,000 during any given month. Allyson has made an inquiry about this with our local branch and is waiting to hear back. She will report to the Board about this at the next meeting.
	3. Check Signatures – Kevin recommended that our Fiscal-Operating Policies and Procedures be amended to only require 2 signatures when checks are over $250.00 in order to maximize efficiency and minimize the number of occasions in which a second Board member must be sought out for signatures during each month. All checks above $250.00 shall continue to require a second Board member signature as provided on The First Bank signature card. Judge Nickinson made the motion to follow Kevin’s recommendation with Dr. Northup seconding the motion. All present voted in favor of the motion.
8. FIMR (CRT) - IMTF (CAG):

Allyson reported on the ongoing work of the District 1 FIMR Case Review Team (CRT), as well as internal review of all Escambia cases beginning in January. She expects to have more information to share about these cases at the next Board meeting. We remain concerned that the CRT is not capturing sleep-related deaths.

1. Executive Director Report:
	1. FPQC Conference, Orlando – Invited panelist invited by FAHSC leadership. Date is Thursday, April 18 – Conflicts with Board meeting, but Claire will attend Board meeting in Allyson’s absence.
	2. North Escambia Stork Stock - In partnership with CHNWF @ Century Pediatrics site. Maximum of $20,000 spend. Costs include space renovation, furnishings, and initial supply inventory. Grand Opening date TBD.
	3. 2024 North Escambia Community Baby Shower – Date is Saturday, April 13, 2024 from 10:00 AM – 1:00 PM. We are actively fundraising for the event, with a maximum spend of approximately $5,000 from our Operating Reserve.
	4. Car Seat Safety – The Board previously approved $5,000 in Operating Reserves for car seat safety. 30 car seats purchased for outreach event on November 4, 2023 and another 30 car seats recently purchased for 2nd ½ of FY 23-24. Our 2nd car seat event is scheduled for February 28, 2024 in the Brownsville community. Total car seats = 60.
	5. Connect Navigator/Fatherhood - Program/Staff updates. Allyson shared that Andrea Goldstein has been fully trained and onboarded as our new Connect Program Navigator. Andrea is bilingual and is already making a positive impact, while we look forward to deploying her to select OB offices soon to boost Healthy Start program enrollment. Torrey Jones resigned his position as Fatherhood Coordinator, effective 02/20/24. Allyson has already advertised the position and is interviewing qualified applicants.
	6. IMPACT 100 – Healthy Start will be a first-time applicant in the 2024 grant season. Preparations to submit our application continue and are in progress. Allyson expressed many thanks to Diane Schwartz for sharing her valuable time and counsel in this process.
2. Other New Business – Judge Nickinson raised the issue of reviewing and formalizing Board member terms and conducting Officer elections as required in the Bylaws. Under the current Bylaws, members serve 3-year terms, with Officers elected annually and President/Vice-President serving 2-year terms in those roles. It was recommended that Officer elections occur at the next meeting in April and that Judge Nickinson, Rainey, and Allyson gather prior to that meeting to prepare for a smooth transition and elections. Allyson will follow up with them to schedule.
3. Adjourn – The meeting adjourned at 6:40 P.M.
4. Next Meeting – Thursday, **April 18** at 5:30 PM at the Healthy Start office.

**There is no March, 2024 meeting due to Spring Break.**