

## Board of Directors Meeting

## June 15, 2023

## 5:30 pm

## In- Person at 318 N. Alcaniz St.

# Meeting Minutes:

Board Members Present In-Person: Judge Ed Nickinson, Dr. Rex Northup, Margot Lauro, Russell Williams, Dr. Ramak Amjad (5)

Advisory Board Members Present Via Zoom – Dr. Haringa attended as a guest of Dr. Amjad.

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

1. Call to order – Judge Nickinson called the meeting to order at 5:35 PM. The meeting took place in-person.
2. Quorum (Requires 5/9 Current Members) – 5 Board members attended in-person. Quorum was established.
3. Mission Moment – Allyson shared with the Board about the Coalition’s success of our June 9 outreach event at the Moreno Court public housing complex. Led by Community Liaison Keila Robertson and Fatherhood Coordinator Torrey Jones, we provided safe sleep education and cribettes to 9 families, including a teen mother who had previously declined Healthy Start services, while also recruiting 2 fathers to our program.
4. Ratification of Minutes – The May 18, 2023 Board meeting minutes were reviewed by the Board and approved by the Chair as written.
5. Board Business:
6. Finance:
   1. April 2023 Financials – In Kevin’s absence, Allyson presented the May 2023 financials with no questions presented. All deliverables/accounts receivable are current, as are accounts payable. The financials were approved without objection.
   2. Treasurer Update – Kevin recently contacted Allyson to share his retirement from Navy Federal Credit Union. He wishes to continue his service as Treasurer to complete the remainder of his 3-year term, while also affirming Navy Federal’s pledge of continued support for Healthy Start. The Board unanimously expressed support for Kevin’s continued service on our Board. Finally, Allyson noted that Healthy Start had recently received its 1st interest payment of approximately $2,000 on our Regions Bank reserve account.
7. FIMR (CRT) - IMTF (CAG):

Region 1 FIMR meetings, now known as CRT (Case Review Team) meetings, including neighboring Santa Rosa, Okaloosa, and Walton Counties continue to be held on a monthly basis and are going well with active engagement from the 4 counties. CAG (Community Action Group – formerly IMTF) work continues this month with more to come as we recently completed our first contractually required Action Plan.

C. National Pregnancy and Infant Loss Day – Scheduled for Thursday, October 12 at Bayview Park. No update at this time. **UPDATE: Since the June 15 Board meeting, we have since rescheduled this event to coincide with the National Day of Remembrance on Sunday, October 15, 2023 from 6:00-7:00 PM. Same location.**

D. Bowties & Tiaras – Margot provided additional sponsorship details for Bow Ties and Tiaras, scheduled for Thursday, October 19 at Jackson’s Steakhouse. Our focus is now on securing sponsorships and silent auction items. Margot and Janet have finalized sponsorship messaging to present to potential solicitation prospects. Board members were provided with a sponsorship packet, with those interested in sponsorship opportunities asked to make a commitment no later than June 30. Allyson will send a reminder to Board members on Tuesday, June 27.

E. Executive Director Performance Evaluation and Compensation – Judge Nickinson reported on the Executive Committee’s work on Allyson’s performance evaluation and recommended compensation. He asked for the Board’s support of a recommended salary of $92,500, retroactive to January 1, 2023 to reflect compensation levels for Healthy Start counterparts across the Panhandle. Several Board members stated their positive views of Allyson’s leadership. All present voted in favor of Judge Nickinson’s request. With Judge Nickinson completing his term as Board Chair, he urged Rainey, his successor, to adopt a performance evaluation schedule and structure so that we do not lag behind in future evaluations.

The Board tasked Allyson with the following:

* Spending Plan – Similar to last year, the Board would like to see a menu of potential proposals upon which we can invest a portion of our operating reserves, including possibly: Fatherhood expansion; Cribs for Kids; Stork Stock; FIMR cases (Escambia), etc.
* Bank Signature Cards – Will need updating to reflect new members of the Executive Committee: Rainey (Chair); Margot (Vice-Chair); Janet (Secretary); and Kevin (Treasurer).
* Board Roster – Including building historical record with years of service and roles.
* Meeting Guests – Periodically inviting staff and subcontractor guests to Board meetings to share experiences and answer Board questions.

F. Executive Director Report:

* DOSE/Safe Sleep Program – The Board previously authorized a maximum of $6,000 to bring this program to Escambia. We have a pending $5,000 Rotary grant application and expect to learn its approval status by the end of May. Engagement of professional services is now confirmed for September 11-15, 2023. **UPDATE – We were awarded $1,825 of our requested grant application amount, thereby reducing our maximum contribution to $4, 175.**
* HELD – Board training requirements on HIPAA, Cultural Competency, and Health Equity. More to follow at the August 17, 2023 Board meeting pending HSMN guidance.
* Operating Reserve Spending Plan - Allyson provided a continuing running update on spending plans for the amount in excess of our Regions reserves.

Pensacola Area Baby Shower: Took place on Saturday, April 29, 2023, at the Fricker Community Center. Had a maximum $50,000 spending budget, but under $1,500 spent due to successful fundraising efforts, including financial and in-kind contributions.

Resolve Through Sharing/Bereavement Training: This training program was launched in September, 2022 with an official announcement at Sacred Grand Rounds. 35 of the initial 50 slots have been committed through the PICU, with rollout underway to the ED and NICU. Spending is currently at $4,000 of a budget maximum of $5,000.

Infant Mortality Task Force:Spending plan in place with tablet purchases (complete), photography services, graphic design, survey promotion, and potential media purchases. Budget target maximum is $5,000.

Direct Client Assistance: Ongoing spending to replenish stork stock. Baby shower highlighted the need for emergency client assistance funds. Budget target is $5,000 spread throughout Fiscal Year 2022-2023.

Salary increases:DONE. Excluding Allyson, all staff received Board-approved 3% salary increases, effective July 1, 2022. Cost will be incurred throughout the year’s payroll cycles. Total budget impact, including Allyson’s prior salary increase, is $35,000.

Enhanced Benefits Contributions: DONE, effective May 1, 2022, for participating employees. Total projected cost is $15,000.

Telephonic Visit Payment to DOH: DONE. Funds were paid out to Escambia DOH on May 5.

North Escambia Baby Shower: DONE. As reported above, the Coalition was able to successfully fundraise for this event to within $600 of final spending. Thus, there is no need for spending of up to $15,000 as originally budgeted.

Website Redevelopment: DONE. Completed mid-June 2022. Final spending came in at $2,500, which is $500 under the original $3,000 budget.

1. New Business – Dr. Schwartz raised concern at the May meeting about maternal anemia/malnutrition, and the need for Iron Sulfate supplements of 325 mg./daily. The Coalition offered to lend its support in any way that might be helpful. HELD for additional discussion at the August 17 Board meeting.
2. Adjourn – The meeting adjourned at 6:28 P.M.
3. Next Meeting – Thursday, August 17 at 5:30 PM at the Healthy Start office.