

## Board of Directors Meeting

## November 16, 2023

## 5:30 pm

## In-person @ Healthy Start Office

# Meeting Minutes:

Board Members Present In-Person: Russell Williams, Margot Lauro, Judge Ed Nickinson, Janet Garrett, Dr. Rex Northup, Dr. Bill Schwartz, and Kevin Driscoll (7)

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

1. Call to order – In Rainey’s absence, Vice-President Margot Lauro called the meeting to order at 5:30 PM. The meeting took place in-person at the Healthy Start office.
2. Quorum (Requires 7/9 Current Members) – 7 Board members attended in-person. Quorum was established.
3. Mission Moment – Allyson shared with the Board about the Coalition’s successful execution of several events in recent weeks, including the National Pregnancy and Infant Loss Remembrance Ceremony, Trunk or Treat, Car Seat Rodeo (DOH-Escambia), Grateful Hearts, and developments with our North Escambia Stork Stock project.
4. Ratification of Minutes – The September 21, 2023 Board meeting minutes were reviewed by the Board and accepted as written.
5. Board Business:
6. Finance:
   1. Annual Audit and Tax Preparation/Kristen McAllister, Warren Averett – Ms. McAllister presented Warren Averett’s final audit report, in which there were no concerns or findings noted. She noted that it was a very clean audit and offered praise for our work, and especially for the accounting work of our CPA, Ms. Alyson Carlson, in maintaining accurate financial records. The Board unanimously voted to approve the audit report. Ms. McAllister then shared that tax preparation tasks are in progress and our filing is expected to be completed by the end of the calendar year.
   2. October Financial Statements and Reports – Kevin presented the October financial statements with no concerns noted. He recommended that Allyson investigate an interest-bearing account at The First since we maintain a robust balance in our operating account and interest rates are currently very attractive. Allyson will follow up with The First Bank and will report back to the Board at its next meeting.
   3. Regions Bank – The Board approved the execution of a new signature card on the Regions Bank CD to reflect the following signers: Rainey Brown, Margot Lauro, and Allyson Anderson.
7. Board Nominations – The credentials and background of Board Nominations were discussed and unanimously approved by the Board, following a motion by Judge Nickinson, which was seconded by Kevin Driscoll. New Board members include: Dr. Christine Krier, Mrs. Robin Wright, and Mr. Alexander Shimek.
8. FIMR (CRT) - IMTF (CAG):

Background - At the request of the Board at the June meeting, we inquired of our state FIMR liaison whether we are permitted to review/report on all Escambia cases, as we had done prior to FIMR expansion. Our liaison has since given state approval to proceed, with certain conditions and requirements. The Board then considered and approved a staff proposal and funding to expand our FIMR case reviews to include all Escambia cases. On November 15, Megan Calloway agreed to serve our expanded case review work and is fully on board. We anticipate beginning this additional work in January, 2024. Allyson will keep the Board updated and provide reports once the additional Escambia case reviews are completed.

D. Bowties & Tiaras – Margot and Janet offered their observations on the success of the event, and Board members also provided their feedback. Allyson shared the staff debriefing document, “Stop/Start/Stay” as well. The overwhelming view is that we need a larger venue, but not one that’s too large that it could appear more empty than full. The Board strongly preferred an appetizer-oriented event rather than a seated dinner. Final accounting for the event is as follows: Total Revenue = $19,160.53 (Sponsorships = $10,970.70, Ticket sales/donations/auction = $8,189.83) Total Expenses = $4,041.84. Net Income = $15,118.69! Many, many thanks to Margot and Janet for their leadership on a highly successful event!

E. Executive Director Report:

* Board of Directors Manual – DONE! Will be presented at January meeting and an orientation scheduled with our 3 new Board members**.**
* Networks of Florida – Proposed buyout/early termination and return migration to Digital Boardwalk. See NOF buyout proposal which carries $11,235.48 early cancellation penalty. Allyson presented Coalition concerns with service/price and far more competitive quote/service package offered by Digital Boardwalk, our previous IT provider. The Board discussed the matter and various means of reducing the penalty, including delaying cancellation until March/April. Allyson will do so and ensure contract requirements are met for notice provisions, as well as a smooth transition to Digital Boardwalk.
* DOSE Program Final Accounting - Board authorized $6,000 maximum. Rotary $5,000 grant application approved for $1,825.00. Implementation completed on September 11-September 15, 2023. Final amount of Healthy Start funds paid for this project = $3,755.23.
* FY 23-24 Approved Supplementary Spending Status Update:

1. North Escambia Stork Stock - In partnership with CHNWF @ Century Pediatrics site. Maximum spend = $20,000. Construction/Renovation begins week of November 27, 2023. Grand Opening is anticipated by the end of calendar year or early 2024.
2. 60 car seats for 2 outreach events - $5,000 (30 car seats purchased for outreach event on November 4, 2023.) Demand far outstripped installation capacity. 101 total car seats installed: 25 from Healthy Start and 76 from DOH-Escambia. 3 additional Coalition car seats were donated to Pensacola Fire Department for training and demonstration purposes. Future car seat event planned for February, 2024 in partnership with DOH-Escambia.
3. Fatherhood Program Incentives - Up to $1,000 was approved by the Board to provide a Thanksgiving meal incentive, “Grateful Hearts,” for program enrollment achievements. 10 fathers were successfully enrolled in our T.E.A.M. Dad program in response to this incentive.
4. New Business – Follow up discussion on a prior agenda item. Dr. Schwartz previously 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.
5. Adjourn – The meeting adjourned at 6:30 P.M.
6. Next Meeting – Thursday, January 18 at 5:30 PM at the Healthy Start office.