

## Board of Directors Meeting

## April 18, 2024

## 5:30 pm

## In-person @ Healthy Start Office

# Meeting Minutes:

Board Members Present In-Person: Rainey Brown, Judge Ed Nickinson, Janet Garrett, Dr. Ramak Amjad, Dr. Rex Northup, Kevin Driscoll, Robin Wright, and Russell Williams. (8)

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

Not Attending: Dr. Christine Krier, Ander Shimek

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 6/11 Current Members) – 8 Board members attended in-person. Quorum was established. Quorum was reduced by 1 from 7 to 6 following the resignation of Dr. Bill Schwartz.
3. Mission Moment – Board members and Allyson shared our success in hosting our 2nd North Escambia Baby Shower in Century on Saturday, April 13, 2024. We served 95 mothers, fathers, and babies, while Board members Rainey, Robin, and Margot were in attendance. Particular successes were noted in 24 community partnerships with a presence at the event, as well as generous food distribution to our guests.
4. Old Business – Pensacola High School IB student service project, “Bags for the Bedside,” was previously approved by the Board with a maximum spend of $1,000. The bags will provide hygiene items and goodies to mothers of babies in the NICU at Sacred Heart. Allyson updated the Board that, in consultation with our CPA, she prepared an MOU to memorialize this arrangement. This document ensures that we follow all accounting rules and clearly delineates each party’s roles and responsibilities, along with all agreement terms.
5. Ratification of Minutes – The February 15, 2024 Board Meeting Minutes were reviewed by the Board and accepted as written. No March, 2024 meeting was held and thus no Minutes.
6. Board Business:
7. Finance:
	1. March Financial Statements and Reports – Kevin presented the March financial statements, noting that YTD spending is above budget, but not as much as reported in February. It was noted that YTD income does not yet include pending HSMN/Medicaid payments for both February and March. With respect to spending, the Board’s reiterated its commitment to funding essential programs consistent with our mission, including prior decisions to spend Operating Reserve funds of $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.
	2. The First Bank – Kevin reported on the availability of an “Insured Cash Sweep” (ICS) option at The First Bank, which allows organizations to benefit from The First pooling resources with other banks. With this feature added to our account, there would not be any default risk on the assets held there, even though they may rise above the $250,000 FDIC insurance limits during any given month. This will eliminate any need to open a 3rd bank account for funds in excess of $250,000.
	3. Regions Bank CD Renewal/Maturity Date 04/12/24 with 10-Day Action Requirement – Allyson reported on current available CD renewal options with Regions Bank, including a 14-month option at 4.00% (our previous rate was 4,25%). After discussion, it was decided that unless significantly more attractive earnings options are available at other institutions, including The First, the Board thought it advisable to maintain a banking relationship with more than one financial institution. The Board also authorized payout of the interest earned to date on the old CD of approximately $9,202.40 to apply towards Stork Stock expenses that exceed Bow Ties and Tiaras fundraising. The motion to authorize these actions was made by Judge Nickinson, with Kevin seconding. All present voted in favor.
	4. Medicaid Earnings Trend Analysis – Allyson shared her analysis of Medicaid earnings for the last 5 fiscal years, excluding “once in a lifetime” pandemic era earnings while telephonic and virtual visits were permitted. With that history in mind, we have adjusted our FY 24-25 Medicaid earnings estimate accordingly to a more realistic and achievable target. Our DOH state funding remains fixed and stable. As with all organizations, businesses, and individuals, our costs continue to increase, including a 12% increase in our employer share of employee benefit costs. The Board voiced its strong support for all staff to receive a 3% salary increase, even if ultimately paid with Operating Reserve funds (not Regions Bank CD). Allyson will make necessary adjustments to our draft budget with our best efforts to manage costs/spending, while continuing efforts to earn every available revenue dollar.

**NOTE – A NUMBER OF BOARD MEMBERS REPORTED THAT THEY CANNOT ATTEND MAY’S BOARD MEETING. QUORUM IS NECESSARY TO VOTE ON THE FY 2024-2025 BUDGET IN MAY IN ORDER TO MEET CONTRACT DELIVERABLE REQUIREMENTS. IT WAS DECIDED THAT THE EXECUTIVE COMMITTEE WOULD MEET VIA ZOOM ON THURSDAY, MAY 23 AT 11:00AM TO VOTE ON THE BUDGET. THE BUDGET WILL BE DISTRIBUTED TO ALL BOARD MEMBERS FOR COMMENTS/QUESTIONS 1 WEEK PRIOR TO THE MAY 23 MEETING SO THAT ALL HAVE AN OPPORTUNITY TO PARTICIPATE.**

1. 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 that began with January cases. She expects to have more information to share about these cases at upcoming Board meetings. We remain concerned that the CRT is not capturing sleep-related deaths. For example, our most recent April FIMR CRT included 3 infant deaths, all of which were medical crisis related and considered by the Team to be non-preventable.

1. Executive Director Report:
	1. Updated FY 2023-2024 Board Roster – Shared with the Board
	2. North Escambia Stork Stock - In partnership with Junior League and CHNWF @ Century Pediatrics site. Grand Opening anticipated in the next several weeks. The staff is traveling to Century on Monday, April 22 to assemble furnishings and decorations, and to make final preparations at the site for the Grand Opening.
	3. 2024 North Escambia Community Baby Shower – Held on Saturday, April 13, 2024 from 10:00 AM – 1:00 PM. Final spend of approximately $6,000 with generous amounts spent on food for our guests. Projects Coordinator Jade Christian successfully raised $8,000 for the event in sponsorships, without need to spend previously Board-authorized Operating Reserves of $5,000 for this event.
	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. IMPACT 100 – Healthy Start is a first-time applicant in the 2024 grant season. Preparations to submit our application continue and are in progress, with a target submission date of May 30, 2024 (Deadline is June 15, 2024). Allyson expressed many thanks to the Board and Diane Schwartz for sharing their valuable time and counsel in this process. Allyson requested that the Board authorize up to $10,006.70 (up to 10% of the IMPACT 100 grant of $100,670) as a buffer if our application is successful and additional funds are required for project completion. Judge Nickinson made a motion to approve these funds, with Dr. Northup seconding. All present voted in favor.
2. New Business – (1) Dr. Bill Schwartz submitted his written letter of resignation from the Board, effective 04/17/24, due to extensive professional obligations. He was recognized for his many years of service and has already been provided with a gift in recognition of his faithful support of Healthy Start. It was then discussed that Diane Schwartz be considered to fill his open seat on the Board and all present were in favor. Dr. Amjad agreed to contact her to request her CV so that the Board may formally act upon her nomination if she desires to serve. (2) Dr. Ramak Amjad also tendered his resignation from the Board after 13 years of service, citing family and professional obligations, but also wishing to continue his work on Infant Mortality in an Advisory Board member role. He has already laid a foundation for neonatologist Dr. Jaclyn Havinga to fill this open seat and all present were in favor. Dr. Amjad will submit a formal letter of resignation and will also request Dr. Havinga’s CV so that the Board may also act upon her nomination if she desires to serve.
3. Adjourn – The meeting adjourned at 6:39 P.M.
4. Next Meeting – Thursday, **June 20** at 5:30 PM at the Healthy Start office.

**NO MAY MEETING DUE TO BOARD MEMBER CONFLICTS. THE EXECUTIVE COMMITTEE WILL MEET ON THURSDAY, MAY 23 AT 11:00 VIA ZOOM TO VOTE ON THE PROPOSED FY 2024-2025 BUDGET.**