

Governor's Council for Community Health Partnerships
Board of Directors Meeting Minutes
September 26, 2006

Attendance:

Present: Jacqueline Nicholson, Selma Verse, Marcia Wagshol, Pierre Rodriguez, Karen Christie, Joseph Peters, Elvio Serrano, Ann V. Miller, Jane Irion, Dr. Fred Alfele

Staff Present: Jeanette Hartzell, Walter Pasinski

Absent: Michael Monnette, Jack Holcomb, Ann Faraone, Tara Finnigan, Dr. Yvette LaClaustra, Bert Tamarkin, Ethel Ceasar-Lomax, Cynthia Boggs, Patricia Patrick, Dr. Delores Turner, Bob Palin

Guest Speaker: Mr. Steven J. Corso, CPA (GCCHP Accountant)

Special Presentation: "Florida-on-the-Move" by: Kathy Welch, PBCHD Health Promotion & Education

Special Guests: Claudia Tuck and Sharon Vereen -Thomas, PBC Human Services Holiday Project

I. Welcome/Introductions

Pierre welcomed Board members and guests and convened the meeting at 9:10 AM.

II. Approval of Minutes

In the absence of the Secretary, Pierre called for approval of minutes from the previous meeting. Dr. Alfele so moved. The motion was seconded and passed unanimously.

III. Treasurer's Report

In the absence of the Treasurer, Jeanette presented the Treasurer's report. She noted that responsibility and funds in the bank account for the Boynton Beach Godparent program were being transferred to a project identified by Peggy Muro and a local Baptist Church. When the funds are depleted it will be removed as a Council initiative. She also explained that, due to the timing of deposit for a large check into the Summer Camp Scholarship Program, there was an apparent negative balance in that account line in the C.A.P. account as of the end of August account statement. She assured the Council that there was no actual deficit in the account and that a positive line item balance would be reflected in the next monthly report. Jeanette requested Board approval for expenditure of funds from the CHP and Volunteers account lines to support purchase of refreshments for a major M.A.P.P. meeting scheduled for November 1st and 2nd. The Board granted approval without objection.

IV. Executive Committee Report

Pierre polled the members as to their preference for a location/format for the November Board (luncheon) meeting. The consensus was that most preferred a business meeting room venue with a catered (box/buffet) lunch rather than meeting at a restaurant. Jeanette added that an update on progress in the M.A.P.P process would be included as an agenda topic at the November meeting.

VI. Auditor's Report

Mr. Steve Corso reviewed his 2005 audit report of Council funds. After outlining income and expenditure figures in the report and explaining restricted/unrestricted funds, he commented that he found no errors or reasons for concern in the accounting methods and practices used for managing Council funds. He then provided a brief description of the IRS Form 990, which is required to be submitted annually by all tax-exempt non-profit organizations. Mr. Corso then opened the floor for questions from Council members, which he answered to the satisfaction of all present. Jeanette added that formal annual financial audits are often required in order to be qualified on applications to receive grant funding for support of Council initiatives.

VII. Resolution to Amend GCCHP By-Laws to adopt a 50% Quorum Rule

Jeanette distributed draft copies (written by Council Secretary, Tara Finnigan, Esq.) of an amendment to the Council by-laws to increase the definition of a legal quorum of members from one-third ($\frac{1}{3}$) to one-half ($\frac{1}{2}$) of the voting membership. This amendment will bring the Council into conformance with quorum guidelines promulgated by many grant funding groups, which specify a 50% quorum rule for the boards of directors of their non-profit applicants. She advised the Board that a vote on approving the quorum change in the by-laws would be held at the next regular meeting in November. She reminded the Board that our by-laws require an approval vote by two-thirds ($\frac{2}{3}$) of the voting members in order to be adopted as a legal amendment to the by-laws, and encouraged maximum member participation at the next meeting in order to approve the amendment.

VIII. New Board Member Recommendation

Jeanette announced that she had coordinated with past Board member Tenna Wiles to identify and screen Ms. Deanna Lessard, a new Board member candidate representing the Palm Beach County Medical Society. Jeanette requested a motion from the floor to approve inviting Ms. Lessard to join the Council. Jane Irion made the motion and Jacquie Nicholson seconded. The motion was approved unanimously and Jeanette will ensure that an invitation letter to join the Council is sent to Ms. Lessard.

IX. 2007 Special Committee Assignments

Annual Meeting Planning - The next Annual Meeting is scheduled for May 22, 2007. Karen Christie (Committee Chair) will be scheduling pre-planning sessions with members; Jacquie Nicholson, Jane Irion and Ethel Ceasar-Lomax. Jeanette will try to identify a fifth member for the committee.

Nominating Committee - Pierre Rodriguez (Chair) will be meeting with members; Joe Peters and Elivio Serrano early next year to formulate the 2008 Officers slate.

X. Other Reports/Updates

Claudia Tuck – Summer Camp Scholarship Program: Claudia stated that 2006 is the first year in the program's history that there was no waiting list and all scholarship applicants were funded to actually attend a camp. The additional financial support from Children's Services Council and the Board of County Commissioners made this achievement possible. She also shared the perspective that, even though over 3,000 disadvantaged youth were included in this year's program, there are an estimated 50,000 more eligible youth throughout the county. Given the increased funding levels and scope of the program, she anticipates that enhanced quality control and program oversight measures will be implemented in the future to ensure and maintain program effectiveness.

Sharon Vereen -Thomas – PBC Human Services Holiday Program: Sharon thanked the Council for continuing support of the program and discussed the gift wish list for the upcoming holiday season. She expressed a specific interest in obtaining donated computers for use by disadvantaged youth to enhance their educational progress.

Jacquie Nicholson – Communications Committee: Jacquie updated the Board on the committee's progress toward completing the new GCCHP brochure, website update and PowerPoint presentation. Jeanette shared a full page feature (with photos) on the last annual meeting published in the Palm Beach Post. Pierre mentioned the "G-Star" company that assisted with web page development for another community project he is involved with. Jane discussed media contacts to increase publicity and awareness of our initiatives.

Jeanette – M.A.P.P.: Jeanette gave a progress report saying that the baseline statistical reports had been completed and strategic issues in community health had been identified (see handout distributed). She issued an invitation for members of the Board to participate in a goals and strategies formulation session in November.

Karen Christie – Jupiter Godparent Program: Karen reported good progress in the turn-over of the program to the Area Agency on Aging and indicated that the final transition should occur within a month. Jeanette asked for a motion to approve transfer of funds in the Jupiter Godparent account line to AAA to complete the program's transition. Marcia Wagshol made a motion to approve the funds transfer to AAA. Jane Irion seconded the motion and it was approved unanimously.

XI. Florida-on-the-Move Presentation

Kathy Welch presented a brief exposition on the program, noting that the roll-out from the health department to the community only started in July. She distributed pedometers to all Board members who were present. Dr. Alfele and Pierre gave glowing testimonials regarding the personal health benefits of regular exercise and a moderate diet. Jeanette raised the issue of whether Board members wished to participate in Florida-on-the-Move as individuals or as a GCCHP group. The consensus was that group participation was preferred. Jane suggested that the Board register as a group in conjunction with the big public kick-off of the Step-up Florida campaign on February 23rd of next year.

XII. Other Discussion/Closure

The meeting adjourned at 10:50 AM.

Respectfully submitted,

Tara Finnigan, Esq.
Secretary

Walter Pasinski
Administrative Assistant I