



Board Present: Jimmy Unger, Hillary Kittleson, Susan Ban, Jorge Navarro, Colt Gill, Keith Hollenbeck, Bob Keefer, Loren Barlow **Board Absent:** Jennifer Jordan, Lee Shoemaker, Marion Diermayer, Reuben Mayes **Staff Present:** Laurie Trieger

Call to Order: President Susan Ban called the board to order and reviewed the agenda.

Announcements: Laurie reminded members that the Wonders of Walking event was to take place on July 18.

Agenda Review: The agenda was adjusted to move information items to the end and add an action item regarding a resolution for banking services.

Minutes: The minutes of May 14 and June 11 were unanimously approved.

Director's Report: Laurie reviewed the director's report that was included in the packet, highlighting the following:

- Laurie participated in a debrief with the coalition that worked on statewide menu labeling, along with staff from Lane County Public Health. The group was particularly interested in their views, since they represent a constituency outside the Portland metro area. Public health policy advocacy is relatively new, so there is much to be learned.
- LCHAY is now a fully operational non-profit, tax exempt organization, with funds from the preliminary reconciliation with Sacred Heart Foundation deposited into our own account. Laurie requested that grant payments be delayed until July, so the next payments will flow directly to LCHAY.
- Laurie has posted for a half-time Project Coordinator for Nutrition Initiatives and Community Outreach and hopes to fill the position in August.

Committee Reports:

Executive Committee – Susan reported that the Executive Committee has been working on the Executive Director performance review, and appropriate staffing for the agency. The committee also hopes to schedule a board education item at each meeting.

Budget and Finance—Hillary reported that the committee will be meeting prior to the September meeting to discuss a revised budget, based on last year's actual ending working capital and additional information re: revenues and expenses. The committee will also be discussing options for unemployment insurance.

Strategic Planning—A suggested format for the strategic plan was shared. Board members liked the approach. Hillary asked for a written executive director work program based on the plan, once it's completed. Jimmy reported that the first meeting with a potential donor, a cardiologist, went well.

Decision Items

1. Banking Services Resolution

Members present unanimously adopted the resolutions in Pacific Continental Bank's Not for Profit Corporate Resolution, with the correction of the agency name and a typographical error on line 8.

2. Adoption of Financial Procedures Manual

Hillary presented the draft financial procedures manual for adoption. She noted that at the last meeting, some questions were raised regarding whether LCHAY should conduct an audit or a less detailed independent financial review. She shared definitions and pros and cons of both processes. After some discussion, the group agreed to add language that guaranteed a formal audit at least every five years, with an annual independent financial review in other years. Laurie suggested that the language in A5 was redundant and the group agreed.

Members present unanimously adopted the draft Financial Procedures Manual dated July 9, 2009, with the following changes:

- a) A1—Add to line two, after “independent financial review” “and an audit periodically no less frequently than every five years,”
- b) A5—Deleted, with remaining A sections renumbered.

3. 2009-10 Budget

Hillary noted that the board had reviewed this draft budget, with one change: \$7,200 in grant funding has been added to the “committed” grant income line in the revenue portion of the budget and to the compensation reserve line, to re-balance the budget. This reflects the award of funds to LCHAY (through NEDCO) for work on the Springfield Farmer’s Market. She also explained that there is likely to be additional amendments to the budget as staff is added. The Budget and Finance Committee will review a revised budget based on actual ending working capital for the prior year and these changing needs and make a recommendation to the board at its September meeting.

Members present unanimously adopted the 2009-10 Budget as presented at the meeting.

4. Executive Director Contract

Susan reviewed the proposed Executive Director contract. Hillary suggested that the word “base” be removed from section 4A, line two since it had been removed from line 1. The group agreed to this change. Bob suggested that Veteran’s Day be added to the list of paid holidays and the group agreed with that change. Jimmy asked about whether the Executive Director’s FTE could be changed during the term of the contract and was directed to the last section which allows for written amendments to the contract at any time, with board approval. It was also noted that the last section should be renumbered to 10. With these changes, members present unanimously approved the Executive Director contract.

Information and Education

Laurie gave an overview of the concept of Health Impact Assessments, which are modeled on Environmental Impact Statements (EIS). Like EIS, Health Impact Assessment are done prospectively at a time when they can influence public policy. Goals include improving health outcomes and promoting health equity and social justice. She noted that Lane County will be choosing a Health Impact Assessment topic in the near future to demonstrate this new concept. Susan suggested that LCHAY lobby for obesity prevention as the topic.

The meeting was adjourned at 1:15 p.m.

Minutes respectfully submitted,

Hillary Kittleson, Secretary/Treasurer