



HSMN Board of Directors Orientation (Draft 1-18-20)

Location: tba

Date: tba

1. Welcome, Introductions and House Keeping (Cathy Timuta)
2. Goals for Today and Summary of Resource Materials (Cathy)
3. Non-Profit Board of Directors “101” and Board Job Description (Cathy)
 - a. Review of materials sent prior to the meeting (see attached)
4. Sunshine Law (Stephanie Marchman)
5. Overview and History of Florida’s Healthy Start, FAHSC and HSMN (Cathy)
 - a. FAHSC and HSMN Vision and Mission
 - b. Healthy Start History and Statutes
 - c. Organization Charts
 - d. Articles of Incorporation
 - e. Bylaws
 - f. Intercompany Agreement Summary
6. Programs (Allison Parish)
7. Contracts (Monya Newmeyer)
8. Finances (Elizabeth Jarriel)
9. Revenue Cycle Management (Karen Chang)
10. Provider Contract Allocation Methodology (Karen)
11. Forms for Annual Signature (Cathy)
Confidentiality, Conflict of Interest & Whistle Blower Policies
12. Homework On Your Own:
 - a. Security Training Webinar
 - b. Equity / Cultural Competency Training Webinar



Pre-Orientation Meeting Document Review

1. What is a 501c3 Non Profit? <https://www.thebalancesmb.com/what-is-a-501-c-3-tax-exempt-organization-how-do-we-apply-2502154>
2. How is a non profit different than a for profit? <https://www.thebalancesmb.com/how-is-a-nonprofit-different-from-for-profit-business-2502472>
3. The role of staff vs the Board <https://www.nonprofnetwork.org/Resources/Documents/Microsoft%20Word%20-%20Dividing%20Duties%20Between%20Board%20and%20Staff.pdf>
4. Potential conflicts of interest <https://www.thebalancesmb.com/how-board-members-can-avoid-conflicts-of-interest-2502289>
5. How non profits get their revenue <https://www.thebalancesmb.com/where-do-nonprofits-get-their-revenue-2502011>