

BOARD OF DIRECTORS  
April 23, 2015 BOARD MEETING  
MINUTES

**Board Members in Attendance:** Mr. Stockton Whitten, Board Chair, Mr. Eric Smith, Board Vice Chair, Mr. Mark Peterson, Ms. Christa Bailey, Dr. Greg Howes, Ms. Brooke Goldfarb, and Ms. Andrea Betting

**Board Members Absent:** Ms. Kathleen Rich-New, and Ms. Paula Creed-Smith

**Others in Attendance:** Dr. Patricia Nellius, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Mr. James Carlson, Sr. Executive of Administration, Ms. Valerie Holmes, Sr. Executive of Programs, and Ms. Laurie Anna Blackburn, Board Liaison. Also in attendance were: Ms. Ana Baznik, IMPOWER, Ms. Jessica Miles C.A.R.E.S, Mr. Jeff Dallape, guest, Ms. Michelle Scott, CHS, Ms. Amy Hammett, DCF, Ms. Heather Howlett, C.A.R.E.S.

Mr. Whitten opened the meeting, welcomed and thanked everyone for attending the April 23, 2015 Board of Directors meeting.

**Motion:** Ms. Goldfarb moved to approve the agenda. This was seconded by Mr. Mark Peterson and the motion was passed unanimously.

Mr. Whitten then reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at meeting) and provide it to Ms. Laurie Anna Blackburn.

Mr. Whitten then requested all to state their names for the record.

Mr. Whitten asked for guest introductions.

Ms. Howlett introduced Mr. Dallape as a consumer of Brevard C.A.R.E.S. who worked very closely with Ms. Angel Haskell, Brevard C.A.R.E.S. Resource Coordinator. She then asked Mr. Dallape to share his story. Mr. Dallape began by sharing that he and his wife have been married for 24 years and his wife has two biological daughters from a previous marriage. He then shared a very emotional story about one of their daughters who had suffered juvenile diabetes since the age of 11 months and back in 1990 underwent a pancreas transplant which saved her life. The experience led them to the decision to give back and they decided to adopt a sibling group of 4. He then shared the challenges he and his wife experienced with their two youngest adopted daughters which resulted in the need for intervention services. Mr. Dallape commended Ms. Haskell for her outstanding commitment to his girls and to his family. He spoke very highly of the intervention offered through Brevard C.A.R.E.S. saying the services provided were unique to their family needs and have helped his family tremendously. He said the programs work because they are designed with a support system for the family as a whole. He then expressed his gratitude for the dedication and commitment of the C.A.R.E.S staff for following through with the services as promised. Ms. Haskell shared that the Dallape's are an amazing family who never gave up. Mr. Dallape thanked the board for allowing him to share.

Ms. Holmes asked Ms. Howlett to provide an update on the status of events for Child Abuse Prevention Month. Ms. Howlett provided pinwheels for each board member. She then said the pinwheels are symbolic of the agency's desire for strong, happy and healthy children within the system of care and to raise community awareness. She added that they have planted approximately 2000 pinwheels from

Titusville to Palm Bay and noted, for those who agree to the planting, a Child Prevention Awareness sign is placed at each site. She then shared on April 2nd pinwheels were planted at the Brevard County Viera Courthouse and Judge McKibben performed the Reading of the Child Abuse Prevention Proclamation. She then reported 50 resource packets have been distributed to local pediatricians and obstetricians to hand out to families and the annual resource walk took place in Titusville where 300 packets were distributed directly to families. Ms. Howlett ended by inviting the board members to the CAPTF Breakfast Awards Ceremony on April 30, 2015 at the Suntree Country Club at 8:30 am.

Mr. Whitten asked board members if there were any questions concerning the March 26, 2015 board meeting minutes. None were expressed.

**Motion:** Dr. Howes moved to approve the March 26, 2015 board meeting minutes. This was seconded by Mr. Peterson and the motion was passed unanimously.

#### Consent Agenda:

Mr. Whitten directed board members to see Ms. Davidson-Cook with any question with regard to the March Data Report.

#### CEO Board Report:

Dr. Nellius began by thanking Ms. Howlett for providing the update on the activities during the National Child Abuse Prevention Awareness month. She then reminded the board that the CAPTF Breakfast award ceremony is on April 30, 2015 at the Suntree Country Club at 8:30 am and anyone wishing to attend should RSVP to Ms. Blackburn. She then announced Ms. Goldfarb, Mr. Little; Ms. Howlett, Ms. Carraro, Ms. Leboeuf, and Mr. Tessier have all been nominated for awards.

Dr. Nellius thanked Dr. Howes, Ms. Goldfarb, and Ms. Ashley Carraro for attending the 2015 Ready By 21 National Meeting held in New Orleans. She said they will be speaking about their experience and observations on best practices later on in the agenda.

Dr. Nellius then thanked Ms. Bailey for her generous donation of 80 Easter Baskets to Brevard C.A.R.E.S.

Dr. Nellius then shared on April 13th-15th BFP sent a delegation from our SOC to attend Children's Week in Tallahassee. She thanked Mr. Smith and Mr. Carlson for attending. She then asked Mr. Carlson to provide an overview of the events. He began by thanking Mr. Smith for attending the 3 day legislative presentation event. Mr. Carlson then said Ms. Robin Whiting, a long time foster parent and wonderful advocate was present with her 5 children, along with Ms. Sansom BFP's legislative advocate, and BFP and Brevard C.A.R.E.S. staff. The delegation team met with Representative Workman, Representative Tobias, Aide to House Speaker Crisafulli, Representative Goodson, Representative Hudson, staff from the Governor's office, and the Aide to Senate President Gardner. Mr. Carlson then spoke about the two priorities presented to legislators: first to replace the House EAF with the Senate EAF and 2nd the need for the 1.3 million onetime appropriation for Brevard C.A.R.E.S which is currently in the house budget and not included in the Senate budget. He added that local staff are advocating for it to be added to the Senate budget. Mr. Carlson was pleased to report that they had an opportunity to talk about the recently published C.A.R.E.S. Journal article and provided the Governor's office with a copy at their request. Dr. Nellius then directed the board to their binders for a side by side comparison of the proposed Equity Allocation Formula. She then shared that BFP is in favor of the FCC and Senate versions.

Dr. Nellius was pleased to report that after 7 years of rigorous evaluations and research, the C.A.R.E.S Journal was published in the Journal of Families and Society located on the Alliance for Strong Families website, during the first week of April. She said the 2<sup>nd</sup> journal article should be published within the next six month, which will enable Cares to qualify for the highest level of credentialing in Evidence Based Practice. Dr. Nellius then shared in addition to the Governor's office having a copy of the journal; she provided a copy to the DCF Regional Director and to Mr. Don Winstead, who intends to share information contained in the article with the White House in Washington DC.

Dr. Nellius then directed the board to the 2014 Annual Report. She commended Mr. Carlson and Ms. Kinsley for their leadership and hard work preparing the report. Dr. Nellius said the report is available electronically and that board members may contact Mr. Carlson for hard copies to distribute at their community meetings and events.

Dr. Nellius was pleased to report that the Brevard Youth Thrive Training hosted by BFP was a wonderful event. She added that there were 50 cross sector community partners in attendance with over 50 youth who attended the Youth Café. Ms. Jean Carpenter Williams will host the 2nd training event in the summer. Both Jean and Frank Eckles were contracted by the CSSP to perform the trainings. Dr. Nellius spoke about implementing an alternative way to develop strong community support to build and sustain the Youth Advisory Council by assigning a mentor to coach, prepare and assist with leadership skills, transportation, and overcoming the challenges and barriers, for those youth who agree to serve on the council. Mr. Peterson added that he has been working with Ms. Carraro since joining the board and said it has been a real challenge to get youth interested in participating on the Youth Advisory Council. He said he was very impressed Ms. Carraro and her ability to have the large turnout of youth attending the Youth Café. He then said the event was fun and the trainer was able to engage the youth through the process with various games and activities. Dr. Howes attended the team building session and thought the trainer did a really good job engaging everyone in the activities.

Dr. Nellius reported that Mr. Samuel Gutierrez tendered his resignation from the Board. She thanked him for his years of service and expressed her appreciation for his contributions to the board and for his support of the children and families we serve.

Dr. Nellius then said the motions for Dr. Karen Shmukler and Ms. Barbara Loftus will be addressed later on in the agenda.

Dr. Nellius was happy to share that the activities and planning for the 10th Anniversary are progressing nicely and she expressed her appreciation to Ms. Goldfarb for her outstanding efforts with expanding the Gala committee. Ms. Goldfarb praised Ms. Enie Wendle and Ms. Malak Hamad for their creative contributions. She added Ms. Deb Buza has joined the committee and has previous experience working with the Hilton Rialto. She then spoke about the fund raising portion of the event and said the committee decided to go with a lip syncing genre and is hoping to have 10 acts committed to raising \$5,000 for the Brevard Endowment Fund. She ended with expressing her sincere appreciation for the tremendous support and help of BFP staff.

Dr. Nellius then referred to the charts reflecting the census increase and shared that BFP and DCF have put together a joint workgroup to analyze the census of children entering Out of Home Care. She said beginning April 1st a safety management team; headed by Ms. Holmes, was formed to assist with the implementation of the Brevard C.A.R.E.S new diversion program. Fourteen children have been diverted from entering out of home care and DCF is responding favorably to the alternative program. With DCF implementing the child protection transformation/Safety Decision Making methodology, the focus is on assessing risk and imminent danger. In order to address the increase in census, BFP has been diligently working with Devereux and DCF to develop an aggressive recruitment and licensing plan.

Dr. Nellius then spoke about the Devereux cure notice and said BFP has deployed 15 full time staff to assist and support them through the cure process. In addition, BFP has been working closely with DCF

to ensure the agency is addressing their concerns on a weekly basis. She then said she hired a consultant to assist with managing the processes and timelines through the cure process. She then reported, on Tuesday, March 21<sup>st</sup>, Devereux provided a cease to do business letter with a 60 day notice to cancel the CPA and MRT contracts and they have agreed to work closely with BFP through the transition with a completion date of June 30, 2015. From a risk management viewpoint, Dr. Nellius said she and staff have been working concurrently on a transition plan in the event BFP would need to bring services in house. Dr. Nellius then reported as part of the transition process, it is BFP's intent to work collaboratively with Devereux to interview their staff, giving them the opportunity and first priority to apply for the open positions. She added that there is some financial risk that Mr. Carlson will address when reporting on the financials.

Dr. Nellius then said she spoke with Ms. Sharon Groover, The Foster Parent Association President and together they decided to create a communication plan to notify foster parents of the transition. Dr. Nellius and Ms. Groover promptly crafted letters to the foster parents and a convening with the Foster Parents is scheduled for 6:30 pm, on April 30<sup>th</sup> at the Rio Mar location, to answer questions and address concerns. Dr. Nellius then said the BFP Executive Team, DCF and Devereux will be attending and she extended an invitation to the Board.

Ms. Bailey serves on the Foster Parent Association Board and shared that the Association is happy knowing they will have a direct connection with BFP and they are looking forward to working through the transition process. Dr. Nellius added the executive team has created a transition model and meetings will be held with foster parents on a regular basis to maintain open lines of communication; allowing them a voice and involvement through the process.

Dr. Nellius shared she is optimistic about the transition and reported DCF's regional managing director is in full agreement of the transition and will deploy supports and resources to assist BFP during the transition.

Board members raised questions about the location of the meetings and the number of Foster Parent Association members. Ms. Baily reported that the meetings are currently held at her church in Palm Bay; but they are looking to find a central location convenient for all members. She then said about half of the Foster Parents are currently members. Ms. Holmes added there are 117 foster homes and the goal is to recruit an additional 24 homes by FYE.

Dr. Howes then asked with the termination of the CPA and MRT contracts how many staff will BFP need to employ to maintain those two contracts. Dr. Nellius reported between 12 and 13 to include two new management positions, with the majority of positions serving the child placement functions. Dr. Nellius added Case Management is currently handling the CAFAS assessments and the decision was previously made to take the function back and align it with intake increasing staff from 2 to 4 and adding 2 CAFAS assessment staff. She then explained that CAFAS is a tool used to identify the level of a child's need for services and then matched to the level of a licensed foster home.

Dr. Howes then asked if there is one person in the organization responsible for transiting the contract in house. Dr. Nellius responded by saying BFP has contracted Mr. Bill Bucher as a consultant who will meet with the Executive Team; Dr. Nellius, Ms. Holmes, Mr. Carlson, and Ms. Davidson-Cook, every Monday from 2:00 -5:00 for strategic planning. Mr. Bucher will serve as the project lead to oversee the internal controls as the cross agency structured transition plan is implemented.

Dr. Nellius ended her report by presenting the board with an inspirational letter and pictures she received from an adoptive mother of 5 who has been very involved with the system of care over the years.

Mr. Whitten then asked Ms. Davidson-Cook to review the Brevard C.A.R.E.S. board report.

### Brevard C.A.R.E.S Report:

Ms. Davidson-Cook directed the board to her report outlining the Child Abuse Prevention activities scheduled throughout the month of April.

Ms. Davidson-Cook reported she met with Head Start and they are in the process of renewing their grant to continue their partnership with Brevard C.A.R.E.S. to fund for the Head Start Care Coordinator position who serves families enrolled in the Head Start Program.

Ms. Davidson-Cook then reported the Emergency Solutions Homeless Grant has also been submitted for renewal.

Ms. Davison-Cook shared that at the last C.A.R.E.S. Board Meeting the board agreed on recruitment efforts for the Executive Director to include internal and external candidates with a preferred hiring preference to candidates having an in depth knowledge of Brevard County's system of care. Dr. Nellius added there are currently two applicants who meet the criteria.

### NCFIE BOARD Report:

Dr. Nellius was pleased to report that there are 33 participants for the first High Fidelity Wraparound Training Institute & National Certification training scheduled in May 2015. She then shared she is excited about the growth and need for the trainings; as she has been contacted by an organization Americare out of Georgia looking to certify 80 of their clinicians, Miami is in the process of writing a grant for their certifications, and several individuals have inquired about the next class which is scheduled to be held in September. In addition, the 2016 Wraparound conference planning is underway and gaining momentum. She then noted that the 2016 Wraparound Conference, the High Fidelity Certification Trainings, and the C.A.R.E.S replication will be administered under the NCFIE; research, training, technical assistance and consultation arm of BFP's family of agencies.

Mr. Whitten asked Mr. Carlson to provide a status update on the 10<sup>th</sup> year anniversary planning.

Mr. Carlson invited board members to attend the BFP and C.A.R.E.S. staff recognition luncheon hosted by the leadership team, and to be held at the Central Care Center, 4050 Rio Mar Drive, Rockledge on April 27<sup>th</sup> beginning at 11:45.

Mr. Carlson then directed the board members to review the invitation to the Foster Parent/ Relative and Non-Relative Care Giver Recognition event scheduled for May 2<sup>nd</sup> at Space Coast Stadium. He said there are over 250 attendees. He then expressed his appreciation to Mr. Whitten for arranging for the use of the Space Coast Stadium and he thanked Health First, Artemis and Crosswinds for their corporate sponsorship. He asked that anyone interested in attending to please contact Ms. Cassie Bennett.

### Financial Report:

Mr. Carlson referred the board members to the March Financial Graphs located in their binders and reported Case Management is under budget for the month of March as the result of rewriting the cost allocation plan and reallocating funds to Medicaid Administration. Out Of Home Care continues to remain above budget due to the 30% increase in the number of children in care. He then reported the adoption subsidy remains in a deficit and Dr. Nellius has executed an agreement with DCF for \$600,000 to fund for adoptions through FYE 2015. He noted any unused portion of those funds must be returned to the department. The total monthly expenditures fell \$20,000 under the amount funded from DCF. The deficit for the period July 1 through March 31<sup>st</sup> has been satisfied with a surplus of \$200,000 which will be utilized for staffing.

Mr. Whitten announced that Mr. Gutierrez has resigned from the Board of Directors and Dr. Howes has agreed to serve as Treasurer.

**Motion:** Ms. Goldfarb moved to approve Dr. Gregory Howes for the BFP Board Treasurer position. This was seconded by Mr. Smith and the motion was passed unanimously.

Mr. Whitten then addressed the motion to approve Dr. Karen Shmukler to the NCFIE Board of Directors and asked Dr. Nellius to present Dr. Karen Shmukler's background.

Dr. Nellius shared Dr. Shmukler originates from South Africa and is now currently in Massachusetts where she serves in education and holds her Doctorate in Education. She added Dr. Shmukler is highly regarded in Wraparound nationally and together they worked on a number of wraparound projects. Dr. Shmukler was one of the keynote speakers at BFP's year-end provider recognition ceremony and she did a phenomenal job. Dr. Nellius highly recommends Dr. Shmukler for a seat on the NCFIE board of Directors.

**Motion:** Mr. Peterson moved to approve Dr. Karen Shmukler for a seat on the NCFIE Board of Directors. This was seconded by Dr. Howes and the motion was passed unanimously.

Mr. Whitten then asked Mr. Smith to present Ms. Barbara Loftus for a seat on the BFP Board of Directors.

Mr. Smith shared that the Board Recruitment Subcommittee met this month to discuss prospective board member Ms. Barbara Loftus, who was initially referred by Dr. Howes. After reviewing her background, the subcommittee then agreed Mr. Smith and Ms. Rich-New would meet with the candidate to conduct the interview. Mr. Smith said he and Ms. Rich-New felt Ms. Loftus is an excellent candidate who brings a broad background in high level program and contract management. Ms. Loftus has volunteered for a number of projects within the agency and is currently serving on the 10<sup>th</sup> Anniversary Gala Committee with Ms. Goldfarb. Mr. Smith added she is very intelligent with a lot to offer and it is recommended she be given the opportunity to serve on the BFP Board of Directors.

**Motion:** Ms. Goldfarb moved to approve Ms. Barbara Loftus for a seat on the BFP Board of Directors. This was seconded by Ms. Bailey and the motion was passed unanimously.

Mr. Whitten then asked Ms. Goldfarb and Dr. Howes to provide an update on the Ready by 21 Conference they attended in New Orleans.

Dr. Howes shared that as a board member and a participant on the Youth Advisory Council through Lead Brevard class of 2014, he has looked for ways to engage individuals from the ages of 15 to 25. He said he was most impressed with the Social Enterprise aspect of the conference, where a company is created and youth run the company, beginning at the entry level and advancing through organizational chain, and at the end of the 6 week internship, the youth have learned life skills and are now more marketable because of the training. The company is self-funding as the youth are actually rendering services to customers. He added he, Ms. Goldfarb and Ms. Carraro had an opportunity to attend a block party that was catered by Café Reconcile which was run by youth. Ms. Goldfarb added in addition to learning the operations of running a business, youth were also taught ethics and character building skills.

Ms. Goldfarb then shared there were 11 different sessions running concurrently and the team decided to divide and attend classes of interest. She was excited to report she attended a couple of sessions centered on positive youth development in other areas such as Nebraska and Brooklyn, New York. She is looking forward to debriefing with the team to share observations and experiences. Ms. Goldfarb then shared that in the state of Florida there is legislative authority to develop a Children's Commission which is a group of organizations within a county who collectively impact positive youth development and

readiness programs. There are 8 counties in the state of Florida who implemented the Commission and she is looking forward to exploring the opportunities and pooling resources in Brevard County.

Dr. Howes then spoke about the bicycle repair shop illustrated at the conference, and suggested that there may be an opportunity in Brevard.

Mr. Smith expressed interest in the Youth Thrive initiative and asked for information. Dr. Nellius shared a Steering Committee with a cross sector of community leaders, Foster Parents and Youth was formed to review every policy, practice and process from entry to exit of the child and that information is used to reform the system of care. She added twice a year along with the Summit, a Youth Café is held giving youth the opportunity to have a voice in addressing their concerns and needs. The summit was designed to strategically engage new community members, by appealing to their hearts by showing that Youth can be successful through the Keynote Speakers who will inspire them by sharing their challenges and successes. The Youth Advisory Council is the voice that informs the Steering Committee of changes that need to occur within the system of care to address concerns and needs of youth in foster care. She shared that the Youth Thrive Committee meets on the third Wednesday of the month from 2:00 to 3:30 and Ms. Carraro heads up the committee.

Dr. Howes then shared Career Source has implemented an eight week mentor program called Start up Quest. The program is designed to work through a university to train youth on how to become an entrepreneur. He then said it would be a great opportunity to get youth involved. Dr. Nellius suggested reaching out to representatives and invite them to the meetings to discuss the resources and opportunities available. The board thanked Dr. Howes and Ms. Goldfarb for sharing.

Mr. Whitten shared Children Services Councils are independent special districts created by the legislature. Dr. Nellius added the county has a long history with trying to add funding for the council to the ballot which has not passed each time presented. Currently the county has an unfunded committee.

Ms. Holmes provided an overview of Strategic Plan Goal 6.

**Goal 6:**

**FAMILY PRESERVATION – Protect children while strengthening families**

**OBJECTIVE**

Customize services to meet the unique needs of each child and family

**STRATEGIES**

6a. Engage more families in Family Team Conferencing, High Fidelity Wraparound, and Strength Discovery

**ACTION PLAN**

The new Case Management staff will be trained in Wraparound and held to the fidelity of the model. The WFL will serve to provide technical assistance and consultation during year 1 of the contract to build competency.

**MEASURES**

The Wraparound Fidelity Liaison will conduct  
5 Wraparound 101 Trainings  
2 Wraparound 201 Trainings Annually

**STATUS**

Thus far this fiscal year, there were 4 Wraparound 101 and the next training will be held during the 4th Quarter. The Wraparound 201 is scheduled for March 30 and 31 and training will be held prior to the close of this fiscal year.

Mr. Whitten asked if there were any public comments.

Dr. Nellius commended IMPOWER for investing their efforts with improving their performance as evidenced on the scorecard.

Ms. Baznik shared that IMPOWER is committed to fully supporting BFP through the CPA transition.

Mr. Whitten reported the next BFP Board of Directors meeting is scheduled for May 28, 2015.

Ms. Goldfarb acknowledged that Dr. Nellius has been nominated for the Women of Excellence Award hosted by the Melbourne Regional Chamber and the ceremony is scheduled for May 21st.

Mr. Carlson reminded the Board that Dr. Nellius is a finalist for the 211 Superstar award and the luncheon is scheduled for May 1<sup>st</sup>. Anyone interested in attending should contact Ms. Blackburn.

**Motion:** Ms. Goldfarb moved to adjourn. This was seconded by Ms. Betting and the motion was passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

**Approved at the May 28, 2015 Board of Directors meeting**