

BOARD OF DIRECTORS
February 23, 2017 Annual Board Business Meeting

Attendees: Mr. Eric Smith, Board Chair, Mr. Stockton Whitten, Board Treasurer, Ms. Kathleen Rich-New, Ms. Andrea Betting, Mr. Mark Peterson and Ms. Catherine Wright

Members Absent: Dr. Greg Howes, Vice Chair, Ms. Barbara Loftus, and Ms. Ruth Long

Others in Attendance: Dr. Patricia Nellius, CEO, Ms. Laurie Anna Blackburn, Board Liaison, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Mr. James Carlson, Sr. Executive of Administration, Ms. Valerie Holmes, Sr. Executive of Programs, Ms. Anna Baznik, CEO IMPOWEWR, Ms. Amy Hammett, DCF, Ms. Jessica Ayala, BFP, Ms. Ada Dieguez, BFP, Ms. LaChrista Jones, BFP, Mr. Jason Simmons, Ms. Jessica Simmons, BFP.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the February 23, 2017 Board of Directors Business Meeting. He then asked all to state their names for the record.

Mr. Smith then reminded members that if they had a perceived or real conflict of interest to please complete the Conflict of Interest form (available at the meeting) and provide it to Ms. Blackburn. None were presented.

Mr. Smith then asked Dr. Nellius to address the staff recognitions:

Dr. Nellius then described the two annual employee awards and named the 2016 recipients:

- The Linda Marshall Leading Light award also known as The Employee of the Year Award was created in honor and memory of Linda Marshall who was very dear to the agency and passed while employed at BFP. The Nomination Criteria: Nominees should participate in extra-curricular/volunteer activities sponsored by BFP, adhere to the BFP Mission and Vision, Values, and Principles of Practice, perform their duties in an exemplary fashion, possess strong leadership qualities, has a collaborative spirit, and represents the agency in a positive manner.

Dr. Nellius was pleased to announce Ms. Ada Dieguez was the recipient of the 2016 Linda Marshall Leading Light (Employee of the year) Award.

Ms. Holmes read her nomination: Ada is tireless and devoted to her job and her kids. She can be found at BFP during all hours of the day, even while most of us are still sleeping in our beds. She takes on any tasks that are necessary to keep her department going, and picks up the extra hours without a complaint. She truly embodies "whatever it takes" attitude and is always willing to lend a hand or an ear if someone needs her. Not only is she one of the hardest working people in this company, she's always quick with a smile and a kind word and I may have witnessed her dancing in the kitchen once or twice! Her untiring and selfless spirit lights up everyone around her. She is also willing to take on additional kitchen duties on her own to keep the refrigerators clean for the building. Pictures were taken with Ms. Dieguez, Mr. Eric Smith, Dr. Nellius, Ms. Holmes, and Ms. Ayala.

- The Peer Recognition Award is awarded to a staff member who is nominated by their fellow employees. The Nomination Criteria: a collaborative team player with fellow employees, who demonstrates innovative and creative abilities in their work, exudes a positive attitude and goes above and beyond.

Dr. Nellius was pleased to announce Mr. Jason Simmons was the recipient of the 2016 Peer Recognition Award.

Ms. Holmes read his nomination: I gladly nominate Jason for his growth, dedication, team spirit and determination. This is for his diligent efforts, innovation, and creativity. Jason has been a collaborative team player and motivator this year. Jason went above and beyond to initiate innovative ways he can support the Licensing Team to license homes more quickly and effectively. He developed a BFP Transition Meeting to assist previously licensed Foster Parents to become licensed in Brevard County. He also volunteered to do Pre-Home Inspections to help the Licensing Team be more effective and time efficient, and got the buy-in from Licensing to revamp the Screening Questionnaire to give the team more info on homes to be licensed.

On top of his daily work duties, Jason's been tasked with many other obligations that fit his strengths and skills. He is recruiting quality foster homes, juggling, organizing, scheduling, following up and pursuing new inquiries and ways to capture new demographics and targets. Jason is Co-Training PRIDE Classes, Attending FTC meetings, scheduling and speaking at community events, and has maintained a positive "can do" attitude throughout the process.

Because of these efforts, Jason has earned not only the award for "2016 Citizen of the Year" at the Kiwanis Club of Rockledge, "2016 System Shaper Award" at the 2016 Child Protection Summit, but also the respect and gratitude of those he serves, TSIC (Take Stock in Children), BBBS (Big Brother Big Sister), I AM PROOF Mentors, his neighborhood residents, and his peers at BFP. Once again, Jason is committed and dedicated to the mission and vision of BFP and will do whatever it takes to help staff and co-workers to be the best they can be. He is the epitome of dedication and commitment to BFP and those we are here to serve! Pictures were taken with Mr. Simmons, Mr. Eric Smith, Dr. Nellius, Ms. Holmes, and Ms. Jones.

Mr. Smith asked for a motion to approve the January 26, 2017 Draft Board Meeting Minutes.

Motion: Mr. Whitten moved to approve the January 26, 2017 Board Meeting Minutes. This was seconded by Ms. Rich-New and the motion passed unanimously.

Mr. Smith asked for a motion to approve the Consent Agenda

Motion: Mr. Peterson moved to approve the February Data Report. This was seconded by Ms. Betting and the motion passed unanimously.

Mr. Smith asked Dr. Nellius to present the CEO Board Report.

Board Report

Dr. Nellius reported the DCF fiscal monitors have been on site for the past three days, with today being their last day.

Dr. Nellius shared, on February 7th the special Legislative request for a C.A.R.E.S. pilot demonstration project was accepted and the proposed pilot location is Volusia/Flagler in partnership with Community Partnership for Children under the leadership of Mr. Mark Jones. She then shared legislative delegates have been very supportive and Representative Thad Altman and Representative Randy Fine are scheduled to visit the C.A.R.E.S. site on February 28, 2017.

Dr. Nellius spoke about the application submitted to the Alliance for Strong Families and Communities to participate in a competitive National Transformational Cohort "Using Change

Leadership to Transform Child and Family Serving Organizations” and after a recent favorable conference call, she indicated it is probable the agency will be one of the organizations accepted to participate in the national initiative.

She then shared, last year HB 657 was passed last year designating the second week of February as “Foster Family Appreciation Week”. On February 11th, BFP hosted a Foster Parent Appreciation and Recognition dinner at First Baptist Church in Melbourne with 100 adults and 90 children in attendance. She extended her special thanks to Ms. Holmes, Ms. Jones, and the many volunteers who helped make this a special event.

Dr. Nellius explained that all the agencies who received Risk Pool Funding last year are required to submit a monthly report on the status of the Financial Viability Plan (FVP) with a mid-year analysis on the progress and goals to be submitted to the state. She then shared she received favorable feedback from the DCF Regional Managing Director, who reported that following the State leadership’s review it was conveyed that BFP’s FVP and activities serves as an exemplary model for the state and is currently the only agency in the green of all the agencies that received funding, and the only agency that did not reapply this year. She then expressed the only underperforming area of the FVP was in the area of achieving permanency which BFP has been addressing with IMPOWER. She commended her team for their great work ensuring children and families are the first priority while maintaining fiscal responsibility.

Dr. Nellius then shared the 4th Annual Brevard Youth Thrive Youth Café and Summit took place on February 15-16th with over 50 youth in attendance at the Youth Café and over 200 attendees at the Summit. Ms. Betting noted there were a number of representatives from agencies across Brevard County and the speakers were inspirational and impactful. Dr. Nellius then explained the intent of the Summit is to appeal to the heart of those who work in the community of practice taking an adaptive approach to system change and the Youth Café is held the night before to ask youth for their feedback on what they need from our system of care to become successful. Then, their responses are shared with the community of practice to strategize and implement systems and supports.

Dr. Nellius then spoke about the Guiding Principle document that Providers collectively formulated to include a series of business practices and presented to the CBC CEO’s for their consideration. She then referenced the following items and indicated work groups were formed to address each item and she has agreed to serve on the Donor Funds Committee.

- Providers should only be liable for acts/omissions of negligence or intentional acts and any disputes between the parties should be resolved through mediation.
- Providers should be able to mitigate risks associated with the type and number of children and families required to be served.
- Providers should be active participants in the development of the risk pool application and system of care review (and carry forward).
- Providers should be allowed to keep, as retained earnings, revenue in excess of expense to incentivize efficiency and ensure future financial viability.
- Providers should be included in discussions regarding service needs and resource allocation.
- Providers should be allowed to raise donor funds to support the system of care and publicize successes without restrictions.
- Providers should be able to negotiate administrative rates to support agency infrastructure.
- Providers should be permitted to utilize allocated funds to develop an organizational and program structure that achieves desired outcomes.

She then noted there is some statewide disparity regarding the intent of the document and outcome of the workgroups; whereby, some report it is a principles document simply to foster better communication and collaboration and others have expectations that the final product will provide weight and leverage in contract negotiations. She stated her position is that the document does not reflect guiding principles as guiding principles are typically overarching standards to which all agree; such as being family centered, strength based, trauma informed and it should be titled differently to align the expectations associated with the outcome of the workgroups. She indicated conversations continue and progress is being made.

Dr. Nellius then shared, on February 15th she and Ms. Holmes participated on a promising conference call with the University of North Carolina at Chapel Hill to explore the opportunity for the NCFIE to conduct the statewide Wraparound pilot training. She also noted a national provider Liberty Resources in Texas has selected the C.A.R.E.S Replication Program and intends to bid on the Texas Prevention and Diversion pilot RFP requiring an evidence based practice model.

Dr. Nellius was pleased to announce that the new NCFIE website is slated to be operational the week of February 20th and if members are interested in viewing the website in advance, she will send them the link.

Dr. Nellius reported she received a proposal from Root Cause, a national agency that assists in the development, marketing, and nationally launching replicable programs to include assistance with Philanthropic inquiries to obtain seed funding. She plans to review the proposal with The NCFIE Board of Directors.

She then reminded the Board of their decision made at the Board Annual Business Meeting to converse with Growing Tree Solutions (GTS) and the 5 individuals about establishing a new company and if an LLC is formed with the new company, NCFIE must hold the majority interest. Dr. Nellius stated they have agreed to form an entity and allow BFP the majority control; however, they were reticent to agree to a 50-50 share of revenue. She added that she and the CEO of GTS are slated to meet on February 28th for further discussions.

Dr. Nellius stated Legislative Session begins on March 6, 2017 and based on funding models and budgets circulating, it appears there will be 500 million dollar reduction in the health and human services budget with a 55 million dollar proposed reduction to community based care agencies. She then expressed, if BFP were to incur another budget reduction it will create a great hardship for the agency and for employees given the fact that staff have seen increases in their contributions to healthcare, a reduction in their mileage and have not received merit increases for over 6 years. She is recommending, in order to retain the institutional knowledge, maintain stability and keep employees motivated to remain with BFP, the proposed amendments to policy HR2501 Total Compensation & Benefits and Staff Compensation Report; Mr. Carlson will present later on in the agenda.

Dr. Nellius then shared BFP has been approached by a select group of CBC's who have formed an insurance holding company to explore our interest in becoming a partner. The topic has been presented to the Board Risk Management Subcommittee and they are currently in the exploring phase i.e. gathering additional information for further review.

Dr. Nellius provided a status update on COA: 188 policies have been reviewed in preparation for COA with 32 remaining.

Dr. Nellius concluded her report sharing Judge McKibben will be replaced by Judge Crawford who will be returning to Dependency Court in July. Dr. Nellius asked if there were any questions and none were presented.

Brevard C.A.R.E.S Board Report

Ms. Holmes shared Brevard CA.R.E.S was awarded a \$2,500 grant from Walmart to continue to support the Cribs for Kids program.

Ms. Holmes reported Brevard C.A.R.E.S. has been invited to participate in the second level review process for the \$20,000 Space Coast Health Foundation Pickett Responsive Grant to support the Mobile Response Team.

Ms. Holmes then stated the agency has received tremendous support from legislators: Representative Gayle Harrell visited Brevard C.A.R.E.S. on January 4th, Senator Debbie Mayfield visited Brevard C.A.R.E.S. on January 19th to learn about our programs and services.

Ms. Holmes then stated Brevard Family Partnership and C.A.R.E.S staff attended the Florida Coalition for Children Rally in Tally the week of January 9th and had the opportunity to meet with Representative Thad Altman, Representative Rene "Coach P" Plasencia, Representative Randy Fine, and Senator Debbie Mayfield to bring awareness to issues within the child welfare system.

She concluded her report sharing that Representative Thad Altman and Representative Randy Fine are scheduled for a site visit at C.A.R.E.S. on February 28, 2017.

Mr. Smith commended Ms. Holmes for continuing to pursue grant opportunities.

Mr. Smith then introduced Mr. Ed Moss of Moss, Krusick and Associates and asked him to present the Financials.

Mr. Moss distributed copies of the 2016 Financial Report. He then reviewed the following:

Pages 1 and 2: INDEPENDENT AUDITOR'S REPORT:

- BFP received the best report an agency can receive with no negative findings.

Page 3: CONSOLIDATED STATEMENT OF FINANCIAL POSITION (Balance Sheet).

Note: It is normal to see the following items in a non-profit that relies on government funding and income from grants:

- Cash balance is low compared to monthly operating expenses.
- Payables are carried over from FY 16 to FY 17
- The Net Asset Balances reported in for Unrestricted/Temporary Restricted funds is normal.

Page 4: CONSOLIDATED STATEMENT OF ACTIVITIES

- Critical: Allocation of expenses to Programs is at 5.5% which is excellent and is reported on the 990 statement (that is publically posted)

Page 5: CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

- Details to program services and general administrative services
 - Top two categories: Out of Home Care and Adoptions.

Page 6: STATEMENT OF CASH FLOWS

- Balances are normal

Page 7 – 10: FOOTNOTES TO FINANCIALS

- Page 10, #14, paragraph 1: Refers to new accounting literature requiring future lease obligations to be reported on the balance sheet effective 2020. Risks and liabilities will remain the same; just a change in presentation.
- Page 10, #14, paragraph 2: Refers to Net Assets: Restricted, Temporarily, and Permanently Restricted funds. Effective 2018 will be reduced to Restricted and Non Restrictive and again just a change in presentation.

Page 11: NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- The 2nd to the last sentence was noted: no uncertain tax positions that would have a material impact on the financial statements of the Organization.
Mr. Moss shared that there are certain situations that can create taxable income although there were none of that nature reported.

Page 13 E: He then referenced the LINES OF CREDIT

Page 13 F: He then Referenced the TEMPORARILY RESTRICTED NET ASSETS

Page 14: NOTE J – COMMITMENTS. Footnote reports future lease expenses; however, as stated earlier effective in 2020 future lease expenses will be reported as a liability (future debt) on the balance sheet and reduced as lease payments are made.

Pages 17–18: CONSOLIDATED STATEMENT OF FINANCIAL POSITION: Noted the report on all three agencies.

Pages 21-22: INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OFFINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.

- BFP received the best report an agency can receive with no deficiencies or material weaknesses.

Pages 23-24: INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND STATE OF FLORIDA CHAPTER 10.650, RULES OF THE AUDITOR GENERAL.

- BFP received the best report an agency can receive with no deficiencies or material weaknesses.

Pages 25–26: SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FEDERAL PROGRAMS AND STATE PROJECTS – Lists all of the best answers

- BFP is considered a low risk auditee and has the best report the agency can receive.

Pages 27–28: CONSOLIDATED SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE

Mr. Moss reported another letter was issued stating there were no disputes with management and no need to seek outside consultants. He shared that Dr. Nellius and her staff are very knowledgeable and the audit went smoothly.

Mr. Smith asked if there were any question concerning the Financials. None were expressed. He then asked for a motion to accept the June 30, 2016 Financial Statements as presented.

Motion: Mr. Peterson moved to accept the June 30, 2016 Financial Statements as presented. This was seconded by Mr. Whitten and the motion passed unanimously.

Financials

Mr. Carlson reviewed the Statement of Revenue and Expenditures for January and reported that the largest item over budget was Salaries and Benefits and attributes that to the unemployment tax and fees beginning in January and will taper off once they become fully collected. He then reported Out of Home Care was \$85k under budget and attributes that to Ms. Holmes and her staff working diligently to keep costs down. He then reported expenses were over budget for the month by \$3K; and Year to Date expenses are under budget by \$106k.

Mr. Carlson then shared the HR2501 Total Compensation & Benefits policy and the Staff Salary and Compensation Report were posted to the Board Portal for review in advance of the meeting. He then reviewed the track changes to HR2501 and noted the following addition to the policy.

16. Due to the fluctuations of available funding, the CEO may approve one time payments to agency staff in lieu of recurring merit increases. The one time payments are available to all agency staff not currently on performance improvement plans and may be determined by longevity and current salary. The CEO will inform the Board of the plan to make merit payouts and seek approval when deemed appropriate by the Board Chair. The CEO is not included in any merit payouts proposed. CEO compensation modifications are addressed by the Board or those delegated authority by the Board.

Mr. Smith then asked for a motion to approve HR2501.

Motion: Ms. Rich-New moved to approve HR2501 Total Compensation & Benefits policy. This was seconded by Ms. Betting the motion passed unanimously.

Mr. Smith asked for a motion to approve the Staff Salary and Compensation Report.

Motion: Mr. Whitten moved to approve the Staff Salary and Compensation Report. This was seconded by Ms. Rich-New with a note that the compensation does not apply to the CEO and the motion passed unanimously.

Mr. Smith then shared the Board Risk Management Charter has been posted to the portal for review in advance of the meeting. He asked for a motion to approve charter as presented.

Motion: Mr. Peterson moved to approve the Board Risk Management Subcommittee Charter as presented. This was seconded by Ms. Betting and the motion passed unanimously.

Mr. Smith asked Ms. Holmes to report on Goal 5: PREVENTION - Build an aggressive, front-end prevention and diversion programs

Expand prevention services to divert children from case management and out-of-home care

5c. Train targeted professionals working with children who need to report abuse

How to access Brevard C.A.R.E.S., mobile response, and other prevention services as an alternative

Ensure ongoing communication and training regarding the Brevard C.A.R.E.S. front end services continuum and hold Quarterly meeting with DCF Leadership regarding service delivery. A minimum of one community provider will be trained monthly through outreach efforts.

Bi monthly meetings will continue to occur with Grandparents Raising Grandchildren and Brevard Public Schools.

100% of all children referred to Safety Management Services Team will be engaged in services to prevent removal.

100% of all families referred to Family Support will be contacted by assigned Family Partner or Care Coordinator within 48 hours.

Public Comments

Mr. Smith asked for public comments. None were expressed.

Mr. Smith asked for a motion to adjourn.

Motion: Ms. Rich-New moved to adjourn. This was seconded by Mr. Whitten and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn
Board Liaison

Approved at the March 23, 2017 Brevard Family Partnership Board of Directors Meeting.