

BOARD OF DIRECTORS  
March 24, 2016 BOARD MEETING  
MINUTES

**Board Members in Attendance:** Mr. Eric Smith, Board Chair, Dr. Greg Howes, Vice Chair, Ms. Brooke Goldfarb, Ms. Kathleen Rich-New, Mr. Mark Peterson, Ms. Barbara Loftus, Ms. Ruth Long, and Ms. Andrea Betting.

**Board Members Absent:** Mr. Stockton Whitten, Board Treasurer, Ms. Catherine Wright

**Others in Attendance:** Dr. Patricia Nellius, Mr. Bill Bucher, Sr. Executive of Strategy, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Mr. Jim Carlson, Sr. Executive of Administration, Ms. Laurie Anna Blackburn, Board Liaison. Also in attendance were: Ms. Phebe Powell, Brevard C.A.R.E.S., Ms. Patrice Grier, Ms. Jennifer Secor, Ms. Tracey Kinsley, Ms. Melissa Breckenridge, Mr. Jerry Sansom, Ms. Dixie Sansom, Mr. Murray Caldwell, Ms. Stephanie Ebright, Mr. Larry Ostarly, MSgt Graco, Ms. Laura Higginbotham, from IMPOWER: Ms. Wanda Arocho, Ms. Gina Russell, Ms. Shellie Miller, Ms. Christina McPherson, Ms. Shaworrie Wyche, and Ms. Jennifer Carter.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the March 24, 2016 Board of Directors meeting.

Mr. Smith then asked all to state their names for the record.

Mr. Smith then reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at the meeting) and provide it to Ms. Blackburn. No conflicts were presented.

**Motion:** Ms. Rich-New moved to approve the March 25, 2016 agenda. This was seconded by Mr. Peterson and the motion passed unanimously.

Mr. Smith then moved to recognitions.

Mr. Bucher began by saying March is National Social Work Recognition Month and he has the distinct pleasure of introducing a group of dedicated and committed child welfare professionals from IMPOWER: Ms. Gina Russell, Central Care Center Program Manager, Ms. Wanda Arocho, South Care Center Program Manager and asked them to introduce their staff. Ms. Russell began by commending Case Manager, Shaworrie Wyche for her dedication and commitment to her clients and the children she serves. She then introduced Ms. Christina McPherson, formerly a Case Manager and promoted to supervisor and commended her for her commitment to our youth by serving on the Brevard Youth Thrive Steering Committee, she also serves as an adult mentor for the Youth Thrive Advisory Council, and for her dedication to her staff. Ms. Arocho introduced Ms. Shellie Miller, who has been a supervisor at the South Care Center for two and a half years and continuously leads her team to meet performance measures. In addition, she and her husband volunteered for the toy drive and collected 86 gifts for the children during the Home for the Holidays initiative, and she and her team were able to achieve permanency for 19 children. She then introduced Jennifer Carter, a case manager who is very committed to her job; and shared that she has a sibling group of seven children, and has to coordinate and ensure visitation occurs from across the county. She noted Ms. Carter goes above and beyond to arrange birthday parties for the children and provides dinner during visitations. Ms. Carter then commended Ms. Arocho for her wealth of knowledge, superior support and leadership. Dr. Nellius commended the IMPOWER team for their outstanding dedication and commitment to those we serve. Certificates were awarded for each Care Center and pictures were taken.

Mr. Smith reported every year Brevard Family Partnership and IMPOWER join with local partners to ensure that every child in our care has a gift to open on Christmas day. He then recognized the top 3

donors from the 2015 Holiday Gift Drive: Mr. Murray Caldwell, The Machinists Local Lodge 2061, Stephanie Ebright and Larry Osterly, AECOM – Team ISC, and MSgt Greco, Patrick Air Force Base Sergeant Council. He then presented them with gifts and their pictures were taken.

8:40 Ms. Goldfarb arrived.

Mr. Smith welcomed Mr. and Ms. Sansom and thanked them for attending the board meeting to share legislative updates.

Dr. Nellius commended Mr. and Mrs. Sansom for their superior commitment going above and beyond advocating for the agency and thanked them for their dedication to the children and families of Brevard.

Ms. Sansom provided a recap on the 2016 legislative process sharing that the Brevard C.A.R.E.S. \$1.5 million one-time special appropriation was submitted for a 2<sup>nd</sup> time but was moved from the DCF budget to the DJJ budget. She shared even though she and Mr. Carlson had numerous conversations with the Governor's budget staff, provided all of the data as requested, and had the full support of Speaker of the House Crisafulli and Representative Goodson, the Special Appropriation was once again vetoed by the Governor. She then reported Senate Bill 599; pertaining to limitation of group home placement, failed to pass in the Senate, however Senator Gail Harrell will continue to support the Bill and Secretary Carroll will continue to monitor the group home population. She ended by saying we have from May to November for CBC's statewide to plan legislative priorities for the next session. Dr. Nellius shared that the Federal Finance Reform legislation will restrict and restructure how CBC's invest in group care along with large investments for front end prevention. She then said the bill was good in content; but more prescriptive in terms of the level of care, i.e. assessment requirements, etc. Mr. Carlson then reported at the end of the session the State Board of Education met to review lowering the GED scoring from 150 to 145 and as the result of Ms. Sansom's advocating for the reduction and it passed; 4 youth have recently received their GED. Mr. Sansom then shared some history during the time Ms. Sansom was a legislator and said that she never quits until the closing session bell rings. He then suggested the agency take more of lead on legislative priorities next session. Ms. Sansom then suggested BFP send plaques to supporting delegates.

**ACTION ITEM:** Ms. Sansom will send a list of delegates to receive thank you plaques.

Ms. Loftus suggested the board strategically plan for supporting next session's legislative priorities. Mr. Smith suggested that be a topic for the April Board Strategic Planning workshop.

**Motion:** Ms. Loftus moved to discuss a strategic plan for the board to support legislative priorities. This was seconded by Dr. Howes and the motion passed unanimously.

Mr. Smith then asked for a motion to approve the February 25, 2016 minutes.

**Motion:** Ms. Rich-Knew moved to approve the February 25, 2016 draft minutes as presented. This was seconded by Mr. Peterson and the motion passed unanimously.

### Consent Agenda

Mr. Smith asked for a motion to accept the data report under the consent agenda.

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

## CEO Board Report

Dr. Nellius began by reporting March is National Social Work Appreciation month and commended community partners, stakeholders and Brevard C.A.R.E.S. staff for their outstanding dedication, commitment and going above and beyond to protect Brevard's most vulnerable children and families.

Dr. Nellius shared for the majority of the month the focus was on drafting and submitting the final Risk Pool Application and preparing for the March 2-3, 2016 site visit. She recapped the review process and shared that the review team reported 2 types of findings; those tied to receipt of funding in which the agency would be required to enact to receive funding, and recommendations similar to receiving technical assistance. She then referred the board to her CEO report for the list of recommendations on best practices. She then shared her experiences working with Mr. Winstead on the IV E waiver and Deputy Fairbanks with the Department and added she thought the review was very positive.

Dr. Nellius spoke about the numerous conference calls she and Mr. Carlson had with Mr. Winstead and Deputy Fairbanks at their request, which resulted in DCF providing a letter of guarantee for the increased line of credit to cover cash flow needs.

She then stated the 70/30 equity allocation formula did not pass, due to many CBC's reporting financial hardship resulting from the increase in the number of children entering care. She further stated, if it had passed, it would have negatively impacted those agencies without front end prevention services. She then shared DCF has approved front end prevention services to be entered and tracked in FSFN which is positive for BFP.

Mr. Smith shared his observations saying initially the demeanor of the review team was very professional and methodical in explaining the review process, but at the exit interview, the review team was very positive with recommendations to ensure the integrity of processes throughout the system of care and that the agency was very well respected and highly regarded. He further noted that he was impressed to see the board room full of support from staff, case management and community stakeholders.

Dr. Nellius then informed the board that the CEO board evaluation is due in May. She will send via e-mail her self-evaluation, along with the board evaluation template to be completed and returned to Ms. Blackburn to aggregate.

Dr. Nellius was pleased to report that Ms. Ashley Carraro, Senior Director of Programs was the recipient of the 2016 Children's Hero Award presented at the Eckerd Annual Walk of Fame event.

Dr. Nellius then shared several staff members have been nominated for several awards to be presented at the Child Abuse Prevention Award Ceremony. She then referenced the calendar of events leading up to the awards ceremony and encouraged board members to participate.

## NCFIE BOARD REPORT

Dr. Nellius shared the NCFIE board met on March 17, 2016. She was pleased to report that the NCFIE was awarded a \$65,000 contract to conduct Wraparound Training at Family First Network of Lakeview Center in Pensacola Florida. In addition, the NCFIE was also awarded a contract with Shenandoah County Department of Social Services (DSS) in Woodstock, Virginia for a 2 day Wraparound Training and consultation specifically for GAL's. In addition, she reported on discussions with Re-Entry Rehabilitation Services, Inc. in Lakewood, Colorado to partner with them to deliver Wraparound Training and Facilitation as part of the Life Planning process for their clients.

She then reported negotiations with Mindshare are progressing smoothly and the Partnership Agreement will be presented to board for approval once finalized.

Dr. Nellius then spoke about the BYT Summit held on February 12, 2016 and was pleased to report it was well attended with over 200 participants. Dr. Howes shared the evening before, a Youth Café is held giving youth the opportunity to share their current needs as well as their future needs to prepare for their independence and he was very surprised at how mature their responses were. Dr. Nellius then reported this year there were 70 youth in attendance; the highest number of youth participation since inception. Ms. Goldfarb was impressed by the number of attendees and was proud to be a part of the event. Dr. Nellius then acknowledged and thanked Ms. Goldfarb and Dr. Howes and discussed Mr. Leonard Burton, Senior Fellow from the Center for the Study of Social Policy (CSSP) who was present at the Youth Café and delivered the closing address at the Summit, and Sarah Greenblatt who now serves as our new technical assistance consultant since the departure of Dr. Munoz was also present.

Dr. Nellius shared the National Wraparound Conference is progressing nicely. She stated that the National Center's board of directors Mr. John Franz and Ms. Karen Shmukler are slated to present workshops along with Key Note Speaker John Vandenberg, and 26 others. The event will be held at the Crowne Plaza in Melbourne Beach during the first week in June and she asked those interested in attending to contact Ms. Blackburn.

She then announced a CEU provider has been selected through our partnership with the Florida Coalition for Children (FCC) and Ms. Mary Anne Davenport will serve as the consultant to perform this function.

Ms. Rich-New, Board Chair for the National Center for Innovation and Excellence provided some background and history on the development of the center and shared, since its inception, it has been the intent to advance training programs, technical assistance and consultations under the center, to generate alternative funding streams so that BFP isn't solely reliant on the DCF contract.

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

Ms. Powell began her report sharing that DCF has developed a new Family Support Operating Procedure to enter and track front end prevention support services into FSFN for cases considered safe but a high risk for entering into the child welfare system. Brevard C.A.R.E.S is finalizing its procedure to align with DCF requirements.

She then reviewed her analysis on the dramatic increase in family support referrals, reporting during the first month of the 3<sup>rd</sup> quarter Brevard C.A.R.E.S. received 178 support referrals and is now beginning to level off between 80 and 90 cases.

Ms. Powell recapped the Child Abuse Prevention initiatives and activities calendar. Mr. Smith referred the board to the CAPTIF calendar of events and Flyer located in their board binders.

#### New Business

#### Financial Report:

Mr. Carlson reported expenses for the month of February were just over the year to date budget and shared that it is attributed to the two fewer days in out of home care costs. He reported on the variances over \$1,000. Fingerprints and background checks have increased due to the need to contract with a new mobile vender. Ms. Betting will provide her fingerprinting vendor to compare pricing. Mr. Carlson shared licensing has increased due to the 50% upfront fee required for the 2017 COA accreditation. He then reported equipment continues to be over budget due to computer/laptop replacements. Mr. Carlson ended his report stating the adoption subsidy is over budget and annually by FYE, DCF fully funds the expenditure.

Mr. Carlson reported that there are no cash flow concerns for March and DCF has agreed to advance payments early to avoid potential cash flow problems.

Mr. Carlson shared SeaCoast Bank and Florida Bank of Commerce were invited to make oral presentations in response to the Banking RFP. BFP has submitted financials to both banks and since then, SeaCoast has withdrawn their proposal. Dr. Nellius and Mr. Carlson will be meeting with the President of Florida Bank of Commerce to discuss line of credit opportunities. Mr. Carlson shared Mr. Bill Taylor, CEO and President of the Florida Bank of Commerce assisted with crafting the letter of guaranty to be submitted to DCF. He asked board members who know him to extend a thank you for his support.

Mr. Carlson then directed the board to the annual Staff Retention and Satisfaction report located in the board Binders. He reported the overall turnover rate has decreased from the prior year and the overall 2015 satisfaction values have increased from the year before and he attributes this to the new licensing staff coming on board in July and offering positive feedback. Dr. Nellius added last year the Retention and Satisfaction survey was issued during the organizational and functional re-alignment, which adversely affected the employee turnover rates and satisfaction results.

Mr. Carlson then spoke about the subcontractor Berkshire Associates who analyzed the Affirmative Action Plan and found no adverse impact on the agency. There was one item noted: The agency did not meet the equitable distribution for Protected Veterans. Ms. Davidson-Cook noted the process includes completing a voluntary self-disclosure form during the application process; and some may not want to identify themselves. Mr. Carlson then shared the agency is taking a proactive approach through Career Source and other employment organizations to expand the workforce to include retired military.

Mr. Smith then reminded the board that the Board Strategic Planning Workshop will be held offsite at Perkins Restaurant from 8:30 to 11:00 and an Agenda will be provided in advance.

Dr. Nellius shared the NCFIE board members approved Mr. Tracy Little for a seat on the board. Dr. Nellius is looking for a motion to approve.

**Motion:** Ms. Goldfarb moved to approve Mr. Tracy Little for a seat on the NCFIE Board of Directors. This was seconded by Ms. Betting and the motion passed unanimously.

Ms. Powell then reported on Strategic Plan Year 3 - Goal 9: ADOPTION – Find permanent homes for children in a timely manner.

Identify adoptive families that can meet the specialized needs of the children currently in care

9d. Determine interest in quarterly gatherings for pre- and post-adoptive families and children

Cares: 150 families pre and post adoptions are served Annually

Brevard C.A.R.E.S. began offering support groups in October of 2014. Support groups are held monthly. The target of 150 families annually was achieved last fiscal year.

#### Public Comments

None were presented.

10:30 am Mr. Smith then dismissed the board for a 15 minute break preceding the Closed Attorney/Client Session

Mr. Eric Smith, Chair of the Brevard Family Partnership Board of Directors announced, "As authorized by section 286.011(8), Florida Statutes, the Brevard Family Partnership Board of Directors will now commence a private attorney-client meeting for the purpose of discussing strategy and granting authorization regarding litigation of A.B. v. Community Based Care of Brevard, et al., 05-2013-CA-026024-XXXX-XX. The names of the persons attending the attorney-client private meeting will be:

Eric Smith, Board Chair  
Dr. Greg Howes, Board Vice-Chair  
Stockton Whitten, Board Treasurer  
Brooke Goldfarb, Board Member  
Kathleen Rich-New, Board Member  
Andrea Betting, Board Member  
Ruth Long, Board Member  
Barbara Loftus, Board Member  
Mark Peterson, Board Member  
Dr. Patricia Nellius, Chief Executive Officer  
Bill Bucher, Senior Executive of Strategy  
Debbie Davidson-Cook, Senior Executive of Compliance  
James Carlson, Senior Executive of Administration  
Laurie Anna Blackburn, Board Liaison  
Patrice Grier, Staff Attorney  
David Hathaway, Attorney  
Sally Seltzer, Attorney  
Shannon Dickinson, King Reporting Services, Inc.

The attorney-client private session will be held in the Board Conference Room at the Brevard Family Partnership Office, 2301 W. Eau Gallie Blvd., Suite 104, Melbourne, Florida. The estimated length of the attorney-client session is thirty minutes or less.

11:15 am Mr. Smith announced "The private attorney-client meeting has been terminated and he is now looking to entertain a motion to adjourn the public meeting."

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

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved at the June 1, 2016 Board of Directors meeting.