

BOARD OF DIRECTORS  
June 1, 2016 Board Meeting  
Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Dr. Greg Howes, Vice Chair, Mr. Stockton Whitten, Treasurer, Mr. Mark Peterson, Ms. Andrea Betting, Ms. Ruth Long

**Members Absent:** Ms. Kathleen Rich-New, Ms. Brook Goldfarb, Ms. Barbara Loftus, Ms. Catherine Wright

**Others in Attendance:** Dr. Patricia Nellius, CEO, Ms. Laurie Anna Blackburn, Board Liaison, Ms. Valerie Holmes, Ms. Phebe Powell, Brevard C.A.R.E.S., Ms. Amy Hammett, DCF, Ms. Kelly Welch, IMPOWER, Ms. Patrice Grier, BFP, Ms. LaChrista Jones, BFP, Mr. William and Mrs. Jamie Russell, Foster Parents.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the rescheduled May 26, 2016 to today June 1, 2016.

**Motion:** Mr. Peterson moved to approve the June 1, 2016 agenda. This was seconded Dr. Howes and the motion passed unanimously.

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.

Mr. Smith then asked Ms. Jones to introduce her guests.

Ms. Jones shared that Mr. and Mrs. Russell have been foster parents since March 20, 2015 and they have 4 biological children and a foster son they plan to adopt. Ms. Jones then shared Ms. Russell serves on the Foster Parent Advisory Board, and she started a non-profit business; *Be That Family*, whose objective it is to ensure children entering care receive backpacks filled with necessities and incidentals. In addition, Mr. and Mrs. Russel were the recipients of the Caregiver of the Year Award presented at the 2016 CAPTF Banquet. Ms. Jones then invited Mr. and Mrs. Russell to share their background and experience as foster parents. Ms. Russell shared how they initially learned about foster care when their nephew from out of state was in need of placement; and when it didn't work out, they decided to continue with the Pride Classes to become foster parents for other children in need of care. She then commended the Pride Team for the helpful and useful information taught during the classes and the support received from attending the monthly foster parent meetings. She was pleased to share their foster son has been with them since birth and they plan to adopt him in November. The board thanked them for sharing their story.

**Motion:** Mr. Peterson moved to approve the March 24th and April 28, 2016 Board meeting minutes. This was seconded by Ms. Long and the motion passed unanimously.

Consent Item

Mr. Smith then moved to the Data Report and asked board members to contact Ms. Holmes off line with any questions.

CEO Board Report

Dr. Nellius reported May is National Foster Parent month and commended Mr. and Mrs. Russell for their outstanding commitment and contribution to the System of Care and the recruitment of foster parents is a testament to the Licensing team under the leadership of Ms. Holmes for their superior training classes.

She then shared on May 21<sup>st</sup> BFP held its annual foster parent picnic with over 313 in attendance and on May 7<sup>th</sup>, Dr. Nellius and 2 foster parents attended the Phi Sigma Fraternity Mother's Day recognition breakfast where BFP was recognized for their work in foster care.

Dr. Nellius spoke about the wonderful Mass Adoption Ceremony held at the Courthouse on May 6, 2016 with 5 children adopted and commended Judge McKibben for presiding over a beautiful event.

Dr. Nellius was pleased to report that the agency received the amendment for the \$2.69 m in Risk Pool Funding.

She then reported the agency received its funding allocation with a \$1.3 m increase attributed to the accounting for front end prevention and diversion services that historically had not been accounted for. Dr. Nellius added, had the equity allocation formula agreed upon by the CBC's and FCC passed, the agency would have received restored funding of nearly all lost revenue over the past 6 years.

Dr. Nellius then shared she has been working diligently on the budget with Mr. Smith, the Senior Executive Team and the Finance Staff and it will be presented at the June 23, 2016 Board meeting for approval. She then shared impacts to the proposed budget include: \$100k in increased healthcare costs, 15% increase in liability insurance costs, and the largest increase is attributed to the increase in out of home care.

She was excited to share that the C.A.R.E.S. Replication Toolkit Manual and application were submitted to the California Evidence Based Clearinghouse the end of May, the review process will begin in July, and a decision is expected in September.

Dr. Nellius was pleased to report Ms. Cyndi Hernandez; the Board Chair appointee to the Brevard C.A.R.E.S. Board of Directors recently accepted a position at BFP as the new HR Manager. Ms. Hernandez tendered her resignation and Dr. Howes has graciously agreed to serve in this capacity. She added, later on in the agenda she is looking for the board to approve his appointment.

She then shared the C.A.R.E.S. Board has approved Mr. Dan Rogers, former Chief Probation Officer for DJJ as a new Board member; and she is also looking for the BFP Board to entertain a motion to approve Mr. Rogers's membership. She added, having Mr. Roger's serve on the board may have a positive impact when re-submitting the \$1.5 Special Appropriation to serve and divert DJJ youth from entry into care.

Dr. Nellius announced that Dr. John VanDenBerg, Wraparound Pioneer, expert and Keynote speaker at the National Conference, has agreed to serve on the NCFIE Board of Directors. She requested the board entertain a motion for approval.

Dr. Nellius shared as directed at the January 2016 Board meeting; she drafted a revised Board annual self-evaluation tool for the Board's approval. In addition, the Board will need to determine the annual fund raising goal for FY 2017.

She then said as part of the COA accreditation process, Governance Policies and Procedures will be presented to the board for their review and approval over the next several months.

She then shared a new Governance Settlement Policy has been created by Patrice Grier, Staff Attorney and outside council for board approval, along with a proposed motion to appoint an authorized representative to settle the 2 lawsuits at the mediation in July.

She added, in addition, the subcommittee charters presented will require Board Approval.

As a follow up to the discussion at the April Board Strategy Session, Dr. Nellius, shared she, Ms. Long, Mr. Carlson met with Ms. Enie Windle and Ms. Deb Buza, the 2016 Gala Committee Chairpersons, to discuss integration of their committee under the Board Donor Relations Subcommittee. Ms. Long added she was very impressed with the status of their planning and development processes.

Dr. Nellius was pleased to share The Wraparound Conference will be held at the Crowne Plaza in Melbourne, beginning Tuesday, June 7<sup>th</sup> through Thursday, June 9<sup>th</sup> with an opening reception on Monday June 6<sup>th</sup> at 6:00 pm. She encouraged members who are interested in attending to RSVP with Ms. Blackburn.

Dr. Nellius ended her report sharing May marks her 12<sup>th</sup> year anniversary and she is grateful for the opportunity and finds it an honor and privilege to work alongside a stellar team of volunteers, advisors, consultants and staff.

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

Ms. Powell began by reporting March 30<sup>th</sup> concluded the six month Child Trends evaluation. A final data pull was completed the first week of April and supplied to Child Trends for evaluation. Child Trends has provided very preliminary findings regarding recidivism and are beginning to analyze the results from the Protective Factors Survey and determined there weren't many differences between the treatment group and the control group in recidivism outcomes. She then reported they began to look at other variables such as changes in leadership and change in the program structure. She added that she and Ms. Holmes will be meeting with Child Trends via a conference call for the status update on the preliminary report.

For clarity, Dr. Nellius shared to achieve the highest level of evidence based credentialing, a rigorous randomized controlled study is required; which is hard to obtain in a child welfare environment when the goal is to provide all services for all clients. She further added that C.A.R.E.S was designed to serve families at a high risk of entering in home protective services and over the last 24 months the model was changed to serve the client population at risk of entering into out of home care; which are at a much higher risk.

### Financials

Mr. Whitten reported on the April highlighted variances over \$1,000. The Salary and Benefits expenditure is over for the month and is attributed to the three payrolls occurring within the month; which happens twice a year. He then addressed the Professional and Consulting Services and attributed the variance to reclassifying the guidance counselor invoice. Licensing has increased due to the second payment made to COA for accreditation fees. IT continues to be over budget due to replacing old computer equipment and laptops. Out of Home Care continues to be over budget due to the increase in children entering care. He concluded his report sharing the adoption expense continues to increase and DCF will fully fund the expenditure by fiscal year end.

Mr. Smith then shared GOV-007 CEO Appraisal Process, GOV-009 Board Member Role, GOV-011 Governance Model, GOV-018 Crisis and Media Communication, GOV-201 Signatory Authority, GOV-203 Risk Management, GOV-206 BFP Bank Accounts, GOV-208 Accounting Practices, GOV-209 BFP Settlement Policy were posted to the board portal for review in advance of the meeting and he is looking to entertain a motion to approve.

**Motion:** Ms. Betting moved to approve Governance Policies and Procedures: GOV-007 CEO Appraisal Process, GOV-009 Board Member Role, GOV-011 Governance Model, GOV-018 Crisis and Media Communication, GOV-201 Signatory Authority, GOV-203 Risk Management, GOV-206 BFP Bank Accounts, GOV-208 Accounting Practices, GOV-209 BFP Settlement Policy the March 24 and April 28 Board meeting minutes. This was seconded by Mr. Peterson and the motion passed unanimously.

Mr. Smith then presented the proposed motion to have the Brevard Family Partnership Board of Directors designate the Brevard Family Partnership Chief Executive Officer, or the CEO's designee in the event of an unanticipated absence of the CEO, and the staff attorney as authorized representatives of Brevard Family Partnership, granting them the full authority to settle and execute a binding agreement on behalf of Brevard Family Partnership at mediation conferences.

**Motion:** Mr. Whitten moved to approve the proposed motion. This was seconded by Mr. Peterson and the motion passed unanimously.

Dr. Nellius shared Mr. VanDenBerg's background and experience with the development of Wraparound in Alaska during the 1980's. She added that he is one of the wraparound pioneers along with John Franz, formerly an attorney who crafted the legislation for the state of Wisconsin, and also serves on the NCFIE Board of Directors. She then asked the board to entertain a motion to approve Mr. VanDenBerg for a seat on the NCFIE Board of Directors.

**Motion:** Mr. Whitten moved to approve Mr. John VanDenBerg for a seat on the NCFIE Board of Directors. This was seconded by Mr. Peterson and the motion passed unanimously.

Mr. Smith then asked for a motion to appoint Dr. Howes to the Brevard C.A.R.E.S. Board Chair position.

**Motion:** Mr. Whitten moved to appoint Dr. Howes to serve as the Brevard C.A.R.E.S. Board Chair. This was seconded by Ms. Long and the motion passed unanimously.

Mr. Smith then asked for a motion to approve Mr. Dan Rogers for a seat on the Brevard C.A.R.E.S. Board of Directors.

**Motion:** Mr. Whitten then moved to approve Mr. Dan Rogers for a seat on the Brevard C.A.R.E.S. Board of Directors. This was seconded by Mr. Peterson and the motion passed unanimously.

### Old Business

Mr. Smith then directed the board to review the three Board Subcommittee Charters: Donor Relations, and Civic Engagement, Marketing, and Risk Mitigation. Ms. Long presented the Donor Relations and Civic Engagement charter. Mr. Smith then asked for a motion to approve.

**Motion:** Ms. Betting moved to approve the acceptance of the Donor Relations and Civic Engagement, Charter. This was seconded by Mr. Peterson and the motion passed unanimously.

Mr. Smith then asked the board to entertain a motion to approve the Marketing and Risk Mitigation Charters.

**Motion:** Mr. Whitten moved to approve the acceptance of the Marketing, and Risk Mitigation Charters. This was seconded by Dr. Howes and the motion passed unanimously.

Mr. Smith then directed the board to the Board Self-Evaluation Tool presented by Dr. Nellius.

**Motion:** Mr. Peterson moved to adopt the proposed new Board Self-Evaluation Tool. This was Seconded by Dr. Howes and the motion passed unanimously.

Mr. Smith then spoke about the importance of full board member participation with annual pledges and how that will qualify the agency for certain grant applications and other funding opportunities from foundations. To align with the budgeting process, he then asked that members to complete the pledge form and submit it to Ms. Blackburn. Dr. Nellius added as part of a member's commitment to the agency

and in accordance with governance policy, individual contributions are made annually and in the amount of their choosing.

Ms. Betting and Dr. Howes completed their contribution forms at the January 2016 Annual Board Business meeting.

**Action Item:** Ms. Blackburn will pull contribution forms submitted in January for Ms. Betting and Dr. Howes and provide them with copies.

The board then discussed member contributions through community fundraising efforts; each using their community resources and connections. The board collectively set a target of \$50,000, for FY 2017; which can include rolling their personal contributions into this amount. The contribution period runs from FY July 1 through June 30 of every year.

**Motion:** Dr. Howes moved to approve the Board's fund raising goal of \$50,000.00 by June 30, 2017. This was seconded by Mr. Whitten and the motion passed unanimously.

**Action Item:** Mr. Whitten suggested board members complete 2 pledge forms: one for personal contributions and the other for an amount committed towards the Board's collective goal of \$50,000.00.

Mr. Smith then asked Ms. Holmes to report 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

Currently, CARES services 150 families on an annual basis.

Presently there is an average of 24 adults and 20 children participating in the monthly Post Adoption Support Groups launched by CARES to address this goal resulting in BFP exceeding this goal.

Ms. Holmes then reported that the adoption target goal is 67 and currently 54 adoptions have been finalized, with 16 projected for the June ceremony.

### Comments

Mr. Smith opened the floor for board member comments. None were expressed.

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

Ms. Grier announced in accordance with Florida Statute 286.011 subsection 8 Attorneys will be present and seeking advice concerning litigation during the Attorney/Client closed session.

Mr. Smith then announced:

“As authorized by section 286.011(8), Florida Statutes, Brevard Family Partnership 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* and Estate of C.W. vs. Moran, et al. 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  
Andrea Betting, Board Member  
Ruth Long, Board Member  
Mark Peterson, Board Member  
Dr. Patricia Nellius, Chief Executive Officer  
Valerie Holmes, Sr. Executive of Programs  
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.

10:45 am The Attorney/Client session began.

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

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

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved at the August 25, 2016 Board of Directors Meeting