

BOARD OF DIRECTORS  
October 27, 2011 BOARD MEETING  
MINUTES

**Board Members in Attendance:** Mr. William Ryder, Board Chair, Mr. Stockton Whitten, Board Vice Chair, Judge Kelly McKibben, Board Treasurer, Mr. Leo Roselip, Mr. Sam Gutierrez, Ms. Irene Burnett, Ms. Brooke Deratany Goldfarb and Mr. Michael Cadore.

**Board Members Absent:** Reverend Scott Elliott, and Mr. Mel Broom.

**Others in Attendance:** Dr. Patricia Nellius, Chief Executive Officer, Ms. Valerie M. Randall, Chief Personnel & Administrative Officer, Ms. Debbie Davidson-Cook, Chief Compliance & Utilization Officer, Mr. Geo Ropert, Director of Communication, Ms. Gloria Hensler, Finance Director, Ms. Kelly Swartz, Staff Attorney, Ms. Stephanie Strodman and Ms. Laurie Anna Blackburn. Also in attendance were Mr. John Everett CHS, Ms. Valerie Holmes, Brevard C.A.R.E.S. Ms. Patricia Edmund, CHS, Ms. Bonnie Gibbons, CHS, Ms. Beverly Lampley, Catholic Charities, Father Joe McDowell, Links of Hope, Ms. Jessica Penney, Links of Hope, Ms. Gina Russell, CHS and Ms. Michelle Scott, CHS.

Mr. Ryder called the meeting to order and requested those present state their names for the record.

**Motion:** Mr. Gutierrez moved to approve the agenda. This was seconded by Judge McKibben and the motion was passed unanimously.

**Motion:** Judge McKibben moved to approve the minutes from the September 22, 2011 Board meeting. This was seconded by Mr. Whitten and the motion was passed unanimously.

The record reflects that Mr. Michael Cadore and Ms. Diane Arnold arrived.

Mr. Ryder then introduced Father Joe McDowell from Links of Hope to address the board members and share information about his organization. Father Joe addressed the members and indicated that his organization started out under Yellow Umbrella and 10 years ago became its own non-profit organization. He shared that his organization provides parenting classes, GED training, anger management classes and counseling for families. He expressed that since the inception of BFP that he has been a partner and provider and that this has been a long standing and positive relationship. He then introduced Jessica Penney, the current Assistant ED for Links of Hope who will officially take Father Joe's position in January. Ms. Penney provided handouts for the members including a brochure of the programs and services provided through Links of Hope which she described. She also provided copies of a power point presentation.

The record reflects that Ms. Goldfarb arrived.

Ms. Penney described some of the programs and services offered including a 12-week parent education class which she indicated was a Level 3 Evidence Based program. She also shared that a 10-week anger management class is also provided; but this has not yet been evaluated. It was also reported that the organization provides case management and Intensive Support Services, post-placement support and emergency assistance for families.

Ms. Swartz inquired if these services applied to families being reunified to which Ms. Penney indicated that the program does provide counseling and assistance in developing family structure. She also shared that several programs had been offered in the correctional setting including four (4) anger management, six (6) parenting and six (6) GED programs and that at this time 109 inmates had achieved a GED through this program.

She then shared information about a new program designed for teens with anger issues that is a 12-week program set to begin in January. She indicated this is being sourced through Kimberly Leslie who will present the program and that she is working to obtain evidence based status.

Mr. Roselip inquired about the number of individuals in the anger management classes. Father McDowell shared that in the classes held in the local churches that the participant size is approximately six (6) per class and that five such classes can be conducted at once.

Dr. Nellius interjected that there is a national trend to move to evidence based programs and services and that in anticipation of this possibly becoming a contract requirement that BFP had engaged the Chadwick Center some time ago to conduct an assessment of our system of care and then offer suggestions to help our providers work to develop evidence based programs. She also indicated that these identified programs would get preferential referrals while we hoped that Chadwick Center would be able to work with our providers to increase their number of evidence based programs.

Ms. Goldfarb commented that she thought this would provide credibility to the program and that it works.

The board thanked both Father McDowell and Ms. Penney for their information. Mr. Ryder then introduced Beverly Lampley Regional Director in Brevard County with Catholic Charities.

Ms. Lampley addressed the members and shared that almost three (3) years ago as a result of a grant through BFP the Brevard Interfaith Coalition was created to recruit faith based organizations to join together to provide services and/or connect families with services in their areas. She indicated that they have a new location in Melbourne to help families in the South part of the County in addition to the existing location in Cocoa.

She spoke about Carrie Thomas who is the local coordinator in the adoption area for Catholic Charities with the goal to promote adoptions for older youth. She indicated the Coalition holds monthly meetings throughout the County with various speakers showcasing their services and programs for children and families. She also shared that the organization works very closely with Brevard C.A.R.E.S. to provide assistance to those families to help them maintain housing. Ms. Lampley also discussed the working relationship with the schools for those youth who are attempting to continue education but who may be in need of shelter and other basic needs. She then discussed their new volunteer program and provided one copy of this written material. She thanked BFP for providing the funds for the organization to purchase a LiveScan machine as it was necessary to conduct this level of background screening for those who would be potentially working with the children and families. She indicated that one initiative is to help staff to learn to be safe when working with challenging youth and to also share with the youth actions they need to take to remain safe. Dr. Nellius inquired if BFP could be provided with 10 copies of the volunteer guide to which Ms. Lampley replied in the affirmative.

Mr. Ryder inquired about the planning for the annual festival and Ms. Lampley indicated that as funds is an issue that this has not yet been finalized, however, that one church had offered its location for this purpose and that there is still much planning to do. She also shared that there is also a plan to develop an advisory board which she hopes will assist the organization in achieving its objectives.

Mr. Roselip commented on the background requirements and that he understands that these are only provided to the organization rather than the person and that this often requires multiple fingerprints to be done. There was discussion on this requirement and the restrictions on this. Dr. Nellius interjected to commend Ms. Lampley on the work and diligence of her organization and that three (3) years ago BFP did provide a grant with the intention that the organization would build its own sustainability plan. She commented that so far, the organization has been able to continue.

Mr. Gutierrez commented that Catholic Charities provided support to him and his adoptive son when he needed guidance and he was appreciative. Mr. Ryder commented that the monthly lunch meetings were informative and very worthwhile and that he has attended often and encouraged board members to attend these meetings.

Ms. Valerie Holmes then introduced Dr. Rosangela Batista who will serve as a volunteer for Brevard C.A.R.E.S. in the role of Volunteer Director of children's health and wellness issues and invited Dr. Batista to address the board. Dr. Batista shared with the board the critical needs of youth and families during our challenging times and that while we have seen dramatic improvement over time in the rate of infant mortality we as a society are experiencing significant impact in our social environment resulting in criminal behavior, sustained social problems including neglect, abuse and increased health problems. She commented that child maltreatment was a major issue and is inclusive of the community and impacts where children live (home), where they learn (school) and where they play (recreational). She stated that we all need to help bridge the gaps to support a family and that health care professionals must also become actively engaged in supporting the needs of these children and families. She thanked the board and indicated she was looking forward to her volunteer activities with Brevard C.A.R.E.S. The board thanked Dr. Batista for her time, commitment and comments.

The next agenda item was the presentation of a potential board member for Brevard C.A.R.E.S. Ms. Holmes presented Ms. Cynthia Hernandez and shared that she had worked for BFP previously in the role of PR Coordinator and had done a wonderful job helping the agency in this role and with the toy drive. She commented on Ms. Hernandez's passion for the work of the Agency and her connection with the faith community as well and requested support for this candidate to be presented to the Brevard C.A.R.E.S. board as a new member.

**Motion:** Mr. Whitten moved to accept Ms. Hernandez as a board member for Brevard C.A.R.E.S. This was seconded by Mr. Cadore and the motion was passed unanimously.

### **Staff Reports:**

#### Board Report:

Dr. Nellius addressed the board and indicated that our census has been steadily climbing. She shared that we have begun a new pilot program through Brevard C.A.R.E.S. in conjunction with DCF for two (2) Resource Coordinators to be co-located with DCF PI's and that these positions are intended to address the increased needs and help to stabilize the census by assessing the new cases and making determinations regarding where community linkages may meet the needs of the children and families.

She then discussed the new FSFN project where the state has created a requirement that specific children and families can be included in FSFN to be counted as being served. She commented that while that is positive in one way, there are specific requirements of activities that must be addressed in these cases which is similar to traditional case management. There are rules and restrictions that currently do not apply to our families served through Brevard C.A.R.E.S. including the requirement of 30-day visits and a case plan. She indicated to the board that as a result of this mandate our performance standards in terms of children seen will be impacted negatively. She requested Ms. Holmes to speak to the five (5) requirements which she shared included: initial assessments, supervisory review, and 30-day visits. She indicated that some of the restrictions are being evaluated but that the 30-day requirement was non negotiable.

Dr. Nellius then shared that Dr. Munoz had come in to address Strategy and the ITN subcommittee and that Mr. Roselip would have an update on that meeting later in the agenda. She also reported that the Community kick off meeting would be held on December 9, 2011 with Dr. Ron Archer.

She then indicated that she has continued to have multiple community meetings to obtain recommendations and trends that our SOC partners have or have seen. She indicated these have been productive, positive and well received. Dr. Nellius announced that she will be attending an Interfaith Symposium developed with DCF and DJJ and that she had been asked to present at this venue which occurs in Altamonte Springs on November 8 and 9. She then indicated there had been a meeting with the Secretary on which Mr. Ryder would update the board later in the agenda.

She then asked about setting the date and time for the Annual Business meeting in January. After some discussion, the following action item was requested:

**Action Item:** E-mail the members with options for potential dates and times in January.

Dr. Nellius then discussed the recent and subsequent requests from Senator Storms. She indicated that we provided our information early on the first one delivering on October 13. She also pointed out that this request letter had been sent to the Board Chairs and as such there was one question in the materials that she felt needed to be presented to the full board as it asked about possible board action. She shared that the question states, Given the current economic conditions and information is the Board or management considering any recoupment or clawback of past salary and/or benefits. She then asked if the Board wanted to discuss this inquiry. She then spoke about the legislation crafted by Representative Goodson and his staff regarding the CBC procurement process and that she appreciated his interest and efforts. Dr. Nellius then shared that the financial on-site audit was complete and that November is National Adoption Month and that we have two (2) events planned and invited the members to join us. Mr. Roselip wanted to have additional information on three (3) items in the Board Report: Mentor, the Guidance Counselor and the QPI. Dr. Nellius shared that Ms. Swartz had an update for the Board on Mentor, that Mr. Carlson had attended the recent meeting on QPI and that the Guidance Counselor had been hired and attended the QPI event.

Dr. Nellius then distributed copies of the Leader Board as had been requested at the last meeting. She commented that there is some data missing as it was not made available and that we will ensure to provide this monthly.

#### Financial Update

The next agenda item was the financial statements. Ms. Hensler referred the members to the September Statement of Financial Position and the September Statement of Activities. She shared that the Agency is on track for the first quarter in terms of budget/expenditures with a few notations. She reminded the members that we are providing services for two (2) youth who are still waiting for APD services and that until they are included, we will continue to support these expenditures. She also commented on the one expense for a high end residential placement that she plans to move to another line in the next month's accounting so that it does not distort the foster care line. She then reported that we have been informed that we will receive \$26,000 back from the DCF holdbacks. Dr. Nellius commented that this is less than had been anticipated. Ms. Hensler then pointed out the IL aftercare line and indicated that the Agency had 67% of the budget left in this line for the remaining year. Ms. Hensler then spoke about the audit and Brevard C.A.R.E.S. She indicated that as a bank reconciliation had not been processed in accordance with procedures (it was completed late) that this will result in a reported finding in the Audit. She shared that this was a May 2011 statement and that due to the relocation of the office this was received late and was not reconciled in a timely manner resulting in a violation of a procedure.

She also shared that a checklist has since been developed to ensure there will be no recurrence of this type of event. The second item noted in the audit involved the adoption files. She shared that of the 60 adoption files reviewed that one (1) file contained an error in the payment amount; she clarified that the actual payments were correct, but that the amount in the file was transposed to \$267.00 versus the correct amount of \$276.00. Consequently all adoption files are now being reviewed to ensure there are no other transposition errors.

#### Legislative Update:

Mr. Ropert then provided the board with an update. He shared information about SB434 which would extend the age of the IL subsidy to 21. He commented that SB596 was presented which addresses a cap on the salaries of CEO's and that there is discussion of a bill that would extend the length of time for re-screenings of background screens.

#### Legal Update:

Ms. Swartz then shared with the board that the agreement to purchase the CFCL is close to being completed. She also indicated that the Agency was close to finalizing a confidential settlement with Mentor. When questioned, she responded that it was hoped to have the final agreement by November 15, 2011. Upon some discussion, there was interest in holding an executive session to address the terms of this settlement

**Motion:** Mr. Whitten moved to convene an Executive Session with legal counsel to discuss the settlement with Mentor. This was seconded by Mr. Roselip and the motion was passed unanimously. It was determined to hold this meeting following the board meeting.

Action Item: Ms. Randall will send an electronic version of the Board Self Evaluation to the Board members.

#### ITN Subcommittee Report:

Mr. Roselip reported that the ITN Board Subcommittee met and that Dr. Munoz attended and provided some very helpful information in terms of what we could expect. He shared that Dr. Nellius also gave input on other non-profit organizations that could potentially bid on our contract including other CBC's, and an out of state organization who has bid on other CBC contracts. DCF has also opened the bidding to for-profit organizations which is a new factor that we must consider. Mr. Ryder interjected with information he gleaned from a recent meeting with the Secretary indicating that while the for profit organizations are welcome to bid, the Secretary did not choose to discuss the weighting of the factors that will be used in the determination most especially in terms of the cost versus the services.

Mr. Cadore left the meeting.

Mr. Roselip also spoke about the research he had conducted on Mentor and shared that this organization has 10,000 employees, operates in 20 Florida cities and 39 states and has revenue between \$500M and 1 Billion. He also commented that Dr. Munoz indicated that in his opinion, the Board must take a very active role in this process and reiterated the need for community meetings to be provided to the board so that members could avail themselves of attending these meetings.

He also stated that there may be a need to discuss the board involvement in the procurement process and consider changing the current board role. Mr. Roselip also shared that Dr. Nellius had indicated during the meeting that we need to identify all the funds raised throughout the System of Care that support our children and families; not just the funds raised by BFP. Mr. Roselip also commented on the recent article in Florida Today and stated that he thought it was a great article.

Mr. Gutierrez left the meeting.

Judge McKibben commented that she felt in terms of board involvement, that the IFC meetings would be a good venue for board members to speak.

The next agenda item was the CAP (Cost Allocation Plan). Ms. Hensler discussed the CAP and shared that this is a DCF requirement required for the coding of expenditures (accounting) and also guides and establishes the allocation of costs (departments and staff allocated to different programs) and it provides details regarding the Agency's Administrative expenses. She further stated that this document also identifies grants and other revenue sources including Magellan and the OCNY contract. This document must be compliant with OMB Circular A122 and staff who works on different programs must also time log to ensure accurate allocation of costs. There were no questions from the board.

New Business:

Dr. Nellius then indicated that the January Annual Business meeting would address the ITN, strategic planning process as well as the election of officers. Mr. Ryder provided an update on the recent meeting with the Secretary. He shared that during the Secretary's initial weeks on the job that the Barahona case occurred and that he felt this potentially gave the new Secretary a poor impression of the CBC initiative in general. He also stated that the Secretary has agreed that over the last six (6) years that the outcomes have improved, however, he feels it can be better managed and that the Secretary sees himself as a solid manager. Mr. Ryder also stated that the Secretary believes strongly in competition and during this meeting he declined to provide any details on the weighting on the factors for the review team. Ms. Goldfarb commented that if he is concerned about the tragic events that occurred that it would seem he would be focused on the quality of care.

The members were provided with the annual board self evaluation tool and requested to return these to Ms. Randall no later than the next board meeting, December 8, 2011.

Dr. Nellius then updated the board on the recent Senate request for information. She indicated that another request has been submitted and another one is coming. Dr. Nellius reported that she was the only member of the FCFC Board who voted against supporting the liability limit legislation Ms. Burnett inquired if the Senate request would indicate that the outcome is to eliminate the CBC's and wondered if this supports the Secretary's position. Dr. Nellius indicated she could not comment on that.

Mr. Roselip asked about whether BFP should consider becoming a for-profit organization. Dr. Nellius then spoke about the question in the Senate request regarding whether the board wanted to take any action regarding recoupment of past CEO salary. Mr. Ryder stated that any motion to reduce the CEO salary would not be supported by him.

**Motion:** Mr. Roselip moved to table this discussion to the board retreat.

Mr. Whitten interjected and stated that the Agency uses market data for its salary administration program and evaluates the CEO on the performance, expertise and that he is comfortable with the process and current status. He shared that he does not and will not need to have a discussion on this matter. Mr. Roselip indicated that there was a motion on the table.

Ms. Goldfarb seconded the motion. The motion was passed with one (1) dissenting vote. Mr. Whitten commented that the approach that has been used has been fair and that the board should not send a message that it would even consider a change.

Old Business:

Ms. Swartz then spoke to the board about the possibility of separating Brevard C.A.R.E.S. She indicated that in consideration of several factors she felt that this was not a good time to consider the separation. She indicated that there could be a perception of a lack of confidence in BFP retaining its contract and that there is strength in numbers. She also indicated the status of Brevard C.A.R.E.S. in terms of an evidence based program and that this agency represented a significant accomplishment of BFP and it should remain in tact.

Judge McKibben then reported that the Board Subcommittee on Recruitment and Officer Nominations would convene on November 3, 2011 at 4:30 PM and that all members were welcome to attend. She shared that during this meeting it is intended that a proposal for the process for nominations will be developed for board approval.

Ms. Holmes then addressed the Strategic Goal for this month:

Goal 6: Improve the system's ability to strengthen families.

Objective 6a: Integrate C.A.R.E.S. system more fully into the System of Care.

Strategies:\* Provide regular, ongoing training to protective investigators, 211-Brevard employees, and non-CBC case managers regarding when to refer a family to the C.A.R.E.S. program.

\* Consider implementing use of a youth and parent partner model that would include former consumers and community members to be trained as a family partner and receive a stipend for each family they partner with through the FTC process.

\* Increase the percentage of FTC families who receive written plans.

\*Seek alternate funding sources for capacity building purposes.

She shared many of the actions and activities that are in process to address this goal including the TIP subcommittee, the work with CAPTF, school workshops and the focus to engage the DCF PI's in this endeavor. She also remarked that the two (2) new Resource Coordinator positions will support this goal as well.

The meeting was adjourned absent a quorum.

Respectfully Submitted,

Valerie M. Randall  
Recording Secretary

Approved by the Board of Directors December 8, 2011