

BOARD OF DIRECTORS
NOVEMBER 29, 2012 BOARD MEETING
MINUTES

Board Members in Attendance: Judge Kelly McKibben, Board Vice Chair, Mr. Samuel Gutierrez, Board Treasurer, Mr. Leo Roselip, Mr. William Ryder, Mr. Mel Broom, Reverend Scott Elliott, Ms. Brooke Deratany-Goldfarb, Ms. Kathleen Rich-New, Ms. Christa Bailey, Officer Michael Cadore and Mr. Eric Smith.

Board Members Absent: Mr. Stockton Whitten, Board Chair.

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, Ms. Gloria Hensler, Finance Director, Mr. Jim Carlson, COO, Mr. Geo Ropert, Director of Communications, Ms. Kelly Swartz, Staff Attorney and Ms. Laurie-Anna Blackburn, Executive Assistant. Also in attendance were Mr. & Mrs. John Blakey and their family, Ms. Kristy Fastiggi, ISI, Ms. Dana Whitson, ISI, Ms. Tina Reina, ISI, Ms. Hilary Farnum, BFP, Ms. Amy Moseley, BFP, Ms. Phebe Powell, DCF and Ms. Valerie Holmes, Executive Director, Brevard C.A.R.E.S.

Judge McKibben called the meeting to order and requested those present to state their names for the record.

Ms. Rich New arrived.

Motion: Mr. Gutierrez moved to approve the agenda. This was seconded by Officer Cadore and the motion was passed unanimously.

Judge McKibben then reminded members that if they had a conflict with any agenda item or had any business relationship with other board members to please complete the Conflict of Interest form (available at meeting) and provide to Ms. Randall. She indicated that this is an action item at each of our meetings.

Motion: Ms. Rich New moved to approve the October 25, 2012 board meeting minutes. This was seconded by Mr. Ryder and the motion was passed unanimously.

Judge McKibben then requested that Mr. Carlson introduce the guests to the board members. Mr. Carlson requested to acknowledge the adoption staff from Intervention Services and shared that these individuals have provided adoption overlay services to BFP since transition. He discussed their work with both BFP and our Care Managers and how they have worked tirelessly and effectively to support our adoption targets as well as to provide support to post-adoptive homes. He also shared that this team was recognized in September at an "Angels in Adoption" event in Washington DC. Mr. Carlson then asked Ms. Fastiggi to introduce our guests to the board.

Ms. Fastiggi introduced the Blakey family and shared the relationship she has had with them for over 18 months as they began the adoptive process with a sibling group and then a second process with a teenager. She expressed that this is an amazing family and that during the process they have worked very hard to achieve a positive outcome within their new family. She then asked Mr. Blakey to comment. He addressed the board and expressed that the process began about four (4) years ago and that it was approximately two (2) years before he and his wife had a match. He then addressed the process to adopt their teenager and that while it was a long and sometimes tedious process it has been a wonderful experience and opportunity. He then spoke about the grandparents and the former foster parents of the children adopted and that these contacts have been maintained and he is happy to have these extended "family" members remain in the lives of the children. He expressed that he feels by keeping these connections it is in the best interests of the children.

Mr. Carlson thanked the Blakey family for their time today and their perseverance in caring for our children. The board applauded the Blakey family. Judge McKibben also expressed her thanks and wished the family well and also thanked the staff with ISI for their hard work and dedication.

Consent Agenda:

Judge McKibben asked if there were questions or concerns on the Board Data Report. None were expressed and the next agenda item was discussed.

CEO Board Report:

Dr. Nellius provided a recap of the ITN process and submission and shared that the negotiations will begin the following day in Orlando. She spoke about the BFP negotiation team which will include Ms. Leigh Holt and Mr. Stockton Whitten in addition to members of the strategy team. Dr. Nellius then shared information about a recent joint meeting with the FCFC, the Secretary and the CBC CEO's. She expressed that Secretary Wilkins had agreed to have a subcommittee meet to discuss the latest Attachment I document and then provide him with feedback by mid-December. Dr. Nellius reported that the subcommittee has not met at this point and that negotiations begin tomorrow. Dr. Nellius then spoke about National Adoption Month (November) and the many events that took place to honor and recognize this. She spoke about the Mass Adoption where seven (7) children were adopted and the recent Run and Walk For Love which garnered over 250 participants. She then shared that on December 11, 2012 the "toy drop off day" will take place between 9:00 AM – 4:00 PM and that the location is on Fortune Place in West Melbourne. She welcomed the members to drop by and share the experience with staff and also commented that many of the strategy members may not be able to attend based on the contract negotiation schedule. Dr. Nellius then provided an update on the progress to date on the National Center for Innovation & Excellence. She reported that the effective start date for Dr. Munoz is set for January 8, 2013 and that there is much work being done in terms of revenue sources including the Center for Study of Social Policy, Skillman Foundation and the Jim Casey YOI Foundation.

Dr. Nellius then spoke about the upcoming legislative session which will begin March 5th and the scheduled Board Retreat and Annual Business Meeting set for January 24, 2013 at the Doubletree Hotel in Indialantic. Board members were also directed to the board self-evaluation tool and requested to complete and return these to Ms. Randall no later than December 14, 2012. Dr. Nellius then shared information about the upcoming employee recognition week scheduled for December 3rd – 7th and invited the board members to attend the lunch and training on Friday. She then indicated that with the multiple priorities facing the organization over the next months, she wanted to propose delaying the 10th anniversary celebration to either late 2014 or early 2015 to coincide with the agency transition versus the establishment of the agency. The members did not object to this proposal. Dr. Nellius then spoke about the continuing trajectory of children entering care and stated that the current census is the highest it has been since transition while the funding has been decreased. She commented that as a result there have been performance issues as identified on the scorecard and that in May 2012 for the first time since transition there was significant turnover within the case management agencies likely due to increased case loads and that replacement staff are now trained and working the cases. Mr. Ryder inquired about the current case load ratio and Mr. Carlson indicated that it is now at 18.7 children/filled position. Dr. Nellius also commented that the additional demands in documentation has increased stress and reduced the care manager's time with the children and families and that staff have expressed concerns they are being diverted from the family work to address paperwork. She also commented that she is hopeful that the child welfare transformation process will have a positive impact on these realities.

Legislative Report:

Mr. Ropert provided information about the current legislative delegation and the upcoming appointments of specific legislators. He commented that Representative Altman will be on the Elder & Children Affairs committee and that Representative Gardiner will become the Senate President. He also shared that there will be a meeting in early December with the legislative delegation and that BFP will be attending.

New Business:

Mr. Gutierrez had to step out of the meeting and Judge McKibben suggested moving to the second item under new business pending his return.

Ms. Holmes addressed the board and requested a motion to approve Ms. Julia Irvin to be accepted as a new board member for Brevard C.A.R.E.S. Ms. Holmes discussed Ms. Irvin's background and commitment to Brevard's children and her prior experience as the site director for the former CBY25 in Brevard County. She also commented that Ms. Irvin is a volunteer with Hacienda Girls' Ranch and had also served as a GAL.

Motion: Ms. Goldfarb moved to approve Ms. Julia Irvin to join the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Rich New and the motion was passed unanimously

The next item addressed the approval of the new Board Members for the new National Center for Innovation & Excellence. Ms. Swartz shared that the Articles of Incorporation for the entity would be filed today and that the BFP Board needs to approve the initial selection of the board members so that the entity can begin to conduct governance business. She provided the names of the selected individuals and positions and asked for BFP board approval. Dr. Nellius also commented that she and Dr. Munoz are working on the Advisory Board which will consist of "fellows" and that there will be a slate of candidates to grow and develop the new board which will include local and statewide members. She also responded that the Advisory Board will be non-voting members.

Motion: Mr. Ryder moved to approve the three (3) initial officers of the new entity as: Dr. Patricia Nellius, Board Chair, Ms. Kelly Swartz, Vice Chair and Ms. Gloria Hensler, Secretary/Treasurer. This was seconded by Ms. Goldfarb and the motion was passed unanimously.

Dr. Nellius also spoke about recent work in responding to a grant to conduct evaluations and that multiple RFP's will be available shortly for this activity. In response to a question from Mr. Roselip Dr. Nellius indicated that the new entity will not be subject to the Sunshine Law. Judge McKibben suggested that former Sheriff Parker be considered for the board and Dr. Nellius indicated that was certainly a consideration.

Mr. Gutierrez returned to the meeting and indicated he had been speaking with Representative Thad Altman and that he had requested Mr. Gutierrez to express his thanks to BFP for the great work it is doing. Mr. Gutierrez also stated that he would be meeting with Representative Altman in December to address the aerospace perspective and that he also intends to address BFP's focus as well.

The next item addressed the annual board self-evaluation. This tool was provided electronically as well as in hard copy for the members. These need to be returned to Ms. Randall no later than December 14, 2012 so that the responses can be consolidated for presentation at the Board Retreat in January.

The next item was the annual Affidavit of Good Moral Character which is required to be completed by all board members. It was decided that these would be completed during a short break between the end of the board meeting and the beginning of the executive session. Ms. Randall indicated that a Notary Public was available and would come to the board room at that time.

Financial Report:

As Mr. Gutierrez had returned to the meeting Ms. Hensler began the financial report. Members had copies of the October Statement of Activities and the October Statement of Financial Position. Ms. Hensler reviewed items in the financial statement addressing areas of pre-pays which had not been budgeted as well as areas that were impacted by errors in coding. She spoke about the 100/800 funds and that it would appear that we are over budget in this line, but as these are “use or lose” funds, she indicated the agency always spends these down as quickly as possible, but that we do not spend more than we have in this line. Ms. Hensler then spoke about the adoption subsidy line and explained that while it would “appear” that we are going to have a loss in that line, as the agency exceeded its adoption targets the agency will receive an amendment for additional funds for adoptions. Ms. Hensler reported that 54 adoptions had been budgeted but we have a target of 60 and that DCF evaluates this function twice a year and will amend funding into the contract for adoptions. She concluded indicating that the agency is in line with its expenditures to budget at this point in the fiscal year.

Mr. Gutierrez then addressed the upcoming Board Recruitment Subcommittee meeting which will be held on January 10, 2013 at 8:30 AM at the Eau Gallie office. This meeting will focus on developing the slate of officers that will be proposed to the board at the Annual Business Meeting.

The next item addressed the presentation of the Risk Management Annual Analysis. Ms. Davidson Cook shared with the board that the Risk Management Committee meets quarterly which is a COA expectation and she expressed appreciation to Ms. Farnum for taking the process to the next level in terms of data compilation and analysis. Ms. Farnum then presented a PowerPoint covering the annual risk review for fiscal year 2011 – 2012. Ms. Farnum serves as the Co-chair of this committee and began reviewing the data elements covered with the board members. Items included, but were not limited to, missing children, critical incidents, institutional abuse reports, staffings, the Quality Assurance process, identified trainings and exit interviews. The members asked questions for clarification regarding incident reports and missing children definitions and there was good discussion covering many of the data elements. Ms. Davidson Cook responded to questions regarding one of the group home providers who did not remain in this role. The board was very appreciative of the presentation and the explanation of the many details and they thanked Ms. Farnum for her presentation.

Mr. Gutierrez left the meeting.

Next Ms. Moseley provided an executive summary on the subcontractor monitoring process and results for the prior fiscal year which included the majority of the largest providers in the system of care. She shared with the members that this document and the material presented by Ms. Farnum are also available on the website. Members were provided a handout of this executive summary. She reviewed the process, results and the provider satisfaction responses to the process. Ms. Moseley also commented that the case management agencies are evaluated quarterly. The members had no questions on this material and thanked Ms. Moseley for her report.

Dr. Nelliis then provided the members with the date and time of the luncheon that will take place during employee appreciation week and shared that if members wanted to attend to please RSVP no later than Friday.

Public Comment:

Officer Cadore requested to speak to the board. He shared that the Rockledge Police Department is working to strengthen community partnerships and mentioned some new partnerships that had been developed. He indicated he wanted to ask for guidance as to how to request assistance from BFP to purchase needed devices and/or to participate in a community trailer where community information is shared with citizens.

He commented that he believes this is an excellent way to educate the public about BFP and Brevard C.A.R.E.S. Dr. Nellius suggested that the letter be sent to Mr. Ropert and to Ms. Holmes.

Judge McKibben commented that the recent article in Space Coast Living Magazine is a wonderful article on newly appointed board member, Ms. Christa Bailey and her family. She then indicated that the board would reconvene at 10:30 AM for the executive session.

Motion: Ms. Goldfarb moved to adjourn the meeting. This was seconded by Officer Cadore and the motion was passed unanimously.

Respectfully Submitted,

Valerie M. Randall
Recording Secretary

Approved at Board of Directors Meeting January 24, 2013