

BOARD OF DIRECTORS
DECEMBER 5, 2013 BOARD MEETING
MINUTES

Board Members in Attendance: Judge Kelly McKibben, Board Vice Chair, Mr. Samuel Gutierrez, Board Treasurer Ms. Brooke Deratany-Goldfarb, Mr. Eric Smith, Mr. Mel Broom and Ms. Christa Bailey.

Board Members Absent: Mr. Stockton Whitten, Board Chair, and Ms. Kathleen Rich New.

Others in Attendance: Dr. Patricia Nellius, CEO, Mr. Jim Carlson, COO, Ms. Valerie M. Randall, Chief Personnel & Administrative Officer, Ms. Debbie Davidson Cook, Chief Compliance & Utilization Officer, Ms. Gloria Hensler, Finance Director, Mr. Geo Ropert, Director of Communications, Ms. Kelly Swartz, Staff Attorney. Ms. Rita Elkins, Director of Development and Ms. Laurie Anna Blackburn, Executive Assistant. Also in attendance were Mr. and Mrs. Adam Thomason and their children, Ms. LaChrista Jones, BFP, Ms. Valerie Holmes, Brevard C.A.R.E.S., Ms. Jessica Miles, Brevard C.A.R.E.S., Mr. Tracy Little, Brevard C.A.R.E.S., and Ms. Osha Goodwin, Brevard C.A.R.E.S. Additional guest included Tina Reina, Impower, Kristy Fastiggi, Impower, Ms. Dana Whitson, Impower, Ms. Mindi Rogers, Impower and Mr. Bill Marallo, Impower. Ms. Laura Higginbotham, Devereux, Ms. Lisa Kroger, Devereux, Ms. Michelle Scott, CHS, Ms. Wanda Arocho, Devereux and Ms. Debbie Morgan, DCF were also present.

Judge McKibben opened the meeting and welcomed everyone to the December 5th Board of Directors meeting.

Motion: Ms. Goldfarb moved to approve the agenda. This was seconded by Mr. Gutierrez 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. Judge McKibben then requested those present to state their names for the record.

Motion: Mr. Gutierrez moved to approve the October 24, 2013 board minutes. This was seconded by Mr. Broom and the motion was passed unanimously.

Judge McKibben then stated that we have some very special guests at the meeting and then requested Mr. Carlson to introduce the guests. Mr. Carlson thanked Judge McKibben and spoke about the month of November as National Adoption Month and that this important activity is led at BFP by LaChrista Jones, with legal support by BFP Staff Attorney, Ms. Kelly Swartz. He also recognized the staff of Impower who provide adoption support overlay services and he recognized this group of individuals for their outstanding work over the past six years in reaching finalized adoptions and more for finding forever homes for so many of Brevard's children. The board gave this group of individuals a round of applause. Mr. Carlson then requested Ms. LaChrista Jones to introduce our special guests.

Ms. Jones recognized the staff at Impower for their wonderful work and commented that so far this year 12 children have been adopted. She stated that year-to-date 30 children have been adopted and the agency is well positioned to reach its target by the end of the fiscal year. She then introduced Adam and Jessica Thomason and their five children.

Mr. Thomason spoke to the board and expressed that the family's desire to adopt was really a calling. He recounted the evening he and his wife first spoke about the idea of adopting to add to their family of three (3) boys. He shared that while they felt this was something they needed and wanted to do that there were questions and the need for a larger home.

He shared that with the support of Impower staff, attending two matching events and completing the Pride training they sought to adopt two siblings. He also shared that he and his wife have been matched with female teen and they are hopeful they will be adding to their family in January 2014. Mr. Thomason spoke about the relationship building that he experienced with Brandon and that they found some common ground in sports resulting in Mr. Thomason taking both Brandon and Zachery to a Magic-Bulls game in Orlando. He recognized Mr. Bill Marallo with Impower for helping to facilitate that outing as well as the fact that the boys stayed over with the family that evening due to the late hour. He shared the first matching event took place in August, the second in December and that in February both the boys had been placed with them with an adoption effective date of June 7, 2013.

The board gave the Thomason family a rousing round of applause. Mr. Carlson also expressed appreciation to the case management agency staff for their role in this work. Judge McKibben thanked the Thomason's for coming, for sharing their story and for opening their home to these youth.

The next agenda item was the recognition of the Brevard C.A.R.E.S. COA accreditation. Judge McKibben indicated that this had been expedited and asked Dr. Nellius to present the recognitions. Dr. Nellius shared that the staff at Brevard C.A.R.E.S. worked diligently on their first COA accreditation process with support from some BFP staff. She commented that the on-site surveyors left earlier than planned as the materials were so well presented and that the accreditation was achieved within 48 hours. She then recognized Ms. Valerie Holmes, Ms. Osha Goodwin, Ms. Jessica Miles and Mr. Tracy Little with Brevard C.A.R.E.S. Dr. Nellius then recognized Ms. Laurie Anna Blackburn, Ms. Gloria Hensler, Ms. Debbie Davidson Cook and Ms. Valerie M. Randall with BFP. Each individual received a plaque of appreciation and had a photo taken with Dr. Nellius and Judge McKibben. The board applauded each recipient.

Consent Agenda:

Judge McKibben asked if there were questions or concerns on the Board Data Report. None were expressed. She then asked Mr. Carlson to provide an update of the Independent Living bill. Mr. Carlson used a power point presentation to share with the members, the effective date, January 1, 2014, as well as the implications to both the young adults, and the implementation meetings and steps taken thus far in preparation for the change. He discussed the state-wide and local meetings of key stakeholders involved in creating a timeline and communication plan regarding the myriad of changes which will be effective in January. He also shared that there is a local Independent Living Committee working on impacts to the system of care. He provided current information on foster homes, and facilities with the ability to serve the young adults who can remain in extended foster care provided they meet the requirements. Mr. Carlson indicated that youth who opt to enter extended foster care and who meet the eligibility requirements will be case managed by a certified case manager. He indicated that in 2014 26 of our youth will turn 18 and that all have been contacted and the new information and options shared with them. He also indicated that youth without a high school diploma or a GED are not eligible for the extended foster care and that BFP is working with Crosswinds and Education Solutions to address this and that just this month seven (7) of these youth attained a GED. He also spoke about the Brevard Workforce NextGen program which is offered to youth who need to begin an employment track and that they can be placed for job training for a six (6) week program. He indicated that BFP is serving as a host agency for these youth. Mr. Carlson indicated that based on our current program changes and requirements that between January and June 2014 this will result in an additional expense of \$100,000 and that for fiscal year 2014-2015 it is expected to result in an expense of \$300,000. Judge McKibben thanked Mr. Carlson for the report and expressed that this has required a lot of planning and a great effort.

CEO Board Report:

Dr. Nellius began by discussing November as National Adoption Month – and acknowledged the wonderful story shared by our guests the Thomason's.

She shared that both the Run and Walk For Love took place in November and she thanked Mr. Eric Smith and his company, Indian River Networks for his donation as Title Sponsorship of the Run for Love. She shared that the Melbourne Beach Rotary Club, which had also made a donation to BFP, also had a bake sale organized by the Roto-Kids and that these young people raised \$109.00 for BFP to use for our children. She also thanked Ms. Goldfarb and the Brevard Bar Foundation for their generous contribution of \$1,000.00 to be used for holiday gifts for our children. She commented that the Mass Adoption event was possibly the best she has experienced and gave kudos to the Judge for his inspirational words as well as to our staff and partners who helped to achieve so many forever homes. Judge McKibben stated that she was unable to attend but would like to hear about the sibling group of six (6) that was adopted. Ms. Swartz spoke about this group of children who were adopted by their aunt and uncle. She commented that the entire family was dressed in blue and that it was a very special and heartwarming event. Judge McKibben thanked Ms. Swartz for all her hard work which resulted in the adoption.

Dr. Nellius continued and shared that the audit, with the new firm, went well and that it is important that the Audit Committee meet on January 18, 2014 to review the audit findings prior to the presentation at the full board meeting in February. She shared that the DCF contract oversight unit is scheduled for January 2014. Dr. Nellius then spoke about the experience she and Valerie Holmes had at the Georgetown Institute and she indicated that this was the best learning experience she has had in her professional career. She reported that the capstone project was submitted and that the final presentation is due January 20, 2014. She indicated that the Department of Juvenile Justice (DJJ) will fund the crossover model in Brevard and as this was decided just the evening prior to the initial presentation she and Ms. Holmes had prepared for Georgetown that they had to modify their program, but that it was well received. She remarked that for a 12-month snapshot it was determined that 700 of the ungovernable youth had been served through Brevard C.A.R.E.S. and she shared that she welcomes the opportunity for DJJ funding in Brevard to help with the needed services to this population. Ms. Holmes commented that it was a fantastic training opportunity that includes a focus on these youth using wraparound and family-centered practice and she is very excited about the proposed model. Dr. Nellius spoke about the Case Management procurement activities and that six (6) responses had been received and that the review committee will meet today with oral presentation to occur later. She then spoke about the National Wraparound Conference and that she is looking for volunteers for the subcommittees.

Action Item: Laurie Anna Blackburn will send a list of the Wraparound conference subcommittees to the board members if they wish to sign up for one of the committees.

Dr. Nellius then shared that she, the BFP Board Chair and Vice Chair, and BFP Finance Director will meet on December 9th with members of the Promise board to explore the feasibility of a more structured relationship of the two (2) agencies. Dr. Nellius then spoke about the growing deficit with Brevard C.A.R.E.S. and that she has several strategies in place to address this. She indicated that 75% of the annual budget dollars had been spent at the end of the first quarter. She addressed the increased census over the last 18 months and that a special appropriation is being requested. She also indicated that with the continuing decrease in clients served in dependency and the higher census being served by Brevard C.A.R.E.S. that this year an amount will be withheld from the case management contract and allocated to Brevard C.A.R.E.S. Mr. Smith inquired as to when we would know about the special appropriation and it was indicated that this would be at the end of session but subject to the final approval by the Governor likely in May 2014. Ms. Goldfarb inquired why Brevard seemed to have so many ungovernable youth. Ms. Holmes shared that as Brevard C.A.R.E.S. has engaged with the Department of Juvenile Justice the agency is involved early in the process to identify solutions and gain engagement.

Ms. Goldfarb also discussed a program developed by the Sheriff's office and the State Attorney that is being marketed to parents and their role as the first line of defense in terms of law enforcement. She indicated a January meeting in Melbourne will take place and that she would provide the details to Ms. Holmes.

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

Ms. Holmes addressed the board and expressed her pleasure regarding the expedited COA accreditation and shared this was wonderful timing as it was celebrated during employee appreciation week at Brevard C.A.R.E.S. She shared that there is a proposal for another system of care grant to provide Wraparound training based on the successful program in Tampa. She also commented that an application for a second Emergency Solutions Grant had been submitted. She remarked this second one is funded at a lower level than the first one, but that the agency is hopeful of being awarded this grant to continue the work with the homelessness population. The board thanked Ms. Holmes.

Dr. Nellius spoke about the National Center for Innovation and Excellence. She shared that today Dr. Schneider-Munoz was at a meeting with Child Trends and that he is working very hard to diversify funding for the agency. She spoke about efforts with the Heinz foundation. Dr. Nellius continued that the NCIE will hold its first Board retreat next Thursday between 9:00 AM and 4:00 PM at the Crowne Plaza and indicated that if BFP board members wish to attend to please advise Ms. Randall so head count can be finalized. She then shared that so far 40 individuals have registered for the Wraparound conference and that a contingent from South Africa will be attending and will receive an international award and that it is intended that at each conference two (2) awards will be given in the work of Wraparound; one International and one national.

Legislative Report:

Mr. Ropert addressed the board and spoke about the plans for the upcoming Children's Week in Tallahassee scheduled for April 6-11, 2014. Ms. Christa Bailey confirmed she and her family would be attending. Mr. Ropert shared that the legislature remains focused on the past year's child deaths and that continued questioning is ongoing regarding DCF and the CBC agencies. He also shared that the legislature firmly believes that the Independent Living bill is funded. Dr. Nellius interjected and shared the history of this challenge during the time that the former Secretary was in place. The CBC's were advocating with DCF regarding the fact that this bill – which is wonderful for our IL youth – was not funded. However, it was also shared that the CBC's were not in a position to take this fact to the legislature resulting in the current state of affairs. Mr. Ropert stated that Ms. Dixie Sansom is in Tallahassee now and will continue to be through the upcoming session. He also stated that the local legislators are being invited to the Brevard C.A.R.E.S. holiday event which is scheduled for December 18, 2013 from 3:00 PM – 6:00 PM. The board thanked Mr. Ropert.

New Business:

Financial Report:

Ms. Hensler reviewed the financial statements from October 2013. She stated that per Mr. Whitten's request she would focus on the Statement of Revenue and Expenses. Ms. Hensler pointed out that currently the agency is running a monthly deficit based primarily on the Brevard C.A.R.E.S. contract and the increase in monthly services. She also spoke about another element of this deficit as the built in vacancy rate of 3% which the agency has not yet achieved during this fiscal year. She estimated this to represent approximately \$94,000. Ms. Hensler also spoke about the Staff Attorney's salary and the budget plan for a specific amount to be charged to the adoption services funding line. It was pointed out that to date, the number of adoptions have not occurred on a monthly basis to keep this in line with budget projections, but as more adoptions occur more of the salary line will be reduced for this individual and charged to the adoption services line.

The next agenda item was the annual Affidavit of Good Moral Character. Judge McKibben shared that this is an annual activity for the board members and requested each member to read and sign this document in the appropriate place. She confirmed with Ms. Randall that these ideally will be signed and notarized today prior to leaving the meeting.

The next agenda item was the annual Board Self Evaluation form. Judge McKibben reminded the board members that this document was posted on the board portal and had also been sent to each member in the notification of materials e-mail. She confirmed with Ms. Randall that these are to be completed and returned to Ms. Randall by December 20, 2013 so these can be aggregated in advance of the upcoming Board Retreat. Judge McKibben also reminded the members of the board retreat date and location and encouraged all members to attend.

Old Business:

The next agenda item addressed the Community Foundation enrollment as a member of the endowment fund. Dr. Nellius spoke about this activity and that she had spoken with Mr. Whitten to move an amount of non-governmental funds to this account in order to open it and to be a member of the Endowment Fund for this organization.

Mr. Carlson then addressed the next strategic goal; Strategic Goal 3:

CASE MANAGEMENT – Promote stability and preserve institutional knowledge using a single case management model with team support.

Objective: Monitor caseloads, performance, and turnover to safeguard continuity of care Strategies:

Strategy: 3a. Establish milestones, identify incentives, and revise contracts to recognize and reward achievement of strategic plan goals.

- Implement a revised performance based contract to reward achievement of contract targets by unit and include in FY 2013-14 contracts.
- Track and monitor CMA performance daily, weekly, monthly. Require CMA's to track and report on variance in performance with corrective action and strategies to remedy approved by BFP.
- Implement scorecard for each large contractor effective July 1 to monitor performance track and report scorecard performance.
- Increase Scorecard ranking by 50% by Sept 1, 2013.

Mr. Carlson indicated we are working with the case management partners to change the processes and incentivize performance in key elements of the system of care. He indicated that improvement has been achieved and that their participation on the various scorecard committees has also helped to improve critical performance elements. He shared that these agencies are also looking at performance by unit and then addressing specific performance areas within those units. He thanked the case management partners for their hard work in achieving much improved results.

Judge McKibben shared that the Board Recruitment Subcommittee would be meeting directly after the board meeting and that all members were welcome to attend. She indicated that another meeting would occur prior to the Board Retreat where officer nominations would be determined in preparation for the retreat and these would be sent out in advance of the retreat per procedure.

Judge McKibben asked if there were any public comments. Ms. Goldfarb expressed that she is so happy to be a member of this board and that she continues to be impressed with the great work that the agency does despite whatever challenges are faced.

Judge McKibben then shared that she is hosting an investiture on January 3, 2014 and invited all board members to attend and indicated that other staff were welcome as well.

Motion: Mr. Gutierrez moved to adjourn the meeting. This was seconded by Ms. Brooke Goldfarb and the motion was passed unanimously.

Respectfully Submitted,

Valerie M. Randall
Recording Secretary

Approved at January 23, 2014 Board of Directors Meeting