

BOARD OF DIRECTORS  
August 25, 2016  
Board Meeting Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Vice Chair, Mr. Stockton Whitten, Treasurer, Ms. Brooke Goldfarb, Mr. Mark Peterson, Ms. Andrea Betting, Ms. Barbara Loftus and Ms. Ruth Long

**Members Absent:** Ms. Kathleen Rich-New, Dr. Greg Howes, Ms. Catherine Wright

**Others in Attendance:** Dr. Patricia Nellius, CEO, Ms. Laurie Anna Blackburn, Board Liaison, Ms. Valerie Holmes, Ms. Debbie Davidson-Cook, Mr. Jim Carlson, Ms. Phebe Powell, Brevard C.A.R.E.S, Ms. Amy Hammett, DCF, Ms. Ana Baznik, IMPOWER, Ms. Patrice Grier, Ms. Ashley Carraro, Ms. Melissa Breckenridge.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the August 25, 2016 Board Meeting. He then asked all to state their names for the record.

**Motion:** Mr. Peterson moved to approve the August 25, 2016 agenda. This was seconded Ms. Betting 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. Holmes to address staff recognitions.

Ms. Holmes shared Mr. Little is training and was unable to make the meeting.

Ms. Holmes introduced Ms. Ashley Carraro, Sr. Director of Programs who oversees Intake and Placement, Clinical Services, Licensing and the lead for the Brevard Youth Thrive Initiative working with the Center for the Study of Social Policy (CSSP). She was pleased to announce Ms. Carraro was named the 2016 FCC Social Worker of the Year and the 2016 Eckerd's Children's Hero of the Year. Ms. Holmes shared Ms. Carraro has been a tremendous asset to the Agency, thanked her for her 10 years of service, presented her with the 10 year service award and pictures were taken.

Dr. Nellius shared it was her distinct privilege to recognize Mr. Carlson for his 10 years of outstanding dedication and commitment to serving Brevard's children and families. She added Mr. Carlson has held multiple positions during his tenure at BFP and currently serves as the Senior Executive of Administration. Dr. Nellius thanked Mr. Carlson for a stellar job for his leadership within the organization and in the community. She then presented him with the 10 year service award and pictures were taken. Mr. Smith commended Mr. Carlson for his steady composure during a crisis and finds it a pleasure working with him.

Mr. Smith then asked Ms. Grier to speak on the Legislative Breakfast.

Ms. Grier, the 2016-2017 Leadership Teams' Vice Chair began by sharing that a primary charge was assigned by the 2015-2016 Leadership Team to engage, educate and increase community awareness about Brevard Family Partnership and Brevard C.A.R.E.S. As part of that charge, the

leadership team is organizing a legislative breakfast titled: “Vote for Brevard’s Children” on December 2, 2016, from 7:30 am to 9:30 am at the Holiday Inn Viera. A Save the Date will be issued around September 2<sup>nd</sup> to BFP and Brevard C.A.R.E.S board members along with key members of the community to include: local legislators and their Aids, who will speak about their position on the current child welfare system of care and dependency issues, Delinquency and Dependency court judges, School Board, provider partners such as DCF, IMPOWER and Guardian Ad Litem, along with an adoptive family, foster parents and a foster care youth.

Mr. Smith asked for a motion to approve the June 1, 2016 Board meeting minutes.

**Motion:** Mr. Whitten moved to approve the June 1, 2016 Board meeting minutes. This was seconded by Mr. Peterson and the motion passed unanimously.

### Consent Agenda

Mr. Smith asked for a motion to approve the consent item.

**Motion:** Ms. Loftus moved to approve the August Board Data Report. This was seconded by Mr. Peterson and the motion passed unanimously.

### CEO Board Report

Dr. Nellius began by reporting this year the company campaign is “Aware Brevard” and the focus is to increase awareness about BFP and Brevard C.A.R.E.S and the local child welfare System of Care; how we contribute to the community, and the impact to date. She added this year is a perfect time for the agency to reach out to engage stakeholders and community partners for input and goals in preparation for the 2017 COA accreditation, development of the new 5 year strategic work plan, and in line with the 2016-2017 leadership team charge to engage, educate and increase community awareness.

Dr. Nellius was pleased to report BFP ended with a balanced budget attributed to receiving the Risk Pool funding. She also reported BFP was pleased to receive an increase in funding in the amount of \$1,044,233 million dollars for FY 17, of which \$334,931 is allocated to Safety Management Services, \$193,249 to IV-E training and the remaining \$516,054 will be spread across adoption and A & B categories. The Funding allocation model shows BFP still under equity and the following measures had to be executed to balance the budget:

- A potential reduction in workforce
- Changing the C.A.R.E.S. referral criteria thereby eliminating services to non DCF-DJJ referrals
- Reduction in cost share of health benefits to employees
- Reduction in benefit program for Executive Team members
- Renegotiation of leases
- Reduction in group care rates and the visitation contract
- Elimination of 211 and Domestic Violence contracts

She then shared, in response to the Risk Pool site team recommendations, BFP has identified and implemented the following new programs:

- Implementation of Permanency Roundtables, a Casey Family Foundation model.
- Addition of Permanency Specialists in partnership with Justice Works.
- The addition of new levels to our Levels of Care to expand family based placement options for children and youth with complex needs.
- A continuum of substance abuse overlay services and programs for parents of young children (overview included in your packets).
- Addition of Safety Management Services at Brevard C.A.R.E.S.
- Implementation of Specialized Foster Care in partnership with Family Counseling Center.

Dr. Nellius added the agency provides monthly status reports to DCF and has recently prepared a financial viability plan for DCF and in turn it will be forwarded to the Governor's office and Legislature in response to receipt of the Risk Pool Funding allocation.

Dr. Nellius referred the board to their binder to review the FYE Administrative Overhead costs averaging 4.32%.

Dr. Nellius reported the Case Management contract has been executed and extended for one year.

Dr. Nellius reminded the board that the BFP, Brevard C.A.R.E.S, and NCFIE budgets will be presented and she is seeking a motion to approve.

Dr. Nellius was pleased to report the National Wraparound Conference was a great success in terms of the content, number of attendees, and the positive feedback. She thanked and commended the many staff and volunteers who did an excellent job planning and coordinating the event.

Dr. Nellius shared Brevard C.A.R.E.S. is seeking the BFP board to approve a prospective board member.

Dr. Nellius reminded the board members are in receipt of the Governance Policies that were posted on the board portal for review in advance of this convening and she is seeking a motion to approve.

Dr. Nellius asked board members to consider a venue for the January 2017 Annual Board Retreat/Board Business meeting with plans to discuss at September board meeting.

Dr. Nellius concluded her CEO Board Report and asked if there were any questions.

Ms. Goldfarb asked for clarification on Brevard C.A.R.E.S. and their role with prevention programs, now that the 211 contract is terminated. Dr. Nellius shared C.A.R.E.S. is now focused on secondary prevention and both BFP and C.A.R.E.S are working through the Child Abuse Prevention Task Force (CAPTF) for primary prevention services. She added Ms. Holmes serves as the Chair for the Together in Partnership (TIP) and a 5 year prevention plan addressing community based primary prevention has been developed. Ms. Holmes added that high risk community referrals are still accepted. Ms. Powell explained with the change in referrals, high risk referrals include those deemed high risk by DCF and in need of Wraparound services, Head Start referrals, Children in the DJJ system whose parents have refused to pick them up, and homeless children and families. Dr.

Nellius clarified that 211 will still refer as they would with any agency, but no longer contracts with BFP for that service.

### NCFIE Board Report

Dr. Nellius was excited to report NCFIE has secured 6 training contracts over the last year. The last two contracts awarded are as follows: 1) Family First Network of Lakeview Center in Pensacola, Florida for Wraparound Training to the local child welfare System of Care, with a Certification class of 38. 2) Shenandoah County Department of Social Services (DSS) in Woodstock, Virginia to conduct 2 days of Wraparound Training and consultation specifically designed for GAL's. The training team delivered the training to over 60 members of the community of practice and we are in discussion with the Shenandoah County Department of Social Services to expand the contract over the next year.

Dr. Nellius was pleased to share John VanDenBerg, pioneer and National/International expert in Wraparound, has agreed to serve on the NCFIE Board of Directors.

Dr. Nellius then reported the C.A.R.E.S. Replication Toolkit Manual and application were submitted to the California Evidence Based Clearinghouse and a decision is pending.

She shared the draft NCFIE business plan has been posted to the board portal and will be edited in more detail once the program becomes evidence based.

Dr. Nellius spoke about the accreditation for the NCFIE Wraparound Certification program and has identified the National Commission for Certifying Agencies (NCCA), Institute for Credentialing Excellence (ICE). The NCCA Standards have been purchased and she and Ms. Davidson-Cook are currently assessing the criteria required for accreditation.

Dr. Nellius then reported she will be presenting the C.A.R.E.S replication model to Congressman Posey for his support in Washington as a viable option for the implementation of the new Federal Finance Reform. Mr. Smith asked if there were any questions and none were expressed.

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

Ms. Powell reported Brevard C.A.R.E.S. submitted a proposal to the Brevard Homeless Coalition for the 2016-2017 Temporary Assistance for Needy Families (TANF) Grant for Homelessness Prevention services. After reviewing and scoring all the proposals, the Brevard Homeless Coalition did not move forward to include Brevard C.A.R.E.S. in their proposal.

Ms. Powell reported Brevard C.A.R.E.S. submitted a proposal to the Brevard Homeless Coalition for the 2016-2017 Emergency Solution Grant for Rapid Rehousing and Homelessness Prevention services. This is a change in process as the Department of Children and Families will only be awarding grants to the recognized homeless continuum of care across the state and has set a maximum threshold of \$200,000 per continuum. After receiving the proposal, the Brevard Homeless Coalition requested C.A.R.E.S. update their proposal to only request funds for Rapid Rehousing in the amount of \$50,000. The Department has not yet released award notices to the Coalition.

Ms. Powell was pleased to report Brevard C.A.R.E.S was awarded a \$4,500 grant from the Heaven's Rays Fund through the Community Foundation of Brevard to purchase age-appropriate car seats for low-income families who have children ages 0-5 and are participating in Brevard C.A.R.E.S., Case Management or Family Support programs.

Ms. Powell then reported Brevard C.A.R.E.S received \$5,000 from the Margaret Heinz Foundation in support of the Cribs for Kids program.

Ms. Powell ended her report stating Brevard C.A.R.E.S. continues to work through the COA re-accreditation process. Mr. Smith asked if there were any questions and none were expressed.

Mr. Smith then asked Mr. Carlson to present the budgets.

### Financials

Mr. Carlson reminded the board that the actual budgets for BFP, Brevard C.A.R.E.S., and NCFIE have been on the Board Portal since June and his presentation is a high level overview for the purpose of seeking a motion for approval.

Using a PowerPoint presentation, Mr. Carlson provided an overview of the FY 2017 revenue and expenditures for BFP.

A question was raised concerning employee travel expenditures. Mr. Carlson attributes a significant portion of the increase to moving Licensing in house and the home visits required as part of the Foster Home credentialing process. Mr. Smith asked for a motion to approve.

**Motion:** Mr. Peterson moved to approve the FY 2017 BFP Budget. This was seconded by Mr. Whitten and the motion passed unanimously.

Using a PowerPoint presentation, Mr. Carlson provided an overview of the FY 2017 revenue and expenditures for Brevard C.A.R.E.S.

A question was raised concerning the actual lease payments appearing lower than the budgeted amount. Mr. Carlson reported the budget for the lease payments are actual amounts. Mr. Smith asked for a motion to approve.

**Motion:** Ms. Goldfarb moved to approve the FY 2017 Brevard C.A.R.E.S. Budget. This was seconded by Ms. Long and the motion passed unanimously.

Using a PowerPoint presentation, Mr. Carlson provided an overview of the FY 2017 revenue and expenditures for NCFIE. Dr. Nellius added the budget projections are based on the draft business plan. Mr. Smith asked for a motion to approve.

**Motion:** Mr. Peterson moved to approve the FY 2017 NCFIE Budget. This was seconded by Ms. Goldfarb and the motion passed unanimously.

Mr. Smith reminded the Board that the Governance Policies have been posted to the Board Portal for review and feedback. Mr. Smith then asked for one motion to approve GOV002, GOV003, GOV004, GOV005, GOV006, GOV008, GOV010, GOV013, GOV014, GOV015, GOV016, and GOV210.

**Motion:** Mr. Whitten moved to approve Governance Policies GOV002 Conflict of Interest, GOV003 Auxiliary Board, GOV004 Succession Plan, GOV005 Board Donations, GOV006 Board Recruitment, GOV008 External Communication, GOV010 Board Self-Assessment & Strategic Planning, GOV013 Nepotism, GOV014 Sunshine Compliance, GOV015 Moral Character & Background Screening, GOV016 Long-Term and Short Term Strategic Planning Process, GOV210 Behavior Support and Management Policy. This was seconded by Mr. Peterson and the motion passed unanimously.

Ms. Powell then introduced Ms. Elaine Livolsi, a prospective board member who is currently with Career Source Brevard overseeing Welfare transition and SNAP programs. She represents the South end of the county and is replacing a former board member from Career Source Brevard who has stepped off the board. The C.A.R.E.S Board voted to move her forward.

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

**Motion:** Ms. Goldfarb moved to approve Ms. Livolsi for a seat on the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Long and the motion passed unanimously.

### Old Business

Dr. Nellius then reviewed the newly proposed 2016-2017 annual board calendar outlining agenda items and guests throughout the fiscal year. She then asked board members to contact her and Ms. Blackburn with guests they would like to invite to a board meeting.

Mr. Smith then asked Mr. Carlson to review Strategic Goal 10: Marketing, Public Relations, and Community Outreach

10a. Utilize advances in social and electronic media, and in available technology to reach designated and targeted audiences Administration/Public Relations: Currently the Agency manages 7 Facebook pages and tracks all responses and likes.

Use both traditional and emerging media platforms to reach stakeholders, community leaders and general public Recognize special and interest-centric themes and events. Responses are tracked using a numbering system per event to identify effective marketing targets.

Update and centralize agency-wide databases and mailing lists and determine maintenance schedule" All contacts are entered into Bloomerang donor and contact management software and managed by a single-point of contact.

An accurate mailing list will be accessible 100% of the time. Mr. Carlson shared, as part of Public Relations; every effort is being made to update the data base.

Dr. Nellius shared as indicated in her board report, the agency had to implement measures and identify non-essential positions to balance the budget. Two positions identified were the Senior Director of Development and the Director of Communications, both under the Administration Division and were not replaced upon their departure. She then commended Mr. Carlson for doing a stellar job managing the functions within those departments, leveraging partners out in the community, and maintaining and pursuing grant opportunities.

Ms. Betting asked Mr. Carlson to identify some of the responses received through marketing efforts. Mr. Carlson shared ads with the Space Coast Parent Center and Henergan Center has generated the largest number of telephone inquiries on Foster Care.

#### Public Comments

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

He then asked for a motion to adjourn.

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

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved at the September 22, 2016 Brevard Family Partnership Board of Directors Meeting