

BOARD OF DIRECTORS
AUGUST 25, 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, Mr. Mel Broom Mr. Michael Cadore and Reverend Scott Elliott.

Board Members Absent: Ms. Brooke Deratany Goldfarb.

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. Jim Carlson, COO, Mr. Geo Ropert, Director of Communication, Ms. Gloria Hensler, Finance Director, and Ms. Stephanie Strodman, Executive Assistant, Also in attendance were Ms. Carol Deloach, Devereux, , Ms. Teresa Miles, CHS, Ms. Valerie Holmes, Brevard C.A.R.E.S., Mr. Vern Melvin, DCF, Mr. Bill Bucher, Devereux, Ms. Phebe Powell, DCF, Ms. Diane Arnold, Devereux and Ms. Michelle Scott, CHS.

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

Mr. Ryder then asked Judge McKibben to introduce our newest new Board Member. Judge McKibben welcomed Reverend Scott Elliott who had been approved by the board and was attending his first meeting.

Next, our guests were introduced; Ms. Teresa Miles with CHS and Ms. Carol Deloach from Devereux.

Ms. Miles, Executive Director with CHS in Brevard County was introduced and she made a presentation to the board regarding the myriad of services and programs that CHS offered within Brevard County. She spoke about the Healthy Start Program which provides pre and post-natal care for at risk women, the Behavioral Health Program (Targeted Case Management), the clinical services program for young individuals between the ages of 4 into the early 20's and the dependency case management activities. She also spoke about the shelter and group home – Hacienda Ranch for girls ranging in ages between 12 and 17 and added that there are apartments on the same grounds for young women and their children for the age group of 18-23. Mr. Roselip inquired how long this program had been in effect and Ms. Miles indicated that CHS had had this program for 11 years and unfortunately the program has suffered budget cuts of 10% in each of the last two (2) years.

Mr. Michael Cadore, Board Member arrived and Judge McKibben welcomed him to the meeting. Ms. Diane Arnold with Devereux also arrived and it was requested that the record reflect these arrivals.

The board members thanked Ms. Miles for her information and the presentation. Next, Ms. Carol Deloach from Devereux addressed the board. She introduced another guest, Mr. Bill Bucher who was recently hired to replace Ms. Kim Brian. She indicated he will serve as the Regional Services Support Director for the Brevard programs with the exception of the Viera campus. She stated that the Viera campus has two facilities which are licensed by DCF and that one has been used by BFP in the past. She indicated that Ms. Arnold serves as the Program Director for case management services. Dr. Nellius interjected to thank Ms. Deloach and Devereux for responding quickly, effectively and efficiently when BFP had an immediate need to transition several youth from a current placement and applauded Ms. Deloach and Devereux for acting so quickly to provide a seamless transition for these youth. Ms. Deloach then referenced the Melbourne Service Center under the management of Ms. Laura Higgenbotham which provides MRT and DBT services. She then commented that Devereux now serves as the CPA Agency for Brevard and that she is thrilled to be able to support the foster homes, children and families in this role.

Ms. Deloach indicated that there has been an increase in their turnover which has resulted in the creation of a fifth supervisory role to help staff and that she is looking to continue to improve the Agency's performance. She also commented that both Devereux and CHS have recently assumed the responsibility for the tracking of service requests and authorizations for BFP. Ms. Deloach concluded her comments by stating that Devereux will do whatever it can to support BFP's efforts during the ITN process. The board members thanked Ms. Deloach for her time and presentation.

Mr. Vern Melvin was then introduced to address the board. He shared that he has a long history with DCF and that as a result of the recent restructuring of DCF he had been asked to assume the role of Circuit Administrator for Circuit 18 which includes Brevard in addition to this same role for Circuit 19. He shared that he had already met with Dr. Nellius and remarked that he was pleased to assume this role as the demographics are similar to his current circuit and that based on his research he recognized that Brevard was high performing and he felt that he could learn from BFP. He then shared that additional restructuring was made within DCF and that the organization is moving to a "functional" approach resulting in him now taking on a different role. He commented that Secretary Wilkins had made a commitment to support front line staff specifically PI's and that he is also supportive of the CBC initiative. Mr. Melvin shared that he will be taking on the role of Regional Community Development Director and will be focused on these activities within the region. He referred to Ms. Phebe Powell who is the Operations Manager for Circuit 18 and who will now serve as the POC for BFP. In this role Ms. Powell will be involved with community stakeholders, ensure that there is effective communication and will strengthen areas of need. Dr. Nellius thanked Mr. Melvin for his leadership and collaboration.

As there were no follow up questions, Mr. Ryder thanked Mr. Melvin for his time and sharing of the information and indicated that we are appreciative of the relationship with DCF.

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

Motion: Judge McKibben moved to approve the minutes from the June 23, 2011 Board meeting. This was seconded by Mr. Cadore and the motion was passed unanimously.

Dr. Nellius recognized Mr. Jim Carlson on his completion of five (5) years of service with the Agency. Mr. Carlson was presented with a 5-year service award and Dr. Nellius commented that Mr. Carlson had played a key role in the transition from DCF to privatization and that he is a critical member of the leadership team and is well respected in the community. Mr. Carlson thanked Dr. Nellius and commented that two (2) of his former supervisors were in the room; Judge McKibben and Ms. Powell. The board recognized this milestone.

Staff Reports:

Dr. Nellius then addressed the Board Report and shared that Secretary Wilkins is planning to attend the September board meeting. She indicated that she and Mr. Ryder will meet with Secretary Wilkins prior to the meeting and that she will schedule an hour for him with the board. She requested that board members provide her their individual questions or areas of focus or topics for consideration in advance of the meeting so she can consolidate these in an effort to maximize the value of the time the Secretary will spend with the board. She also indicated that she would like to postpone the September board orientation presentation to allow for the members and the Secretary to mingle after the board meeting. She commented that the Staff Attorney will have a presentation at the next board meeting to present recommendations on some Governance policies and inquired if the board subcommittee on Governance would prefer to meet with the attorney in advance of the September meeting.

Dr. Nellius then referred the members to the Legislative priorities that were included in their binders and indicated that this is an evolving process as she is engaging community providers in the development of this tool to unify and consolidate for the entire system of care.

Dr. Nellius then informed the board that she and Mr. Ropert had met recently with Representative Goodson and that she and Mr. Carlson had an initial meeting with Circles of Care to discuss how the two entities could forge a partnership and explore opportunities. She indicated that Circles of Care extended an invitation to her to attend their January Board Retreat to make a presentation. Dr. Nellius then spoke about her concept for a "Champions for Children" campaign. She described this program as one where individuals within the community would be nominated on a monthly basis for making a difference in the life of a child or children. She envisions that the nominees and winners would be recognized at an annual event including the board members.

Dr. Nellius also stated she is crafting letters for our community providers requesting meetings with these organizations with the purpose of engaging them to determine gaps in needed service capacity and how BFP collectively can strengthen the local system of care and provide any support they may require during these challenging economic times. Dr. Nellius also indicated that we would be launching the efforts to develop our five (5) year strategic plan. Additional information was provided regarding the IT function within the Agency and she indicated that based on the departure of the IT Manager and an assessment of the needs and resources, that the decision had been made to outsource the IT Management and support function until June 30, 2011 at the latest at which time the decision will be re-evaluated and if appropriate, that this service will be procured for the new fiscal year. She also reminded the members of the DCS which will take place in Orlando September 6-9th.

Ms. Gloria Hensler then addressed the Board and shared with them that the financial audit would begin on September 26th. She also reported that the June financials would be presented to the board by the auditors and that she would be presenting the July financials at this meeting.

Ms. Hensler then distributed copies of the July Financial Statement of Activities and July Statement of Financial Position to the board members. She reviewed both documents with the members and pointed out specific areas regarding certain expenses in the month of July.

She shared that it looks at if the Agency has spent the majority of the dues and subscriptions budget already, but that is due to the fact that the major expense is the membership fee to the FCFC and that is paid in July. She also referred to higher than budgeted expenses in the APD item but shared that there are currently two (2) children on the waiting list for the Waiver and until they are accepted, we will need to provide these services. The final notation made was in the annual clothing allowance which again, is typically a July expense and few additional charges to this line are anticipated. There were no follow up questions.

Next, Ms. Kelly Swartz was asked to update the board members on the recent legal activity regarding Florida Mentor. Ms. Swartz provided an overview of the timetable of the events to date and the current status.

New Business:

The first item addressed the formation of an ITN Subcommittee of the board. Dr. Nellius imparted that her vision for this group would be to review the work that would be compiled for this activity, provide guidance as needed and to ensure that we align the Strategic Work Plan Goals with the ITN Process.

Motion: Mr. Roselip moved to approve the formation of a Board Subcommittee for the ITN. This was seconded by Judge McKibben and the motion was passed unanimously. Mr. Roselip volunteered to Chair this subcommittee and Judge McKibben offered to be a member.

The next item was that of the National Advisory Board Members who had previously been presented to the board members. Dr. Nellius indicated that the intent of this Advisory Board would be to attend one meeting locally and two (2) other meetings via conference call.

She identified the members who had accepted the invitations including Dr. Karen Vandervan, Ms. Kay Hodges, Mr. Dan Naylor, Mr. Gary DeCarolis, Mr. John Van Den Berg, and Mr. Frank Eckles.

Motion: Mr. Roselip moved to approve the nominations presented for the National Advisory Board. This was seconded by Ms. Burnett and the motion was passed unanimously.

Mr., Gutierrez inquired how these individuals were recruited. Dr. Nellius provided the background of these specific individuals citing their national stature within child welfare as well as in Systems Transformation and Wraparound and that they are all nationally recognized experts in their specific areas. Mr. Gutierrez asked about Mr. DeCarolis's background and Dr. Nellius provided information regarding his experience both on the federal and state level as well as his work in System Transformation and Systems of Care Sustainability. She referenced his specific Leadership training institute and how BFP sent CMA staff and BFP leadership to Vermont to participate in the venue to explore the prospect of bringing the leadership training to Brevard County to re-engage our community partners as part of a 3 year retrospective leadership training to launch our strategic planning process.

Ms. Valerie Holmes, ED for Brevard C.A.R.E.S. then presented Mr. Ken Buccelli, a candidate for the Brevard C.A.R.E.S. board. She provided background information on this candidate including his financial experience and requested that this candidate be approved by the BFP Board.

Motion: Mr. Gutierrez moved to approve the nomination of Mr. Ken Buccelli for the Brevard C.A.R.E.S. board. This was seconded by Mr. Cadore and the motion was passed unanimously.

Dr. Nellius then referenced the proposed revisions to GOV-201 Policy which would enable the CEO to make banking and signatory authority changes in an emergency situation as needed in the wake of a staff departure. Mr. Roselip asked to clarify the intent to ensure that these changes would provide the CEO with the authority and flexibility needed in the case of an emergency. She affirmed that this would provide that needed flexibility.

Motion: Mr. Cadore moved to approve the proposed revisions to GOV-201. This was seconded by Mr. Gutierrez and the motion was passed unanimously.

The next item on the agenda addressed the proposed language that is requested by Artemis for their Agreement with the Agency. Dr. Nellius provided the background on the IT department and the activities and considerations that were evaluated upon the announcement of the resignation of the IT Manager. She commented that Artemis has been selected to provide IT support and management for a minimum of four (4) months with the option to amend the Agreement to June 30, 2011. It was shared that the language proposed is required by the attorney for Artemis and that in an effort to collaborate with us and to provide services when needed, the Agreement was signed without this language, pending the presentation to the board. It was reported that Ms. Kelly Swartz had reviewed this language and did not find anything objectionable. Mr. Whitten asked a specific question on the maximum limit of liability that was included in the Agreement and suggested that he would be willing to approve this, but would like to see if this can be negotiated.

Motion: Mr. Whitten moved to approve the requested indemnification language proposed by Artemis with the understanding that we would negotiate with Artemis to attempt to raise the amount in the language but would approve as submitted if necessary. This was seconded by Mr. Cadore and the motion was passed unanimously.

Mr. Roselip then spoke about his long term involvement and recent meetings with the Cby25 Advisory Board and the transition activities proposed. He indicated that there is a need to redirect the project and attain stability and to "rebrand" and rename the entity.

He shared that he became aware that during the transition to BFP the leadership of Cby25 began using a new name, M.A.P.S. He shared that from the time the initiative assumed leadership and separated from BFP and attempted to manage the function on their own they have never really been able to gain ground and keep momentum.

He indicated that it is his sentiment that this group should serve in an “advisory” and philanthropic capacity as a support and enhancement through the establishment of public-private partnerships as originally designed and intended and that BFP should manage the funds from EFF to ensure the Guidance Counselor is in place and addressing the needs of the youth, and flex funding be used to address needs in terms of transportation, a scholarship program, reading and financial literacy and dental coverage. He requested Mr. Carlson to address the current services provided to these youth from BFP. Mr. Carlson shared that BFP provides on going supports for those who exit the system. It was discussed that the current Cby25 Board was in transition and that the direction was not clear and that the Board Chair had recently resigned.

Dr. Nellius offered a historical perspective of the Cby25 initiative since inception. She recounted our initial involvement in the environmental scan process and submission of the grant. She share how our staff worked diligently to conduct the scan and establish the community Board and assist with the governance and implementation. She shared that BFP was originally courted by EFF with the intent to lead the Cby25 initiative which we agreed to do but over time, the original intent shifted and once the start up phase was completed the advisory board under the guidance of Cby 25 Tampa opted to become independent of BFP. Shortly thereafter a Director was hired who served only a short time prior to resigning then Julia Irvin, Board Chair at the time had assumed the position of Director and has filled that role since. Dr. Nellius shared that Julia has dedicated a great deal of time and effort into our youth and genuinely cares about their well being, but has since accepted a FT position outside of Cby25.

In January 2011 Cby 25 via Julia Irvin approached BFP seeking assistance with the future planning and sustainability of Cby25 given this was the last year of the grant and they had not been able to establish sustainability. In April, EFF contacted BFP indicating they would like BFP to assume leadership which coincided with the timeframe that Julia Irvin stepped out of the FT leadership role into a PT role as a result of accepting a FT position in her field.

Dr. Nellius shared that it is her assessment that a complete rebranding and re-establishment of the program is essential as the Cby25 identity has not resonated with the community given the disparate directions of Cby25 Tampa and the Brevard Advisory Board. In effort to provide support and expert consultation, BFP arranged for Dr. Munoz to meet with Cby25 to assist them in identifying the priorities and future direction as well as share national programmatic models for their consideration.

Ms. Burnett stated that she was dismayed that we have been discussing this program for years and that it has yet to materialize on its own and that BFP has expended a great deal of resources, time and energy to see its success and it is her sentiment that in order to build effective public- private partnerships the advisory board needs to be approved by the Board and come under the control of BFP. She shared that BFP needs to designate a point of contact to ensure the objectives are achieved and successful given it will be attached to BFP. There was further discussion on this agenda item with strong sentiments shared by board members that if BFP is to be involved in this initiative then BFP needs to define the relationship and expectations and role of the advisors.

Motion: Mr. Roselip moved that BFP will appoint a staff member to work alongside a designee of the initiative to provide oversight and accountability and that once identified and approved by BFP advisory board members must be submitted to the BFP board for review and approval.

At this point Mr. Roselip requested that Mr. Carlson provide details regarding the services that BFP currently provides to these youth.

Mr. Carlson explained that for those who qualify from age 18 – 23 there is an educational track (Road to Independence) which is supported by state and federal dollars in the amount of \$1256/month for those who meet the eligibility requirements. He further stated that for these youth there is no tuition cost for enrollment in Florida institutions. He reported that for our youth who will not pursue the educational track, there are “transitional support services” funded by BFP. These are provided and based on 3-month plans for self-sufficiency. Each three (3) months the progress and plan is reviewed and if the youth meets the stated objectives, another three month plan is developed. He also reported that there are “emergency services” for our youth to address car repairs so youth can continue to have transportation to work or school and funds for rent deposits or help with utility bills. Mr. Carlson also indicated that we had received funds from EFF for the Guidance Counselor and there was also a balance of approximately \$20,000 left for us to use. He reported that we will provide a plan to use these funds to submit to EFF for approval. Ms. Burnett commented that in her opinion, in order for us to have a constructive relationship, that a legal agreement was required that will document responsibilities and functions for BFP and the Cby25 organization. She further stated she believed absent a signed agreement we should reconsider the relationship. It was suggested that we request a designee from Cby25 to work with BFP Staff Attorney to craft this Agreement to outline responsibilities and processes.

Motion: Mr. Whitten moved that we appoint our Staff Attorney to work with a designee from Cby25, approved by the BFP board, and have them submit the newly recruited advisory board member recommendations for the BFP Board to review for approval. Further, BFP Staff Attorney will work with the Cby25 designee to craft a formal Agreement that will be submitted to the CEO and BFP board to review for approval. This was seconded by Mr. Cadore and the motion was passed unanimously.

The next item was the proposal regarding the Center for Community Leadership. Dr. Nellius indicated that she felt this was an excellent opportunity to diversify funding without impacting our local community partners. She indicated that this entity would serve as a venue for the replication and shared that the Toolkit was finalized. She also suggested that the WRAP conference would be incorporated under this entity and that additional technical assistance and consulting could also be folded in under this umbrella. She shared that the President of the CFCL had recently accepted a high level position in Vermont and he was also resigning from his role with SAMSHA and finds that he will not be able to devote the time necessary to the CFCL which he founded and has managed for many years. Dr. Nellius continued stating that we could continue with much of the leadership trainings already in place, but that in addition, with the database of 5,000 we would also have access to many organizations that may be interested in the replication as well as technical assistance and consulting and that all of these activities could be consolidated under the CFCL. She stated this could become the Center of Excellence discussed by the Board for many years and that Mr. DeCarolis had suggested that Dr. Nellius replace him at the upcoming presentation at the League of Cities annual training. She also stated that the board had previously approved funds for the replication and this approach would be less costly and has a built in marketing function.

Motion: Mr. Whitten moved that BPF approve the purchase price as presented to obtain the CFCL but to attempt to reduce this amount by \$3,000.00 if possible. This was seconded by Mr. Cadore and the motion was passed unanimously.

Dr. Nellius thanked the board and then stated that the Strategic Goal for this month; Strategic Plan Goal 5: Diversify funding for the System of Care had been covered during the board meeting and unless members had questions she felt this was addressed.

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

Respectfully Submitted,

Valerie M. Randall

Recording Secretary

Approved at September 22, 2011 Board Meeting