

BOARD OF DIRECTORS
December 8, 2016 Board Meeting
Minutes

Attendees: Mr. Eric Smith, Board Chair, Vice Chair, Dr. Greg Howes, Vice Chair, Mr. Stockton Whitten, Board Treasurer, Ms. Kathleen Rich-New, Mr. Mark Peterson, Ms. Andrea Betting, Ms. Barbara Loftus, Ms. Ruth Long, and Ms. Catherine Wright

Members Absent:

Others in Attendance: Dr. Patricia Nellius, CEO, Ms. Laurie Anna Blackburn, Board Liaison, Ms. Valerie Holmes, Sr. Executive Programs, Ms. Debbie Davidson-Cook, Sr. Executive Compliance, Mr. Bill Bucher, Sr. Executive Strategy, Mr. Jim Carlson, Sr. Executive Administration, Ms. Phebe Powell, Brevard C.A.R.E.S, Ms. Amy Hammett, DCF, Ms. Fran Carlson, BFP, Ms. Ashley Carraro, BFP, Ms. Patrice Grier BFP, Ms. Cyndi Hernandez, BFP, Mr. Desmond Taylor, ED Friends of Children, Ms. Delatron Johnson, Friends for Children

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the December 8, 2016 Board of Directors meeting. He then asked all to state their names for the record.

Motion: Ms. Betting moved to approve the December 8, 2016 agenda. This was seconded by Mr. Peterson 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 asked Ms. Carraro to address staff recognitions.

Ms. Carraro introduced Ms. Carlson and shared she has known her for over twenty years and spoke about her work experience prior to her tenure at BFP. She then expressed it has been an honor and a pleasure working with Ms. Carlson, commended her for her 10 years of outstanding commitment, dedication and the positive impact she has made on the lives of children and families she has touched. Ms. Carraro then thanked Ms. Carlson, presented her with a 10 year service award, and pictures were taken. The board members thanked her for a job well done.

Mr. Smith then asked Dr. Nellius introduce the board guests.

Dr. Nellius shared it was her distinct pleasure to introduce Mr. Desmond Taylor, Executive Director of Friends of Children. She then spoke about his twenty years of experience working with children and families in Central Florida. She shared he has assisted Brevard County in building capacity for a greatly needed high quality group home for male youth and he is well known as a champion for children.

Mr. Taylor thanked Dr. Nellius for the invitation to speak to the Board of Directors. He shared back in 2015 he was excited about expanding into Brevard County. He then spoke about the initial challenges he experienced with opening the new home and was pleased to report with help from his board, BFP board members, and Mr. Whitten, they were able to work through the issues; and in July 2016 a second group home for girls was opened in Palm Bay and is doing very well. Ms. Johnson then spoke about neighbors coming together to provide an air hockey table and games

for the gaming system that the boys could share for Christmas. Mr. Taylor reported they continue to engage and connect with the community to include churches through mentorship programs, adoptions, and a rapid response team to help stabilize families. He then shared the goal for FOC is to provide levels of continuum of care to include, dependency, cross over youth and youth in the DJJ system. Dr. Nellius thanked Mr. Taylor and shared she is looking forward to discussing the continuum of care here in Brevard County. Mr. Smith asked for more information about the church adopting a child. Mr. Taylor shared the agency is recruiting members from different churches to assist with mentoring a child that may lead to an adoption through an adoption agency. Ms. Johnson then spoke about incentives provided to youth who increase their grade point average; she reported 4 of the youth maintain a 3.7 GPA and are competing with each other to achieve the highest level. Mr. Taylor shared a story about a youth turning 18 who was in their care; his board agreed to keep the youth in their group home at a reduced rate to help him transition; it is their goal to have a positive impact on the lives of those in their care. The board applauded and thanked him for sharing.

Motion: Ms. Rich-New moved to approve the October 27, 2016 board meeting minutes. This was seconded by Mr. Peterson and the motion passed unanimously.

Mr. Smith then asked for a motion to approve the Consent Item.

Motion: Mr. Peterson moved to approve the October Data Report. This was seconded by Ms. Wright and the motion passed unanimously.

Ms. Loftus asked if it would be appropriate to discuss the supplemental materials to the data report. Mr. Smith reported the consent item is to be discussed off line and that she may propose her questions to Mr. Bucher after the board meeting.

Mr. Smith asked for Dr. Nellius to present the CEO Board Report.

Board Report

Dr. Nellius began her report by directing board members to the Annual Report provided at the meeting. She thanked Mr. Carlson and Ms. Breckenridge for a job well done. She then shared the report will be distributed electronically and members may contact Mr. Carlson for hard copies.

Dr. Nellius then shared the Lip Sync Battle was a great success with Mr. Smith's performance topping the charts. Dr. Nellius then showed a video clip of Mr. Smith's performance. Mr. Smith shared his team included his wife Amy, Ms. Blackburn, Ms. April Coyle and students from Palm Bay High School. Dr. Nellius stated Mr. Smith set the bar by taking all 3 awards to include: Best Overall Performance, Top Fundraiser, and 1st Place Double Platinum Winner. She then reported the night was inspiring, fun, and increased awareness of BFP's mission and vision as well as generated revenue that was added to the Community Foundation's BFP Child Welfare Endowment bringing the Endowment funding to \$70,712.78. She extended her appreciation to all who contributed to making the event successful.

Dr. Nellius was pleased to report on November 4th the Judiciary in partnership with BFP held its first Reunification Celebration ceremony. The event recognized families who have worked hard to achieve the milestones necessary to be reunified with their children and they were also provided with a family portrait. She added that the ceremony will be held annually and commended Judge McKibben for presiding over an inspiring and meaningful event.

Dr. Nellius shared, on November 7-10 the NCFIE held its 4th National Wraparound Certification training with attendees from California, Washington, Hawaii, Massachusetts, and Virginia. To date, over 170 individuals have been trained with 11 achieving certification and 80 students currently pursuing their certification.

She then shared; on Thursday November 10th the NCFIE received its first C.A.R.E.S. replication inquiry from Texas. She added Texas is in the process of releasing an RFP for an evidence based prevention program to be implemented into the child welfare system of care. She added Ms. Holmes met with the Texas Secretary and provided a presentation.

Dr. Nellius spoke about the Federal Finance Reform and shared the bill did not pass last Congressional session. This will afford the agency some additional time to build the capacity and infrastructure of the NCFIE to be better prepared to respond to inquiries. She added marketing efforts are slated for the first week in January and the first position to be hired is a Sr. Director of External Business Operations, who will do all the prospecting and attend sponsorship events. The marketing materials and job description have been posted to the board portal.

Dr. Nellius was pleased to share, in recognition of National Adoption Awareness month the 10th annual mass adoption ceremony was held on Friday November 18th, with 13 children placed with their forever home and family; the largest event to date with standing room only. She then commended Judge McKibben for the beautiful ceremony, Ms. Patrice Grier for facilitating the legal paperwork and thanked Ms. Valerie Holmes and her team for their efforts contributing to a wonderful event.

Dr. Nellius then shared on Monday November 14th the FCC and CBC CEO's met with DCF Secretary Mike Carroll in Tampa to discuss the following:

The Equity Allocation Funding Model and the prospect of seeking Legislative support to shift from the current distribution model to a Revenue Estimating funding model: This change would result in DCF submitting the annual census of children served and a per child per disposition cost that would result in increased funding for an increase in children and decrease in funding when the census drops. DCF has hired a consultant to explore the option.

CCWIS changes: which will change the way in which information is integrated into the state information system that would enable outside systems to interact and share data.

The implementation of Group Care standards: This will define the quality, minimum and continuum standards for group homes.

The Legislative Budget Request DCF submitted to the legislature.

DCF and the Governor's position that single CBC agency Special Appropriation requests will be vetoed.

Also discussed was the newly revised Risk Pool application process which is due November 30th. She added 15 CBC's are currently running a deficit and BFP is not one of them.

Dr. Nellius shared; on December 2nd the BFP Leadership Team hosted a Legislative Breakfast with 42 in attendance. Ms. Rich-New said she had an opportunity to share the Agency's mission with County Commissioner Kelly. Mr. Whitten shared Commissioner Kelly, who serves as the Board Chair on the County Commissioners Board of Directors contacted him immediately after the

breakfast to share that he was very impressed with the Agency. Dr. Nellius commended the Leadership Team for hosting a stellar event.

She then shared; the Brevard County Legislative meeting is scheduled to take place on December 16th at 1:00 pm and Mr. Carlson will be presenting. Mr. Smith and a few of the leadership team members will be in attendance for professional development purposes.

Dr. Nellius mentioned the Annual Employee Appreciation Week will be held December 5-9 to recognize staff for their year-long dedication, commitment and hard work. She added the week will end with a holiday luncheon to include a guest speaker Mr. Jack Levine and the recipients for the Linda Marshall Leading Light Award (employee of the year) and Peer Recognition Award will be announced.

Dr. Nellius noted the Holiday Gift drive is underway and currently there is a shortage of gifts. Mr. Carlson shared there are 40 youth between the ages of 12 -19 needing sponsors and anyone interested in sponsoring should contact him.

Dr. Nellius then reported for the first time in 7 years, the DCF Fiscal monitoring will to occur on February 20-23rd.

Dr. Nellius then reminded board members that the next meeting is scheduled on January 26th at the Crown Plaza, A1A, Melbourne with Leigh Holt launching the new 5 year Strategic Planning process in the morning and the annual business meeting is scheduled for the afternoon.

Dr. Nellius ended her report sharing the following events:

Thursday November 17th BFP hosted a Foster Parent recognition event where our long standing foster parents were recognized for their contributions to caring for the children entrusted to our care

Saturday November 19th Ascension Catholic Church sponsored a Thanksgiving luncheon for Foster Parents. There were 104 in attendance.

Saturday December 3rd, BFP hosted a holiday event for foster families with 160 in attendance.

Mr. Smith then asked Ms. Powel to present the C.A.R.E.S. Board Report.

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

Ms. Powell began by reporting Brevard C.A.R.E.S. staff continues to work diligently on reviewing and redrafting Governance Polices and Operating Procedures. She then shared the COA Year 3 Maintenance report was submitted on November 23rd and included the following evidence:

- Rate of Substantiated Grievances for Fiscal Year 2015-16 (rate was 0)
- Days Cash on Hand for Fiscal Year 2015-16 (23 days)
- Rate of Management Retention for Fiscal Year 2015-16 (100% retention)
- Rate of Employee Retention for Fiscal Year 2015-16 (94% retention)
- Average Tenure of All Employees (49 months)

She then shared staff have been preparing for the upcoming December 14th Winter Wonderland event to be held at Brevard C.A.R.E.S, from 3-6 pm with approximately 160 attendees. She then

extended an invitation to the board. She added, in addition to a visit with Santa, the event will feature kid friendly arts and crafts with a light meal. While the children visit with Santa, the parents will secretly be picking up the donated gifts for their children.

Ms. Powell reported on November 23rd, she received notification from the Brevard Homeless Coalition, indicating effective December 1st; the Brevard C.A.R.E.S. Emergency Solution Grant was awarded in the amount of \$40,773. The grant will help to provide housing for the chronic homeless.

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

Financials

Mr. Carlson referred the board to the October 2016 Statement of Revenue and Expenditures and reported that the out of home care YTD is \$103k to the good. Dr. Nellius provided Kudos to Ms. Holmes and her staff for substantially reducing the daily rate without compromising the integrity of care. Ms. Holmes added the focus is to increase capacity for teen homes through specific recruitment and mentor matching events. Mr. Carlson then reported YTD is \$60K to the good.

Mr. Carlson provided an overview on the Wells Fargo investment Statement. He then reviewed the Community Foundation Endowment Statement.

Mr. Smith then asked board members to complete the Affidavit of Good Moral Character form provided and return it to Ms. Blackburn at the end of the meeting.

Mr. Smith then asked Ms. Loftus to discuss the proposed changes to the Risk Mitigation Subcommittee Charter.

Ms. Loftus shared at the last meeting the subcommittee discussed revisions to the charter to include a name change from Risk Mitigation Subcommittee to Risk Management Subcommittee and to remove language with reference to risk appetite which is not applicable to this type of organization. She then shared; questions were raised concerning voting privileges for staff members since there are only two board members on the committee. Ms. Grier added there should be uniformity among all Board Subcommittees' and that it is her understanding that staff are not voting members on any of the other committees'. Mr. Smith added that it is not the expectation to have staff as voting members. Dr. Nellius suggested reviewing the committee structure and membership appointments at the January Annual Business Meeting. The board agreed to add this topic to the January agenda for further discussion.

Mr. Carlson then provided an overview of the annual report and asked board members to let him know if they need hard copies.

Old Business

Mr. Smith reminded the board that the Board Self-Evaluation forms are due December 16, 2016.

Mr. Smith then reminded the board that the annual board retreat and business meeting will be held on Thursday, January 26, 2017 at the Crowne Plaza in Melbourne from 8:30 am to 3:30 pm.

Mr. Smith then asked Ms. Davidson-Cook for a Strategic Plan Update.

Ms. Davidson-Cook addressed Goal 3:

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

Monitor caseloads, performance, and turnover to safeguard continuity of care Strategies. Currently Operation meetings are convened with IMPOWER on a weekly basis.

3d. Integrate services and utilize existing resources to ensure that visitation goals are met, ensuring family engagement and child safety. Meetings are held with BFP, IMPOWER and Eckerd to review and Identify visitation demands which impact case management workload demands to identify more efficient and effective ways to manage it. Continue to monitor progress and step down with Visitation program to ensure openings continue to be available for new referrals.

IMPOWER will identify software/database program to track all activities associated with supervised visitation. Eckerd will report weekly regarding family engagement and stepdown cases.

Public Comments

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

Motion: Mr. Peterson moved to adjourn. This was seconded by Ms. Rich-New and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn
Board Liaison

Approved by the Brevard Family Partnership Board of Directors on January 26, 2017.