

BOARD OF DIRECTORS
JANUARY 23, 2014 BOARD MEETING
MINUTES

Board Members in Attendance: Mr. Stockton Whitten, Board Chair, Mr. Samuel Gutierrez, Board Treasurer Ms. Kathleen Rich New, Mr. Eric Smith, and Ms. Christa Bailey.

Board Members Absent: Mr. Mel Broom, Ms. Brooke Deratany-Goldfarb.

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 Ms. Valerie Holmes, Brevard C.A.R.E.S., Ms. Laura Higginbotham, Devereux, and Ms. Teresa Miles, CHS, Dr. Andrew Schneider-Munoz, NCIE and Mr. William Greenaway, Independent Contractor with the NCIE.

Mr. Whitten opened the meeting and welcomed everyone to the January 23, 2014 Board of Directors meeting.

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

Mr. Whitten 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.

Dr. Nellius then presented Ms. Swartz with a plaque of appreciation as she is leaving BFP to work with the State-wide GAL program. Dr. Nellius shared that Ms. Swartz had made significant contributions to the agency and she greatly relied on her leadership in the legal aspects of the agency's business and that she will be missed. The board gave Ms. Swartz a rousing round of applause. Ms. Swartz addressed the board and shared some information about her new role and indicated she would remain in close contact with the agency. Mr. Whitten stated that Ms. Swartz had done a great job for the agency and commented on her "comedic" comments during the investiture of Judge McKibben earlier in the month.

Mr. Whitten then requested all present to state their names for the record.

Motion: Mr. Gutierrez moved to approve the December 5, 2013 board minutes. This was seconded by Ms. Bailey and the motion was passed unanimously.

Consent Agenda:

The next agenda item was the Board Data Report. Mr. Whitten asked if there were any questions. None were raised and the next item was addressed.

CEO Board Report:

Dr. Nellius then shared that the end of the last calendar year was a wonderful demonstration of the charitable good works within the Brevard community. She cited the outpouring of community support for the holiday gift drive for Brevard's children. She shared that for 2013 with the financial cuts that BFP had to change its holiday gift drive process as we could not manage and coordinate the whole process as we had in the past.

She commented that this year our partners; CHS and Devereux Florida played key roles in soliciting gifts for the children in dependency. She also reported that Brevard C.A.R.E.S. received \$48,000 worth of gifts for those children served by Brevard C.A.R.E.S. Dr. Nellius then provided a retrospective of 2013 and the many critical initiatives many of which were managed concurrently and she commented that her staff did a great job juggling these critical projects. She spoke about the response to the ITN and that while it was due to be concluded in January the contract was not executed until June which impacted not only staff, but the system of care in that required subcontracts could not be signed until the BFP contract was executed. This delayed many important processes. She reported that while the work on the ITN was continuing specifically in terms of negotiations and delays that staff was also deployed on the activities for the COA re-certification process for May 2013. She commented that despite this the agency received another expedited certification from COA. Dr. Nellius also remarked that the National Center for Innovation and Excellence was launched in January 2013 and it is celebrating one full year of operations. She referenced the upcoming National Wraparound Conference scheduled for March 2014 and was excited to report a strong and stellar line up of speakers. Then she spoke about the relationship with the Community Foundation of Brevard and that BFP now has an endowment account established. Dr. Nellius then reminded the board members about the financial impact of a reduction of \$1.9M and that significant actions had to be taken including staff layoffs and the outsourcing of the accounting. She reported that for the first time in the agency's history it was deemed necessary to engage lobbyists to address the significant issues impacting the agency. Dr. Nellius also indicated diversification efforts continue and that she was pleased to report that Brevard C.A.R.E.S. had also achieved its first COA accreditation; also in an expedited manner.

Dr. Nellius then spoke about the current initiatives including the full implementation of the Trauma Informed Care initiative, the Pathways to Excellence protocol, and the impact to the agency as a result of the new requirements in the Independent Living Bill. She also reported that the CBC CEO's had come to consensus on a new equity allocation formula which will be presented to the legislature and she remarked that under this formula that Brevard Family Partnership would gain \$1.9M – the exact amount of the cuts it took. Additionally Dr. Nellius continued, the new Safety Decision Making protocol has been piloted in the South County and next month will be implemented in the Central/North part of the county. Dr. Nellius then spoke about the training at the Georgetown Institute and the presentation she and Valerie Holmes had developed to address the needs of the crossover youth in Brevard. She indicated that the Department of Juvenile Justice has contracted with Georgetown University to implement the Crossover Youth Practice model in Brevard and Seminole Counties. Dr. Nellius continued sharing that the DCF Contract Oversight Monitoring of BFP began on January 6, 2014 and that they are now finishing their review on an electronic basis. As an update to the CMA procurement, Dr. Nellius indicated that the final ranking, after the oral presentations were completed and the combined scores were calculated, resulted in Impower ranking first followed by CHS and Eckerd. She reminded the board that Devereux had withdrawn from the process after the postings of the narrative scores. She commented that Impower had been rated by the review team first in the narrative, first in the oral presentation and this agency had bid on all ten units.

Dr. Nellius spoke about the recent FCFC conference and remarked that BFP was well represented. Ms. Rich New was a speaker, Dr. Robert Cross, a longtime volunteer had been awarded with the Lifetime Achievement Award, Mr. Trenton Miller, one of BFP's youth had been awarded Youth of the Year and Ms. Brenda Smith, a Brevard foster parent had won Foster Parent of the Year award. Dr. Nellius concluded her report indicating that on December 19th the CBC CEO's met with Interim Secretary Jacobo who indicated she would be leaving in May after the legislative session.

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

Ms. Holmes addressed the board and expressed her pleasure regarding the expedited COA accreditation and the specific rankings of the various standards.

She shared that the Brevard C.A.R.E.S. holiday gift drive was very successful and that three (3) agencies participated in these efforts as a result of families who had been served through the program. She indicated that there are continued opportunities to conduct Wraparound training and that this is also very exciting.

NCIE Report:

Dr. Schneider-Munoz addressed the board and stated it was a pleasure to be at the meeting. He shared that the official launch of the Center will take place at the upcoming Wraparound Conference in March and he invited all members to attend. He highlighted several events/venues that he shared with the members including the lunch scheduled on Tuesday which will be a collaborative thought leader café among local and national leaders in Wraparound. He also shared that the Wednesday lunch will include the presentation of Innovation Awards; one recipient from the National Wraparound Initiative and another from South Africa. He then indicated that the event to launch the National Center will be Wednesday at 6:00 PM and he expects 30 of the top national and local leaders to be in attendance. He also remarked on the BFP staff that was helping support the Wrap Conference planning and acknowledged their support after hours. He shared that the Jim Casey Youth Opportunity Initiative has agreed to be a major sponsor of the conference and that they had also agreed to fund the work through the Center for another year. He reported that the Center for the Study of Social Policy would be investing in the Center and that the leader of that organization had decided to attend the entire conference based on the stellar lineup of speakers.

Legislative Report:

Mr. Ropert addressed the board and indicated that we are one month from the beginning of Legislative session. He spoke about the desire on the part of the Governor to obtain \$40M for DCF needs including PI's and additional QA staff. He discussed the extra funding that is needed by the CBC's and specifically the need to garner support for the equity allocation formula. Ultimately, Mr. Ropert reminded the group, that the Legislature will decide where the funds will be invested. Mr. Ropert then spoke about the upcoming Children's Week to be held April 6 – 10 and encouraged the board members to attend. Ms. Rich New inquired as to the activities and responsibilities. Mr. Ropert spoke about the scheduled events and then the legislative meetings where groups attend.

New Business

Financial Report:

Ms. Hensler reviewed the financial statements from December 2013. She stated that per Mr. Whitten's request she would focus on the Statement of Revenue and Expenses. Mr. Hensler spoke about several key areas; payroll, Out-of-Home-Care and Purchased Services. She commented that in the payroll line that BFP has not yet met its budgeted vacancy rate so this remains an area of focus. In purchased services she remarked that Brevard C.A.R.E.S. is one of our providers and due to the increased referrals and services this line is also in deficit. Regarding Out-Of-Home Care she reported a spike in this area. Mr. Gutierrez asked about the spike and it was reported that compared to December 2012 there is a 10% increase. Ms. Hensler also commented on the adoption line and indicated that the actual dollars available that are shown are not all that the agency will receive. She shared that in February 2014 DCF will assess this line and all adoptions will be properly funded. She also spoke about the possibility of obtaining specific funding dollars from other CBC's who will not be in a position to use these funds as they are restricted. The board had no questions and thanked Ms. Hensler for her report.

Board Self-Evaluation:

Mr. Whitten moved to the next agenda item which was the Board Self-Evaluation. He thanked everyone for their participation in the evaluation and indicated that the comments that were most consistent included

the need to grow and expand the board and to focus on the Board's role in development and philanthropy. He expressed that the Board Recruitment Subcommittee is working to expand the board and that he felt the presentation earlier during the Board Retreat was a good beginning to the board role in development and fund raising. He asked if there were comments or discussion and none were expressed.

Slate of Officers:

Mr. Whitten then requested Ms. Randall to present the slate of Officers for the New Year. Ms. Randall shared that the Board Recruitment Subcommittee had met on January 10th to address the upcoming Slate of Officers for presentation to the full board for approval. She referred to the document included in the member's binders and shared that Mr. Whitten had agreed to a one (1) year term as the Board Chair, Mr. Eric Smith is proposed to assume the Vice Chair role for a two (2) year term and that Mr. Gutierrez is proposed to remain in the Treasurer role for another two (2) year term. There was discussion about the possibility of a leave request from Mr. Gutierrez however, he indicated that this request was no longer necessary and that in the event he was unable to attend a meeting it was decided that Mr. Whitten would serve as back up Treasurer.

Motion: Ms. Rich New moved to approve the proposed Slate of Officers. This was seconded by Ms. Bailey and the motion was passed unanimously.

Board Member Terms:

Mr. Whitten requested Ms. Randall to review the terms that were addressed during the subcommittee meeting. Ms. Randall remarked that in addition to the proposed Slate of Officers, it is requested that Mr. Broom remain for one (1) more year which would result in serving six (6) years and she also shared that Ms. Goldfarb, whose first three-year term ended in January had requested to serve one (1) more year. There was no discussion and a motion was not required.

Proposed New Board Members:

Mr. Smith reviewed the two (2) prospective board member candidates with the full board. He spoke about the meeting with Reverend Dan Walker that he and Mr. Gutierrez had conducted. He shared that it was believed he would be a great fit and bring a strong commitment to the agency and those we serve.

Motion: Ms. Rich New moved to approve Reverend Dan Walker as a new board member. This was seconded by Mr. Gutierrez and the motion was passed unanimously. It was noted by Ms. Randall that the subcommittee suggested this member be assigned an initial three (3) year term.

Next Mr. Smith presented Ms. Paula Creed-Smith who he shared met with Judge McKibben and Ms. Goldfarb – neither of whom were present today. He shared their feedback to the subcommittee and indicated they were supportive of her board membership.

Motion: Mr. Gutierrez moved to approve Ms. Creed-Smith as a new board member. This was seconded by Ms. Bailey and the motion was passed unanimously. It was noted by Ms. Randall that the subcommittee suggested this member be assigned an initial three (3) year term.

Proposed Change to GOV-006:

The proposed revisions to this Governance Policy were reviewed by Ms. Randall. She indicated that Board Recruitment Subcommittee elected to propose a change which would permit at the conclusion of a board member's six (6) year term, the option, by mutual agreement between the member and board to remain on the board for additional one (1) year terms.

Motion: Mr. Smith moved to approve the proposed changes to GOV-006. This was seconded by Ms. Rich New and the motion was passed unanimously.

Board Subcommittee For Feasibility Study:

Dr. Nellius spoke about this topic and the need for the board to designate members to participate in the feasibility group with the Promise Board as the two (2) entities explore the concept of creating a more structured relationship. She indicated that she and the BFP Attorney would serve on this subcommittee, but that it was important to have board membership as well. Mr. Smith and Ms. Bailey agreed to participate in this process.

Annual Report:

Mr. Ropert provided draft annual reports to the board members. He shared that the final version would be completed this week. He indicated this would be distributed as an on-line report and through distribution lists rather than printing the document. Mr. Whitten indicated that if members had questions or comments to forward these to Mr. Ropert. It was determined that these would be required by close of business on Monday, January 27, 2014.

Dr. Schneider-Munoz asked to comment on the Promise initiative and wanted to state for the record that he was a member of that Board of Directors.

2014 Board Member Donation:

Dr. Nellius spoke about the board donation form and expressed that she was very grateful to the board members for their time and service to the agency. She indicated that completed forms with contributions can be provided to Ms. Elkins.

Mr. Whitten then requested Mr. Carlson to speak to this month's strategic goal. Mr. Carlson indicated this month's goal involved Case Management and he reviewed the following information:

Goal 3:

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

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

Action Plan:

- 3b. Educate case management staff and increase communication to maintain positive work environment Provide TIC training and lead transformation
- Pathways to Excellence Implementation to improve referrals and outcome reporting
- Provider credentialing training to improve referral process.

Measures: Operations/CEO: Convene a TIC/PYD Summit: June 19th and 20, 2013- Complete

Provide CMA and SOC Partner training on Pathways to Excellence by Oct 2013: In Process

Quarterly CEO/COO Meetings with Case Management: In Process

CEO Meet with Community Alliance Leadership to inform, educate and engage in TIC transformation by June 20, 2013. Met with those available and in process

There were no questions or discussion after this presentation.

Mr. Whitten then asked if there were any public comments. None were expressed.

Motion: Ms. Rich New 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 February 27, 2014 Board of Directors Meeting