

BREVARD FAMILY PARTNERSHIP
BOARD OF DIRECTORS
MARCH 25, 2010 BOARD MEETING
MINUTES

Board Members in Attendance: Mr. William Ryder, Board Chair, Ms. Helen Voltz, Vice Chair, Mr. Stockton Whitten, Treasurer, Mr. Leo Roselip, Ms. Irene Burnett, Judge Kelly McKibben, Ms. Leigh Holt, Mr. Mel Broom and Mr. Sam Gutierrez.

Board Members Absent: None

Others in Attendance: Dr. Patricia Nellius, CEO, Ms. Valerie M. Randall, Chief Personnel and Administrative Officer, Mr. James Carlson, COO, Mr. Chad Carnell, CFO, Ms. Debbie Davidson-Cook, Chief Compliance and Utilization Officer, Mr. Geo Ropert, Communications Consultant. Ms. Linda Marshall, Client Relations Specialist and Ms. Stephanie Strodman, Executive Assistant. Also in attendance were Ms. Carol Deloach, Devereux, Ms. Teresa Miles, CHS, Ms. Michelle Scott, CHS, Ms. Gloria Vines-Wilkinson, Devereux, and Mr. Fletcher Valentine, DCF Contract Manager.

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

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

Motion: Ms. Voltz moved to approve the minutes from the February 25, 2010 meeting with the change identified by Judge McKibben: To amend page two (2) of the minutes from the “subcommittee on Board Development” to “subcommittee on recruitment.” This was seconded by Judge McKibben and the motion was passed unanimously.

Dr. Nellius then addressed the Board to advise them that March is National Social Worker Month. She spoke about the partnership and dedication of the two (2) Case Management Agencies; Children’s Home Society and Devereux Florida since inception of Brevard Family Partnership. Representatives from each Agency were presented with recognition plaques. Ms. Deloach, Ms. Scott and Ms. Miles shared sentiments of appreciation for the recognition as well as for the outstanding relationships that exist between our agencies in support of the children and families we all serve.

The next item was the Consent Agenda which included:

- The Board Report
- The Operations Data Report

Dr. Nellius asked to make a few comments on the Board Report. She expressed appreciation to all those who have been in Tallahassee during the legislative session. She reported that she and Mr. Ropert had conducted an orientation meeting for those who would attend Children’s Week including system consumers. She indicated that constant communication is being maintained with the legislative delegation to keep lines of communication open and have addressed the needs of the IL youth and other priorities. She reported that the most current conforming bill includes carry forward language with a maximum percentage and that we remain hopeful that this will be approved. She also reported on a new pilot program which may become mandated through legislation. This would serve to clarify the roles and responsibilities of DCF, Lead Agencies and others involved in a prevention program. She remarked as BFP has this in place that we would like to serve as the pilot utilizing the Brevard C.A.R.E.S. model.

Ms. Leigh Holt arrived.

Dr. Nellius indicated that representatives from Brevard C.A.R.E.S. and the Innovations Consultant are in Minnesota this week attending a conference and meeting with Search Institute and other potential partners in the replication. It was reported that Search Institute has one of the largest national libraries of innovative programs for replication in the Country and a partnership with them could result in the potential to generate national inquiries. Dr. Nellius then referred to the memo she had sent to board members from OPPAGA.. She summed up the memo and its recommendations.

Further discussion and information took place regarding the Board Chair meeting with Secretary Sheldon and the CEO's local meeting with Assistant Secretary Digre. Mr. Roselip inquired about the section in the Board Report regarding the Eckerd Foundation Pilot. Dr. Nellius responded to this and indicated there is a state wide initiative to reform foster care including identified CBC Lead Agencies. The purpose is to engage the foster parents in more direct involvement with biological parents, to increase the professionalism of the program, and to provide role clarification and marketing. She reported that there is a preliminary meeting on April 15, 2010 with representatives of Eckerd Family Foundation who will provide more information on the model and initiative and that the Board is welcome to attend.

Action Item: Provide the details to the Board Members of the date and time of the meeting. Dr. Nellius verbally shared this information at the meeting that is will be held at the North Care Center on April 15, 2010 beginning at 3:00 PM.

Mr. Ryder spoke about the meeting with the Secretary and shared his sentiments that there will be major financial impact to the youth. He shared the discussion on psychotropic medications and his request to keep the required documentation to a minimum.. He did comment as well that Brevard Family Partnership is already doing this.

Dr. Nellius asked to speak to the specifics of the actions taken so far. She stated that she has established a psychotropic medication panel which would review cases on an annual basis and more frequently for specific criteria and thresholds (age of child, type and number of medications, etc.) in an effort to create internal controls. She continued that in terms of our CPA's there is an expectation that Foster Parents requesting psychological evaluations/psychotropic medications must funnel these requests through our Intake line in order to ensure that the requests can be evaluated and are medically appropriate. She also commented that as a result of the implementation of Mindshare we will be able to do trend analyses on this issue and sort and drill by doctor, child, medications, facility, and other captured data to determine if there are trends of concern which would be addressed.

Mr. Roselip inquired about the Agency role in this process. Dr. Nellius indicated that for children in care, we are essentially the parent/custodian of those children and we are responsible to ensure the care and protection of each child which could include the administration of complex and serious medications.

Motion: Ms. Holt moved to approve the Consent Agenda. This was seconded by Judge McKibben and the motion was passed unanimously.

The next agenda item was New Business.

Judge McKibben reported that the Board subcommittee on Recruitment had met again and that she had specific information and recommendations to present to the full board. She indicated that the By Laws had been amended per the last Board meeting to increase the total size of the Board from 11 to 15 members. A copy of the revised By Laws was provided to each member. She then addressed Board Policy GOV006 which she indicated has been revised to more clearly document the steps in the board member recruitment process.

She reviewed the process with the members and provided a copy of the Prospective Board Member Information Sheet for the members' use. She indicated that she was requesting an approval of the changes to the policy.

Motion: Mr. Roselip moved to approve the new process, the revisions to the Board Policy (GOV006) and the amended By Laws. This was seconded by Ms. Holt and the motion was passed unanimously.

The next item was the distribution of the CEO Annual Performance Evaluation. Ms. Randall requested that the completed forms be returned to her no later than April 10th in preparation for the April Meeting. She indicated that a hard copy of the document was included in the binder and for those who would prefer an electronic copy she would e-mail same.

Action Item: E-mail the Annual Performance Evaluation to all members.

Ms. Davidson-Cook then shared with the Board the 2nd Quarter Risk Management Report. She provided a handout of the presentation to each member and detailed the information.

Ms. Marshall then presented the review of the eight (8) Client Surveys that had been conducted. She provided information about distribution types, numbers sent and received with an overall response rate of 21%. She reviewed the ratings in each survey with the response group from Case Management Agencies and then the responses from the group of consumers. There was discussion on specific areas of the surveys and some of the ratings.

Dr. Nellius made a comment about the rating regarding IL and that the IL youth program has been a challenge since inception. She shared further that we have increased the funding at Crosswinds to provide more attention to the youth. Ms. Holt indicated that during her time in Tallahassee that initially the IL program was slated for a significant financial cut but that stronger voices currently have prevailed which is a positive sign.

Mr. Carnell then addressed the 990 Filing indicating that he was requesting approval from the Board to complete this filing. He referenced the corrections noted at the February meeting regarding the spelling of two (2) items.

Motion: Ms. Burnett moved to approve the filing of the 990. This was seconded by Mr. Roselip and the motion was passed unanimously.

Mr. Carlson then provided an update on the IL Program from the last meeting. He indicated that the expenses paid through December 2009 already equaled those paid for an entire year two (2) years ago. He indicated this is an issue for all Lead Agencies who are required to cover the Road to Independence expenditures. He remarked that from a state perspective this remains a challenge and that other states tend to provide more services opposed to simply cutting checks to the youth in IL. In Brevard County alone 2 years ago there were 42 youth being served in the age group of 13-17; today there are 86. He also shared that there is a 25% decrease in youth exiting the foster care system with employment which further stresses the funds available. It was also shared that the Agency had funded a guidance counselor to work for the youth and that it is hoped this can continue. He spoke about the new education program which had completed two (2) sessions with a third to begin shortly and that ISI had applied for a \$300K grant to fund Operation Full Employment in Brevard County. Dr. Nellius commented that Mr. Carlson is an expert on the IL program and sits on a statewide redesign program.

The next item was the Legislative Update. Mr. Ropert indicated that the current status is not as bad as it was initially and that currently the carry forward language is in proposed legislation with a limitation of 8% cap. The bill also reinstates the ability of Lead Agencies to employ the Grant Writing function.

He also reported there is continuing discussion about requiring the children in prevention programs to be counted in the Agency census. He stated that he felt the "hold harmless" language would not gain traction. He did indicate that in terms of contracting efficiencies that the legislation would serve our Agency well. For those with specific accreditations, the monitoring would be less rigorous and that the "document vault" would be utilized for many items effectively eliminating multiple requests for the same information resulting in less time spent on site during monitoring. Ms. Holt remarked that in her conversations with specific legislators there was information gained that will be helpful to our IL youth aging out of the system and that next year there may be specific language which would permit a youth to remain "in care" until the end of the school year in which they would otherwise be released from care.

Mr. Carnell then provided the Financial Statement and Statement of Financial Position to the members. He reported that the Agency had just made the final payments to Devereux and CHS under the former PEA. He indicated that due to efficiencies we are still able to move allowable funds to cover the continuing deficits in IL and reminded the Board that earlier in the year the Agency had already reallocated significant funds to this line. He reported that otherwise, the Agency is on target to come in ahead of budget and that plans are in place for playful capacity building activities.

Dr. Nellius indicated that during this fiscal year the Agency is not permitted any carry-forward. She indicated that the Strategy Team meets weekly to assess the financial status and to planfully reinvest funds into the system for needed services. She remarked that it is possible that the budget reductions being proposed for the new fiscal year may result in a salary freeze. As such she wanted to enter dialogue with the Board to obtain their feedback on utilizing the approved Incentive Program this fiscal year. She indicated as stated by the CFO in his report, the funds would likely be available and can not be carried forward and given the likelihood of no increases next year, she welcomed the Boards input on proceeding with implementing the Incentive Program during this fiscal year.

Motion: Mr. Roselip moved to add this as an agenda item at the next Board meeting with a presentation. This was seconded by Ms. Voltz and the motion was passed unanimously.

Mr. Carnell then provided information on the fundraising expenses for 09. He provided the members with a document that showed the costs associated with the Grant Writer and the activities as well as the total revenues generated through this effort. Mr. Roselip remarked that he was more interested in the actual "events" and the costs and revenue generated from those. This was detailed as well on the hand out.

Ms. Voltz inquired why the Agency was not successful in receiving more grants. Dr. Nellius responded that the Agency is still very young, at the time was not accredited and was considered a pseudo-governmental agency which is less attractive to donors/grantors in this competitive climate.

Dr. Nellius then addressed Strategic Plan Goal #1 to improve integration in the System of Care. She provided detailed information about recent meetings with Judge Crawford and the 12-page work plan she developed and presented to him. She shared information from her meeting with the CMA partners and indicated that we are working on a single point of contact for all referrals to improve response time. She stated that care managers are now required to provide a chronology of services on each child when in Court and that we are automating Mindshare as the referral process to eliminate faxing. She also reported that she was developing a Best Practices Committee which would work on improving integration and it would include all stakeholders in the System.

Mr. Ryder then spoke about the Managing Entity meeting he attended and shared that the next meeting would take place on April 8, 2010. He spoke about the fact that the boards of these entities would be comprised of 25 members with 12 being providers and wondered why – when this was a conflict with the CBC initiative- this would be good now. Mr. Roselip added that he felt that the current group of providers would be retained to handle this and he did not feel the Agency would have an opportunity to engage.

Dr. Nellius remarked that she had spoken with Peter Digre, John Cooper and a representative from Circles of Care. She shared that it does not appear the Department will be competitively procuring this contract and that within the District there are five (5) providers who offer 87% of the services. She indicated that she questioned how the providers can sit on the boards and monitor themselves. She also questioned why when Lead Agencies are already performing this function the Department would spend additional monies to duplicate other entities. She indicated that she felt it was in the best interest of the community for our agency and Board to offer its support to Circles of Care.

Discussion then took place regarding the timeframe of the meetings and the need for additional time.

Motion: Ms. Voltz moved to extend the Board meeting ending time from 10:00 AM to 10:30 AM. This was seconded by Mr. Broom and the motion was passed unanimously.

Motion: Mr. Broom moved to adjourn the meeting. This was seconded by Judge McKibben and the motion was passed unanimously.

Respectfully submitted,

Valerie M. Randall
Recording Secretary

Approved at the Board of Directors Meeting April 22, 2010