

BOARD OF DIRECTORS  
October 24 BOARD MEETING  
MINUTES

**Board Members in Attendance:** Mr. Stockton Whitten, Board Chair, Judge Kelly McKibben, Board Vice Chair, Ms. Brooke Deratany-Goldfarb, Mr. Eric Smith and Ms. Christa Bailey.

**Board Members Absent:** Mr. Samuel Gutierrez, Board Treasurer Mr. Mel Broom and Ms. Kathleen Rich New.

**Others in Attendance:** Mr. Jim Carlson, COO, Ms. Valerie M. Randall, Chief Personnel & Administrative 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. Teresa Miles, CHS, Ms. Kim Straehla, The Haven, Ms. Sandi Scanelli, the Community Foundation, Ms. Michele Wiersma, CHS, Ms. Laura Higginbotham, Devereux, Mr. Ian Golden, Brevard County and Ms. Debbie Morgan, DCF.

Mr. Whitten opened the meeting and welcomed everyone to the October 24<sup>th</sup> Board of Directors meeting.

**Motion:** Ms. Goldfarb moved to approve the agenda. This was seconded by Judge McKibben 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.

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

**Motion:** Judge McKibben moved to approve the September 26, 2013 board minutes. This was seconded by Ms. Bailey and the motion was passed unanimously.

Mr. Whitten then requested Mr. Carlson to introduce the guests. He thanked Mr. Whitten and shared that three (3) representatives from our system of care were present to provide information about their respective group home facilities. He acknowledged them for the wonderful work they do with our children in care and expressed that the dynamics of this work have changed significantly since transition and that our providers are wonderful examples of the great work being done in the group setting arena. He then asked Mr. Ian Golden, representing Country Acres, to address the board.

Mr. Golden thanked Mr. Carlson and introduced himself as the Director of the Health and Human Services agency with Brevard County. He shared that Country Acres falls under his scope of responsibility in addition to many other programs and activities in support of vulnerable citizens throughout Brevard County. He stated that Country Acres has been in existence since 1970 and that for three (3) years he managed the facility; leading up to the time of transition. He discussed that prior to transition there were many children in out of home care and that based on limited facilities within Brevard that there were many young children staying at Country Acres. He discussed that with privatization there was a shift in the composition of the children many of whom have more complex needs and may also be involved in dependency and delinquency. Mr. Golden also spoke about the programs that have been added to address the need of this population including a therapist and that additional work is being done in preparation for the implementation of the new law affecting Independent Living youth. He shared that for the under 18 aged youth there is a facility with two (2) wings – one for boys and one for girls and that work is being done now on a three bedroom home, also on the property, that will be available for those youth aged 18+ who may be re-entering care based on the changes to the Independent Living law.

He also shared that a full time teacher is on site as a school liaison. The board thanked Mr. Golden for his presentation.

Mr. Carlson then introduced Ms. Kim Straehla with The Haven. Ms. Straehla addressed the board and shared that the Haven began in 1986 as a project of the Junior League. She stated they serve youth up to age 18 and that many of their youth were not successful in foster care and are complex with both behavioral and psychiatric issues. Ms. Straehla shared that one of the major focus areas is engaging these youth in extracurricular activities and group outings so that they are doing many of the same things their peers do. She stated that through Medicaid the Haven contracts with four (4) therapists and they also use tutors. On site she continued, there is full time Occupational Therapist and Speech Pathologist for those with cognitive needs. Among their youth she commented that some attend public school, private school, charter schools and technical schools. She also spoke about the efforts made to introduce the youth to various careers and opportunities by bringing people in to talk and by going on outings to different businesses. She also shared that mentors meet with the older youth – generally four (4) times each month. A question was asked about capacity, and she replied that they are currently at capacity with 31 residents. Mr. Carlson asked about the tele-med program for those with medication needs. Ms. Straehla indicated that this program has been very positive and allows for a quick timeframe to tele-conference with a physician. Ms. Goldfarb inquired as to the split between males and females and it was reported there are six (6) females currently being served at the Haven. As there were no further questions, the board thanked Ms. Straehla for her presentation.

Mr. Carlson then introduced Ms. Michelle Wiersma with the Hacienda Girls Ranch. Ms. Wiersma indicated that the Girls Ranch began operations in 1968 and provides a group home to 12-18 girls. She indicated this is an environment which promotes normalcy and is as least restrictive while ensuring the safety and well-being of the youth. She also spoke about the Transitional Living program which is a 12-18 month program and residents live in a cottage on the same site as the Ranch. This facility is specifically designed for those 18+ who need additional supports/training to become self-sufficient. She shared that the Girls Ranch is often used when prior foster placements have not been successful and that there is a strong focus on creating a “new beginning” and normalcy for these young ladies. She concluded her presentation with a survey completed by 6 of 13 respondents which was a 6-month follow up after the youth left the program and that the initial results are promising. She shared some of the current challenges including human trafficking, the fact that the Transition Living Cottage which has a capacity of eight (8) is generally utilized by the youth turning 18 from the Girls Ranch and few community referrals. She also shared that some youth with cognitive challenges are not eligible for APD but struggle with basic skills. The board thanked Ms. Wiersma for her presentation.

#### Consent Agenda:

Mr. Whitten asked if there were questions or concerns on the Board Data Report. None were expressed and the next agenda item was discussed.

#### CEO Board Report:

As Dr. Nellius was not at the meeting, Mr. Carlson provided information from the CEO Board Report. He began by addressing a recent grant opportunity solicited by Circuit 19 that Brevard C.A.R.E.S. was exploring but that the decision had been made not to proceed with this activity. He then spoke about the recent provider meeting held in Brevard where Mr. Kurt Kelly with the FCFC was a guest and remarked that 35 providers were in attendance. He shared that as a result on that meeting one organization has since joined the FCFC. Mr. Carlson then spoke about the Case Management RFP that had been posted and that responses are due by November 15, 2013. He indicated that the review committee will consist of internal BFP staff as well as local community representation including Libby Donohue with 211, Sandy Briles with Brevard Workforce and Dr. Kim Rogers with Brevard Public Schools. He then reminded the members of the upcoming Walk/Run for Love event at the Church of Viera on November 16<sup>th</sup>.

He remarked that this is the 8<sup>th</sup> annual Walk for Love and the 2<sup>nd</sup> Annual Run for Love. He also expressed appreciation to Mr. Eric Smith for his Title Sponsorship of this event.

Mr. Carlson continued sharing information about the recent Independent Living summit meeting that he and Dr. Nellius attended and shared that new administrative code is required to address what is now in law. He stated that the Rule is not likely to become effective until late Spring or Summer 2014, but that implementation is required January 1, 2014. He continued that the previous evening a meeting was held with the foster parents to address the changes impacting them and that in December meetings will be held with Case Management Agencies to address tasks and expectations. Mr. Carlson then reported on the new provider, Sunshine State, which will begin in April 2014 and will address both the behavioral and medical needs of our youth in care. He shared that the current Magellan contract will expire in December 2013 which addressed behavioral health only. He stated that a transition plan will be required as well as funding sought. He also commented that with the Sunshine State program there is an administrative fee for each youth active and enrolled in Medicaid. He updated the members that 700 of our youth are currently covered by Medicaid and that we are working on 120 more to identify if these youth are also eligible. He then shared that a Mass Adoption event will take place on November 22 at 11:00 AM. He gave kudos to Ms. Swartz and the adoption workers for excellent work in this regard and Ms. Swartz responded that there is a sibling group of six (6) that is planned for the mass adoption. Mr. Carlson then referred the members to the Executive Summary of the Georgetown Institute to provide an overview of the program that Dr. Nellius and Ms. Holmes are attending. He shared that the intent is to set up a model for Brevard' System of Care for cross over youth and that there are seven (7) other models in the state. He then referenced the letter also included in the binder regarding the liquidated damages. He requested Ms. Swartz to address this and she commented that she has been a participant in what is called the A1 team to address language and provisions in the standard DCF contract and that there has been strong discussion and opposing views in terms of "penalty" provisions – which is required under Statute and "liquidated damages" which is not.

### Legislative Report

Mr. Ropert indicated that monthly legislative meetings will take place until January when the pace will increase in anticipation of March when the legislative session begins. He discussed Children's Week and that it will be important for other voices to be heard at that time and invited any interested board member to contact him if they wish to participate this year. Mr. Ropert also spoke about recent meetings with Representative Hudson which was set up by Representative Crisafulli and that this served as a positive opportunity to discuss funding and the various equity formulae being considered. He also shared that there has been some negative impact from another meeting with input from one Judge and a small contingent which seems to be advocating to revert to the former child welfare system. He also shared that Representative Workman will not be able to work on the Chapter 409 rewrite since he has been appointed as the Chair of the Tax & Finance committee.

Mr. Carlson mentioned that the September scorecard (in the member's binders) for the first time does not rank the CBC's but groups them by regions. He shared that in the old method, ranking by performance, that BFP would have ranked 3<sup>rd</sup>.

### New Business:

### Financial Report:

Ms. Hensler reviewed the financial statements from September 2013. She indicated that the first page was the letter from James Moore which is standard and will be included in each monthly report. She reviewed the Statement of Financial Position and the Statement of Activities and Changes in Net Assets. She remarked that there is a deficit in the year to date net assets that she believes this has to do with some potential issues with salary allocations. She shared that she will be meeting with the James Moore staff to review this discrepancy to solve it.

She reported that the Statement of Cash flow is static as this is our monthly contract amount and that the Statement of Activities is a functional breakdown of expenses according to the OCA. She reported that the YTD administrative overhead is at 3.46%.

In terms of the Statement of Revenue and Expenditures she reported that in order to meet the budget we projected a 3.5% vacancy rate for BFP and that we have not yet achieved that. She shared that previously this element of the budget was not included in the financial statements but it is now and that approximately \$23,000 of the deficit identified earlier is attributable to this. The balance of \$18,000 she believes has to do with the salary allocation which she will be addressing with James Moore. She also indicated that the non-governmental funds are not included in these financials. The next report was the Statement of Activities and Changes in Net Assets by Period. There were no questions. Mr. Whitten thanked Ms. Hensler for the report and indicated that the most valuable report for him was the budget to actual and would request that this statement be reviewed in detail in future meetings.

### Donor Relations Executive Summary

Ms. Rita Elkins then addressed the board and reviewed the Executive Summary – Development 2013 with the board members. She discussed the key activities and accomplishments for 2013 including the number of grant opportunities evaluated, the number responded to and those that were awarded. She informed the board members that the 20-year 2013-2023 Development Plan is available on the board portal.

The next document Ms. Elkins reviewed was the Summary Recommendations – 2013 – 2023 Development Plan. She reviewed the document in the member's binders including a new cloud-based donor software program called Boomerang that has been purchased and that the plan is to update this with current donor information in November with an effective date of use to begin December 1, 2013. Ms. Elkins spoke about the annual percentage of donor losses and that donor maintenance –specifically donor appreciation is a critical focus in order to minimize the trend of donor losses. She discussed fundraising activities and tailoring these to specific age-demographic groups. She then reviewed the priorities. Next Ms. Elkins introduced Ms. Sandi Scanelli, President and CEO of the Community Foundation.

Ms. Scanelli addressed the board and thanked the board for having her today. She discussed the Endowment Fund that she planned to elaborate on and shared that the Community Foundation is a separate 501(c)(3) organization which belongs to a state-wide agency of similar organizations. Ms. Scanelli discussed the wealth statistics in Florida and specifically in Brevard County and the projected opportunities for wealth distribution including donations to charitable organizations. She shared that the goal of the Endowment Fund is to access 5% of the estate funds in the community for its member organizations. She also indicated that a major campaign is set to kick off November 1, 2013 including newspaper articles and radio spots to garner interest in the Community Foundation Endowment Fund. Ms. Scanelli also shared that she has made many presentation including one to an Estate Planning organization and one to Morgan Stanley and that she will be making additional presentations to appropriate groups and associations to elicit interest and support of the Endowment Fund with Community Foundation. Ms. Elkins thanked Ms. Scanelli and shared with the board that the document titled Summary Recommendations needed to be reviewed and a motion would be required in order to move forward with becoming a member organization of the foundation as a member of the Endowment Fund. There was discussion on the membership, the language and subsequent contract required and the required oversight of this document. It was recommended that the Staff Attorney review the document.

**Motion:** Ms. Goldfarb moved to approve the Summary Recommendations. This was seconded by Mr. Smith and the motion passed unanimously.

The board then addressed the Community Foundation decision.

Ms. Goldfarb inquired about the fees associated and Ms. Scanelli responded that there is a 1% management fee and a .4% annual investment fee. Ms. Goldfarb then inquired as the makeup of the Community Foundation Board. Ms. Scanelli shared that board members are CPA's and attorneys primarily with representation from Merrill Lynch, Bank First and Northwestern Mutual among others.

**Motion:** Ms. Goldfarb moved to approve substantially the following terms to be entered into a contract with Community Foundation for Brevard:

- to establish an endowed Fund for unrestricted use by BFP that supports the mission of Brevard Family Partnership including operating costs, direct and indirect services, and/or capital expenditures
- to be named Brevard Family Partnership Foundation Fund
- to be built and distributions suspended until it reaches \$100,000; thereafter to protect the principal, and make annual distributions in accordance with a spending plan to be presented in the annual budget for BFP Board approval to be invested in CFB's pooled fund
- to require the recommendation/request of the Brevard Family Partnership Finance Director for any and all unusual distributions, having met approval by a 2/3 majority of the BFP Board
- In the event that the organization loses its charitable tax status, ceases to operate, merges with another organization, or substantially changes its mission, Fund succession should go to a field of interest fund serving children in need and their families, from which grants will be made annually to organizations and projects that best reflect Brevard Family Partnership's original mission.

This was seconded by Ms. Bailey and the motion passed unanimously.

It was decided by the board that the final approval be given by the board and it was also suggested by Ms. Scanelli that it be signed by the Board. As time is of the essence, it was also decided that the final contract would be provided to the board members with a five (5) day review period to respond with any questions, concerns or changes. Ms. Randall suggested that in this event, once the five (5) day period expired that the document could be executed by Mr. Whitten.

Mr. Whitten then announced the resignation of Officer Michael Cadore. He expressed that the requisite thank you letter had been sent and that with his new responsibilities with Eastern Florida State College it was a challenge for him to have the time to attend regularly.

The next item addressed a letter sent to Mr. Whitten by the Board Chair of Promise. Mr. Whitten asked Ms. Swartz to provide an update on this. Ms. Swartz indicated that she and Dr. Nellius has attended the October 21, 2013 Promise board meeting and that they wish to begin to meet with the BFP board to explore the feasibility of a relationship with Brevard Family Partnership beyond the current administrative services agreement.

**Motion:** Ms. Goldfarb moved to proceed with a feasibility exploration process to ascertain whether or not there is a desire on both parts to proceed. This was seconded by Ms. Bailey and the motion passed unanimously

Mr. Carlson then addressed the next strategic goal;

Goal 2:

- QUALITY ASSURANCE – Collect and use data and research to forecast needs and to improve services

Objective:

- Maintain strong emphasis on evidence based practices and performance measures for QA/QI

Strategy:

2c. Ensure local, state, and national standards are met and/or exceeded including Council on Accreditation

Action Plan:

- COA Recertification 2013
- Create annual Strategic work plan

He spoke about the quality assurance process and practices within Brevard Family Partnership including a strong group of QA staff who reviews a number of cases quarterly using the standard tool. He reported that trainings are developed based on the roll up of data to address areas of need and improvement.

Mr. Whitten inquired if there were any public comments and none were expressed.

Having no further business Mr. Whitten adjourned the meeting.

Respectfully Submitted,

Valerie M. Randall  
Recording Secretary

Approved at December 5, 2013 Board of Directors Meeting