

BOARD OF DIRECTORS  
September 22, 2016 Board Meeting  
Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Dr. Greg Howes, Vice Chair, Mr. Stockton Whitten, 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:** Ms. Laurie Anna Blackburn, Board Liaison, Ms. Valerie Holmes, Ms. Debbie Davidson-Cook, Mr. Bill Bucher, Mr. Jim Carlson, Ms. Phebe Powell, Brevard C.A.R.E.S, Ms. Amy Hammett, DCF, Ms. Ana Baznik, IMPOWER, Ms. Patrice Grier, Mr. Tracy Little, Ms. Cassie Bennett, Ms. Patrice Grier, Kristin Pirozzi, Brevard C.A.R.E.S., Judge Kelly McKibben.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the September 22, 2016 Board of Directors meeting. He then asked all to state their names for the record.

**Motion:** Mr. Peterson moved to approve the September 22, 2016 agenda. This was seconded by Ms. Rich-New 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.

In the absence of Judge McKibben and Mr. Little, Mr. Smith asked Ms. Holmes to introduce the leadership team.

Ms. Holmes began by sharing that the leadership team was formed several years back to provide leadership experience and growth opportunities to staff who are not in leadership roles. She then shared the 2016-2017 leadership team has been given the charge to engage, educate and increase community awareness about Brevard Family Partnership and Brevard C.A.R.E.S. Ms. Holmes then asked Ms. Bennett to introduce her team. Ms. Bennett, Leadership Team Chair, began by introducing members that were present: Ms. Grier, Vice Chair and Ms. Pirozzi. She then named members who were not present: Mr. Chris Goncalo, Secretary, Ms. Heather Howlett, Ms. Susan Rushin, Ms. Jessica Simmons, Ms. Bridget LeBoeuf, and Ms. Shawna Mascarenhas. Ms. Bennett then shared the former leadership team assigned a charge to engage, educate the community and increase awareness about what Brevard Family Partnership and Brevard C.A.R.E.S. does for the community. She then shared the team has hosted and attended community events such as Expos, Health & Wellness Fairs and community gatherings to reach potential new volunteers and foster parents. In addition, on September 19<sup>th</sup> the team along with BFP, Brevard C.A.R.E.S, DCF and IMPOWER staff provided a PowerPoint presentation on Brevard's System of Care to the School Board. Ms. Bennett reported, to date there have been 108 face to face contacts and 41 have registered to receive the BFP monthly newsletter. She went on to share the leadership team is organizing a legislative breakfast titled:

“Vote for Brevard’s Children” on December 2, 2016, to include Youth, adoptive and foster families, and legislators who will speak about their position on the current child welfare system.

She concluded her overview sharing the team participates in other initiatives such as visiting the care centers to ensure that visitation rooms are sanitary, toys are safe and clean, and creating a warm and welcoming lobby at all 4 sites. The board applauded Ms. Bennett and thanked her for sharing the Leadership team’s initiatives.

Mr. Smith welcomed Judge McKibben and asked Ms. Holmes to provide an introduction.

Ms. Holmes welcomed and thanked Judge McKibben for attending the Board of Directors meeting. She then shared Judge McKibben was a former board member before her appointment to the dependency court bench. Ms. Holmes then congratulated Judge McKibben for receiving the prestigious William E. Gladstone award presented to her at the 2016 Child Protection Summit for her exemplary work and dedication to improving the lives of children and families in Brevard County. Ms. Holmes ended her introduction sharing the Judge has been working on initiatives such as the dependency drug court, restored mediation in Brevard, and the upcoming reunification celebration.

Judge McKibben thanked the board for inviting her to share updates on the dependency court and acknowledged the new members and members she formerly served with. She shared it was an honor to be among the nominees in honor of Judge Gladstone and all of the work he did in the juvenile division. She then acknowledged and thanked staff for all of their hard work and support that led to her receiving the award.

Judge McKibben began her report by sharing removals have increased significantly in Brevard County and statewide. She then spoke about the large caseloads, the inaccurate, incomplete and late reports submitted by case management; in part she attributes this to the high staff turnover. She then shared she had the opportunity to visit the care centers to give the PI’s and case management staff an opportunity to meet her in a less formal environment outside of the courtroom and she believes it went very well.

Judge McKibben then spoke about her decision to reinstate drug court due to the high number of substance abuse cases. The program is intended to provide intense oversight for parents to receive substance abuse treatment with court convening’s every two weeks. She added, although referrals are lower than she expected, the program is a success; they just held their first graduation from drug court.

She then shared the first reunification ceremony is scheduled for October 7<sup>th</sup> at 3:00, with Mr. Robin Fischer as the guest speaker. She is looking forward to celebrating with families who have overcome their difficulties and she invited board members to attend.

Judge McKibben then shared the court hosts adoption ceremonies twice a year and the next one is scheduled for Friday, November 18<sup>th</sup> at 11:30 at the Viera Courthouse, Courtroom 3D. She then encouraged board members to attend. She added uniting children with their forever families is a heartwarming event that all should experience.

She concluded by sharing she will remain in the dependency division until July 2017 at which time the Chief Judge will make his election to the Dependency Court Bench.

Judge McKibben noted she saw Mr. Smith at one of her court sessions. Mr. Smith shared he attended a session as part of his Guardian Ad Litem training. Mr. Smith added it was an enlightening experience to witness the fast pace and efficient process and recommends others to attend. Judge McKibben then provided an overview of the process and added some days the docket may include between 35 to 50 cases and her decisions are based on the input she receives from the family, Case Management staff, DCF, Guardian Ad Litem, Attorney Ad Litem, etc. She then asked if there were any questions and none were expressed. The board thanked Judge McKibben for her update.

**Motion:** Mr. Peterson moved to approve the August 25, 2016 minutes. This was seconded Ms. Betting and the motion passed unanimously.

### Consent Agenda

Mr. Bucher presented the format for the newly designed Board Data Report to include the DCF contract performance measures, CBC quarterly scorecard measures, and census information.

Mr. Smith asked if all performance measures under the DCF contract are reported. Mr. Bucher confirmed all performance measures are reflected in the report and the items reported on the scorecard are not contractually required.

Mr. Bucher confirmed that the scorecard was not directly tied to the risk pool funding or used by DCF for additional funding allocations; it is used primarily to compare and measure CBC's system of care performance across the state.

Mr. Bucher then explained the data pertaining to the rate of Abuse and Neglect per day is currently under review and he will explain the data source analysis at the next board meeting.

Mr. Bucher indicated to Ms. Wright that he will adjust the target measure #8 on page two.

Mr. Bucher will clarify the target for up or down trends on the next report.

**Motion:** Ms. Rich-New moved to adopt the newly designed Board Data Report. This was seconded by Ms. Loftus and the motion passed unanimously.

Mr. Smith moved to staff recognitions.

Ms. Holmes congratulated Mr. Little for his 11 years of outstanding service to the agency. She then shared Mr. Little was the first Care Coordinator when Brevard C.A.R.E.S implemented their pilot program in 2005, he is the primary trainer with the Substance Abuse and Mental Health (SAMH) office and trains across the community of practice state wide, he currently trains all the new Wraparound Practitioners and provides coaching and mentoring, and he is also one of the trainers for the NCFIE. Ms. Holmes thanked him for a job well done, and presented him with his service award. Mr. Smith shared that he and his wife have had the wonderful opportunity to speak with Mr. Little on numerous occasions and they find him to be an absolute delight to

speaking with. He then commended him for his many years of commitment and dedication to the agency.

### CEO Board Report

Ms. Holmes reported the agency has been working on the second COA accreditation which will include the addition of child placement agency and licensing functions. The site visit is scheduled in June 2017.

Ms. Holmes shared staff have been working diligently to reduce the daily out of home care rate and she was pleased to report the rate has reduced on an average to \$14,162 per day through August 31, 2016 with a reduction of \$ 2,038 below the daily budget.

Ms. Holmes then reported plans are underway to prepare the new Strategic Plan and Ms. Leigh Holt has been contacted to facilitate the new 5 year planning process.

She then shared Mr. Carlson, Ms. Holmes, Ms. Dixie Sansom and Dr. Nellius met with Congressman Posey and his Director of Community Relations, Mr. Patrick Gavin to present the C.A.R.E.S. program model replication and to gain his support in Washington as a viable option for the implementation of the new funding changes related to The Family First Prevention Services Act and the Federal Finance Reform.

She then thanked Mr. Smith for facilitating a generous \$5,000 contribution from the Melbourne Beach Rotary and for his support of the agency.

Ms. Holmes shared the subcommittee Chairs will be providing a status report later on in the agenda.

Ms. Holmes asked if there were any questions before she moved on to the NCFIE Board report. None were expressed.

### NCFIE Board Report

Ms. Holmes began her report sharing that Dr. John VanDenBerg has accepted a seat on the NCFIE Board of Directors and he will bring national recognition for his expertise in Wraparound.

She then shared the NCFIE Business Plan for 2016-17 has been drafted and will be presented at the next BFP Board of Directors meeting.

She then reviewed the annual training calendar sharing that preparations for the November class have begun with 7 students enrolled to date.

She then reported surveys from the last three Wraparound Conferences are under review to better plan the timing and venue to increase attendance and avoid competing with other conferences.

Ms. Holmes ended by sharing the current initiatives includes strategic planning to expand and diversify revenue streams and to increase board capacity. Ms. Rich-New shared attendees who participated in a similar conference held just the week before found the NCFIE conference to be

better organized and she attributes the success to Board Members who are industry experts were the workshop facilitators.

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

Ms. Powell reported Brevard C.A.R.E.S. continues to work through the COA re-accreditation process and thanked Ms. Davidson-Cook and her team for their assistance with reviewing policies. She added next month the C.A.R.E.S. board will begin to review the Governance Policies and expects to have them completed by January.

Ms. Powell then shared during the first half of the year caseloads increased due to the high volume of referrals and case closure lag time. With the implementation of the new eligibility process in June, staff are better able to focus on case closure reducing the backlog from 95 at the same time last year to an average of 28 reported this month. Ms. Powell then reported on the case assessment and case closing process for prevention and diversion.

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

### Financials

Mr. Carlson referred the board to the 2 month summary of Revenue and Expenditures and reported a glitch in the accounting software prevented completion of the financial statements. He will have them loaded to the portal once available. He then provided an overview of the variances in the AB and C accounts for the months of July and August.

There were discussions on the criteria for the use of AB and C funds.

Mr. Smith then reminded the board the Governance policies presented today have been posted to the portal for the last month and he is seeking a blanket motion to approve GOV017, GOV019, GOV202, GOV204, GOV205, and GOV207.

**Motion:** Mr. Peterson moved to approve Governance Policies GOV017 – Environmental, GOV019 – Election of Officers, GOV202 – Internal Controls, GOV204 – Investment Management, GOV205 – Fund Raising Management, and GOV207 – Budget. This was seconded Mr. Whitten and the motion passed unanimously.

Mr. Smith then thanked board members for taking the time to review policies in advance of the meeting.

Mr. Smith then reported Ms. Goldfarb has resigned from the BFP board and he thanked her for her many years of dedication and commitment serving on the board.

Mr. Smith then asked for Ms. Wright to provide an update on the Board of Directors Marketing Subcommittee.

### Old Business

Ms. Wright reported the Marketing Subcommittee has met many times over the last several months and through a process have identified foster parent recruitment as a priority need.

Foster Parents were invited to a convening to share their experiences and what motivated them to become Foster Parents. She shared it was evident from their responses the need to reach out to the faith based community. The committee then met with the BFP recruitment team to gain an understanding of their current recruitment efforts to religious organizations and to discuss the types of tools they would need to develop a standardized marketing and recruitment approach specifically targeting the faith based community. Ms. Holmes added a former foster youth will be helping to recruit foster homes specifically for the teen population. Ms. Betting shared she was very impressed with the recruitment team and their outreach efforts.

Mr. Smith then asked Ms. Long to provide a status update on the Board of Directors Civic and Donor Engagement Subcommittee.

Ms. Long reported the Gala Committee is now meeting every two weeks with a focus on getting sponsors for the Lip-sync event scheduled on October 29th. Mr. Carlson shared the sponsorships are lower than they were last year at this time and every effort is made to get the sponsorship packages distributed. He added the performers are a diverse group this year and anyone wishing to perform is welcome.

Mr. Smith then asked Ms. Loftus to provide a status update on the Board of Directors Risk Mitigation Subcommittee.

Ms. Loftus reported the Risk Mitigation Subcommittee met for the first time in August, reviewed the Charter and the risk management data provided by the BFP staff. Ms. Loftus commended the staff for their expertise. The staff performed a risk analysis and identified the risk, categorized the level of the risk and the impact to the agency if they were to occur.

Mr. Smith shared that the donor donation forms were edited to reflect both personal contributions and the Board's commitment. He then asked board members to complete the form with a contribution of any amount and spoke about the importance for full board member participation with annual pledges and how that will qualify the agency for certain funding opportunities.

Mr. Smith then asked Ms. Davidson-Cook to share her report on Quality Assurance.

Ms. Davidson-Cook shared the COA accreditation process for Board Members who are new to the standard practice.

Ms. Davidson-Cook then reviewed Strategic Plan Goal 2:

Goal 2: QUALITY ASSURANCE – Collect and use data and research to forecast needs and to improve services

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

2a. Optimize best practices/evidence based practices in the community to improve quality of services

Requests for proposals to continue to request evidence based models for services identified in our SOC. Include evidenced based modalities in the service guide and update regularly. Continue to emphasize evidenced based models in RFPs when procuring programs and services.

- 1) A revised Service Guide will be updated to include Evidence Based services
- 2) Ensure 100 percent of provider progress notes are entered for 3rd party referrals.
- 3) Continue to ensure procurements include requirements for evidenced based models.  
Continue to engage Provider Network in increasing evidenced based services into their continuum.

Ms. Rich-New shared the U.S. is shifting to evidence based programs.

#### Public Comments

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

He then asked for a motion to adjourn.

**Motion:** Mr. Peterson moved to adjourn. This was seconded by Ms. Betting and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved at the October 27, 2016 Brevard Family Partnership Board of Directors Meeting.