



BOARD OF DIRECTORS
December 7, 2017 Board Meeting
Minutes

Attendees: Mr. Eric Smith, Board Chair, Dr. Greg Howes, Board Vice Chair, Ms. Kathleen Rich-New, Ms. Barb Loftus, Ms. Catherine Wright and Ms. Ruth Long.

Attendees by Phone:

Members Absent: Mr. Stockton Whitten, Board Treasurer, Ms. Andrea Betting, Mr. Mark Peterson

Others in Attendance: Ms. Valerie Holmes, BFP Executive Director, Ms. Laurie Anna Blackburn, Board Liaison, Mr. James Carlson, Interim CEO, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Ms. Phebe Powell, CARES Executive Director, Mr. Bill Bucher, Family Allies Executive Director, Dr. Patricia Nellius, Consultant, Ms. Deborah Buza, Gala Committee Member, Ms. Enie Wendell, Gala Committee Member, Ms. Malak Hamad, Gala Committee Member, Ms. Madison Conradis, Gala Committee Member, Ms. Amy Hammett, DCF, Ms. Amy Moseley, BFP, Ms. Isabel Velasquez, IMPOWER, Ms. Melissa Breckenridge, BFP Ms. Patrice Grier, BFP.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the December 7, 2017 BFP Board of Directors Meeting. He then asked all to state their names for the record.

Motion: Ms. Kathleen Rich-New moved to approve the December 7, 2017 Draft Agenda. This was seconded by Ms. Loftus and the motion passed unanimously.

Mr. Smith then reminded members that if anyone had a real or perceived conflict of interest to please complete the Conflict of Interest form (available at the meeting). None were submitted.

Ms. Breckenridge shared a video of Ms. Wright's performance at the Gala.

Mr. Smith then asked Mr. Carlson to introduce the Gala Committee Guests. Mr. Carlson commended Ms. Buza, Ms. Wendell, Ms. Hamad, Ms. Conradis, along with BFP staff Ms. Breckenridge, Ms. Mathews and Ms. Finely for their continued efforts in making the Lip Sync Gala a success and an annual signature event. He presented Ms. Buza, Ms. Wendell, Ms. Hamad, and Ms. Conradis with a token of appreciation and pictures were taken.

Motion: Ms. Loftus moved to approve the October 26, 2017 Board Meeting Minutes. This was seconded by Ms. Wright and the motion passed unanimously.

Consent Agenda

Motion: Dr. Howes moved to approve the Board Data Report. This was seconded by Ms. Rich-New and the motion passed unanimously.

BFP Executive Director Report

Ms. Holmes was pleased to report that the Together in Partnership (TIP) Resolution was reviewed at the County Board of County Commissioner's Meeting and Board Members unanimously voted to extend the



resolution for one year through December 2018, and expects to extend the date if The Children's Services Council of Brevard County (CSCBC) does not pass the November 2018 referendum ballot. Should the ballot pass, funding will begin in November 2019, just after the Title IV-E waiver expires.

Ms. Holmes shared the latest TIP initiative is the formation of The Brevard County Opioid Task Force with community partners and law enforcement serving on the panel to discuss the Opioid epidemic.

Ms. Holmes reported that Mr. Mark Broms, the Executive Director of the Brevard Homeless Coalition has offered 25 Preferential Housing Choice Vouchers for families who have been newly reunified and 25 for youth who are transitioning out of foster care. Ms. Holmes will be meeting with Mr. Broms to review the draft protocol and prioritization; if approved, funding could begin as soon as January.

Ms. Holmes then shared representatives from BFP, DJJ, Family Allies, the Brevard Youth Leadership Academy Convener, Angela Oliver Burgess, Brevard Public Schools, DJJ and youth representatives were invited by The Center for the Study of Social Policy to participate in the Youth Thrive Convening in Clearwater. The team will present a Gallery Walk Story Board that will entail pictures, graphs, data, quotes, and a narrative that tells the BFP Youth Thrive story.

Ms. Holmes was pleased to report that BFP was named as one of the top 3 finalists for the Florida Power of Light and Community Star Award known as the People's Choice Award in honor of the stellar work of non-profits.

Ms. Holmes commended the Adoptions Team for their outstanding efforts in adoption finalizations. She then shared BFP will be adding another adoptions coordinator to the team in January.

Ms. Holmes then state that the Holiday Gift Drive is well underway and Gift collections began the first week of December. She was pleased to report new donor participation has increased this year to include: Harris Family Medical Center, Artemis and Justice Works.

Ms. Holmes spoke about Employee Appreciation Week and the activities that will take place the week of December 12th.

She then shared The Florida Coalition for Children (FCC) requested that BFP Client Relations Specialist, Ms. Silvia Perez, and caregiver Ms. Carol Fowler attend the Rally in Tally to present to the Senate Children, Families and Elder Affairs (CFEA) Committee Hearing on Kinship Care in Florida. It was a wonderful opportunity to share an overview on the supports in place for relative and non-relative caregivers and in support of Senate Bill 590; provides funding for kinship care.

Ms. Holmes concluded her report by sharing the COA peer reviewers completed their audit and provided the agency with positive accolades on our system of care and the final report will be issued within a week. She thanked Mr. Smith and Ms. Loftus for participating in the board interview.

Ms. Holmes then responded to an inquiry concerning the adoption success rate; she attributes the achievement to the timely submissions of home studies, the new Judiciary, finalizing older cases, and the outstanding work from the adoption team consisting of 3 specialists, one of which is a supervisor and one is a recruiter.

NCFIE Board Report

Mr. Carlson reported the onsite Volusia/Flagler C.A.R.E.S. replication training took place in November.

He then shared the Sikamore Group and BFP have been working to finalize the NEWCO agreement to develop the data collection system and begin marketing the C.A.R.E.S replication program. The NEWCO will collect the revenue and handle disbursements. Dr. Nellius added; to date there have been 4 joint leadership planning calls and a 3.5 day intensive training with the subcontractor staff called the House Next Door staff who will be implementing the pilot. She stated that Volusia/Flagler has been positive and responsive to areas where they will need to adapt to the fidelity of the CARES Model on the front end of the system. She referenced her NCFIE report for further details.

Dr. Nellius was pleased to announce that she was contacted by Erie County New York, who runs child welfare and they just launched an initiative for prevention services; their model looks similar to CARES. Community Connections (CCNY) is the lead agency for the county who administers all the quality; financial oversight and training for all county run agencies. CCNY is looking to cost share with the county to contract with NCFIE for consultation, technical assistance and training. Dr. Nellius then shared she has prepared a preliminary proposal to be reviewed by Ms. Holmes, Mr. Little and Mr. Carlson for submission to CCNY by Tuesday, December 12, 2017.

Ms. Loftus asked whether there has been any resolution addressing the issue where Agencies are including the CARES Model in their proposals without advance communication with The NCFIE. Dr. Nellius explained that this has been addressed with the NCFIE board members who are the pioneers in Wraparound and reported they too have experienced this trend back in the early 1990's. Dr. Nellius plans to draft a policy as an attachment to the CARES Replication Model, amend the materials posted to the California Evidence Based Clearinghouse (CEBC) to include the specific criteria and protocol when selecting the CARES program, along with scaling the program to meet the need outside of the fidelity to the replication model. In addition, an internal operating agreement will be developed to use when The NCFIE is contacted by an Agency interested in the program.

Ms. Holmes shared that NCFIE is working with AMI to offer 21 CEU's to students attending the January 2018 certification training which will attract licensed clinicians and therapists. She added she is also looking into credentialing first BFP, then the Family of Agencies to offer CEU's through an application process with CE Broker of Florida.

Brevard C.A.R.E.S.

Ms. Powell was pleased to report Brevard C.A.R.E.S. received notice of an expedited COA Accreditation.

Ms. Powell then spoke about the reconciliation process and shared during the year-end review, an invoice in the amount of \$7,000 was submitted to a provider and not paid. She then shared she is working with the provider under the current contract to implement payment strategies and cost saving measures. In addition, internal controls have been set up to ensure Finance is preparing monthly reports showing the amounts invoiced and amounts received to avoid further substantial discrepancies.

Ms. Powell then shared Brevard C.A.R.E.S. launched the Parenting with Love and Limits (PLL) program designed for youth who exhibit behavioral or mental health issues whereby permanency is delayed or they are a high risk of coming into care. She then explained that staff went through an intensive training and together with a selected family they participated in a two day community training/presentation and demonstration held on November 14th. Ms. Powell then described the group participants and how the group facilitated the demonstration. Dr. Nellius then provided an overview of the PLL program concepts.

Ms. Powell then shared Brevard C.A.R.E.S. continues to look for opportunities for Open Table and meetings have been scheduled to discuss ways to implement the program within the community to support youth aging out of foster care.

Ms. Powell reported that Brevard C.A.R.E.S. continues to explore ways to diversify funding to prepare for the IV-E Waiver expiring, i.e. Emergency Solutions Grant, Head Start Grant, Housing for the Homeless, and Medicaid Billing for approved wraparound services.

Ms. Powell then spoke about the post adoption coordination process and shared the Post Adoption Coordinator attends the adoption ceremonies to ensure the adoptive parents are aware of the post adoption support services.

Ms. Powell shared she attended the Rally in Tally, met with representative and senators and the request for additional funding for the second phase of the Volusia/Flagler implementation has been submitted.

Ms. Rich-New asked about the decrease in the number of children in prevention and families served as reported on the C.A.R.E.S. Data Report. Ms. Powell indicated the decrease is due to the eligibility criteria change in June 2017. She noted that those children and families transitioned from wraparound services to targeted case management.

Family Allies Board Report

Mr. Bucher began by sharing the current class is scheduled to test this week and the graduation is planned for December 13th. He then recapped the series of events arranged for alumni during graduation week. He expects the next class of 10-12 to start in the 2nd week of January 2018.

Mr. Bucher reported Family Allies (FA) continues to operate under budget and attributes this in part to reducing overtime.

Mr. Bucher reported FA's met the target for children exiting to a permanent home within 12 months of entering OHC for the first quarter (July – September). FA's self-identified target was 48%, which is approximately 18% higher than the federal / state target of 40.5%. Performance in July was 48%; August was 63.6%; and September was 45%. For the Quarter, 52.5% - representing a 286% increase in performance from Q1 last fiscal year (18.3%). He then shared FA's has achieved 47.2% for Q2 (as of October 20), including over 50% in both November and December cohorts.

Mr. Bucher indicated he, Ms. Holmes, Ms. Adair and Ms. Fleming met with Judge Crawford to discuss his observations on visitation, caseloads, permanency, and he was very supportive of case management efforts; i.e. cultural change in case management staff; sense of urgency to achieve family engagement, visitation and permanency.

Mr. Bucher stated he and Ms. Guemple attended a meeting in Arizona for Pathways to Permanency through the Alliance Cohort. Mr. Bucher was pleased to report during day one of the convening 50% of the attendees identified with some of FA initiatives outlined in their presentation such as driving permanency through monthly out of home care reviews and Chauffeur for a day activity that can be implemented in their own organizations. He indicated there is 8 months left with the cohort which will consist of monthly coaching sessions via telephone conferencing.

Mr. Bucher ended his report sharing staff moral continues to improve.

Dr. Nellius-Consultant Report

Dr. Nellius began by sharing it is a privilege to have the opportunity to serve BFP in the role of consultant.

She stated that the activities specified in the scope of service began on November 1, 2017 and the following depicts the deliverable and activities throughout the month of November:

- Draft Interim CEO and BFP Executive Director Job Descriptions and submitted them to the Board Chair for review and comment.
- Reviewed and amended The GOV 011 Policy with some clarification needed that was presented to the Board Chair before proceeding to completion.
- Developed a draft CEO search process outline was submitted to the Board Chair and located in the board packets for review. The outline is intended to exemplify the workload associated with serving on the search committee to help inform members of the role and responsibility and once the search committee is established members will drive the process flow. Dr. Nellius then recommended board members consider selecting an appointee from each of the boards across the family of agencies. She then reviewed the CEO search process outline (hard copies provided to board members) and mentioned the bench marking assessment tool used by Ms. Rich-New that the board may want to consider using. Ms. Rich-New explained how the assessment tool is used during the comprehensive interviewing search process and noted the process can take a minimum of six months.

Dr. Nellius continued with her board report sharing that on Thursday, November 30th Senator Hukill visited Brevard C.A.R.E.S. She noted a draft summary status report and outline for the 2018-19 Legislative Special Appropriation request was provided to BFP leadership.

She then shared initial coaching and mentoring meetings have been held with all Sr. Leadership across the FOA's.

Dr. Nellius then reported the BFP Family of Agencies Organizational Assessment and Change Management Form proposal has been completed to include input from Mr. Carlson and Ms. Holmes.

She proceeded to provide an overview using her PowerPoint Presentation for the Board. The presentation was posted to the Board Portal for their review.

Ms. Wright asked if the Survey's Dr. Nellius mentioned during her presentation would be incentivized for participation and while keeping responses anonymous, will there be a way to collect data pertaining to the agency/divisions/departments. Dr. Nellius stated she plans to have drawings for prizes or gift cards for participation and staff will have an opportunity to identify themselves and or their agency and department. She noted due to the comprehensiveness and thoroughness of the Survey's she expects to have them completed in four months. She then said she welcomes any suggestions.

Dr. Nellius then reported the NEWCO agreement was provided to the BFP Board Risk Management Subcommittee for consideration and discussion on how to proceed. The Board will be presented with a motion that will permit the filing of the Articles and Bylaws once the draft version is presented to the BFP leadership and legal counsel for review. If approved, the motion will be presented to the NCFIE Board for their approval to move forward with the filings.

Dr. Nellius spoke about the outreach and conference calls with the Alliance for Strong Families and Communities to discuss the formation of a partnership with the NCFIE with their newest initiative the Change in Mind Institute where the AFSFC will focus upon incubating new policies and solutions for member agencies to better understand and apply theory of change surrounding Neuroscience research and work. This will include Training and TA in change in mind approach, replication and the creating of learning communities across the US. She added she contacted FIT to explore their potential interest in forging a University partnership with the NCFIE similarly to other National Wraparound Resource Centers such as the University of Maryland, Portland and South Florida.

Dr. Nellius ended her report sharing NCFIE students are working on their certifications with a number of them scheduled for the oral defense. There are currently 10 participants for the January 2018 class, with the hope that the BFP CEU certification will attract more attendees.

NEW BUSINESS

Financials

Mr. Carlson directed members to the Statement of Revenue and Expenditures for the month ending October 2017. Salaries and Benefits exceeded the budget as the result of a benefit payout for the retirement of the CEO. Supplies expense is over budget and is attributed to new computers for the case management training class and the replacement of old computer equipment. Year to Date expenses exceed the budget by \$10K.

Ms. Rich-New asked for clarity on what happens with the computer equipment when the graduate leaves the agency. Mr. Bucher indicated that all equipment issued to include cell phones are returned to BFP upon termination.

Dr. Howes then asked for clarity on the C.A.R.E.S. Accounts Receivable discrepancy and the processes in place to prevent it from happening going forward.

Ms. Powell indicated that she, her staff and Ms. Simmons, Chief Finance Director worked together to implement an invoicing process along with the design of a monthly report that will reflect invoices going out and all payments received against those invoices. Ms. Wright asked if processes have been put into place to avoid this from occurring across the family of agencies. Mr. Carlson indicated that C.A.R.E.S. is unique in that they invoice from grants to draw down funds; going forward, finance will consolidate the invoicing process across the family of agencies.

Mr. Carlson then reviewed the Brevard Community Foundation Statement through June 30, 2017. He shared that any time the Community Foundation performs at the Gala; their pledges will be donated to the BFP endowment fund. He was pleased to report that the next statement will reflect their donation for \$2,665.

Ms. Wright asked for the final amount raised from the Gala. Mr. Carlson reported \$40,200.

Mr. Carlson then shared Representative Goodson has agreed to judge again and 5 of the 2017 performing acts have agreed to perform at the 2018 Gala.

Ms. Moseley presented a PowerPoint overview of the full 2016-2017 BFP Executive Summary for Subcontractor Monitoring report and indicated that the full Executive Summary is on the Board Portal.

Questions were raised concerning the decline in CARES Prevention Services: First Contact made with Families within 2-5 business days. Ms. Powell explained that the requirements for the program and the level of cases have significantly changed over the last several years; C.A.R.E.S. is no longer serving children with low to moderate risk levels and is now serving children that are at a very high risk level. She added, in 2016 DCF required monthly home visits to be implemented as part of the process.

Brevard C.A.R.E.S. Prospective Board Member

Ms. Powell reported Ms. Julie Carver Hunter was presented at the November Brevard C.A.R.E.S. board meeting and a motion was made and approved for her to serve as a member of the Board of Directors. Ms. Powell shared she has personally known Ms. Hunter for several years and indicated that she is an attorney who represents children with disabilities. She is also an adoptive parent who has personal experience with an adult person with a disability (APD). Ms. Powell expressed that she and the Board of Directors feel because of Ms. Hunter's extensive experience with children, APD, along with her willingness to fundraise, she is an excellent candidate and they are seeking a motion to approve her for a seat on the Brevard CA.R.E.S. Board of Directors.

Motion: Dr. Howes moved to approve Ms. Julies Carver Hunter for a seat on the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Rich-New and the motion passed unanimously.

Mr. Smith reminded board members to complete the Affidavit of Good Moral Character provided and turn it in to Ms. Blackburn by the end of the board meeting.

Mr. Smith reminded board members that the Board Self-Evaluation Form is due back to Ms. Blackburn by December 22, 2017.

Old Business

Mr. Smith then reported the NEWCO agreement was presented to the BFP Board Risk Management Subcommittee, reviewed in great detail, identified and resolved all areas of concern with Ms. Patrice Grier and Dr. Nellius. He then asked, absent any further discussions, for a motion to move forward with filing of the NEWCO Articles and Bylaws after the drafts are reviewed during the 5 day review period and approved by the BFP Board of Directors as part of the original plan to form the new entity.

Motion: Ms. Loftus moved to approve filing the NEWCO Articles and Bylaws after the drafts are reviewed during the 5 day review period and approved by the BFP Board of Directors. This was seconded by Ms. Long and the motion passed unanimously.

Board Risk Management Subcommittee

Ms. Loftus thanked the Risk Management Subcommittee members for their participation in reviewing the NEWCO agreement. She reminded board members that the function of the Risk Management Subcommittee is to provide oversight of risk management activities across the family of agencies. She stated a risk management plan has been devised drawing from policies and procedures inclusive of all areas requiring risk management oversight to include but not limited to Finance, Operations, IT, and Succession Planning. She then shared the committee has discussed performing a COA audit and the committee will continue to monitor ongoing efforts with the IV-E waiver, organizational change and operational risks.

Gala Committee

Mr. Carlson had nothing new to report.

Marketing Subcommittee

Ms. Wright indicated there were no meetings scheduled in November and December due to the Gala and Holiday Gift Drive.

Mr. Smith referenced the Donation Report. Mr. Carlson added that donations from Ms. Wright and Dr. Howes' will be added to the report and posted to the Board Portal.

Mr. Smith then directed board members to the Board Subcommittee Roster for their edification.

Mr. Smith suggested that the Executive Search Committee be formed at the January 2018 Board of Directors meeting.

Ms. Powell then reported on the Strategic Goal Objective:

- Prevention: Build an aggressive, front-end prevention and diversion program.

- Objectives: Expand prevention services to divert children from case management and out-of-home care
- Strategic Priority 1a: Ensure Wraparound FTC occurs with all families in NJIS.

Enhance Supports to non-judicial cases to prevent families from entering deeper into the system.

1. Increase the level of Wraparound Certified NJIHS team members – The new NJIHS Supervisor is Wraparound Certified and a licensed counselor; Diversion Care Coordinators are Wraparound Certified.
2. Enhance supports to NJIHS team – The NJIHS unit has been realigned under the Community Services Program Manager to provide additional support and supervision. The Community Services Program manager is a SSPE
3. Align CARES NJIHS OP with both FTC Model and SDMM – This was completed and process is currently being evaluated for additional align adjustments.
4. SDMM Booster Training – planning in process

Ms. Loftus asked to remove Dr. Nellius from the Board Subcommittee Roster and add the name of her replacement. Mr. Smith asked Ms. Blackburn to make the change.

Executive Session

Mr. Smith moved to convene the Executive Session

Respectfully Submitted,

Laurie Anna Blackburn
Board Liaison

Approved by the Brevard Family Partnership Board of Directors on January 25, 2018.