



BOARD OF DIRECTORS  
March 22, 2018  
Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Dr. Greg Howes, Board Vice Chair, Ms. Barb Loftus, Treasurer, Ms. Ruth Long and Ms. Catherine Wright.

**Attendees by Phone:** Ms. Kathleen Rich-New

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

**Others in Attendance:** James Carlson, Interim CEO, Valerie Holmes, BFP Executive Director, Ms. Laurie Anna Blackburn, Board Liaison, Ms. Debbie Davidson-Cook, Mr. Kevin Maloney, Ms. Phebe Powell, C.A.R.E.S. Mr. Bill Bucher, Family Allies, Amy Hammett, DCF, Anna Baznik, IMPOWER, Mr. Adam Bouchard, Bouchard Insurance, Ms. Sandra Daniels, Guest, Ms. Kristen Perozzi, Brevard C.A.R.E.S.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the March 22, 2018 BFP Board of Directors meeting and asked all to state their names for the record.

**Motion:** Ms. Wright moved to approve the March 22, 2018 Draft Agenda. This was seconded by Ms. Long 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). No conflicts were presented.

Mr. Smith asked Ms. Powell for guest introductions. Ms. Powell indicated that her guest is running late.

Mr. Smith moved to the next order of business.

**Motion:** Ms. Loftus moved to approve the February 22, 2018 Board Meeting Minutes. This was seconded by Ms. Wright and the motion passed unanimously.

Consent Agenda

Mr. Maloney amended the February data report as follows:

- Measure 5: 54.1
- Measure 7: 86.
- Measure 8: 3.35
- Measure 12: 59.8

**Motion:** Dr. Howes moved to approve the Board Data Report with the aforementioned amendments. This was seconded by Ms. Wright and the motion passed unanimously.

## BFP ED Board Report

Ms. Holmes shared March is National Professional Social Work Month and the agency has been featuring staff members across the family of agencies in social media news feeds; highlighting their commitment, dedication and the work they do in the field in support of Brevard's children. They will also be recognized in the March News Letter. She then noted April is Child Abuse Prevention Month and a calendar of activities and events has been provided to board members.

Ms. Holmes then reported in partnership with Family Allies, BFP has re-initiated the Casey Permanency Roundtables (PRT) with a training scheduled on March 26<sup>th</sup> with 85 attendees from across the community of practice to include Children's Legal Services, DCF, Guardian Ad Litem, as well as BFP and Family Allies staff. The purpose of the Values convening is to inspire thinking and learning ways to expedite permanency and the actual PRT's are scheduled in April with a focus on children who have been in care in excess of 18 months.

Ms. Holmes shared The Annual Youth Summit is scheduled for June 22 at the Holiday Inn in Viera and Mr. Jared Vermillon has been secured as the keynote speaker for the event. She added Mr. Vermillon attended the most recent National Wraparound Training Institute, resides in Davie, California; He is a former consumer, a parent advocate and Wraparound Champion. She noted the youth attending the Brevard Youth Leadership Academy will be graduating in April and will be recognized at the Summit for their accomplishments.

Ms. Holmes spoke about the Newco inaugural board meeting and stated the Board came to a consensus on the company name: Systems of Care Technology Solutions. The BFP Staff Attorney is in the process of preparing the Articles of Incorporation as a registered agent/business and will provide a draft at the next Board Meeting. She then indicated the Board discussed potential new business opportunities for the C.A.R.E.S. Data Platform which was named the Wraparound Children's Management System (CMS).

Ms. Holmes reported that the Erie County New York Contract has been executed; She, Dr. Nellius and Mr. Tracy Little will be traveling to New York the first week of June to provide Consultation, Technical Assistance, and help practitioners move into a high fidelity practice model.

Ms. Holmes stated during the 3<sup>rd</sup> Quarter of every Fiscal Year, a gap analysis survey is initiated through the Contracts and Compliance Department and sent to community stakeholders to obtain feedback on gaps within the current service delivery systems; the feedback is then analyzed to plan, implement and project needs for the new fiscal year.

Ms. Holmes reminded members on April 22<sup>nd</sup>, (in lieu of the Board Meeting); a Strategic Planning Workshop will be held at the Crowne Plaza from 8:30-12:00. The agenda will include a legislative update from Dixie Sansom, a summary of the progress and current status of the Family of Agencies Organizational Assessment and an overview of the FY 17/18 Strategic Plan through the end of Quarter 3. Ms. Holmes confirmed there will be no board meeting following the Strategic Planning Session.

## Interim CEO Board Report

Mr. Carlson informed members that the Florida Legislatures concluded their 2018 session on March 9, 2018. He then shared on March 6<sup>th</sup> The NCFIE's \$150,000 appropriation to fund for the Volusia/Flagler expansion was removed from consideration along with over 60 appropriation requests in order to fund for heightened school security. He and Dr. Nellius met with Mr. Mark Jones, CEO for Community Partnership for Children - Volusia/Flagler pilot to discuss additional revenue streams to support the C.A.R.E.S. implementation.

Mr. Carlson then reviewed the state budget for FY 18-19 which includes the following appropriations that support child welfare:

- \$4.5 million for FSFN enhancements that improve eligibility determinations for IV-E
- \$1.59 million to support transition from FSFN to CCWIS
- \$15 million for risk pool in FY 18-19
- \$5.7 million to maximize eligibility and claiming of IV-E
- \$2.25 million in adoption incentive funding
- \$10.4 million converting 2017 non-recurring funding to recurring
- \$7.6 million for IL services, and extend MAS payments to 21 for children adopted at age 16 and 17
- \$8.1 million for Safety Management Services
- \$20.1 million "Back of the bill" funding to make CBC agencies whole over the past 2 fiscal years

Mr. Carlson stated that the initial IV-E case review indicated that BFP is currently at a 65% penetration rate and the BFP revenue maximization staff will be meeting with CLS attorneys to ensure the orders are corrected in FSFN and going forward ensure eligibility is captured for children meeting the criteria.

Mr. Carlson informed members that the BFP family of agencies Leadership Team has scheduled a community fair on August 4<sup>th</sup> at the Melbourne Square Mall and members will be apprised as developments progress.

Mr. Carlson then directed members to the GALA Save the Date Flyers located in the front of their binders and asked that they be shared at community events where they are present. He noted Foster Parents will be invited to attend the event to share their experiences and Sheriff Ivey just completed a video on the importance of foster parenting.

Mr. Carlson concluded his report sharing Brevard Business News will run a feature article recognizing Family Allies for their one year anniversary.

Ms. Loftus asked for clarification on how the aforementioned appropriations will affect BFP. Mr. Carlson stated based on the \$10.4 million non-recurring converted to recurring funds, dollar for dollar would be a wash to the agency. Based on projections, the Agency will stand to gain \$250K from the \$8.1 million Safety Management Services appropriations.

Ms. Rich-New asked Mr. Carlson to expand on the conversation he had with Mr. Mark Jones with regard to securing revenue sources to support the Volusia/Flagler C.A.R.E.S. Implementation piloted. Mr. Carlson confirmed that Mr. Jones is committed to working with BFP to obtain funding; He has been in contact with local sources as well as the CBC's DCF Regional Manager.

#### C.A.R.E.S. ED Report

Ms. Powell shared Brevard C.A.R.E.S. hosted a half day Open Table Conference on February 24<sup>th</sup>, with representatives from 5 congregations and 9 community organizations in attendance. She added the group was very engaged and excited about the opportunity to bring Open Table to the community.

Ms. Powell shared in Partnership with Brevard Family Partnership; Brevard County hosted a community meeting to discuss a potential grant opportunity regarding the Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. Ms. Powell then explained the grant funding process and indicated that the meeting was the first step in the application process and it will be used to determine the structure of community partnerships, roles, responsibilities, and funding needs. Ms. Powell confirmed she has not experienced any challenges and the community has been very supportive.

Ms. Powell reported April is Child Abuse Prevention Month; she then recapped the calendar of events provided to board members and extended an invitation.

#### Family Allies ED Report

Mr. Bucher shared one Case Management separation occurred in March, two in February, and two more separations are expected in April. He reported that Fiscal YTD turnover rate is 43.7% through February exceeding the projected annual target of 35%. The following proposed Career Progress and Compensation Structure have been developed to address future turnover:

Care Manager Trainee – New hire salary offered during onboarding / pre-service training. The projected amount is a decrease from the current starting salary, which aligns with other CBC approaches.

Care Manager Level 1 – Level attained by a Care Manager once they pass the written pre-service test and obtains Provisional Certification. There is a salary increase provided upon successful completion of the test, which is the same level that is currently provided.

Care Manager Level 2 – Level attained by a Care Manager once they receive Full Certification (generally 1 year after becoming provisionally certified). There is a salary increase provided upon successful receipt of certification, which is the same level that is currently provided.

Care Manager Level 3 – New career progression path for Care Managers who want to continue with professional development in their position as a Care Manager and do not have an interest in mentoring or supervision. Staff will receive professional development training and a salary increase.

Care Manager Level 4 – New career progression path for Care Managers who serve as mentors/peer support to trainees, provisionally certified staff, and interns. Staff will receive mentor training and coaching and a salary increase.

Care Manager Level 5 – New career progression path for Care Managers who have an interest in development as a Supervisor and will have a protected caseload in order to attend trainings and serve in acting Supervisor capacity. Staff will receive supervision training and coaching and a salary increase.

Care Manager Supervisor– Proposed new minimum salary increase to align Supervisor compensation with other CBC/DCF CPI.

Mr. Bucher shared the projected deficit related to personnel (salaries, benefits, overtime) and travel (mileage) is slightly lower than originally reported last month due to a reduction in overtime. He thanked Mr. Carlson for his assistance in contacting outside providers to assist with transporting children, which has been a great relief to case management staff.

Mr. Bucher then spoke about Out of Home Care (OHC) reviews and stated in March reviews are being conducted for all children in OHC 12 to 18 months or longer and will be candidates for the Permanency Round Tables (PRT) scheduled in April. He noted, in advance of the PRT's, the Casey Family Programs will be conducting Permanency Values training with the Brevard System of Care on March 26<sup>th</sup>.

Mr. Bucher shared He and Ms. Katie Guemple delivered a presentation to the Guardian Ad Litem on Family Allies progress and discussed the challenges and opportunities to improve communication with the Guardian ad litem staff and volunteers.

Mr. Bucher was pleased to report of the number children in out of home care last fiscal year; 50% have achieved permanency and expects an increase over the next three months remaining in the current fiscal year.

Mr. Bucher concluded his report stating service center clean-up has begun and during the initial clean-up it was discovered it will take longer than a single day as originally anticipated.

Ms. Rich-New commended Mr. Bucher on his Career Progress and Compensation Structure and asked how long before implementation and notification to staff. Mr. Bucher anticipates rolling out the structure by July 1 FY'2018.

Mr. Smith then asked Ms. Powell to introduce the guests. Ms. Powell introduced Ms. Sandra Daniels, a client referred by DCF, and staff member Ms. Kristen Perozzi, Post Adoption Support Coordinator; assigned to assist Ms. Daniels. Ms. Perozzi then shared it has been an absolute pleasure working with Ms. Daniels and commended her for her hard work, dedication and commitment in handling her care plan. Ms. Daniels then shared her experience with DCF and her referral to Brevard C.A.R.E.S. prevention program. She commended Ms. Perozzi for making her feel comfortable and working closely with her to achieve her care plan requirements during transition. Mr. Smith thanked Ms. Perozzi and Ms. Daniels for sharing their experience.

### Consultant Board Report

Dr. Nellius could not be present and Mr. Carlson provided the following overview of the Consultant Board Report:

- Dr. Nellius received a 30% survey response rate.

- The CEO Search committee has convened 2 subcommittee meetings to date. By direction of the committee Mr. Dan Rogers and Ms. Stephanie Strodman have accepted invitations to serve on the committee.
- Mr. Carlson shared Mr. Tracy Little is currently on site at the Volusia/Flagler CBC training the new staff members.
- The next Wraparound Certification Training is scheduled for May 15th. Ms. Holmes and Mr. Little are working with Dr. Nellius to revise the curriculum.
- The application to become a CEU provider has been submitted to CE Broker and approved.
- Dr. Nellius continues to review the Family First Prevention Services Act (FFPSA) looking for opportunities for the System of Care and how to best position the agency.
- Mr. Carlson and Dr. Nellius met to review the Budget for the next fiscal year.

Mr. Carlson shared that the NCFIE Board of Directors moved to approve Mr. Johnathan Cloud for a seat on its Board.

Mr. Smith then welcomed Mr. Adam Bouchard of Bouchard Insurance.

Mr. Bouchard distributed the BFP and Family Allies Insurance Summaries and provided an overview of the insurance coverages with respect to Property, Electronic Data Processing, and Commercial/Management Liability to include any Auto, and Cyber for BFP, Brevard C.A.R.E.S. and for NCFIE. He then indicated Family Allies has a separate policy and he provided an overview with respect to Property, Electronic Data Processing, and Commercial/Management Liability to include any Auto, and Cyber. Mr. Bouchard confirmed that staff members across the family of agencies using rental vehicles are covered under the policy.

Dr. Howes asked about insurance coverage for the new company: Systems of Care Technology Solutions (SOCTS). Ms. Holmes indicated SOCTS is not yet operational; however insurance was discussed at the last board meeting and information is forth coming.

Mr. Smith then asked Dr. Howes to address the C.A.R.E.S. Board Chair approval.

Dr. Howes indicated the BFP Board of Directors appointed him as Chair of the Brevard C.A.R.E.S. Board and he has served in the role for a year and resigned pending a replacement. Dr. Howes reported he will remain on the board as a community member and the C.A.R.E.S. Board voted Mr. Dan Rogers to serve as Board Chair. Mr. Rogers has a long history in child welfare and has served on the C.A.R.E.S. board for a year. Ms. Powell added Mr. Rogers was the former Chief Probation Officer for circuit 18; Brevard County working very closely with BFP and C.A.R.E.S. and attending the Rally in Tally and Children's week advocating for the legislative priorities.

**Motion:** Dr. Howes moved to appoint Mr. Dan Rogers to Board Chair of the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Wright and the motion passed unanimously.

Ms. Powell then shared the C.A.R.E.S. board has approved two perspective board members and is seeking a motion to approve:



Ms. Rosanna Malbran is a medical professional working in administration/research and she is looking forward to advocating and working to support families in the community.

Ms. Christa Bailey formerly served as a community board member on the BFP Board and served as the Board Chair for Brevard C.A.R.E.S. Due to life circumstances and raising her two adoptive children; she needed to step down from both positions for a period of time; she is now able serve on the Board of Directors.

**Motion:** Dr. Howes moved to approve Ms. Rosanna Malbran and Ms. Christa Bailey to serve on the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Loftus and the motion passed unanimously.

Mr. Smith reminded members that the policy GOV018 Crises and Media Communication was posted to the board portal for review in advance of the meeting. He is now seeking a motion.

**Motion:** Dr. Howes moved to approve the GOV018 Crises and Media Communication Policy. This was seconded by Ms. Loftus and the motion passed unanimously.

Mr. Carlson then directed members to the Berkshire Associates letter confirming an independent audit was performed and although not a violation per the regulations, the agency did not meet the utilization goal for Individuals with Disabilities or the hiring benchmark for Protected Veterans. In addition, for the previous plan year, July 1, 2016 - June 30, 2017, there were no statistically significant placement goals or statistically significant adverse impact for employee selection, promotions, or terminations.

### Financials

Mr. Carlson directed members to the Statement of Revenues & Expenditures and reviewed the areas significantly over budget:

- Salaries & Benefits is over and attributed to a 0% vacancy rate; meaning every position is filled.
- Professional & Consulting fees are over due to the consulting contract with Dr. Nellius approved by the BFP Board and implemented in November 2017.
- Insurance is over as premiums are front loaded and it is expected to level out by the 4<sup>th</sup> quarter.
- Adoption through February is over budget and DCF has submitted a contract amendment to fully fund the deficit.
- The budget deficit to date lands at \$235k.

Mr. Carlson noted that an assessment will be made in the 3<sup>rd</sup> quarter and any projected deficit through the end of the FY will be submitted to DCF with a request for back of the bill funding.

### Risk Management Subcommittee

Ms. Loftus reported at the last convening Ms. Grier provided the committee with a 2<sup>nd</sup> Quarter overview of the internal risk review activities and there were no material issues to speak of. Ms. Loftus then shared the team then reviewed the mitigation plan developed to closely monitor the IV-E Waiver issues and has since determined that the name should be the IV-E Waiver management plan as it better depicts the ongoing review of the plan.

She then reminded members that the committee had discussions the prior month concerning the potential opioid class action suit and how to quantify the impact on the agency, how many resources and the effort it would take to collect the data, and how the agency would participate. She stated the team performed an exercise and collected data that shows a high level ability to track substance abuse and the committee is still monitoring for potential participation in the law suit.

Ms. Loftus then shared Mr. Bucher presented the committee with preliminary data for options to mitigate the risks pertaining to Family Allies' transportation costs.

#### Marketing Subcommittee

Mr. Carlson shared the committee met with the Artemis team this week on the website design refresh. He indicated that the new website will be launched in April for selected focus groups to access and provide their feedback on the layout.

#### Donor Relations

Mr. Carlson reminded members that he has provided Save the Dates Post Flyers for the Gala and he will also have Ms. Blackburn send electronically sponsor packets to share with the board.

He noted that he will be meeting with community business leaders to line up sponsorships for the Gala.

Mr. Carlson shared the Heinz Grant has been approved for the second year in the row.

Mr. Carlson reported a grant application was submitted to the Baulda Corporation last month to fund a portion of the Fast Track GED Program and the decision is pending.

Ms. Loftus reminded board members that a private donation pledge form has been provided to members to complete and return to Ms. Blackburn by the end of the board meeting.

Mr. Smith then reported the Executed Search Committee has recruited two new members and the March 23<sup>rd</sup> meeting has been cancelled and will be rescheduled to a date to be determined. He shared the committee continues to review the strengths and scope of the CEO job description and the executive search process.

Mr. Smith then noted that the board subcommittee roster is located in the back of the board binder and will be removed from the agenda. Dr. Howes asked if Mr. Carlson should be added to the Board Executive Subcommittee seeing he was in attendance. Mr. Smith indicated that Ms. Holmes should remain as the ex officio and Mr. Carlson is welcome to sit in.

Mr. Smith asked for Mr. Maloney to report out on Strategic Plan Goal 2a status update:

- Protect children while strengthening families.
- Customize services to meet the unique needs of each child and family



2a. Implement Pathways to Permanency & Well-being initiative including:

- Trauma sensitive approaches
- Promoting family stability
- Fostering linkages to community resources and supports

Reinvigorate Family Finders strategy to ensure children have connections while in care

Focus attention on development of additional natural and informal support systems

Expand mentoring programs for families using parent peers or past successful consumer

Mr. Maloney indicated that the champions for the goal are Mr. Tracy Little for Pathways to Permanency and Well-being and Mr. Bucher for the family finder with case management and that he has not received updates for the goal as Mr. Little has been away training. He asked to defer this to next board meeting. Mr. Smith agreed. Mr. Bucher indicated a case management support unit was developed and the two employees are transitioning into their positions; he will be in a better position to provide an update at the next board meeting.

#### Public Comments

None were expressed

**Motion:** Ms. Loftus moved to Adjourn. This was seconded by Ms. Long and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved at the May 24, 2018 Brevard Family Partnership Board of Directors Meeting.