



## BOARD OF DIRECTORS MEETING

August 25, 2022

### Minutes

**Attendees:** Mr. Storm Doddy, Board Vice Chair, Mr. Eric Austin, Board Treasurer, Mr. Dan Rodgers, Mr. Carlos Assemany, Ms. Stephanie Larkin, Bishop Clark

**Absent Members:** Ms. Ruth Long, Board Chair, Dr. Rosanna Malbran

**Others in Attendance:** Mr. Phil Scarpelli, CEO, Ms. Laurie-Anna DeGennaro, Board Liaison, Dr. Valerie Holmes, VP and Chief Operations Officer, Mr. Don Johnson, CFO, Ms. Kelly Swartz, CLO, Ms. Kathryn Parker, ED NCFIE, Ms. Rebecca Malik Brevard C.A.R.E.S. Interim ED, Ms. Katie Guemple, ED Family Allies, Traci Klinkbeil, DCF, Jessica Walker, DCF

Mr. Doddy opened the meeting and thanked everyone for attending the August 25, 2022 Board of Directors Meeting.

**Motion:** Mr. Rodgers moved to approve the August 25, 2022 Agenda. This was seconded by Mr. Austin, and the motion passed unanimously.

Mr. Doddy reminded members that if anyone had a real or perceived conflict of interest or a business relationship between two board members to please reach out to Ms. DeGennaro for a Conflict-of-Interest form. None were disclosed.

**Public Comments:** None were expressed.

**Motion:** Mr. Assemany moved to approve the May 26, 2022 and the June 23, 2022 board meeting minutes as presented. This was seconded by Mr. Rodgers, and the motion passed unanimously.

### Board Announcements

Mr. Doddy advised members that former Board Chair; Ms. Barb Loftus has resigned from the board and all committees due to her family and community commitments. Mr. Doddy extended his sincere appreciation for the many years Ms. Loftus served on the board, the tremendous impact she had leading the board, and for her support of BFP and its mission and vision to serve the children and families of Brevard. He wished her well.

Mr. Doddy reminded board members that the quarterly board meetings for Family Allies, Brevard C.A.R.E.S., NCFIE and the BFP Foundation board meetings will be held immediately following the September 22 BFP Governance Board meeting.

### Consent Agenda

The BFP, C.A.R.E.S. and DCF Board Reports were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period.

**Motion:** Ms. Larkin moved to approve The BFP, C.A.R.E.S. and DCF Board Reports as presented under the Consent Agenda. This was seconded by Mr. Austin, and the motion passed unanimously.

### Action Items

Mr. Doddy addressed the two pending action items as follows:

### February 24, 2022

**ACTION ITEM:** Mr. Scarpelli will put together a team to include staff and board members for review of the current mission and vision statements. 3/24/2022 Mr. Scarpelli noted that this item is a work in progress. Board members will be asked to sit on the committee. 8/25/2022 Mr. Scarpelli would like to meet in person and hold a special ad hoc board meeting to brainstorm for a new spin on the mission and vision statement.

### March 24, 2022

**ACTION ITEM:** Ms. Long asked member to submit their 2022 pledge form. She then requested members complete the annual required forms: Conflict of Interest Form, Affidavit of Good Moral Character, the Ethics acknowledgment and submit them to Ms. DeGennaro. 8/25/2022 Mr. Doddy addressed the importance of board member donations and how it opens opportunities for grant and state funding.

### CEO Board Report

The CEO Board report was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli opened his report by recognizing and thanking the following individuals and his executive team, then Mr. Scarpelli reviewed his report as presented:

- Ms. Jessica Walker, DCF Contract Manager, a consummate professional and supportive of the Agency over the last two years.
- Ms. Tracie Klinkbeil, Outreach Administrator drives the DCF community initiatives. He appreciates her many years of support to BFP.
- Mr. Scarpelli then commended his Chief Executive staff and the Executive Directors for their outstanding leadership and monumental roles within the family of agencies and the child welfare system of care.

Mr. Scarpelli asked for board participation on the following two initiatives:

- Expand the Board Governance and Foundation boards: He asked members to draw from their sphere of influence to recommend or refer prospective board members that be suited for governance and philanthropic initiatives. He is looking to expand the BFP Governance Board to 12 members and six to eight for the Foundation.
- Networking and Community awareness opportunities: Recruit sponsorships for two events:
  - Golf event scheduled for September 24, 2022. Currently five commitments and 100 golfers needed.
  - Over the Edge repelling event scheduled for December 31. Currently no commitments for the event.

Ms. Larkin reported she has submitted a request to her company for sponsorships on both events and is waiting to hear back from the approving committee.

### Board Committee Reports

**Board Executive Committee:** Mr. Doddy, Committee Vice Chair reported the committee reviewed specific language on the Conflict of Interest and found the wording to be too broad. The CEO will work with the CLO for language that is less restrictive. In addition, the committee also reviewed the Salary Administration Plan, HR Policy, Board Annual Calendar, Board Survey results and the Board Committee Roster; all of which will be reviewed later on the agenda.

**Board Affordable Housing Committee:** Mr. Scarpelli spoke about the Affordable Housing Community Work Group formed to address affordable housing and diversity of other community needs not specific to just children and far greater than rent. He then asked to disband the Board Affordable Housing Committee and have members join forces with the community group whose participants are county representatives and the provider network. Mr. Doddy noted the committee viability and motion will be addressed later on the agenda.

Finance Committee:

The BFP Family of Agencies Fiscal Year End Financials and Supplemental Narrative were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Austin reported the committee reviews the financials monthly via e-mail and meets quarterly via video conferencing to perform a deeper review of the financials. The committee recently met to perform an in-depth review of the Fiscal Year End Financials. Mr. Johnson provided an overview of the supplemental narrative.

Board Recruitment Committee: Mr. Rodgers, Committee Vice Chair reported he met with Mr. Scarpelli and Ms. DeGennaro to discuss board member recruitment for the FOA boards and board committees. He has reached out to the Brevard C.A.R.E.S Advisory Board for interest in serving on any of the committees; he has not had any response to date. He noted the C.A.R.E.S. Advisory Board and the BFP Governance Board memberships are down. Recruitment efforts will continue.

Board Risk Committee: Mr. Doddy, Committee Chair reported the committee has not met; but there was one critical incident report and asked Ms. Swartz if she had any updates to share. Ms. Swartz reported she had nothing new to share. Mr. Doddy indicated the committee meets bi-monthly and the next meeting is scheduled for November 23.

Board Marketing Committee: Ms. Larkin, Committee Chair reported the committee met to become reacquainted with marketing initiatives and to discuss the upcoming events. The committee discussed reducing the contract scope of work with Rock Paper Simple as the agency has decided to handle marketing in-house to reduce costs. Ms. Larkin would like to see a more action goal-oriented approach with specific acts to be accomplished, i.e., example provide success stories; deliver five stories in five minutes. Ms. Larkin has a marketing strategic plan her organization uses and will send it to Ms. Skyrmes. Mr. Scarpelli noted he supports Ms. Larkin's recommendations and believes now that the agency has a Chief Communication Officer with vast experience in community outreach; this can be attained.

**ACTION ITEM:** Ms. Larkin has a marketing strategic plan her organization uses and will send it to Ms. Skyrmes.

New Business

Members reviewed the 2022-2023 Salary Administration Plan. Mr. Scarpelli noted that the positions in red are new and funded by the new legislative workforce dollars for front line positions. In addition, with the legislative workforce dollars, the salary ranges have been increased to meet the competitive compensation rates for like positions within the same industry.

**Motion:** Mr. Austin moved to approve the 2022-2023 Salary Administration Plan as presented. This was seconded by Ms. Larkin, and the motion passed unanimously.

Members then reviewed HR2501 Total Benefits and Compensation Policy. Ms. DeGennaro noted both the 2022-2023 Salary Administration Plan and the HR2501 Total Benefits and Compensation Policy are supplemental attachments to the 2022-2023 Family of Agencies budgets presented and approved by the board at the June meeting.

**Motion:** Mr. Austin moved to approve the HR2501 Total Benefits and Compensation Policy as presented. This was seconded by Mr. Rodgers, and the motion passed unanimously.

The 2022-2023 Board Annual Calendar was reviewed. Mr. Doddy noted that the calendar tables board presentations and meeting objectives over the course of the year. The calendar format has been reformatted for an easier read.

**Motion:** Ms. Larkin moved to approve the 2022-2023 Board Annual Calendar. This was seconded by Mr. Austin, and the motion passed unanimously.

Mr. Doddy presented the Board Member Survey Results. He noted that the results presented are the aggregated responses from the survey.

The recommendations presented are as follow:

**Frequency:**

Beginning in January 2023 The BFP Governance Board of directors will meet on the fourth Thursday, bi-monthly.

Beginning in 2023 The Family Allies, Brevard C.A.R.E.S, NCFIE and the BFP Foundation boards will meet twice a year: March and October

**Location:**

Video Conferencing bi-monthly with 2 offsite in person meetings; January and May

**Time:**

Recommendation to change the BFP Governance Board meeting time from 8:30 am to 9:00 am

- March and October Family Allies and C.A.R.E.S will begin at 10:30 am
- March and October the NCFIE and BFP Foundation will begin at 11:00

**ACTION ITEM:** Mr. Doddy asked Ms. DeGennaro to clarify the frequency of the BFP Governance and Subsidiary Board meetings and resend the survey results to the board.

**Motion:** Mr. Rodgers moved to approve the Board Survey Recommendations effective January 2023 to change the frequency, location and time as presented. This was seconded by Mr. Assemany, and the motion passed unanimously.

Members reviewed the Board Committee Roster to address vacancies and the viability of each committee.

**Motion:** Ms. Larkin moved to disband the Board Affordable Housing Committee for the purpose of joining forces with the Affordable Housing Community Work Group. This was seconded by Mr. Rodgers, and the motion passed unanimously.

**Motion:** Mr. Austin moved to appoint Mr. Dan Rodgers as committee chair of the Board Recruitment Committee. This was seconded by Mr. Assemany, and the motion passed. Mr. Rodgers noted he abstained from voting on this motion.

Mr. Storm Doddy offered to serve on the Board Marketing Committee as a community member. Ms. Larkin thanked Mr. Doddy for joining the committee. No motion is required.

The following Committees are viable with sufficient board member representation:

- Board Executive Committee
- Board Finance Committee
- Board Marketing Committee

The following Committees are viable and are in need of board member representation:

- Board Recruitment Committee: Open positions: vice chair and community board member
- Board Risk Management Committee: Open position: community board member
- Board Governance Review Committee (ad hoc) Open Position: committee chair

Legal Entity Overview

The 2022 Legal Entity Overview was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided an overview of BFP parent company and its relationship to its subsidiaries.

**Motion:** Ms. Larkin acknowledged Mr. Scarpelli's overview of the BFP parent company and its relationship to its subsidiaries.

Q4 2022 Strategic Plan Update

The Q4 2022 Strategic Plan Update was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Dr. Holmes reported as presented and noted the following:

- Turnover is slightly down since the implementation of the legislative funding for wage increases and she expects to see improvements with staffing the new positions.
- Discussions ensued regarding with the newly established partnership between the Brevard C.A.R.E.S. Mobil Response Team and the Melbourne Police Department. Law enforcement is not equipped to handle clinical issues. The mobile response team works as co-responders with law enforcement to deescalate behavioral and mental health crises' and offer immediate interventions.
- Dr. Holmes is looking to expand into other communities using specialized funding from specific agencies.

Mr. Scarpelli reported the initiative will be added to the legislative agenda requesting advocacy from local delegates and Tallahassee legislatures.

Ms. Larkin expressed her desire to discuss a potential partnership with Health First on this initiative and she will reach out to Dr. Holmes for more information.

**Motion:** Mr. Assemany moved to adjourn. This was seconded by Mr. Rodgers, and the motion passed unanimously.

Respectfully Submitted,

Laurie-Anna DeGennaro  
Board Liaison

Approved at the Brevard Family Partnership September 22, 2022 Board of Directors Meeting.