

BOARD OF DIRECTORS MEETING
December 8, 2022
Minutes

Attendees: Ms. Ruth Long, Board Chair, Mr. Dan Rodgers, Bishop Clark, Ms. Stephanie Larkin, Ms. Felicia Prince

Absent Members: Mr. Storm Doddy, Board Vice Chair, Mr. Eric Austin, Board Treasurer, Dr. Rosanna Malbran

Others in Attendance: Mr. Phil Scarpelli, CEO, Ms. Laurie-Anna DeGennaro, Board Liaison, Dr. Valerie Holmes, VP and COO, Mr. Don Johnson, CFO, Ms. Kelly Swartz, CLO, Ms. Katie Guemple, ED Family Allies, Ms. Kathryn Parker, ED NCFIE, Ms. Rebecca Malik, ED Brevard C.A.R.E.S, Ms. Jessica Walker, DCF Central Regional Contract Manager, Christopher Goncalo, Contracts and Compliance Director

Ms. Long opened the meeting and thanked everyone for attending the December 8, 2022 Board of Directors Meeting. She then shared BFP's Mission and Vision and noted the statement is located at the top of the agenda monthly.

Ms. Long asked for a roll call beginning with Board Members, then staff, then public.

Motion: Mr. Rodgers moved to approve the December 8, 2022 Agenda. This was seconded by Ms. Larkin and without further discussion the motion passed unanimously.

Ms. Long 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: Ms. Larkin moved to approve the October 27, 2022 board meeting minutes as presented. This was seconded by Mr. Rodgers, and without further discussion the motion passed unanimously.

Board Presentation

Contract Executive Summary:

The Contract Executive Summary was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Goncalo provided an overview of the survey as presented.

- Members asked how the performance measures are determined. Mr. Goncalo confirmed performance standards are negotiated with the provider during contract negotiations. Dr. Holmes added best practice standards from the state are used as a benchmark for negotiating the contract standards with the provider.
- Crosswinds Youth Services' IL Life Skills training is no longer a performance measure. Foster Parents and Provider Smile for Budgie are responsible for training life skills to youth.
- Mr. Scarpelli noted the presentation was very insightful and suggested that notes be added to explain any variance or elimination of standard requirements for providers.

Board Announcements

Mr. Scarpelli was pleased to report that the Brevard C.A.R.E.S. Mobile Response Team (MRT) was nominated and awarded the Space Coast Credit Union Supernova Award (Mental Health Services), for their ongoing crisis intervention and expansion in partnership with Melbourne Police Department.

Ms. Long then informed the board of the following board announcements:

- Carlos Assemany Resignation effective 12/1/2022
- 8:30 – 10:00 am BFP Governance Board of Directors
- 10:00 – 10:15 am Family Allies Board Meeting
- 10:15 – 10:30 am Brevard C.A.R.E.S. Board Meeting
- 15-minute recess
- 10:45 -11:00 am NCFIE Board Meeting
- 11:00 – 11:15 am BFP Foundation Board Meeting
- The Board Self-Assessment was distributed October 5th to members with one or more years of service and are due immediately to Ms. DeGennaro so that board member responses can be aggregated and presented at the Annual Board Business meeting.

Consent Agenda

The BFP Board Report was posted to the 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 Board Report as presented under the Consent Agenda. This was seconded by Mr. Rodgers, and without further discussion the motion passed unanimously.

Action Items

Ms. Long addressed the pending action item as follows:

Mr. Scarpelli reiterated, he would like to revisit the mission and vision statement since the agency has experienced tremendous growth and it has been many years since a deep dive review has been performed. Mr. Scarpelli expressed his concern with the decrease in board membership over the last 1.5 years. Ideally, he would like to build the board back up to a membership of 12 before developing a new mission statement. Mr. Scarpelli asked for board member comments. Members agreed.

CEO Board Report

The CEO Board Report was posted to the Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided an overview of his report as presented and commented as follows:

- He joined a Florida Coalition for Children (FCC) meeting where attendees included the DCF Secretary, Assistant DCF Secretary and Community Based Care CEO's from across the state. He noted two legislative priorities:
 - The rising cost of corporate and personal Liability Insurance.
 - DCF Indemnification Policy for Community Based Care Agencies. The lead agencies are held accountable when accountability should include DCF and providers. Mr. Scarpelli noted he is the Chair of the CBC CEO council and expects these priorities to be multi-year discussions.
- Mr. Scarpelli expressed his sincere appreciation to Ms. Larkin for Health First's Holiday Gift Drive Donations. Approximately 45 workers met at Target and loaded gifts to be brought to the gift drive facility for Christmas gifts to our children in care.
- Mr. Scarpelli then recognized Ms. Skyrmes for efforts to advance communications about the family of agencies through many social media platforms. He asked members to like and share all media content within their circle of influence and he invited the board to share their observations.

Board Committee Reports

Board Executive Committee: Ms. Long Committee Chair reported the committee met primarily to review GOV006- Board Recruitment, GOV008 – External Communication, GOV009 – Board Member Role, GOV010- Board Self-Assessment & Strategic Planning, GOV018 – Crisis and Media Communication, GOV207 – Budget and GOV208 –

Accounting Practices, which will be reviewed later on the agenda. The committee found no material changes; most changes were made to titles and wordsmithing.

Finance Committee:

The BFP Family of Agencies Fiscal November 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. Ms. Long, committee Vice Chair reported the financials were reviewed via e-mail this month and there is nothing new to report.

Board Recruitment Committee: Mr. Rodgers, Committee Chair reported he and committee members Ms. Kristen Johnson, Mr. Sean Kostelnik along with Mr. Scarpelli and Ms. DeGennaro met to review a board candidate. He shared the candidate was initially referred to the BFP Foundation Board and after Mr. Assemany's review, he felt the candidate would be a better fit for the Brevard C.A.R.E.S. Advisory Board. Mr. Rodgers, Brevard C.A.R.E.S. Advisory Board Chair was grateful for the referral and the candidate has been contacted by the Executive Director. If the candidate is selected; a background check and fingerprints are required because the agency works with children.

The committee then reviewed GOV006- Board Recruitment and made recommendations to streamline the recruitment process for the advisory boards, along with title changes and some wordsmithing. There were no material changes to report.

Mr. Rodgers shared discussions ensued regarding continued recruitment efforts and Ms. DeGennaro suggested at the beginning of 2023 to arrange a meet and greet for the Family of Agencies board members with the recommendation to have each member bring a prospective board candidate where they can learn about each of the family of family of agencies and what they do in the community.

Mr. Scarpelli noted he has met with a potential candidate to vet through the recruitment process. He added as the family of agencies continues to grow; we would like to see board membership expand particularly in Governance and Philanthropic efforts to pursue more than just donors; but those that are invested in the future of our children and families. He then asked members to reach out to him, he is always available for board members and their prospective board member candidates.

Board Risk Management Committee: Mr. Doddy, Committee Chair was absent from the meeting. Ms. DeGennaro reported the committee did not meet this month.

Board Marketing Committee: Ms. Larkin, Committee Chair reported the committee met on November 16 and reviewed the ongoing action plan. Members discussed the opportunity to review a new website developer: Tightline Productions. Ms. Larkin commended Ms. Skyrmes for a job well done with her marketing efforts on social media platforms. She then noted Mr. Assemany was going to implement introductory meetings with leaders of the LGBTQ community and to make introductions with the Running Zone Owners to request a sponsorship for the Over the Edge Event. Since he has resigned, she is unsure of how to proceed. Mr. Scarpelli noted Ms. Larkin as a key member of the Board Marketing Committee and commended her for her valuable action-based efforts. He assured her that he will pick up Mr. Assemany's initiatives.

Unfinished Business

Annual Board Retreat: Mr. Scarpelli noted the retreat will be split into two parts:

- The Executive Directors and Executive Leadership will provide the board with insight across the family of agencies. Dr. Holmes added the first part of the retreat will be a high-level innovation and overview of the direction of the family of agencies.
- Mr. Jim Moody who facilitated the last retreat will pick up and follow up from where he left off on board initiatives.

New Business

Board Governance Policies

GOV006- Board Recruitment, GOV008 – External Communication, GOV009 – Board Member Role, GOV010- Board Self-Assessment & Strategic Planning, GOV018 – Crisis and Media Communication, GOV207 – Budget and GOV208 – Accounting Practices were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Ms. Long noted the policies were posted to the board portal for members to review and if there were no discussions, she would like the board to entertain a motion to approve the policies as presented.

Motion: Mr. Rodgers moved to approve all seven policies: GOV006- Board Recruitment, GOV008 – External Communication, GOV009 – Board Member Role, GOV010- Board Self-Assessment & Strategic Planning, GOV018 – Crisis and Media Communication, GOV207 – Budget and GOV208 – Accounting Practices as presented with the recommended changes. This was seconded by Bishop Clark, and without further discussion the motion passed unanimously.

Motion: Ms. Larkin moved to adjourn. This was seconded by Mr. Rodgers.

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved by the Brevard Family Partnership Governance Board of Directors on January 26, 2023.