



BOARD OF DIRECTORS  
June 28, 2018  
Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Ms. Barb Loftus, Treasurer, Ms. Kathleen Rich-New, Ms. Andrea Betting, Ms. Catherine Wright, Mr. Rob Cramp, Ms. Jean Bandish

**Members Absent:** Dr. Greg Howes, Board Vice Chair, Mr. Mark Peterson, Mr. Stockton Whitten, and Ms. Ruth Long

**Others in Attendance:** Mr. James Carlson, Interim CEO, Ms. Laurie Anna DeGennaro, Board Liaison, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Mr. Kevin Maloney, Sr. Executive of Strategy and Performance, Mr. Bill Bucher, Family Allies Executive Director, Ms. Amy Hammett, DCF, Mr. Ernest Jones, IMPOWER, Ms. Patrice Grier, BFP, Ms. Rachel Bjornstad, BFP

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the June 28, 2018 Board of Directors meeting; then, asked all to state their names for the record.

**Motion:** Ms. Rich-New moved to approve the June 28, 2018 Draft Agenda. This was seconded by Ms. Betting 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).

**Motion:** Ms. Wright moved to approve the May 24, 2018 Draft Board Meeting Minutes with a correction on page 7 under Marketing changing Mr. Wright to Ms. Wright. This was seconded by Ms. Rich-New and the motion passed unanimously.

Consent Agenda

**Motion:** Ms. Betting moved to approve the Board Data Report. This was seconded by Ms. Wright and the motion passed unanimously.

BFP Interim CEO Report

Mr. Carlson reported BFP received its back of the bill funding of \$397,000 and it was allocated to cover the FY 16-17 deficit of \$196,00, \$201,000 Independent living shortfalls in FY 17-18, and projected deficits for of \$235,000 for Family Allies and \$65,000 for CARES.

Mr. Carlson then spoke about Family First Prevention Services Act (FFPSA) and reported Florida has decided to delay implementation for 2 years to allow prevention programs to ramp up their services and to allow Evidence Based Programs to increase credentialing from a promising practice to a well-supported program as required by FFPSA. With the delay in implementation, the State will be able to draw down approximately \$44 million in IV-E for children in group care and \$23 million in prevention services. Mr. Carlson indicated that he and Ms. Holmes participate on the DCF conference calls.

Mr. Carlson shared The Brevard Children's Services Council (CSC) was formed in the 1990's and remains unfunded. The council is chaired by Judge McKibben and staffed by The United Way; they continue to meet monthly working on their ballot initiative for funding through a property tax assessment supported by the community through an initial community polling. During their June meeting the CSC voted to have the council be an independent entity and they would request the authority for 0.33 millage with the initial assessment of 0.25 millage. Members of the council are planning to present to the Board of County Commissioners on July 24 to get on the November ballot. If passed, the initiative would generate over \$8.5 million for children services in Brevard. Mr. Carlson confirmed that the funds would be used to expand an array of new children services.

Mr. Carlson announced Family Allies is celebrating their 1 year anniversary and Mr. Bucher announced to his staff that his resignation has been rescinded. Mr. Carlson then thanked Ms. Rich-New for her assistance and guidance through the candidate assessment process.

Mr. Carlson reported that Mr. Bucher will be heading up a NJIS transition team consisting of leadership across the family of agencies and he will make recommendations with regard to where and when the NJIS units will be housed.

Mr. Carlson stated Ms. Phebe Powell; the Executive Director at CARES has accepted the Brevard Director position at Children's Home Society effective July 16. He then shared he, Mr. Dan Rogers, CARES board chair, the Board of Directors and staff are identifying the attributes for the Job Description along with developing the hiring process for a new CARES Executive Director.

Mr. Carlson reported the State is moving towards the IV-E waiver environment effective October 1, 2019. He then described the allocation of monies and the importance of the spending process to properly manage state funds which will allow continued draw down of IV-E waiver funds. In light of the allocation process, effective June 1<sup>st</sup>, the Board Chair, Mr. Carlson; along with consulting with Dr. Nellius, decided to reorganize the Finance Department with a Master Level Accountant and a Bachelor level Accountant to ensure proper accounting of State and IV-E Waiver funds for the family of agencies.

#### BFP ED Board Report

Mr. Carlson shared Ms. Holmes is currently training the June class attending the NCFIE Wraparound Institute and has asked that he report on the following:

- The Trauma Informed Care Youth Summit was a huge success and the most impactful of all convening's. The Brevard Youth Advisory Council were able to articulate their message effectively. Ms. Betting commended the youth for being able to speak before a large group of people.
- The operating agreement for System of Care Technology Solutions Agreement has been received. Programmers are working on preparing to launch the beta testing of the Children's Wraparound Management System. A meeting will be held within a couple of weeks to finalize the agreement between The NCFIE and Sycamore Technologies.

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

Ms. Powell was not present. The Board report was provided to Board Members and posted to the BFP Board Portal in advance of the meeting.

### Family Allies Executive Director Report

Mr. Bucher began his report announcing Family Allies (FA) is celebrating its' one year anniversary and staff have been very busy participating in activities throughout the week.

Mr. Bucher then described the design and process for implementation of the Care Manager Career Ladder outlined in his report. Implementation is projected for the July 30 pay period. Ms. Rich-New added this type of program increases staff engagement and also serves as a significant retention tool. She congratulated Mr. Bucher for achieving this milestone in the first year.

Mr. Bucher reported FA received a contract amendment from BFP to cover the shortfall in FY1718.

Mr. Bucher shared the initial planning discussions have begun with regards to the transition of the current C.A.R.E.S. Non-Judicial services unit to FA case management for In-home Unsafe children. Management is looking to define the model, staffing structure, required resources and will involve DCF and BFP in the design.

Mr. Bucher was pleased to report FA exceeded the fiscal year target achieving permanency for 50% of children who entered OHC the previous year. He shared the agency has exceeded the target for the first quarter in FY18/19.

Discussions ensued regarding the permanency charts and Mr. Bucher clarified that the chart on the left reflects children that came into care in June 2016/July 2017. The chart on the right shows children who came into care this year and the number of children who have reached permanency to date. He indicated over 600 children have achieved permanency. Mr. Bucher then passed around the permanency board showing the names of the children who have achieved permanency and their care managers.

Mr. Bucher was happy to report FA received word that DCF will issue the CPA license for FY18/19.

Mr. Bucher ended his report stating on July 10, FA will graduate from the Alliance for Strong Families Pathways to Permanency Transformational Change Leadership Cohort.

### BFP Consultant Board Report

On behalf of Dr. Nellius, Mr. Carlson reported on the following:

- Dr. Nellius and Ms. Holmes went to The CCNY Erie County in Buffalo, New York on June 4-5<sup>th</sup> where they met with the Commissioners of Mental Health and DSS along with community stakeholders, the CEO's of the provider agencies, case management supervisors and the care coordination agency staff members.
- In a debriefing with CCNY it was determined that they would submit an executive summary of recommendations to the County leadership to explore the prospect of a County contract with the NCFIE. CCNY reported there is an executive meeting scheduled the week of June 25<sup>th</sup> with the County Administration to discuss the recommendations made.

- The NCFIE conducted a June site visit to Volusia County to support the implementation of the CARES pilot site. Referrals are growing, the infrastructure is in place and staff are adapting to the change in case practice model. The final stages of implementation with a focus on quality, fidelity and sustainability are underway. The NCFIE will continue to work with Volusia County through the first half of the new fiscal year using funds in reserves from the initial allocation.
- Ms. Holmes and Dr. Nellius are not present as they are training at the National Certification Training Institute from June 26-29, 2018 held at the Doubletree Hotel. To date there are 8 participants registered.
- The NCFIE will be responding to The Children's Trust solicitation for High Fidelity Wraparound training to be released in August.

Board discussions ensued with respect to the accelerated training needs through The NCFIE Institute, as part of the Family First Prevention Services Act requirements. Mr. Carlson explained that there is a plan to capitalize upon the opportunity to market and position the C.A.R.E.S. program for inclusion in state plans and to have a NCFIE representative sitting on the committee. Mr. Smith added the intent is to also increase training staff capacity by using a list of subcontracted qualified and certified trainers.

Mr. Smith clarified that the recommendations located on the last page of the BFP Board Consultant report are initiatives for FY 1819 and will be discussed with the board at a future date.

#### Financials

Mr. Carlson referenced the Statement of Revenue and Expenditures for May 2018 and shared the year end shortfall has been covered by the Adoption Subsidy and Back of the Bill funding and the Agency will have a balanced budget and cash neutral position for the FY2018. He then reported on the May variances as follows:

- Computers were purchased to support the new training class for the two units added to Case Management.
- Travel expenses increased due to 2 staff attended the weeklong IV- E Training Conference held in Tallahassee.
- Adoption Subsidy was over for the month and fully funded by DCF for the entire FY2018 balance.

#### Family of Agencies FY2019 Budgets

Mr. Carlson indicated family of agencies FY 2019 budgets were posted to the BFP Board portal for review in advance of the meeting.

Mr. Smith asked Mr. Carlson to provide a high level overview of the family of agencies FY2019 Budget.

Using the draft budget spreadsheets, Mr. Carlson presented the following highpoints:

#### The NCFIE FY19

- Estimated Revenues at \$42K for Trainings/Trauma informed Care Summit
- Estimated Revenues at \$3K for Wraparound recertification fees
- Estimated Revenues at \$28K for Institute Convening's in lieu of Wraparound Conferences
- Estimated Revenues at \$31K for one C.A.R.E.S. Replication Contract
- Estimated Surplus of \$2,000 at the end of the FY 2019
- Professional Fees include Breakthrough 365 training invoices billed to the NCFIE along with Ms. Holmes and Mr. Little's salary for Institute Trainings charged to support billing expense. .



Mr. Carlson clarified that the single Information Technology (IT) lump sum expenditure is for the initial payment for the design work on the CARES Data Platform: Wraparound Children’s Management System (CMS); C.A.R.E.S. will pay the ongoing monthly fee. He reminded board members of their decision in January 2017 to fund NCFIE for the CARES replication and the CMS initial payment will come from those remaining funds of \$50K.

#### Brevard Family Partnership FY19

- BFP has received the schedule of funds in the initial amount of \$25,270 Million with an additional 160K (not included in the contract) that BFP can earn through adoption incentives set by the Department of Children of Families. Funds are payable in August 2019.
- Out of Home Care Budget was set at \$4.8 million to include coverage for high end placements.
- Added a new line item for Capacity Building Line which will be controlled by the CEO and 3 Executive Directors to cover shortfalls, enhanced services or operational needs and the Board of Directors will be notified of the use of funds at the next Board Meeting following the advancement.

#### Family Allies FY19

- Increased funding to the contract to cover the implementation of the Career Ladder to Case Management.
- Funded to transition the C.A.R.E.S. Non-Judicial case management functions.

#### Brevard C.A.R.E.S. FY19

- Expecting receipts in the amount of \$2 Million of which \$7,200 is in Medicaid Billing.
- Funded all Non-Judicial positions through March 31, 2019.

Mr. Carlson ended his review stating all 4 agencies have ended with a balanced budget.

**Motion:** Ms. Rich-New moved to approve the Family Allies FY 2019 Budget. This was seconded by Ms. Wright. and the motion passed unanimously.

**Motion:** Ms. Loftus moved to approve the Brevard C.A.R.E.S. FY 2019 Budget. This was seconded by Ms. Betting and the motion passed unanimously.

**Motion:** Ms. Wright moved to approve the Brevard Family Partnership FY 2019 Budget. This was seconded by Ms. Betting and the motion passed unanimously.

**Motion:** Ms. Betting moved to approve the NCFIE FY 2019 Budget. This was seconded by Mr. Cramp and the motion passed unanimously.

Mr. Smith then asked the board to turn to the 2018-2019 Board Annual Calendar. He noted that the Board Retreat is in September, the Strategy Meeting is in April and there will be no meeting in July. He then asked for a motion to approve.

**Motion:** Ms. Loftus moved to approve the 2018-2019 Board Annual Calendar. This was seconded by Ms. Wright and the motion passed unanimously.

Mr. Smith then moved to Old Business.

#### OLD Business

#### 2018 Legislative Update:

Mr. Carlson referred Board Members to the 2018 Legislative Session Report provided by Ms. Dixie Sansom located in their binders. He shared due to shooting at the Broward County High School all attention and funding shifted to



school safety and firearms issues the special request for the completion the C.A.R.E.S. pilot in Volusia Flagler County was not funded.

Mr. Carlson then shared Ms. Sansom has been informed that the Agency will not renew her contract as of June 30, 2018. He stated that Ms. Sansom expressed her gratitude to the Board for contracting her lobbying services for the last five years.

Mr. Carlson shared that he, Dr. Nelliuss and Mr. Smith met with Senator Mike Haridopolos who has agreed to contract with BFP as our lobbyist for the next year. Meetings will be scheduled with Board Members to discuss communication and strategy plans.

Opioid Lawsuit Update:

Ms. Grier provided a brief summary on the initial multi-state federal lawsuit filed in late 2017 against pharmaceutical companies for their role in the opioid crisis.

She then shared The FCC had a conference call with CBC CEO's to discuss whether lead agencies wanted to consider participating this litigation. J. Nixon Daniels, the attorney representing Florida Baptist and Family First Network recommended each CBC file an individual claim as the claims would be consolidated; allowing for input into the lawsuit, and each plaintiff could potentially recover retrospective and prospective damages. He further explained that the amount in damages would be calculated on a statistical analysis rather than looking at actual records. J. Nixon Daniels, Attorney for Beggs & Lane, indicated the firm is willing to represent each CBC on a 25% contingency fee basis to be paid when the case is settled; there would be no upfront out of pocket expense. The only cost to the agency would be the time involved if there are any discovery issues and the law firm would work with the agency to obtain records. If BFP decides to join, the next step would be obtaining the retainer agreement from the law firm and the firm would then draft a complaint, file it in federal court and have it consolidated with the other claims. Ms. Grier noted three other CBC's have joined the lawsuit.

Ms. Grier indicated, the Board Risk Subcommittee has extensively reviewed the particulars and they have decided to move forward with filing a claim and is requesting a motion for full board approval.

**Motion:** Ms. Loftus moved to approve participating in the Opioid Litigation as a plaintiff. This was seconded by Ms. Wright and the motion passed unanimously.

#### Board Risk Management Subcommittee

Ms. Loftus indicated there was no meeting in June, however, in addition to reviewing the Opioid Case the Subcommittee continues to track and discuss the IV-E Waiver topics.

Mr. Smith informed new board members that the Risk Management Subcommittee reviews key topics and potential risks to the family of agencies. He then welcomed Mr. Cramp and Ms. Bandish to the board and stated the Risk Management and Marketing Subcommittees are looking for new members.

Ms. Loftus then spoke about the Risk Management Subcommittee initiatives and indicated that the committee is more involved with the operations and the potential risks such as litigations, legislative changes or any potential risk that will impact the Agency's mission and fulfillment of its obligations to serve children in Brevard County.

#### Board Marketing Subcommittee

Ms. Wright stated that the Marketing Subcommittee's initiative is to discuss and implement ways to increase awareness of the agency and what it does for the community, to engage key stakeholders and private sectors across the community of practice. She then spoke about the current Website redesign initiative and was excited to report the soft launch is scheduled for July 20<sup>th</sup> with a hard launch on July 23<sup>rd</sup>.

Mr. Cramp is interested in joining both the Risk Management and Marketing Board Subcommittees.

The board then reviewed the list of Board Subcommittees. Mr. Smith shared each committee has its own level of commitment and how often they convene. He asked members to reach out to him or Ms. DeGennaro should they have any questions about a particular subcommittee.

#### Executive Search Committee

Mr. Smith stated he was not present at the last convening however the committee continues to review the applicants and have narrowed down their selections using a screening process to quantify the top candidates.

#### Donor Relations

Mr. Carlson indicated plans for the October 23<sup>rd</sup> Gala is advancing nicely. He then explained that the Gala/Lip Sync Battle is the Agency's fund raising signature event and announced that Ms. Wright won the last year event and Mr. Smith won the year before that. He then invited members to participate either through performing an act, contributing towards the purchase of tickets, or advertising the event by distributing flyers.

**ACTION ITEM:** Ms. Betting requested that the performance videos be shown at the next board meeting.

Mr. Smith informed new members that the Donor Relations and Civic Engagement Committee oversees the planning process and is also in need of members if anyone is interested.

Mr. Maloney explained the strategic planning process and goal development to new board members. He then reported on Strategic Plan Goal 3b:

- Addressed the special needs of young adults in care and exiting care
- Create a comprehensive support system for teens and young adults to achieve independence
- Fully implement and integrate Brevard Youth Thrive (BYT) across the continuum of care

Discussions ensued concerning implementing face to face learning opportunities for children to acquire life skills, assess career goals and paths to achieve those goals, along with ensuring youth are aware of the available programs to prepare them as they transition to independent living.

**ACTION ITEM:** Ms. DeGennaro will ensure board members receive an invitation to the June 2019 Brevard Youth Café and Summit.

#### Public Comments

None were expressed.

Mr. Smith asked board members to take a 5 minute break before moving into the Executive Session



BOARD OF DIRECTORS  
Executive Session  
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DRAFT Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Ms. Barb Loftus, Treasurer, Ms. Kathleen Rich-New, Ms. Andrea Betting, Ms. Catherine Wright, Mr. Rob Cramp, Ms. Jean Bandish

**Members Absent:** Dr. Greg Howes, Board Vice Chair, Mr. Mark Peterson, Stockton Whitten, and Ms. Ruth Long

**Others in attendance:** Mr. Jim Carlson, Interim CEO and Ms. Laurie Anna DeGennaro, Board Liaison.

Mr. Smith indicated in September 18, 2017 a Special Board Meeting was held in part to appoint Mr. Jim Carlson to interim CEO with a salary increase for his role and to appoint Ms. Holmes as the Executive Director of BFP with a salary increase to be reviewed in June 2018 to ensure she has been compensated fairly.

The board then discussed the ED's salary increase and percentage rate from her former position as Sr. Executive of Programs to Executive Director effective October 2017 and the 3% board approved salary increase agency wide. The board then discussed the market salary and Ms. Holmes falls within the range of similar size Agencies, budgets and CBC legislative salary caps.

Board members collectively decided that the ED has not been in the position for a year and the salary is appropriate for the position and falls within the market salary range.

Mr. Carlson indicated that salary increases are not included in the 2018 FY budget, however there is a control account accessible to the CEO, and ED's across the family of agencies and through policy and procedures they may access those funds.

The board agreed, going forward, the ED will be evaluated through standard procedures and the Board will not need to perform a salary review.

**Motion:** Ms. Rich-New moved to adjourn. This was seconded by Ms. Betting and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn  
Board Liaison

Approved by the Brevard Family Partnership Board of Directors on August 23, 2018