

BOARD OF DIRECTORS

October 25, 2018

Draft Minutes

Attendees: Mr. Eric Smith, Board Chair, Ms. Barb Loftus, Board Vice Chair, Ms. Ruth Long, Treasurer, Ms. Kathleen Rich-New, Mr. Mark Peterson, and Mr. Rob Cramp

Members Absent: Mr. Stockton Whitten, Ms. Andrea Betting, Ms. Catherine Wright, and Ms. Jean Bandish

Others in Attendance: Ms. Valerie Holmes, Executive Director BFP, Mr. James Carlson, Interim CEO, Ms. Laurie Anna DeGennaro, Board Liaison, Ms. Ashley Carraro, Sr. Executive of Programs, Ms. Debbie Davidson-Cook, Sr. Executive of Compliance, Mr. Kevin Maloney, Sr. Executive of Strategy and Performance, Mr. Ernest Jones, IMPOWER, Dr. Nelliuss, Consultant, Bill Bucher, ED Family Allies, Ms. Ms. Tracy Pellegrino, ED Brevard C.A.R.E.S, Heather Howell, C.A.R.E.S., Ms. Amy Hammett, DCF, Mr. Matthew Joshua BFP, Ms. Jessica Ayala, BFP, Mr. Seth Bourne, Mrs. Lacy Bourne and their five children.

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the October 25, 2018 Board of Directors meeting; then, asked all to state their names for the record.

Motion: Ms. Rich-New moved to approve the October 25, 2018 Draft Agenda. This was seconded by Mr. Peterson 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.

Matthew Joshua 10-year Recognition

Mr. Carlson presented Mr. Joshua with his 10-year Service Award acknowledging that his actual anniversary date was on July 21, 2018. He mentioned Mr. Joshua was unable to meet with the board until now as he was in Tallahassee working on the eligibility framework for the new FSFN system. Mr. Joshua started on a team of four and due to downsizing he has been working independently until the department's recent expansion. Mr. Carlson commended Mr. Joshua for his hard work and great job representing the agency. Mr. Joshua expressed his gratitude for the opportunity to work for the agency and Brevard County.

Ms. Carraro introduced the Bourne Family and shared they are an extraordinary representation of the work the agency does with matching children in their forever homes. She commended Mr. and Mrs. Bourne for adopting a sibling group of four. Ms. Ayala added that the Bourne's are an amazing family and has done wonderful job transitioning the children into their home. Ms. Bourne shared they had adopted two other children before being matched with this sibling group in December. She then spoke about the many events they attended with the children before they were placed in their home. They were also committed to driving the children to school every day; at the time the children lived in Palm Bay and the Bourne's reside in Merritt Island. Mr. Bourne mentioned he is happy they are all together.

Ms. Deborah Davidson-Cook Retirement Recognition.

Ms. Holmes was pleased to honor Ms. Deborah Davidson-Cook for her 11 years of service with a retirement award. She commended Ms. Davidson Cook for the wealth of knowledge she brought to the agency in Risk Management, Quality Assurance, and for her expertise with the Council on Accreditation (COA) certification process. Dr. Nellius shared when the Agency decided to move towards becoming COA certified, Ms. Davidson-Cook was a perfect fit for the Compliance Division. She then expressed her gratitude for the opportunity to work with Ms. Davidson-Cook and to be part of the success and accomplishments she achieved to further advance the agency. Ms. Davidson-Cook shared it's been a great experience over the last 11 years and hopes she has given back as much as she has received.

Motion: Mr. Peterson moved to approve the September 27, 2018 Draft Board Meeting Minutes. This was seconded by Mr. Cramp and the motion passed unanimously.

Consent Agenda

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

BFP Executive Director Board Report

Ms. Holmes shared the following:

November is National Adoption month and the mass Adoption Celebration will be held on November 16 at 11:00 am; with 21 finalized adoptions. The agency is expected to exceed its annual adoption goal of 99, with 50 finalizations to date and 121 by the end of the third quarter. She then broke down the adoption incentives by quadrants as outlined in her ED report.

Ms. Carraro attended the National Youth Thrive event on October 23rd in Washington DC; the agency was invited for its outstanding partnership and leadership for the Youth Thrive initiative. Ms. Carraro was able to present BFP's accomplishments as well as learn the great works from other pilot sites.

BFP is preparing for the Guardianship Assistance Program (GAP); a path forward initiative through the State to help prepare for the loss of the IV-E Waiver and improve service delivery of programs and support to relatives and non-relative caregivers. Funding for the Kindship Care Unit is expected by DCF in the third quarter of 2018 with an implementation target date of July 1, 2019. Child Welfare League of America (CWLA) will be conducting trainings to assist with staffing the unit.

The annual Foster Parent Survey is scheduled for November and this year the questions will be submitted to the Foster Parent Advisory Committee for review and feedback on the value, relevance and any additional items to better conduct the assessment.

BFP submitted a C.A.R.E.S. Replication Model proposal and it has been accepted by the Child Welfare League to be presented at the 2019 spring conference held in Washington DC to further support the implementation of the Family First Prevention Services Act (FFPSA).

ACTION ITEM: Ms. Holmes confirmed that the adoption ceremony will be held on November 16th at the Brevard County Court House, Room 4 D and Ms. DeGennaro will e-mail board members with the details.

Discussions then ensued with regard the to the C.A.R.E.S. Model presentation at the Child Welfare League conference. Ms. Holmes confirmed the presentation offers an opportunity to showcase the C.A.R.E.S. model to policy makers, administrators and community representatives from across the country. She and Dr. Nellius will be presenting and the program manager from the Volusia/Flagler pilot sight will be reporting on the outcomes.

BFP Interim CEO Board Report

Mr. Carlson reported the following:

CARES selected their new Executive Director, Ms. Tracy Pellegrino who is present for the board meeting. Tracy brings a long career in the child welfare. He then commended Ms. Heather Howlett who served as the Interim ED, for implementing some QA processes to reduce the backlog of open cases in the systems.

CARES has been chosen as a recipient of a 20-month, \$423,000 contract for increased Mobile Response services expanding the recipient age group to 25, add services to Brevard schools and in the community. Ms. Pellegrino shared currently there is one member and three contractors on the mobile response team to triage and field out crisis communications. She then explained the Mobile Response communication process and how they operate in schools and in the community.

DCF issued a final reconciliation FY 17-18. BFP ended the fiscal year with a surplus of \$494,676, when coupled with our FY 16-17 deficit of \$ 196,437 BFP has a carry forward balance of \$298,239. The Executive Directors of the FOA have agreed to set aside a portion of the carry forward funding to pay for one-time expenses, to include replacing old furniture, and furnishing the cubicles the two Non-Judicial units at Brevard CARES.

Mr. Carlson attended the Alliance For Strong Families and Communities Conference on behalf of the NCFIE October 14-17 and was able to contact several government and private agencies promoting opportunities for a CARES replication site. He then reported, an expanding program in North Carolina led by Will Jones had previously expressed interest and Dr. Nellius will take the lead on communications with him. Arapahoe County Colorado also expressed interest in the CARES model and several attendees expressed an interested in wraparound certification training.

The Lip Sync Gala was a success, gross proceeds have exceeded \$40,000 and funds are still coming in. New participants have signed up for next years' event scheduled for October 19 with music from the 90's.

CHS located in North West Florida Panhandle was severely impacted by Hurricane Michael and many staff are unable to live in their homes. The family of agencies Executive Directors agreed to reach out to their respective staff to collect a combined total of \$1,000 in relief funds to be made available through the Florida Coalition.

He ended by thanking the Board Executive Search committee for their recruitment efforts in the CEO selection process and for selecting him to serve as the interim CEO. The board extended their appreciation for Mr. Carlson's willingness to serve in his role for the last year.

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

Ms. Pellegrino and Ms. Howlett addressed the following initiatives:

Central Florida Cares has entered into a direct contract with Brevard C.A.R.E.S. to fund for the expansion of the existing Mobile Response team services in Brevard County. In addition, the partnership offers other funding opportunities for future projects.

The Brevard C.A.R.E.S. Management team continues to collaborate with the FOA management team to re-design a Leadership program.

C.A.R.E.S continues capacity building to support replication and Wraparound Fidelity to the CARES replication model.

C.A.R.E.S. Staff Recognitions:

- Ms. Kathryn Parker, Non-Judicial in-home services supervisor is the recipient of the Inspiration award and M LaShica Kelly, Child and Family Services Specialist is the recipient of the Customer Service Award and were acknowledge at the Child Protection Summit for their achievements.
- Ms. Sandra Gotwalt received her Child Welfare Certification.
- Ms. Aisha Missick and Ms. LaShica Kelly were recognized at the BFP Board meeting for their contributions to the current Leadership team.

Six Diversion Care Coordinators have been hired for the new NJIHS team: Half of the team are attending pre-service and will graduate within a month and the other have completed their pre-service training and are currently shadowing seasoned staff and will be assigned their initial protected case load.

C.A.R.E.S. has experienced a significant increase in staff and the management team has been working to develop positive relationships through team building initiatives and hosting fun filled events over the last several months such as Fajita Friday, Tasty Tuesday and planning for future holiday events.

Family Allies Executive Director Report

Mr. Bucher reported as follows:

Permanency is at 50% for the third quarter; representing seven consecutive quarters achieving 50% or greater leaving a total of 40 children remaining to attain permanency within 12 months of entering care. 59 out of 60 case manager positions have been filled and based on filled positions, they are operating overall around 69% capacity. Mr. Bucher then provided an overview of the projected capacity report contained in the FA Board report and spoke about the case management historical/current staff turnover rates.

Family Allies is responsible for two areas of the BFP Financial Viability Plan and continues to do well reducing the number of children in OHC over 18 months and achieving permanency within 12 months.

Family Allies September 2018 Financials landed under budget for the month and overtime salary expenditures continues to trend downward and attributed to managing and the restructure of caseloads, along with implementing two new family time units.

Mindshare will be speaking about mobile applications, members of the Youth Thrive Academy will be presenting, and C.A.R.E.S. will be speaking about home care at the Family Allies Halloween All Staff meeting.

Discussions then ensued concerning the reduction in staff turnover and contributing factors; hiring the right people who are committed, managing protective caseloads for pre-service graduates, aligning job functions with salary and the implementation of the career ladder for salary incentives. The board commended Mr. Bucher for his intentional approach to reporting on the functionality aspects of caseloads versus outcomes.

Consultant Change Management Report

Using a PowerPoint Presentation posted to the BFP Board Portal; Dr. Nellius provided members with the following:

- Overview and history of the inception of Community Based Care of Brevard d/b/a Brevard Family Partnership and its family of agencies; Brevard C.A.R.E.S., The National Center for Innovation and Excellence, Family Allies, and Systems of Care Technology Solutions.
- Impact on the agencies with the Implementation of the DCF Equity Allocation Formula, Safety Decision Making Methodology and the newly passed Family First Prevention Services Act.
- Reviewed the Organizational Assessment Process – Identified and analyzed the strengths and opportunities resulting from online surveys and staff interviews.
- Reviewed the 10 change recommendations within the plan. Dr. Nellius clarified she will review the change management plan with Mr. Scarpelli, CEO to further discuss initiatives and decisions the board may want to entertain.

Discussions ensued regarding Recommendation 2 pertaining to community board members and their role with subcommittee boards and the implementation of the Parent Company Board comprised of the family of agencies Board Officers. Mr. Smith suggested that this topic along with the suggested recommendations be discussed in detail at the January Board meeting.

Financials

Mr. Carlson referenced the September Statement of Revenue and Expenditures posted to the board portal and provided in the board packets:

- Total expenses are over budget and attributed primarily to the shortfall in projected adoption expenditures; he noted DCF will fully fund the deficit by fiscal year end.
- Out of Home Care continues to run under budget.
- Salaries Expense is on budget.

Mr. Carlson ended with each of the family of agencies are on budget as well.

Legislative Priorities

Mr. Carlson reported as follows:

- The primary emphasis is to extend the BFP Contract with DCF for the full five years. The Board Chair, Lobbyist and CEO will meet to strategize for the initiative.
- Seek special funding to support the second study for the C.A.R.E.S. Replication Model to achieve the highest level of Evidence Based Practice through the California clearing house. Volusia/Flagler pilot sight case studies and outcomes are currently under review to determine the viability to move forward with the request to legislatures. Dr. Nellius added she has been consulting with another lead CBC in the state who is looking to implement the C.A.R.E.S. Model; A conference call is scheduled to continue discussions. She then noted the lobbyist suggested communicating when requesting the special funds to support the second study it should be disclosed upfront the funding would occur within the current fiscal year with a report out due the following fiscal year.

Board Risk Management Subcommittee

Ms. Loftus reported the last Risk Management meeting was in September and it was approved that Ms. Ruth Long be appointed as Vice Chair of the sub-committee.

Motion: Ms. Loftus moved to appoint Ms. Ruth Long to serve as the Vice Chair of the Board Risk Management Subcommittee. This was seconded by Ms. Rich-New and the motion passed unanimously.

Marketing Subcommittee

Mr. Carlson shared the next meeting will focus on the Brevard C.A.R.E.S. and Family Allies websites to refresh in alignment with the vision and mission of the family of agencies.

Executive Search Subcommittee – CEO Update

Mr. Smith thanked Ms. Loftus for her assistance in negotiations and Ms. Rich-New for her functional assessments during the CEO selection process. Mr. Smith noted that Mr. Scarpelli has been selected with input from the family of agencies Board Chairs throughout the extensive selection process and was pleased with the collaborative decision. Ms. Loftus reported the process was very thorough and the committee members agreed on the attributes of the CEO throughout the selection process.

Donor Relations

Mr. Carlson noted the committee is looking to set up the next meeting date. The Gala planning process is under way for the next year.

Ms. Ashley Carraro: Follow up: Foster Home Heat Map.

The Foster Parent Heat Map was posted to the BFP Portal. Ms. Carraro referred to the report also provided in the board packets.

Ms. Carraro was pleased to report the map illustrates that foster home and recruitment has expanded in the North and South parts of the county, in addition to showing the concentrated areas of removal, where foster homes would not be prevalent. It also depicts where the need is to target recruitment efforts in the surrounding areas of removal to keep children in their schools and communities. She then provided an overview of the supporting data by zip code.

ACTION ITEM: Mr. Smith suggested Mr. Bucher and Ms. Pellegrino include any additional feedback and if needed present with an additional slide of the changes.

Public Comments

Ms. Rich-New thanked the Board, Ms. DeGennaro and staff for donating to her sister's memorial fund. She then explained the family's legacy.

ACTION ITEM: Board members asked for a link to contribute. Ms. DeGennaro will forward the link to board members.

Motion: Mr. Peterson motioned to adjourn. This was seconded by Ms. Long and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna Blackburn
Board Liaison

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