

BOARD OF DIRECTORS

July 25, 2019

Draft Minutes

Attendees: Mr. Eric Smith, Board Chair, Ms. Ruth Long, Board Treasurer, Ms. Andrea Betting, Mr. Dan Rodgers, Mr. Rob Cramp

Members Absent: Ms. Barb Loftus, Board Vice Chair, Ms. Catherine Wright, Mr. Storm Doddy and Ms. Jean Bandish

Others in Attendance: Mr. Phil Scarpelli, CEO, Ms. Valerie Holmes, ED BFP, Ms. Laurie Anna DeGennaro, Board Liaison, Mr. James Carlson, Sr. Executive Administration, Ms. Tracy Pellegrino, ED C.A.R.E.S., Brevard C.A.R.E.S., Ms. Katie Guemple, Interim ED Family Allies, Attorney Britt Swaine, DCF, Mr. Ernest Jones, IMPOWER, Ms. Cyndi Hernandez, BFP, Ms. Sabrina Kidd, Family Allies

Mr. Smith opened the meeting, welcomed and thanked everyone for attending the July 25, 2019 Board of Directors meeting. He then asked all to state their names for the record.

Mr. Smith asked for approval of the Agenda.

Motion: Mr. Rodgers moved to approve the July 25, 2019 agenda. This was seconded by Mr. Cramp and the motion passed unanimously.

Mr. Smith reminded members that if anyone had a real or perceived conflict of interest or a business relationship between two board members to please complete the Conflict of Interest form (available at the meeting). None were submitted.

CEO Board Report

Mr. Scarpelli's CEO report was posted to the BFP Board Portal for review in advance of the meeting. He reported as follows:

- The Department of Children and Families contract has been renewed beginning July 1, 2019 through June 30, 2023.
- The Department of Children and Families has made several administrative changes: Ms. Sharron Washington, Regional Managing Director, Ms. Patty Medlock Assistant Secretary of Operations, Attorney Britt Swain, Contract Manager and Mr. Chad Poppell our new DCF Secretary.
- While attending the FCC conference, Secretary Poppell expressed his eagerness to learn about the challenges faced in Florida's child welfare system, move forward with innovations to improve the system of care, and ways to engage CBC's to begin sharing best practices across the state.

- Mr. Scarpelli introduced Ms. Katie Guemple, Interim Executive Director for Family Allies and shared her many years of work experience with DCF as a seasoned Child Welfare professional prior to assuming the Chief Operating Officer with Family Allies.
- Traveled to Tampa to present the CARES and ResWrap program models to the Hillsborough Board of County Commissioners, with Eckerd's Executive Leadership Team. They are looking adopt our program models to reduce the number of children coming into care and further stepping children down from high end care.
- Mr. Scarpelli will be hosting an Executive Leadership Provider meeting this coming month to build partnerships, address community's challenges in serving our most at-risk families, discuss the changes and impact of IV-E Waiver and prepare for the 2021 implementation of the Families First Prevention Services Act requiring Evidence Based Practice models.
- Mr. Scarpelli and Mr. Rodgers met with Sheriff Ivey to discuss increased communications between case managers and parents incarcerated who have children in our care to prepare case plans with the intent of reunification upon their release.

BFP Executive Director Report

Ms. Holmes' Executive Director Board Report was posted to the BFP Portal to be reviewed in advance of the meeting. She reported the following:

- The DCF Contract Oversight Unit (COU) Review was very successful. The review team provided positive feedback to BFP and the Family of Agencies for the quality of service delivery, continuum of care, along with the responsiveness to DCF Child Protective Investigators, array of clinical and caregiver support, quality assurance, use of data, Youth Thrive/Brevard Youth Leadership Council, Trauma Informed Care initiatives, and connections with our faith-based community network. Areas identified for improvement included intentional leadership development and training for new supervisors, employee retention and wellness initiatives, fidelity to practice model, relationship building/networking with investigators and case managers and communication with provider network. BFP conducted a Mock COU back in April and most of areas identified for improvement were identified through the Mock COU and the agency began to implement four major steps of improvements:
 - Developed a Recruitment and Retention Committee to address retention and case management recruitment initiatives
 - To further support self-care and wellness initiatives, beginning in August Dr. Bennett will provide group sessions on self-care, to the management and leadership Teams at each Care Center, along with training to all staff at the upcoming September meeting
 - Beginning in July, meetings have been scheduled to improve information sharing of data and QA training across the family of agencies
 - Beginning in August a new strength-based leadership development training will be implemented for all new supervisors and managers. Mr. Scarpelli is also in the process of developing a professional leadership platform.

- Public Relations and Marketing have been reaching out into the community to improve awareness about who we are and what we do.
- Adoptions once again exceeded their goal of 66 by ending the FY with 165. As a result, the adoption team has been expanded to include another adoption coordinator and a part time recruiter.
- The new Dependency Judge Jennifer Taylor took the bench on July 1. She plans to continue quarterly stakeholder meetings to continue communications across the community of practice.
- Mr. Scarpelli and Ms. Holmes met with the Managing Entity; Central Florida Cares and learned they have new opioid funding. The agency is working on developing a program model for children and families who come into our care with opioid abuse. The anticipated launch for new program is October or November

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

Ms. Pellegrino's Executive Director Board Report was posted to the BFP Portal to be reviewed in advance of the meeting. She reported the following:

- Walmart awarded Brevard CARES two separate small grants for \$2000 and \$500 to support families in crisis. The Beef o' Brady's Dine and Donate fundraiser earned just under \$200, and Ms. Pellegrino raised \$250 from her birthday fundraiser through Facebook.
- The \$10,000 Space Coast Health Foundation grant submission has moved into the final review phase. Funding will be used to maximize marketing exposure for the Mobile Response Team.
- The focus for the last month has been finalizing the CARES new organizational chart and filling open positions. The chart has been posted to the BFP portal.
- In 2018, there were 121 conversions from the CARES program. The goal for 2019 was to reduce that number to 106. The goal was exceeded reaching a total of 73 conversions this fiscal year.

Family Allies Interim ED Report

Ms. Guemple's Interim ED Report was posted to the BFP Board Portal in advance of the meeting. She reported as follows:

- Family Allies has struggled with case manager turnover: 72.7% rate for FY 2018/2019. Ms. Guemple noted of the 33 case manager's who separated; over one third of them were promoted within the family of agencies or remained within the system of care. The July training class ended and 9 of the 10 graduates passed certification. The tenth will re-test and is expected to pass. The next training class is scheduled for August.
- Family Support Workers assist Care Managers with supervising visits and transportation; The FSW positions are fully staffed with a total of 10 full time and 4 part time employees.
- Family Allies achieved 53.4% permanency for children who entered OHC last fiscal year.
- Over 1,050 children have achieved permanency in the last 2 years.
- An analysis was completed to assess the possibility of reallocating an area to the South Care Center to even out the case load distribution. To account for the increase in caseloads in the central/north part

of the county, a unit will be moved from the South Care Center to the Central Care Center without negatively impacting the existing staff.

- During the week of June 26th Family Allies celebrated their 2nd anniversary with teambuilding activities, acknowledging Judge Crawford for his time on the bench and recognizing case manager Rogers Hall for transitioning the highest number (34) of children from out of home care to permanency.

Discussions ensued regarding the turnover rate, the salary range and levels within the career ladder, adjusting the timeframes for pay increases and innovative ideas to address challenges as they surface.

Board Data Report

Mr. Scarpelli reported 2 of the 12 statewide DCF performance measures are currently under performing:

- Rate of Abuse or Neglect per Day While in Care: Target: 8.5 or Less. Current Performance 10.47
Action:
 - 1) data clean up to ensure proper entry by PIs based on original report verses a previous abuse report, i.e. entering the proper dates
 - 2) re-evaluating the care givers protective capacity and subsequently provide appropriate services to mitigate safety and risk issues.
- Children Who Do Not Re-Enter Out-of-Home Care within 12 Months of Moving to a Permanent Home (aka percentage of Children not returning to state care after 12 months since permanency.) Target: 91.7% or Higher. Current Performance 90.46%
Action:

It is believed under previous judge's order that the conditions of return in accordance to the methodology of the practice model was not being met, therefore, time will tell under the presiding whether this rate is accurate.

ACTION ITEM: Mr. Scarpelli will replace the existing data report with the one provided by DCF for an easier read.

Discussions then ensued regarding tracking children who have been returned prematurely and the process for submitting critical incidents reports.

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

BFP 2018 Turnover and Staff Satisfaction Survey

Ms. Hernandez distributed hard copies of the BFP and CARES Turnover and Staff Satisfaction surveys and Summary. She provided a high-level overview of employee responses with a side by side comparison from prior years.

Action Item: Mr. Scarpelli asked Ms. Hernandez to identify tools on Insuperity regarding personal expectations of roles and functions in addition to tools to help guide supervisors towards assessing professional growth and development.

Berkshire Associates AAP Survey

Ms. Hernandez reported Berkshire Associates found no violations for the current affirmative action plan year, July 1, 2018 - June 30, 2019. She then shared, although not a violation, the agency did not meet the utilization goal for Individuals with Disabilities or hiring Protected Veterans. Mr. Carlson shared, disclosures are on a voluntary basis and often employees choose not to classify their status.

FA 2018 Turnover and Staff Satisfaction Survey Presentation

Ms. Kidd indicated 2018 was the first year the survey was issued. She then proceeded to present a high-level overview of the electronic Staff Satisfaction survey and turnover rates.

Discussions ensued regarding staff participation, turnover rates, career advancements, and team building activities to improve communications between BFP and the care centers in an effort to promote a supportive, safe and trusting environment.

2019-2020 Family of Agencies Budgets

The family of agencies budgets were posted to the BFP Board Portal to review in advance of the meeting.

Mr. Carlson presented the 2019-2020 BFP Budget.

Motion: Ms. Betting moved to approve the 2019-2020 BFP Budget as presented. This was seconded by Mr. Rodgers and the motion passed unanimously.

Mr. Carlson presented the 2019-2020 CARES Budget.

Motion: Ms. Long moved to approve the 2019-2020 CARES Budget as presented. This was seconded by Mr. Cramp and the motion passed unanimously.

Mr. Carlson presented the 2019-2020 Family Allies Budget.

Motion: Mr. Rodgers moved to approve the 2019-2020 Family Allies Budget as presented. This was seconded by Mr. Cramp and the motion passed unanimously.

Mr. Carlson presented the 2019-2020 NCFIE Budget.

Discussion ensued regarding the NCFIE consultant's involvement with setting bench marks and the NCFIE infostructure, implementing contracts and licensing fees.

Motion: Ms. Long moved to approve the 2019-2020 NCFIE Budget as presented. This was seconded by Ms. Betting and the motion passed unanimously.

2019-2020 Salary Administration Plan

Ms. Hernandez distributed hard copies of the Salary Administration Plan. She reported that the salaries for the listed positions were compared to the average salaries within the area and the salaries paid by other CBC's with similar positions. The plan was also organized to reclass positions into the appropriate levels.

A question was raised regarding the possibility to adjust the salary ranges upward to account for the increased cost for housing. Ms. Hernandez indicated the increased housing cost were not factored into the salary ranges however it may be something to consider in the future.

2019-2020 BOD Annual Calendar

Ms. DeGennaro reviewed the 2019-2020 Board Annual Calendar outlining the standard agenda items, recurring business and annual events scheduled through the year.

Motion: Mr. Rodgers moved to approve the 2019-2020 Board Annual Calendar. This was seconded by Ms. long and the motion passed unanimously.

In the essence of time Mr. Smith asked to move the Legal Entity Review of the Family of Agencies to the August Board Meeting.

Letter of Corporate Resolution

Mr. Carlson presented the Corporate Resolution and indicated the document lists the authorized signers to open accounts and execute loan and security agreement necessary with Community Credit Union of Florida to secure loan proceeds for the "Road to Autonomy Care Loan Program.

Motion: Ms. Betting moved to approve the Letter of Corporate Resolution. This was seconded by Mr. Cramp and the motion passed unanimously.

Financials

Mr. Carlson reported the June financials are not completed and will be reported in August. He then reported the May variances:

- Adoption subsidy is over and will be fully funded by FYE.
- 5% Vacancy Rate was not met and attributed to short fall in staff turnover
- Insurance is over and will average out in June; there is no payment required.
- Salaries Expense is over due to a PTO payout.

The budget is on target for year end.

Legislative Update

Mr. Scarpelli reported:

- No decision was made regarding the 35% rule; it's been deferred to the next legislative session
- The Managing Entity received opioid funding; Brevard County is rated among the highest in the state for Opioid dependency and it's critical that we receive monies to support program initiatives..
- FCC and CBC's are advocating through assessments and planning to develop a cost allocation plan to present to DCF for sufficient funding to sustain case management and community based care.

BFP Prospective Board Member

Mr. Smith reported Ms. Eleanor Erdogan was presented and approved at the Joint Marketing and Recruitment meeting in June. Mr. Smith shared she is a retired Montessori School teacher and has a heart for children. He interviewed her and believes she will be a good fit particularly for her active community outreach.

Motion: Mr. Cramp moved to approve Ms. Eleanor Erdogan for a seat on the BFP Board of Directors. This was seconded by Ms. Long and the motion passed unanimously.

Mr. Smith reached out to Dr. Nancy Ellis through e-mail and telephone and has not heard from her. He will follow up.

Mr. Smith then moved to the Governance Policies and shared they have been posted to the Board Portal and if there are no questions or recommendations he would like a motion to approve.

Motion: Mr. Rodgers moved to approve GOV003 Auxiliary Board, GOV006 Board Recruitment, GOV09 Board Member Role, GOV019 Election of Officers, GOV211 Legal Entity Policy. This was seconded by Mr. Cramp and the motion passed unanimously.

Board Subcommittee Reports

Ms. Loftus was not in attendance and the Risk Management Committee meeting is scheduled for August 21, 2019.

Ms. Wright was not in attendance. Mr. Cramp reported Marketing and Donor Relations continues to work on developing the family of agencies websites to connect common resource, to include active discussions on updating the logos.

Ms. Holmes reported on Strategic Plan Goal 9: Quality Assurance

- Facilitate collaborations and partnerships to meet the unique needs of the families served in the community
- Collect & use data and research to forecast needs and to improve services
- Maintain strong emphasis on evidence based practices and performance measures for QA/QI
- Investigate apps, twitter, social media, and other technology options to disseminate information and engage stakeholders and families

- Optimize best practices/evidence based practices in the community to improve quality of services
- Fully implement and integrate new technology tools for improved data collection and tracking

Mr. Smith announced that the Board will be discussing staff that will be attending the BFP Board meetings and dismissed staff from the meeting. Attorney Britt Swain, Contract Manager remained. All others left the meeting.

Board discussions ensued regarding the Board's decision at the April 25th Board Strategic Planning Session to limit staff attendance to board meetings and that Mr. Scarpelli will report for the agency. Mr. Smith provided clarification and members collectively agreed that the CEO and the Executive Directors for the family of agencies will attend the meetings to present their respective board reports.

As valuable as staff are, they will be asked by invitation through the Board Liaison or CEO to provide supplemental information as needed.

Board Members agreed that subsidiary boards will consider following the same protocol.

Motion: Ms. Betting moved to adjourn. This was seconded by Mr. Rodgers and the motion passed unanimously.

Respectfully Submitted,

Laurie Anna DeGennaro
Board Liaison

Approved by the Brevard Family Partnership Board of Directors on August 22, 2019