



BOARD OF DIRECTORS
September 26, 2019
Minutes

Attendees: Ms. Barb Loftus, Board Vice Chair, Ms. Ruth Long, Board Treasurer, Ms. Andrea Betting, Mr. Dan Rodgers, Mr. Rob Cramp, Ms. Jean Bandish, Mr. Storm Doddy, Ms. Eleanor Erdogan, Eric Austin

Members Absent: Ms. Catherine Wright

Others in Attendance: Mr. Phil Scarpelli, CEO, Ms. Valerie Holmes, ED BFP, Ms. Laurie Anna DeGennaro, Board Liaison, Mr. Don Johnson, BFP CFO, Ms. Tracy Pellegrino, ED C.A.R.E.S, Attorney Britt Swaine, DCF, Mr. Ernest Jones, IMPOWER,

Ms. Loftus opened the meeting, welcomed and thanked everyone for attending the September 26, 2019 Board of Directors meeting. She then asked all to state their names for the record.

Ms. Loftus 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).

ACTION ITEM: The Annual Certification of Compliance with Conflict of Interest Policy hasn't been updated since 2017. Ms. Loftus has requested an action item to update the certification as soon as possible.

Motion: Mr. Rodgers moved to approve the August 22, 2019 board meeting minutes. This was seconded by Ms. Betting.

Discussion: Mr. Cramp asked to correct the minutes pertaining to the conflict of interest disclosure to reflect the business relationship is between Housing for Homeless and CARES not Family Allies.

Motion: The motion passed unanimously.

Ms. Loftus asked to add PEO procurement, media request and critical incident reporting to Board Announcements, then asked for approval of the revised Agenda.

Motion: Ms. Bandish moved to approve the September 26, 2019 amended agenda. This was seconded by Mr. Cramp and the motion passed unanimously.

Board Introductions

Mr. Scarpelli welcomed Mr. Donald "Don" Johnson, newly appointed BFP CFO. Mr. Johnson then shared his background and work experience prior to joining BFP.

Board Announcements

Ms. Loftus welcomed Mr. Austin, a former CARES Board member, to the BFP Board of Directors. Mr. Austin then shared his background and current work experience as the Executive Pastor at DiscoverLife Church.

Ms. Lotus mentioned that the Board Member Orientations will be conducted on a one on one basis versus a class as originally planned.

Ms. Betting was appointed by the Brevard County Board of County Commissioners to serve on the BFP Board of Directors. She, Ms. Loftus and Ms. Long are the three county appointees.

Ms. Loftus then reviewed the Action Items from the prior board meeting. They were completed.

Ms. Loftus then shared Dr. Rosh of Insperity has concluded Mr. Scarpelli's 360 degree review and a meeting will be scheduled with the board to share the results.

Ms. Loftus reported that the employee mentioned in Mr. Scarpelli's recent e-mail has signed the separation agreement and the matter is now closed.

Ms. Betting spoke about the proposal Mr. Scarpelli was to present to the Family Allies Board meeting and shared the presentation has been postponed until it can be presented at a time when all FA board members are present.

Mr. Scarpelli announced that the HR/PEO provider contract will expire this year and BFP has decided to procure the contract to see what other cost effective opportunities are available, particularly with health care costs.

Discussions ensued regarding the board review policy for contracts over \$100,000, the purpose for outsourcing to a Professional Employer Organization, along with analyzing the risk before transitioning to a new provider.

Mr. Scarpelli reported a statewide media request through Gateway House has been issued for information on foster parents going back five years. A lot of the information is protected by privacy law and Florida Coalition for Children is working with the Attorney's from the 13 CBC's contacted to develop a consistent and unified response.

Discussions ensued regarding the type of information being requested to include documents within the application process, the hours of redacting five years of personal data, and the cost the CBC's will charge for providing the information.

Ms. Holmes then spoke about a critical incident that happened the night before involving a seven week old. Board members were advised to redirect any media questions back to Mr. Scarpelli.

9:00 Ms. Britt Swain, DCF contract manager joined the meeting.

CEO Board Report

The CEO Board Report was posted to the BFP Board Portal to review in advance of the meeting. Mr. Scarpelli reported as follows:

- Monday September 16, Mr. Scarpelli was invited to speak to 150 Brevard County Church Leaders hosted by the Freedom Christian Center and The Grove Church. BFP presented on Foster Care and Adoption.
- Mr. Scarpelli spoke with Mr. Kurt Kelly, CEO of The Florida Coalition for Children regarding Secretary Poppell and First Lady's initiative to support youth aging out of foster care. The state is looking at BFP's Youth Thrive Council as a model program to be replicated across the state to encourage youth to be successful and to speak out on behalf of the foster care system.
- Mr. Scarpelli met with Senator Tom Wright to discuss BFP's mission and impact and our ongoing efforts to replicate our CARES model and he agreed to support a Bill that will include language and funds for additional replication sites throughout Florida. He also spoke to local delegation promoting the good work of BFP and its Family of Agencies while further highlighting our contribution to our CBC cohorts reminding the delegation of our locally successful CARES program and that of the replication models in Volusia and Flagler

BFP Executive Director Report

Ms. Holmes' Executive Director Board Report was posted to the BFP Portal for review seven in advance of the meeting. She provided an overview of the report.

Ms. Loftus noted the Gala is the agency's largest fundraiser of the year and she supports board participation, getting sponsors and contributions for the event. Considering this is a community event and to further promote community participation she would like the board to consider recusing their acts from winning awards.

Brevard CARES ED Report

Ms. Pellegrino's ED Report was posted to the BFP Board Portal in advance of the meeting. She provided an overview of the report.

Family Allies Interim ED Report

Ms. Guemple's Interim ED Report was posted to the BFP Board Portal seven days in advance of the meeting. In Ms. Guemple's absence, Ms. Betting provided an overview of the report.

Discussions then ensued concerning recidivism and the three categories: 1. Rate of Abuse in out of home care, 2. Children who are neglected and abused during in home services, 3. Percentage of Children who are not neglected after being home. The information is tracked on the Board Data Report.

Ms. Loftus recommended the board to consider moving the board reports, excluding the CEO report, Financials and Data Report as standard items under the Consent Agenda so that the Board can focus on reviewing Board Governance Policies. Ms. Loftus then asked for a motion to move the status reports and committee reports under the Consent Agenda.

Motion: Mr. Cramp moved to approve moving the Executive Director board reports and committee reports as a standing item under the Consent Agenda. This was seconded by Mr. Doddy and the motion passed unanimously.

Discussion then ensued regarding minutes from the committee reports be included as a standing Consent Agenda Item. The board then agreed that the minutes are historical and need to be approved at the following committee meeting. Ms. Loftus asked to amend the motion to reflect the committee updates will continue to be reported out at the board meetings.

Amended Motion: Ms. Betting moved to approve moving the Board Reports, less the CEO, Data and Financial reports under the Consent Agenda. This was seconded by Mr. Rodgers and the motion passed unanimously.

Financials

The Financials for month ending August 31, 2019 were posted to the board portal.

Mr. Johnson handed out a summary to the August Statement of Revenue and Expenditures outlining Salaries and Benefits, minor budget fluctuations, Out of Home Care, Adoptions, Case Management and Purchase Services.

He then reported his goal is to improve the timing on the flow of information, refine the report to encompass the financial health of the organization and include the information the board would like to see.

Discussions then ensued regarding forecasting known expenditures and including them in budget preparations to avoid known monthly fluctuations and account variances.

Board Committee Reports:

Risk Management: Ms. Loftus conveyed the committee did not meet in the month of September and she has nothing to report.

Marketing/Donor Relations and Civic Engagement: Mr. Cramp reported the committee has been working diligently on the branding and website redesign. The vendors who were contracted to design the website have been holding up the website design until the branding is completed. The committee decided the vendors should continue with the website development and the branding can be added at a later date.

Mr. Cramp had no philanthropic initiatives to report.

Unfinished Business

Mr. Scarpelli reported Insperity attended the Family of Agency's All Staff Meeting and presented a large crystal award along with a \$7,500 check to be used towards a charity of choice. Mr. Scarpelli decided to designate the money to The Road to Autonomy initiative to help youth purchase vehicles. The board was in full support of Mr. Scarpelli's decision.

Board Data Report

The BFP Quarterly Contract and Scorecard Measures Trends was posted to the BFP Board Portal. Ms. Holmes reviewed Measures 1, 2, 3, 10 as follows:

Ms. Holmes reported between the period of June 1, 2018 to May 31, 2019 (data is reported in arrears) as follows:

Measures 1, 2, and 3

- Rate of Abuse or Neglect per 100,000 Days While in Out of Home Care: 26 children had reported abuse while in care.
- Children who are neglected and abused during in home services: 29 Children at Family Allies and 40 Children at Brevard C.A.R.E.S. did not meet this measure.
- Percentage of Children who are not neglected after being in-home or out-of- home for six months: 35 Children at Family Allies and 25 Children at C.A.R.E.S. did not meet this measure.

Cause:

Some Children may be reunified prematurely through the court and against the Case Managers recommendation.

Remedy:

The Data analysis workgroup meets monthly to analyze each case. A Reunification support group facilitated by Ms. Guemple has also been formed and workplans are prepared and monitored to assess deficiencies within the work units and to analyze and assess the needs. Ms. Holmes showed a sample workplan.

Measure 10:

- Percentage of Children in out-of-home care who received dental services within the last 7 months: 30 children were identified between the ages of 2 and 10.

The children had appointments but outside of the time frame and two children were out of state. Case Managers are monitoring the report closely and family support workers are assisting.

Unfinished Business

Ms. Loftus announced that Ms. Eleanor Erdogan has agreed to serve as the Board Recruitment Committee Chair. She then asked for a motion if there were no further discussions.

Motion: Mr. Doddy moved to approve Ms. Eleanor Erdogan to serve as the Board Recruitment Committee Chair. This was seconded by Ms. Betting and the motion passed unanimously.

Ms. Loftus then reminded members that the Board Treasurer position is still open and needs to be filled. Ms. Long is serving as Board Vice Chair and Interim Treasurer.

Governance

Gov 011 Governance Model and the Bi-laws were posted to the board portal for members to review and add comments.

Ms. Loftus recommended a committee be formed to review the Governance Policies and By-laws and present the results to the full board. She then asked for a motion if there were no objections.

Motion: Ms. Betting moved to approve forming a Board Governance Review Committee. This was seconded by Mr. Cramp and the motion passed unanimously.

Committee Volunteers: Chair Ms. Barb Loftus, Mr. Rob Cramp, Eric Austin, Mr. Dan Rodgers, Mr. Scarpelli, Ex Officio, Ms. Laurie-Ann Degennaro, Staff.

ACTION ITEM: Discussions ensued regarding changing the Board Risk Management Committee meeting to either first thing in the morning or late afternoon.

Motion: Ms. Long moved to approve Chair Ms. Barb Loftus, Mr. Rob Cramp, Eric Austin, Mr. Dan Rodgers, Mr. Scarpelli, Ex Officio to serve on the Board Governance Review Committee. This was seconded by Ms. Betting and the motion passed unanimously.

The committee will convene immediately following the monthly Board of Directors meeting.

Ms. Loftus showed the Amended Bi-laws and GOV 011 Governance Policy with recommendations and comments made in advance of the board meeting. The Documents will be further reviewed in detail by the Governance Review Committee and the results will be submitted to the full board for review and approval.

Board members are welcome to provide agenda items and attend all committee meetings as non-voting members.

New Business

- Ms. Loftus will be out of town for a month and will not be attending the October 24, 2019. Discussions ensued regarding conducting the meeting as normal or to rescheduled to October 17, 2019. The board agreed to hold the meeting as usual.
- Discussions ensued regarding the Annual Retreat and Board Business meeting training and location. Based on funding availability, the board will convene offsite at the Crowne Plaza and the Retreat will focus on Governance.

Ms. Loftus announced Staff Attorney Ms. Grier has moved out of the area and BFP is pursuing a Chief Legal Officer.

ACTION ITEM: The January 2020 retreat will offer Governance Training and Ms. DeGennaro will reach out Rollins/Edith Institute for Governance training opportunities.

ACTION ITEMS: Mr. Cramp recommended Mr. Chuck Loring for Board Governance Training and will send Ms. DeGennaro the contact information details.

Ms. Pellegrino then address the following Strategic Plan Goal:

Strategic Plan Goal 2a: Family Preservation

- Protect children while strengthening Families
- Customize services to meet the unique needs of each child and Family.
Ensure Wraparound FTC occurs with all families in NJIS
- Implement Pathways to Permanency & Well-being initiative including:
 - Trauma sensitive approaches
 - Promoting family stability
 - Fostering linkages to community resources and supports
- Reinvigorate Family Finders strategy to ensure children have connections while in care
- Focus attention on development of additional natural and informal support systems
- Expand mentoring programs for families using parent peers or past successful consumer

Public comments

Ms. Swain reported that the rate of removals this time last year were higher and the agency is moving in the right direction.

Mr. Scarpelli reported that Ms. Holmes has completed all of the qualifications for her PHD.

Ms. Betting recommended members read the book Ms. Loftus provided “Boards That Make a Difference.

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

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved at the Brevard Family Partnership Board of Directors on October 24, 2019.