BOARD OF DIRECTORS

August 22, 2019

Minutes

**Attendees:** Ms. Barb Loftus, Board Vice Chair, Ms. Ruth Long, Board Treasurer, Ms. Andrea Betting, Mr. Dan Rodgers, Mr. Rob Cramp, Ms. Catherine Wright, Ms. Jean Bandish, Ms. Eleanor Erdogan

**Members Absent:**  Mr. Storm Doddy

**Others in Attendance:** Mr. Phil Scarpelli, CEO, Ms. Valerie Holmes, ED BFP, Ms. Laurie Anna DeGennaro, Board Liaison, Ms. Tracy Pellegrino, ED C.A.R.E.S, Ms. Katie Guemple, Interim ED Family Allies, Attorney Britt Swaine, DCF, Mr. Ernest Jones, IMPOWER, Dr. Lisa Rosh, Insperity, Ms. Mandy Allen, Insperity, Minister Tom Kuhn Space Coast Church, Ms. Carma Kune, Space Coast Church, Ms. Vidya Bhague, Family Allies Case Manager.

Ms. Loftus opened the meeting, welcomed and thanked everyone for attending the August 22, 2019 Board of Directors meeting. She then asked all to state their names for the record.

Ms. Loftus asked for approval of the Agenda.

**Motion:** Mr. Rodgers moved to approve the August 22, 2019 agenda. This was seconded by Mr. Cramp.

**Discussions**: Ms. Loftus asked to add Insperity Guests to the Agenda and add a motion to the System of Care Technology Solutions under General Order.

**Motion:** The motion passed unanimously.

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).

Mr. Cramp submitted a Conflict of Interest Form disclosing the business relationship between Housing for the Homeless and Brevard C.A.R.E.S. for chronically homeless clients.

**Motion:** Ms. Andrea Betting moved to approve the July 25, 2019 board meeting minutes. This was seconded by Ms. Long and the motion passed unanimously.

Board Guests

Ms. Guemple Introduced Minister Tom Kuhn, of Space Coast Church of Christ and shared Family Allies recently partnered with the church to provide a day of service for a client of Ms. Bhague.

Minister Kuhn shared the church initiative is to donate community service a few times a year. A member of the church reached out looking to donate services for a family in need. Ms. Bhague has a client who needed home renovations as part of a case plan working towards family reunification. Twenty-five members of the church assisted with building fencing around the house, along with projects to restore the inside of the home. Ms. Bhague added the client was overwhelmed and humbled by the amount of support she received; the church made a tremendous impact on the family. She expressed her sincere thanks to the church for the difference they made in her clients’ life.

Ms. Loftus thanked and commended Minister Kuhn for his exemplary community service which represents exactly what was hoped for when the Child Welfare System privatized back in 2004.

Ms. Loftus introduced Ms. Allen of Insperity the agency’s Professional Employer Organization (PEO).

Ms. Allen shared Insperity has a client milestone program; she then awarded BFP a 15-year service award of $7,500 to be used toward a charity of choice. She would like to officially present the award at the September All Staff meeting.

**Motion:** Ms. Bandish moved to have Mr. Scarpelli present the board with the allocation of funds at the September Board meeting. This was seconded by Mr. Cramp and the motion passed unanimously.

Ms. Valerie Holmes; 15 years of service

Mr. Scarpelli announced that Ms. Holmes has been with the agency since inception. He commended her for her dedication and commitment to the family of agencies and to Brevard’s most vulnerable citizens. He then presented her with an award and pictures were taken. Ms. Holmes shared she appreciates all the support she receives from the family of agencies and Mr. Scarpelli. She then expressed how proud she is for all the hard work the agency does serving our community.

Ms. Loftus welcomed the newest board member Ms. Eleanor Erdogan and shared she is a retired Montessori schoolteacher and hosts a radio talk show. Ms. Erdogan shared she has been a Brevard resident and educator for many years. Serving children has been a passion of hers for all her life. She provided her experiences as a radio talk show host and she now has her own pod cast to help promote local charities to help children and those in need.

Mr. Loftus reported effective August 5, 2019 Mr. Smith resigned. She commended him for his seven years of dedication and commitment serving on the BFP Board of Directors and for his three years serving as Board Chair. She shared his contributions within the community and BFP; he is a Guardian Ad Litem, participated in the lip Sync Gala and was the Master of Ceremony at one of the Gala events as well.

**Motion:** Ms. Loftus then motioned to accolade Mr. Eric Smith. By consensus the board seconded the motion.

**ACTION ITEM:** The Board will schedule a luncheon in recognition of Mr. Smith’s service to the Board.

Ms. Loftus noted, subsequent to Mr. Smiths’ resignation, Ms. Andrea Betting has been presented to the Brevard County Board of Commissioners for a motion to approve her as a County Appointee to the BFP Board of Directors. The decision is pending.

Ms. Loftus mentioned the agreement made at the April 2019 Strategic planning Session to review five Governance Policies a month. That process was postponed as the attorney is on maternity leave. She then referenced the Roberts Rules quick guide and the Carver Governance Policy Model book provided to board members for their reference. She then provided members with a link to review online:

<https://www.carvergovernance.com/model.htm>. Any questions should be directed to Ms. DeGennaro who serves as the Board Liaison/Parliamentarian.

Ms. Loftus then moved to the officer motions indicating that the board has been unsuccessful in identifying a treasurer and Ms. Long has agreed to serve as both the Treasurer and Vice Chair on an interim basis.

**Motion:** Ms. Betting moved to approve Ms. Long to serve as both the Treasurer and Vice Chair until a Board Treasurer has been identified. This was seconded by Mr. Rodgers and the motion passed unanimously.

Discussions ensued regarding the formal steps taken to nominate the Treasurer position and Ms. Loftus shared there was no formal process; requests were made to selected individuals, excluding subsidiary board chairs or members who serve on multiple board committees.

**ACTION ITEM:** Ms. Loftus asked Ms. Erdogan to consider serving as the Treasurer.

Ms. Long asked for the following motion:

**Motion:** Ms. Betting moved to approve Ms. Loftus to serve as the BFP Board Chair. This was seconded by Ms. Wright and the motion passed unanimously.

Ms. Loftus then announced guests are welcome to stay; but, may be excused from the board business portion of the meeting.

**ACTION ITEM:** Ms. Loftus then reviewed the Board Committee Roster and asked members to consider between now and the next meeting to serve on the committee meetings associated with the Treasurer position and the Board Recruitment Subcommittee Chair position.

Ms. Loftus asked for a motion to move the Board Committee Roster to unfinished business on the September 26, 2019 board meeting agenda.

**Motion:** Ms. Betting motioned to move the Board Committee Roster to unfinished business at the September 26, 2019 board meeting. This was seconded by Mr. Cramp and the motion passed unanimously.

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:

* Met privately with Florida’s First Lady, Casey DeSantis to discuss three areas of focus: fostering, mental health and substance abuse with a focus on the opioid crisis. He shared with her BFP’s partnership with Central Florida Cares Health System (The Managing Entity) to fund for and assist with designing programs that will integrate into Brevard’s system of care to work with families struggling with substances. He spoke about some of the successful evidence-based programs that BFP and its Family of Agencies provide such as High-Fidelity Wraparound. He left her with a strong message that BFP and its FOAs are here to serve as subject matter experts at her disposal.
* While in Tallahassee, Mr. Scarpelli ran into Secretary Poppell where he asked about BFP’s involvement with the faith community. Mr. Scarpelli spoke about the number of churches throughout Brevard county who have partnered with the agency to promote foster care and adoptions. Secretary Poppell was pleased and is looking forward to sharing the Governor’s vision to increase the engagement of the faith community.
* DCF Regional Managing Director, Ms. Sharron Washington, facilitated her first region-wide meeting with the CEOs and executive leadership representing DCF, the Managing Entities, Community Based Care Organizations and the Agency for Persons with Disabilities to discuss Secretary Poppell’s vision and expectations. Collectively the CBC’s asked of her; when policies are developed or modified that impact the community of practice they be notified in advance of implementation for discussions on the impact of those changes. She has committed to do so. Mr. Kurt Kelly, President and CEO confirmed that the request has been served and that Dr. Nellius former BFP CEO is now engaged in a position by the FCC to review and mitigate between CBC’s and the State on how proposed policy impact practice.
* Mr. Kurt Kelly reiterated the Secretary’s agenda and our intentional alignment with his goals while leveraging the Coalition’s ability to provide expertise to the Secretary’s interest in “rethinking child welfare practices.”
* BFP met with the Executive Leadership Provider Network. Community stakeholders present represented a diversity of services to our children and families, i.e. IMPOWER, CHS, Devereux, etc. All acknowledged the challenges faced with the pending Family First Prevention Services Act. The attendees provided several systemic issues for discussion and suggestions for remediation.

Discussions ensued regarding the Managing Entity’s additional Opioid Funding and how the money will be allocated to substance abuse programs across the continuum of care; to include mental health services, prevention, and safety management.

**ACTION ITEM:** Ms. Holmes will provide Ms. Betting with a list of Pregnancy Resources for Brevard County.

* Mr. Scarpelli and Ms. Catherine Wright attended the Community Foundation for Brevard’s seminar with Ms. Theresa Grimison as the guest speaker who focused on philanthropy. He shared it was a wonderful networking opportunity to hear from other non-profit organizations provoking thought and planning to further engage our Board in our next strategic planning session around board composition, members roles, goal setting and a strategy to share our mission. Ms. Wright agreed with Mr. Scarpelli’s overview.
* The new Chief Financial Officer Mr. Donald “Don” Johnson will begin August 26th. Mr. Johnson comes from out of state and has a long tenure in the area of financial management.

Ms. Loftus stated since the following three initiatives are important to the Secretary, she would like to request a motion that they be added as standing agenda items up for discussions:

* Faith Based Initiatives
* Innovations in Child Welfare
* Philanthropic Initiatives

**Motion:** Ms. Wright motioned to add Faith Based Initiatives as a standing item to the agenda. This was seconded by Mr. Rodgers and the motion passed unanimously.

**Motion:** Ms. Wright motioned to add Innovations in Child Welfare Initiatives as a standing item to the agenda. This was seconded by Mr. Cramp and the motion passed unanimously.

**Motion:** Ms. Betting motioned to add Philanthropic Initiatives as a standing item to the agenda. This was seconded by Ms. Wright.

**Discussions:** Mr. Cramp would like to amend the motion to include adding the Philanthropic Initiatives to the Marketing and Donor Relations Board Committee.

**Amended Motion:** Mr. Cramp motioned to add Philanthropic Initiatives as a standing item to the BFP Board Meeting Agenda and to the Marketing and Donor Relations Board Committee Agenda. This was seconded by Ms. Wright and the motion passed unanimously.

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:

* BFP is leading the state performance in the percentage of the total relative and fictive kin that have opted into licensure at 25% of the total families served. The goal is to reach 40% by December. The Level 1 licensure option is part of the Path Forward Initiative in preparing for the Post Waiver environment. The new Caregiver Orientations also began this month with various training topics to be featured monthly in addition to sharing available resources and networking.
* A partnership has been formed with the Brevard County Housing Authority in the groundbreaking on its newest project, the Aurora Palms community.  This new community includes 25 newly constructed two-bedroom affordable rental apartments that will provide affordable housing for families. There are a projected total of 25 new Youth Housing Vouchers
* Ms. Holmes referred to her board report for the numerous sponsors and shared the Back to School Bash held on August 3 was a huge success.
* Back to School Party, Saturday 9:00 – 12:00 to meet and greet the Gala Performers and children and families.
* IL Youth workshops to be held at Cross Winds on September 14, 2019
* The Annual Child Protection Summit is scheduled for September 4,5 and 6 in Orlando. The BFP Circuit Break Out session will feature a panel consisting of representatives from the Brevard Youth Leadership Council, a former Youth Liaison who is now a Family Allies Case Manager, Youth Leaders, Independent Living Case Mangers, and Foster Parents. Phil is the moderator for the Youth Panel. The new Judge, the Honorable Jennifer Taylor, will also present some opening statements.

Brevard CARES ED Report

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

* Brevard CARES has been awarded an additional $1,000 to support families in crisis from Wal-Mart and will be receiving $10,000 from the Space Coast Health Foundation to maximize marketing exposure for the Mobile Response Team.
* The Parenting with Love and Limits (PLL) organization was onsite the week of August 12 to train the new PLL team. Teams are being doubled order to expand the impact as well as reduce risk for a higher return on our investment in this evidence-based practice program.
* PLL provided an annual report containing the accumulated data. Ms. Pellegrino then reviewed the data contained within her board report.

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:

* The next training class is scheduled to start on August 26th with six new Care Manager Trainees. Based on the budget approval from the last meeting, a QA/Proficiency Specialist and two Staffing Specialists were created to assist with continued efforts to enhance outcomes. These positions are projected to be filled in November to align with the training class graduation.
* Based on the approved budget she then reported on the base rate pay increases for Care Manager Trainee, and levels 1-3 as outlined in the Interim ED board report.
* The Family Time team have all been issued surface pro tablets.
* Beginning September 1, Family Allies has partnered with Embrace Families, the CBC in Orange, Osceola, and Seminole counties to reinstate the Out of County Services (OCS) agreement.
* Town Hall Meetings were held in each of the Care Centers. Based on staff input, the top priorities will be Retention and Recruitment of Care Managers, Continuing to Promote a Supportive Environment for All Staff, Enhancing Quality of Casework and Fidelity to Florida’s Practice Model and Formalization of the Family Time Program.
* September 13 from 5 – 8 Blaze Pizza will donate 10% of all meal proceeds back to Family Allies.

Board Data Report

Using the DCF monthly 12 contract measures report for which BFP is held accountable, Ms. Holmes provided clarity on the measures: Red is below the measure, yellow is approaching the measure, green is either meeting or exceeding the measure.

Ms. Loftus recommended the board be aware of the red and yellow measures in terms of where the agency stands, what can be controlled or not controlled and what is the corrective action plan. The board agreed.

Ms. Holmes reported as follows:

* RED: Rate of Abuse or Neglect per 100,000 Days While in Out of Home Care

Between May 1, 2018 to April 31, 2019 (data is reported in arrears): 25 out of 1,167 cases had reported abuse while in care.

Remedy:

The Data analysis workgroup meet regularly to analyze each case. During analysis, it was discovered that some of the abuse occurred during supervised visitations. Counter measures are action steps put into place to improve this measure; i.e. every 180 days safety plans are updated, and weekly reports are run to ensure safety plans are updated.

Workgroups prepare specific action workplans for each Red and Yellow measure.

**ACTION ITEM**: Ms. Holmes will report on the specific action plans for the Red and Yellow DCF contract measures.

Monthly contract meetings occur with DCF, BFP, Family Allies and CARES to discuss process changes and gaps in service delivery to monitor and implement continuous quality improvements.

Mr. Kevin Maloney and his team perform case reviews and review trends using 18 quality improvement indicators.

Ms. Loftus stated that the purpose of the DCF performance matrix is to determine how well the agency is performing and she considers it to be the boards fundamental responsibility to actively monitor performance. She then asked members to reach out to Ms. DeGennaro with anything they would like to have reviewed and incorporated into the report.

Financials

The Statement of Revenue and Expenditures for July were posted to the BFP Board Portal for review in advance of the meeting. Mr. Scarpelli indicated he met with Mr. Carlson, and then reported as follows:

* The DCF revenue line is allocated contractually based on a 1/12 measure. Effective July 1, the funding formulas have been amended and the DCF contract will cover the shortfall.
* Staff training is over and attributed to trainings not projected but mandated by DCF.
* Adoption subsidy is over and DCF will fully fund the line item by FYE.

Discussions ensued regarding adoption subsidies, the process used to determine the adoption target, and DCF’s commitment to fully fund adoptions over the projected target.

**ACTION ITEM:** In the essence of time, Ms. Loftus asked to move the Strategic Plan Goal 1- Prevention overview to unfinished business on the agenda for the September 26 board meeting.

Board Committee Reports:

Risk Management: Ms. Loftus reported two items have been removed as standing risk reviews on the agenda:

* AB lawsuit was settled
* The Road to Autonomy Car loan initiative has been launched.

Ms. Loftus recapped discussions held a few months back where a decision was made to contract with Fidelity EHR (an Electronic Health Record System) allowing CARES to bill for Medicaid. She then provided background on the formation of the Sycamore Group and its intent to partner with System of Care Technology Solutions, an entity formed under NCFIE to develop a data collection software module for the CARES replication model, status on that module and where the partnership stands today. She noted that the System of Care Technology Solutions licensing fees are up for renewal and the committee supports Mr. Scarpelli’s recommendation to allow the entity to enter into an inactive status. Mr. Scarpelli will speak in more detail later in the agenda.

Marketing/Donor Relations and Civic Engagement: Ms. Wright reported the committee continues to work on developing the family of agencies websites under one umbrella with an anticipated winter launch date. A vendor has been secured to discuss branding and development.

Ms. Wright then distributed board member sponsor packets for the Decades in Review event scheduled for October 19.

The committee continues to discuss ways to develop a standard process for reaching out into the community to increase donor relationships.

General Order

Legal Entity Review

The full Legal Entity Review was posted to the Board Portal for review in advance of the meeting. Mr. Scarpelli provided an overview as follows:

* Brevard Family Partnership (BFP) is a private, non-profit, 501(c)(3) organization established June 26, 2004. In 2008 the Board of Directors determined that the legal entity of Community Based Care of Brevard, Inc. would do business as Brevard Family Partnership (BFP).
* On November 9, 2009, Brevard C.A.R.E.S. (CARES) separated from BFP and continues to perform prevention and diversion services for BFP, in response to the community priority to implement an aggressive front-end prevention and diversion program that would reach families before the stressors they experience result in verified findings of child abuse
* On November 29, 2012, The National Center for Innovation & Excellence, Inc. (NCFIE) was organized and operates as a non-profit corporation and serves as the research, training and technical assistance arm of BFP with a community of thought leaders and experts dedicated to developing youth, strengthening families, and building strong communities by developing resources, delivering services, providing technical assistance, consultation and training.
* FA is the most recent subsidiary organization of BFP, formed March 23, 2017 with the intent to localize control of case management in Brevard County and to ensure adherence to the system of care values and principles and presence in the local community. Family Allies delivers case management services for the children and families entrusted to the care of BFP. Case management is a collaborative process of assessment, planning, facilitation, service coordination, evaluation, and advocacy to meet the needs of children, youth and families to promote quality and positive outcomes.

System of Care Technology Solutions (SOCTS)

Mr. Scarpelli reported SOCTS entered into a joint venture with Sycamore Technology to develop a software product. Subsequent to receiving the IRS renewal licensing fee packet, Mr. Scarpelli spoke with the principles of Sycamore and it was agreed to end the venture while maintaining a relationship should there be future venture opportunities. The licenses have lapsed, and the entity is in an inactive status as an LLC.

Ms. Loftus then asked members for a motion to support Mr. Scarpelli’s recommendation.

**Motion:** Ms. Wright motioned to support Mr. Scarpelli’s recommendation to render the SOCTS inactive with the understanding the LLC will be reinstated for future joint ventures opportunities with Sycamore Technology. This was seconded by Ms. Bandish and the motion passed unanimously.

New Business

Prospective BFP Board Member: Mr. Eric Austin

Mr. Rodgers shared Mr. Austin is currently serving on the CARES board and has requested a transfer to the BFP Board of Directors to serve in a broader capacity. Using Mr. Austin Resume, Mr. Rodgers reviewed his experiences as the Executive Pastor for Discovery Life Church and as a law enforcement officer.

**Motion:** Mr. Rodgers motioned to approve Mr. Austin’s transfer from the CARES board for a seat on the BFP Board of Directors. This was seconded by Ms. Bandish and the motion passed unanimously.

Prospective Family Allies Board Member: Ms. Sky Beard

Ms. Guemple shared Ms. Beard is a lifetime resident of Brevard County, formerly served as the Executive Director of the Early Learning Coalition and is now the Florida Director of No Kid Hungry ensuring children are provided meals in schools. Ms. Beard has served on many boards, i.e. Space Coast March of Dimes, Space Coast Children Movement Board as well as the ELC board. Ms. Guemple indicated Ms. Beard is currently an adoptive parent would be a good fit for the Family Allies Board of Directors. Ms. Beard was approved on August 7 by the Family Allies Board of Directors.

**Motion:** Ms. Wright motioned to approve Ms. Sky Beard for a seat on the Family Allies Board of Directors. This was seconded by Mr. Cramp.

**Discussions:** Mr. Cramp shared he had an opportunity to work with Ms. Beard and she was a very effective Executive Director at the Early Learning Coalition.

**Motion:** The motion passed unanimously.

Ms. Loftus retracted her action item to move Strategic Plan Goal 1 to unfinished business for the next board meeting and asked Ms. Pellegrino to provide a status update:

* Build an aggressive, front-end prevention and diversion program
* Expand prevention services to divert children from case management and out-of-home care
* Ensure Wraparound FTC occurs with all families in NJIS
* Expand outreach to target groups that work with children and families at risk
* Expand services as much as funding allows
* Relative & non-relative caregiver families including GRG
* Support Post-adoptive families
* Assist families with children in the juvenile justice system

Ms. Loftus indicated the NCFIE Board Report was posted to the Board Portal for review in advance of the board meeting and considers it reviewed. Mr. Scarpelli added The CARES (high fidelity wraparound) $146K replication contract has been approved with a start date of September 1, 2019.

Public comments

Mr. Cramp spoke about Lead Brevard and his proposal for breaking the cycle of poverty. He will be heading up a group for the next 10 months and asked board members for their input and perspective on his initiative. Mr. Cramp asked Ms. DeGennaro if the interaction would compromise the Sunshine Law. Ms. DeGennaro reported it would not violate Sunshine and Ms. Loftus agreed it would be a great opportunity for board members to work collaboratively on a community initiative.

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

Respectfully Submitted,

Laurie-Anna DeGennaro

Board Liaison

Approved by the Brevard Family Partnership Board of Directors on September 26, 2019