



BOARD OF DIRECTORS
December 19, 2019
Draft Minutes

Attendees: Ms. Barb Loftus, Board Chair, Ms. Ruth Long, Board Vice Chair, Ms. Jean Bandish, Mr. Dan Rodgers, Mr. Rob Cramp, Ms. Eleanor Erdogan

Members Absent: Mr. Eric Austin, Board Treasurer, Ms. Catherine Wright, Mr. Storm Doddy, Ms. Andrea Betting

Others in Attendance: Mr. Phil Scarpelli, CEO, Ms. Valerie Holmes, Vice President of Operations, Ms. Laurie Anna DeGennaro, Board Liaison, Mr. Don Johnson, Chief Financial Officer, Mr. Jim Carlson, Sr. Executive of Public Affairs, Kelly Swartz Chief Legal Officer, Ms. Katie Guemple, Interim ED Family Allies, Attorney Britt Swaine, DCF, Mr. Ernest Jones, IMPOWER, Ms. Isabelle Garrison Coastline Reality Experts, Chaleah Gehrman Coastline Reality Experts

Ms. Loftus, opened the meeting, welcomed and thanked everyone for attending the December 19, 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). None were expressed.

Motion: Mr. Rodgers moved to approve the December 19, 2019 Agenda. This was seconded by Mr. Cramp and the motion passed unanimously.

Motion: Mr. Cramp moved to approve the October 24, 2019 Board Meeting Minutes. This was seconded by Mr. Rodgers and the motion passed unanimously.

Public Comments:

Ms. Isabelle Garrison and Ms. Chaleah Gehrman of Coastline Reality Experts were excited to share they held a fund raiser and wanted to take this opportunity to present BFP with the donations collected.

Board Guest

Mr. Mike Haridopolos reported Legislative Session begins January 14 and provided the following update:

- Senator Wright our local representative serves on the appropriations committee and he fully supports the special appropriations request to fund for the CARES replication at the Sarasota Y.
- Representative Posy fully supports Florida's Request to extend the FFPSA rollout to 2021.
- He will be attending Rally in Tally with staff and families in support of CBC legislative Priorities and will be meeting with staff and board members to strategize their message during Rally in Tally and Legislative session.

ACTION ITEM: Mr. Haridopolos will provide the board with the Government Priorities.

Discussions ensued on the loose legislative ends pending the FFPSA transition and Mr. Haridopolos shared the Governor and Department Secretary are in support of evidence-based programs across the state and they support the CARES model. Mr. Scarpelli reported he recently spoke with leaders at the Sarasota Y and they support, with legislative funding, moving forward with the implantation.

Mr. Scarpelli introduced Ms. Kelly Swartz as his Chief Legal Officer who started on November 4, 2019. Ms. Swartz briefed the board on her extensive legal background and work experience in child welfare.

Florida Sunshine Law

Using a PowerPoint Presentation Ms. Swartz provided an overview on the scope, basic requirements of the Florida Sunshine Law, a description of the types of committees required to comply under the Florida Sunshine Law and the various restrictions.

2018- 2019 Subcontractor Monitoring Report

Mr. Carlson used a PowerPoint Presentation to provide an overview of the 2018-2019 Subcontractor Monitoring Executive Summary illustrating a side by side comparison of current to prior year's performance measures in these areas: Residential Group Care, Flexible Support Services, Supervised Therapeutic Visitation Services, Independent Living Programs, CARES Prevention and Diversion Services, CARES Mobile Response Team, CARES Safety Management Services, and Dependency Case Management Services.

Discussions ensued regarding an improvement in performance measures from prior years and the significant reduction in using Group Home placements and utilizing Home Relative/Non-Relative Care, Foster Care and System of Care supports in Brevard County to keep child in local care.

October Action Items

MOTION: Ms. Ruth Long motioned to retire **ACTION ITEM:** Mr. Johnson will forward the September Financials to the board once they become available. This was seconded by Mr. Cramp and the motion passed unanimously.

Mr. Johnson explained that the delay in preparing the financials was attributed to the volume of journal entries that needed to be made subsequent to the resignation of a staff member.

Board Members will satisfy **ACTION ITEM:** Mr. Johnson indicated he will have the Annual Certification of Compliance with Conflict of interest form available for the December 5, 2019 meeting by completing the Conflict of Interest Form at this current meeting and by signing the Authorization at this meeting.

Satisfied **ACTION ITEM:** Dr. Holmes reported the next Risk Management Committee meeting is scheduled for December 11, 2019. Ms. Loftus chairs the committee is out of the country. Upon her return, Ms. Holmes will coordinate a time to accommodate Ms. Bandish' request to convene earlier in the morning at the Risk Committee.

Organizational Changes

Mr. Scarpelli announced the primary assignment change after having discussions with the CARES board, was to move Ms. Tracy Pellegrino to the NCFIE because of her expertise in behavioral health, Wraparound training and grant writing. The transfer was in perfect alignment with Dr. Nellius submitting her 90 resignation as the NCFIE consultant to assume a position at the FCC. The NCFIE Executive team will work with Dr. Nellius to transition the existing contracts and duties to Ms. Pellegrino.

Ms. Katheryn Parker, the COO will assume the interim leadership role for CARES. Recruiting efforts for the Executive Director position will begin in January. Mr. Rodgers stated the assignments were discussed in advance and he supports the decision.

Mr. Scarpelli shared he has engaged Insperity to perform a non-profit industry standard analysis on titles with organizations like the BFP family of agencies to assess whether our titles are industry standard.

Mr. Scarpelli then reported Dr. Holmes' title was changed from Executive Director to Vice President of Operations to clearly delineate her role over BFP as the lead agency responsible for the DCF Contract and Contract measures and to appropriately align the subsidiary agencies under the lead CBC.

CEO Annual Performance Review

Ms. Loftus shared subsequent to the 360-degree review led by Insperity, Mr. Scarpelli held a one on one meeting with each board member to review the feedback from internal, external customers and stakeholders. She asked Mr. Scarpelli to provide a one-year self-assessment from date of hire 11/13/2018 through 11/13/2019. It will be sent out to the board for feedback, aggregated and delivered to the CEO as one voice from the Board. At the annual retreat, she would like the board to assess the mission and agency objectives so that some of them can be assigned to the CEO objectives for the next review period.

Ms. Loftus mentioned Insperity will facilitate the strategic planning portion of the January Annual Business meeting to review roles, responsibilities and expectations.

Discussions ensued regarding the CARES case management caseload ratios and staff vacancies. CARES is currently analyzing caseloads and staff assignments. Mr. Rodgers shared despite the vacant positions; staff are very engaged with the families and are doing a good job transitioning children and families safely through the system to where they need to be. CARES is looking to fill the vacant positions; the agency cannot control the number of children coming into care.

Consent Agenda

The Family of Agencies Executive reports were posted to the BFP Board Portal in advance of the meeting.

Motion: Mr. Rodgers moved to approve the BFP Vice President, C.A.R.E.S. Interim ED, and Family Allies Interim ED reports. This was seconded by Mr. Cramp and the motion passed unanimously.

CEO Board Report

- BFP completed the PEO selection process and the contract was awarded to Insperity. The agency can access their Optimization Resources Plan offering a more robust menu of human resource services.
- Mr. Scarpelli met with a prospective board member candidate Mr. Carlos Assemany, an Investment Banker with Bank of America. He brings the skill set and shares a passion for helping children in need. Mr. Assemany will be vetted through the Board Recruitment Committee.
- Mr. Scarpelli was nominated, and he accepted a seat on the statewide Florida Coalition's Foundation Board; an excellent opportunity to engage in statewide initiatives, collaborations with other CBC CEO's, the Governor and offers a platform to share the good work BFP does.

Discussions ensued regarding NCFIE and the transition of duties from the Consultant to Ms. Pellegrino, expanding the CARES Replication in different demographics and venues, and the importance of support from the BFP Board.

Board Data Report

The DCF Scorecard measures were posted to the board portal. Using the data report Dr. Holmes provided a status update on the 10 measures as outlined in the talking points.

Discussions ensued with Dr. Swain, BFP's DCF contract manager, regarding the DCF 10 scorecard measures on how the data, variance/thresholds are analyzed, the expected progression for each deficient measure, along with following the trends for those measures deemed uncontrollable.

ACTION ITEM: Dr. Holmes will include specific corrective actions; if any taken, in her report.

Financials

Mr. Johnson provided an overview using the Statement of Revenues and Expenditures for the four months ending October 31, 2019. He referred members to the year to date and showed them both revenues and expenditures for October are back in alignment, and slightly under budget.

- The DCF monthly revenues are slightly higher based on the contract fee schedule determined and approved within the Legislative Budget. Dr. Swain explained the legislative budget request process.
- Salary and Benefits are within budget.
- Legal fees have reduced and is attributed to the onboarding of the Chief Legal Officer.
- Accounting Fees are over and attributed to annual audit expenses.
- Community and Training is over and attributed to conferences attended at the beginning of the year and will even out towards the end of the fiscal year. There are two training line items; a training may have been miscoded.
- Out of Home Care is significantly under budget. This item is closely monitored by programs to ensure children are moved out of high-end care facilities when deemed appropriate.

Action Item: Mr. Johnson will review the two training line items for miscoding.

Discussions then ensued regarding the budget reconciliation process for the month of September.

Risk Management Committee

Ms. Loftus reported the following:

- Reviewed the Subcontractor Monitoring Report presented today.
- Reviewed the Nepotism policy for internal conflicts of interest, for awareness purposes only.
- Family Allies Board asked the Risk Committee's opinion to formalize Ms. Guemple's new role and to effectively integrate Case Management into BFP operations. The Risk Committee found no action required on their part. The decision to formalize Ms. Guemple's new role is up to the Family Allies board and the BFP CEO. Further, any change to how Case Management is structured is a matter for the Family Allies Board. The Risk Committee will support the Family Allies Board in risk management within the context of options the Family Allies Board might want to exercise

Marketing and Donor Relations Committee

Ms. Wright was not in attendance and Mr. Cramp reported the committee did not meet in December.

New Business

Ms. Loftus reminded members to complete the Annual Conflict of Interest Form, The Affidavit of Good Moral Character, sign the Conflict of Interest annual acknowledgement and return the forms to Ms. DeGennaro before leaving.

Dr. Holmes addressed Strategic Plan Goal 3.1:

- a) Improve performance on DCF Contract Measures.
- b) Improve performance on CFSR related outcomes

Actions:

- Meet monthly with CMA's to engage Management Level staff on Contract Performance
- Meet monthly with CMA Management Level Staff to discuss CFSR performance
- Staff coaching and training in practice model
- Data Analysis Workgroup and Workplan
- Unit and Worker level analysis on performance

Measures:

- DCF Contract Performance Measures
- CFSR Performance Measures

FY2020 Target:

- Demonstrate improvement on DCF measures not meeting contract performance levels.
- Demonstrate improvement on measures not meeting federal Child and Family Service Review (CFSR) outcome standards.

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

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison