



BOARD OF DIRECTORS MEETING

June 25, 2020

Minutes

Meeting Held by Teleconference Due to COVID-19 Restrictions

Attendees: Ms. Barb Loftus, Board Chair, Ms. Ruth Long, Board Vice Chair, Mr. Eric Austin, Board Treasurer, Mr. Rob Cramp, Mr. Dan Rodgers, Mr. Carlos Assemany, Dr. Rosanna Malbran Ms. Eleanor Erdogan, Ms. Jean Bandish, Mr. Storm Doddy, and Ms. Sky Beard.

Members Absent: Full Board Participation

Others in Attendance: Mr. Phil Scarpelli, CEO, Ms. Laurie-Anna DeGennaro, Board Liaison, Dr. Valerie Holmes, Vice President of Operations, Ms. Kelly Swartz, Chief Legal Officer, Mr. Don Johnson, Chief Financial Officer, Kevin Maloney, Sr. Executive of Strategy, Dr. Britt Swain, DCF, Ms. Anna Kesic, CEO IMPOWER, Mr. Ernest Jones, IMPOWER, Ms. Katie Guemple, Family Allies, Ms. Osha Goodwin, Brevard C.A.R.E.S., Ms. Tracy Pellegrino, NCFIE, Mr. Eric Beck, Bouchard Insurance.

Ms. Loftus, opened the meeting, welcomed, and thanked everyone for attending the June 25, 2020 Board of Directors Meeting and a roll call was taken.

Ms. Eleanor Erdogan addressed Madam Chair Loftus and stated effective immediately; she is resigning from the BFP Board of Directors to focus on her GAL caseload assignments. Ms. Loftus accepted Ms. Erdogan's resignation and thanked her for her service.

Ms. Loftus added Grant Update to the Agenda Announcements and asked for a motion to approve.

Motion: Mr. Cramp moved to approve the June 25, 2020 Agenda. This was seconded by Mr. Rodgers and 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 reach out to Ms. DeGennaro for a Conflict of Interest form. None were expressed.

Public Comments: No public comments were expressed.

Motion: Ms. Long moved to approve the May 28, 2020 Board Meeting Minutes. This was seconded by Mr. Rodgers and the motion passed unanimously.

Bouchard Insurance Renewal Presentation

The Family of Agencies Renewal Policies were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Beck provided a high-level overview of the renewal policies.

BFP, Brevard C.A.R.E.S, NCFIE 2020-2021 Insurance Renewal Policies

Mr. Beck shared there were no changes in terms of the scope of coverage. However, there was a slight fee increase for renewal period June 26, 2020 to June 26, 2021 due to the increased number of Foster Care/Homes and Cyber Liability Coverage.

Family Allies

Discussions ensued regarding Prior Acts Coverage and Mr. Beck clarified the retroactive date is the first date of the coverage period; the insurance company will cover any claims filed for events that occurred on or after the retroactive date.

Members questioned the increased cost and risks to the Cyber Liability. Mr. Beck noted even with a good Information Technology provider there is a higher Cyber risk for breaching security due to the increased number of staff working remotely. Should a breach occur, the claim usually includes a forensic study to investigate and determine the breach.

Mr. Austin noted on page 28 Improper Sexual Conduct and Physical abuse are on the exclusion list. Mr. Beck clarified it is not included in the general liability coverage; Improper Sexual Conduct and Physical Abuse is covered separately and disclosed on page 26.

Mr. Beck spoke about the Family Allies separate policy and noted if a claim is submitted both FA and BFP are named as BFP is the lead Agency with BFP Board oversight of Family Allies. This requires two claim adjusters, two Attorneys and essentially, the affiliated agencies are in litigation against one another.

Mr. Beck recommends since Family Allies has a sole contract with BFP and if it is determined that they will not contract for case management services outside of BFP, one combined policy would significantly benefit the agency as follows:

- a. Combining would include a cost savings of \$20K, sharing the \$1 mil per incident with an increase from \$3 million to \$5 million aggregate.
- b. Decrease in Directors and Officers Expense
- c. Benefit of one claim adjuster and one attorney

ACTION: Board members decided to defer the matter to the Board Risk Management Committee for a fact-finding review of Mr. Beck's recommendation and the results will be reported back to the full board.

Ms. Loftus then asked for a motion to approve the renewals policies.

Motion: Mr. Rodgers moved to approve the Bouchard June 2020 – June 2021 Renewal Policies as presented. This was seconded by Mr. Cramp and the motion passed unanimously.

FY 2019-2020 Provider Network Survey Results

The survey was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Maloney provided a high-level overview of the survey results contained within the report.

Mr. Maloney reported the survey was sent to 294 Network Providers to include executives and frontline staff, the survey was open from 2/12/20-03/15/20, there were 64 respondents: correlating a 21.8% response rate.

Discussions ensued regarding the environmental scans and Mr. Maloney clarified the scans are completed to ensure provider partners and the family of agencies are reviewing and addressing the reported concerns for implementation of best practices across the continuum of care.

Members then questioned the data showing a higher population served in Mental Health over Substance and Physical abuse. Mr. Maloney reported statistically Substance, Physical Abuse and neglect have a higher population served, and noted results are from the survey respondents (64 out of 294 resulting in a 22% response rate).

Board Announcements

Mr. Scarpelli was pleased to announce NCFIE was awarded the \$4 million Children's Mental Health SAMHSA grant. Ms. Pellegrino added Brevard County is the grantee and funds will be allocated to BFP over a four-year period at \$1 million a year.

Ms. Pellegrino shared some areas of focus: Expand the CARES program, data research locally, statewide and nationally for best practices and evidence based programs to better support Mental Health, the population affected by substance abuse, LGBTQ community, and enhance the local system of care continuum to serve 100 children annually.

Members commended Mr. Scarpelli, Ms. Pellegrino, Dr. Malbran and all those who attributed to achieving this milestone.

2020 Legislative Session Overview

The Legislative Overview was posted to the BFP Board Portal in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided a high-level overview of the presentation and indicated due to COVID-19; the approved bills are held up in the Governor's office for signature.

Family of Agencies Legal Entity Overview

The Family of Agencies Legal Entity Overview was posted to the BFP Board Portal in advance of the meeting. No comments were expressed during the review period. Using the report as presented, Mr. Scarpelli provided and overview of the relationships between Brevard Family Partnership the lead Community Based Care Agency and its subsidiaries Brevard C.A.R.E.S., Family Allies and The National Center for Innovation and Excellence.

Ms. Loftus welcomed Ms. Skye Beard, a former Family Allies Board Member to the BFP Board of Directors.

May 28, 2020 Action Items

Two of the three items were satisfied.

Ms. Loftus reminded board members of the importance for each member to pledge a personal amount according to their ability and noted there are two remaining pledges needed to satisfy the action item. She then asked they be submitted to Ms. DeGennaro at their first opportunity.

Ms. Loftus then reiterated the BFP Board's decision to assume the Family Allies Board functions and noted a separate section for Family Allies has been added to the Agenda to conduct Board Business as they arise.

Ms. Loftus reminded members that there is no board meeting in July. The next regular BFP board meeting is scheduled for August 27, 2020.

Consent Agenda

The BFP and C.A.R.E.S. Board reports were posted to the BFP Board Portal in advance of the meeting. No comments were expressed during the review period.

Motion: Mr. Rodgers moved to approve the BFP and C.A.R.E.S. Board reports as posted. 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 in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided the following brief overview:

- Staff have been informed that the return to the workplace will be no sooner than August 1st. Mr. Scarpelli continues to closely monitor the guidance and actions to be taken by the Office of the Governor, while obeying the universal precautions.
- Mr. Scarpelli was invited by a local Bishop and he attended the South Brevard Prayer Rally. Churches in Brevard county have been both responsive and generous to our cause.
- BFP has been taking advantage of as much social media opportunities to highlight the positives that continue to occur each week regarding our graduating youth, the adoption of our children and the amazing efforts by extremely dedicated staff to serve under these adverse conditions.
- BFP is working to partner with the local Ready for Life chapter to launch the GED Fast Track Program.
- He then asked Board Members to consider mentoring youth who are aging out of foster care. The expectation is to simply develop a healthy and supportive relationship while providing guidance towards independence.

Board Data Report

The Board Data Report was posted to the BFP portal for members to review in advance of the meeting. No comments were expressed during the review period.

Ms. Guemple reported real time data tracking through May 2020 shows overall performance measure improvements. She then provided an overview of the following two red measure:

- Measure 7: court proceedings have either been rescheduled or delayed because of COVID-19. The service delivery plans continue to be reviewed to remediate the deficiencies and staff are committed to working through the challenges.
- Measure 10: Dental Offices are now accepting regular appointments; with the influx of appointments; it will take some time to clear up the backlog.

Financials

The May Financial Statements and the Supplemental Narrative explaining the variances were posted to the BFP portal for members to review in advance of the meeting. No comments were expressed during the review period. Mr. Johnson reported on the variances as presented in the Supplemental Narrative.

Discussions ensued regarding bank fee charges and Mr. Johnson clarified the fees are attributed to account trend reports provided by the bank.

NCFIE BOARD REPORT

The NCFIE Board report was posted to the BFP Board portal for members to review in advance of the meeting. No comments were expressed during the review period.

Ms. Pellegrino provided an overview of her report as posted. She shared the next NCFIE advisory board meeting is scheduled in August and she will have more information to share on the SAMSHA grant budget allocations.

Board Committee Reports

Board Executive Committee: Ms. Loftus, reminded members of their decision to move the Board Governance Committee's charge to the Board Executive Committee. The agenda items discussed at the committee meeting will be addressed under new business.

Board Finance Committee: Mr. Austin, committee chair reported the committee met to review the BFP Family of Agencies FY 2021 budget and was pleased to announce they are all balanced. Mr. Johnson will present them under new business.

Board Risk Management Committee: Ms. Loftus, committee chair reported the committee did not meet in June and is expected to meet in July.

Board Marketing and Philanthropy Committee: Mr. Rob Cramp, committee chair welcomed Ms. Sky Beard to the BFP Board of Directors and Congratulated NCFIE for securing the SAMSHA grant. Mr. Cramp provided the following updates:

- Public Relations redesigned the Annual Report and it can now be used as an effective marketing tool. Once finalized board members will receive a small supply for distribution within their circle of influence.

- The committee continues to work on the family of agencies website redesign and integration with a focus on the Brevard C.A.R.E.S. website.
- The Public Relations department continues to work on marketing efforts to increase foster home capacity in Titusville, the committee is gathering information to identify and target a specific population through community outreach efforts.
- The annual Lip Sync Gala will be virtual with a 30% cost reduction. Rock Paper Simple, the same company contracted to handle the family of agencies website redesign will coordinate the professional studio videos beginning in August. Currently there are six groups scheduled for the event. Sponsor packets will be mailed to each member for their help with obtaining sponsorships.

Members discussed holding the lip sync gala virtually and the board fully supports the committee's decision to move in that direction.

New Business

BFP Family of Agencies Budgets

The BFP Family of Agencies Budgets and the combined Supplemental Narrative were posted to the BFP Board Portal for members to review in advance of the meeting. No comments were expressed during the review period. Using the Supplemental Narrative, Mr. Johnson provided an overview for each FY 2021 balanced budget. Mr. Scarpelli was pleased to announce a 3% Cost of Living/Merit increase has been built into the budgets.

9:58 Ms. Beard left the meeting.

CEO Salary Action

Ms. Loftus shared the Board Executive Committee discussed the CEO's salary action plan and recommends a 3% cost of living adjustment.

Motion: Mr. Doddy moved to approve the 3% Cost of Living Adjustment for the CEO. This was seconded by Mr. Cramp and the motion passed unanimously.

Philanthropy/Community Ambassadors

Ms. Loftus then asked the board to consider moving in a direction that is more focused on philanthropy opportunities and less on internal oversight; the agency is heavily regulated by Florida Statutes and The Department of Children and Families (DCF) contract performance measures. She recommended the following considerations:

- a. Feedback from the Board on what those opportunities look may entail for each board member and how does that resonate personally.
- b. What can the board do individually and collectively to develop a plan attend events such as Annual Legislative Sessions, Children's week, and networking within the boards center of influence, etc.

Mr. Scarpelli added he is looking for members to advocate on behalf of the family of agencies, engage the community and share what the BFPFOA agencies does for the community, open doors for the CEO to build

relationships, along with members attending convenings in support of BFP's local and the CBC's statewide legislative priorities.

ACTION ITEM: Ms. Loftus asked members to give some thought to the recommendations and provide feedback to Ms. DeGennaro for further discussions at the August board meeting.

Board members then discussed developing the messaging and communication plan for Board Ambassadors.

ACTION ITEM: Mr. Cramp will work with the Board Marketing and Philanthropy Committee to develop a communication plan and the materials for board members to distribute while out in the community.

Governance Policies

The governance policies were posted to the BFP Board portal for members to review in advance of the meeting. No comments were expressed during the review period.

Ms. Loftus informed members that the Board Executive Committee reviewed Governance Policies GOV009 Board Member Role, GOV010 Board Self-Assessment & Strategic Planning, GOV014 Sunshine Compliance, GOV015 Moral Character & Background Screening, GOV019 Election of Officers. She noted other than formatting and minor wording; there were no material changes and if there are no further discussions, the committee is seeking a motion to approve.

Motion: Ms. Ruth long moved to approve GOV009 Board Member Role, GOV010 Board Self-Assessment & Strategic Planning, GOV014 Sunshine Compliance, GOV015 Moral Character & Background Screening, GOV019 Election of Officers as presented. This was seconded by Ms. Bandish and the motion passed unanimously.

Board Committee Charters

The Board Recruitment Charter and Board Executive Committee charters were posted to the BFP Board Portal for members to review in advance of the meeting. No comments were expressed during the review period.

Ms. Loftis reiterated the board committee charters were posted to the BFP Board portal for review and if there are no further discussions; she is seeking a motion to approve.

Mr. Doddy noted in section 2.1 of the Board Recruitment Charter Vice Chair is listed twice.

Motion: Mr. Doddy moved to approve the Board Recruitment Charter with the correction. This was seconded by Mr. Rob Cramp the motion passed unanimously.

Motion: Mr. Rodgers moved to approve the Board Executive Committee Charter as presented. This was seconded by Ms. Bandish and the motion passed unanimously.

Brevard C.A.R.E.S. Prospective Board Member

Recruitment documents for Ms. Lori Marie Hurtas were posted to the BFP Board Portal. No comments were expressed during the review period.

Mr. Rodgers shared he and Ms. Parker interviewed Ms. Lori Marie Hurtas, then spoke about her background and experiences. She was presented to the C.A.R.E.S Board for their review and was unanimously approved.

Motion: Mr. Rodgers moved to approve Ms. Lori Marie Hurtas to serve on the Brevard C.A.R.E.S. Board of Directors. This was seconded by Mr. Cramp and the motion passed unanimously.

Family Allies Board Activities

The Family Allies Board report was posted to the BFP Board Portal for members to review in advance of the meeting. No comments were expressed during the review period. Ms. Guemple presented her board report as posted.

No Board Actives to be reviewed at this time.

Ms. Loftus ended the meeting commending Mr. Scarpelli and the family of agencies for their continued efforts to serve despite the challenges and barriers during the COVID-19 pandemic.

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

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved by the Brevard Family Partnership Board of Directors on August 27, 2020