



## BOARD OF DIRECTORS MEETING

May 27, 2021

Minutes

Meeting held by Teleconference Due to COVID-19 Restrictions

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

**Members Absent:** Ms. Ruth Long, Board Vice Chair and Ms. Jean Bandish

**Others in Attendance:** Mr. Phil Scarpelli, CEO, Ms. Laurie-Anna DeGennaro, Board Liaison, Dr. Valerie Holmes, VP of Operations, Ms. Kelly Swartz, Chief Legal Officer, Mr. Don Johnson, Chief Financial Officer, Ms. Tracy Pellegrino, ED NCFIE, Ms. Katie Guemple, ED Family Allies, Kathryn Parker, ED Brevard C.A.R.E.S., Ms. Jessica Walker, DCF, Ms. Fawn Moore, DCF, Mr. Adam Maul, DCF, Mr. Ernest Jones, IMPOWER, Ms. Pam Bress, Ready for Life Brevard, Ms. Cyndi Hernandez, BFP, Mr. Eric Beck, Bouchard Insurance.

Ms. Loftus called the meeting to order, welcomed, and thanked everyone for attending the May 27, 2021 Board of Directors Meeting.

**Motion:** Mr. Cramp moved to approve the May 27, 2021 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 disclosed.

Public Comments: No public comments were expressed.

**Motion:** Mr. Cramp moved to approve the April 22, 2021 Board Meeting Minutes. This was seconded by Mr. Rodgers and the motion passed unanimously.

### BOARD PRESENTATIONS

#### Ready for Life Brevard

The Ready for Life Presentation and supplemental materials were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period.

Ms. Loftus provided background on the formation of Ready for Life Brevard (RFLB) and its mission to serve unaccompanied youth and youth aging out of foster care. She then introduced Ms. Pam Bress, Executive Director. Ms. Bress provided an overview of her presentation as submitted. She then invited board members to visit the new location at 1401 Guava Avenue, Melbourne, Florida 32935. Mr. Scarpelli noted he has served

on the RFLB Board of Directors since inception and thanked Ms. Bress for her community involvement and leadership.

Ms. Loftus expressed her gratitude for BFP providing the seed money to fund for the GED Fast-Track program and is excited about the opportunities for a continued partnership with RFLB to further support the BFP family of agencies mission and vision to serve our youth.

Board members discussed the positive impact RFLB has made with youth attending an array of programs and services; to include vocational training, teaching life skills, and identifying permanent affordable housing for homeless youth. Mr. Cramp spoke about the 92 housing development properties across the county and suggested advocating for one of the developments to offer youth a seamless transition out of foster care.

### Bouchard Insurance Overview

The Insurance Summary for the Insurance renewal proposal was presented to the board without a review period.

Mr. Scarpelli spoke about the industry experience and long-standing relationship Bouchard Insurance has with CBC's across the state.

Mr. Scarpelli introduced Mr. Eric Beck. Mr. Beck reviewed the Foster Parent Liability Insurance covered by DCF and BFP and found that the coverage is duplicative. He recommends BFP dropping the Foster Parent liability coverage.

Mr. Beck spoke about the two separate liability insurance policies for BFP and Family Allies and the historical reasons for maintaining the two. He stated since the BFP Governing Board now has oversight of Family Allies and Family Allies as a sole case management contract with BFP, with no future contracts anticipated, he recommends combining the two policies for the following reasons:

- The benefit of one Attorney, one Claim Adjuster representing the Family of Agencies, thus avoiding the duplicate cost of litigating a claim if one were submitted.
- Decrease in Insurance Premiums for one policy versus two.

Discussions ensued regarding Mr. Scarpelli's oversight and approach to reducing insurance cost.

**Motion:** Mr. Cramp motioned to approved Mr. Scarpelli to exercise his approach to discontinue the duplicative Foster Parent Liability Insurance and to consolidate the BFP and Family Allies Insurance policies into one. This was seconded by Dr. Malbran, and the motion carries unanimously.

### Family of Agencies Staff Satisfaction Survey

The Staff Satisfaction Surveys for BFP, Brevard C.A.R.E.S. and Family Allies were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Ms. Hernandez reviewed the surveys as presented.

### Berkshire Affirmative Action Plan

The Berkshire Affirmative Action Plan confirmation letter was posted the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Ms. Hernandez reported as presented and noted the following:

BFP maintains a culturally diverse workforce consisting of the following demographics: 29% Black/African American, 10% Hispanic, 2% Asian, 54% White and 5% other. BFP practices ensure diversity to include the family of agencies board of directors and all staff from frontline to executive level management.

### CONSENT AGENDA

The BFP, C.A.R.E.S., DCF Data, and CEO Board Reports were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period.

**Motion:** Mr. Austin moved to approve the BFP, C.A.R.E.S., DCF Data, and CEO Board Reports under the Consent Agenda. This was seconded by Mr. Doddy and the motion passed unanimously.

### BOARD COMMITTEES

Board Executive Committee: Ms. Loftus, Chair reported the committee met for general governance oversight and to review the June Strategy Session Agenda. She then polled members for their preference to meet virtually or in person. The board agreed to meet in person. Mr. Austin offered space at his church: Discover Life on Eau Gallie.

**ACTION ITEM.** Ms. DeGennaro will work out the logistics with Mr. Jesse Biron of Discover Life Church.

Board Finance Committee: Mr. Austin, Chair, reported the financials were e-mailed to the finance committee for their review. The Committee meets virtually on a quarterly basis for an in-depth review and on the off months they are reviewed via e-mail. He then shared the committee will be meeting in advance of the June Strategic Planning Session to review the FOA budgets and Salary Administration Plan.

Board Risk Management Committee: Mr. Doddy, Chair reported no meeting was held in May.

Board Marketing and Philanthropy Committee: Mr. Cramp, Chair reported the following updates:

- In lieu of hiring a Marketing Manager, beginning June 1, BFP has contracted with Rock Paper to provide 10 hours of marketing services weekly.
- Rock Paper is working on refreshing the BFP website with an October rollout date.
- BFP is in the planning phase of the Over-the-Edge fundraiser. At this event, individuals will raise funds to rattle down buildings.
- The Suntree Country Club Board of Directors have approved the golfing event scheduled on Saturday, September 25, 2021.

### BFP Foundation Board:

- Mr. Assemany, Chair reported the BFP Foundation Board continues to recruit board members. Doctor Stephanie Haridopolos was approved at the last Foundation Board meeting.

- The tax exemption status is pending; once received, the Foundation Board will begin promoting for the Suntree Country Club golfing event scheduled for September 25, 2021.

#### NEW BUSINESS

Governance Policies: GOV202 Internal Controls, GOV203 Risk Management, GOV204 Investment Management, GOV205 Fundraising Management, GOV209 Settlement Authority, GOV210 Behavior Support Management were posted to the BFP Board Portal to review in advance of the meeting. No comments were expressed during the review period.

Ms. Loftus reported the Governance Policies were posted to the BFP Board Portal giving members an opportunity to review the non-material changes as presented. She then asked for a motion to approve.

**Motion:** Mr. Cramp moved to approve GOV202 Internal Controls, GOV203 Risk Management, GOV204 Investment Management, GOV205 Fundraising Management, GOV209 Settlement Authority, GOV210 Behavior Support Management with the recommended changes as presented. This was seconded by Mr. Rodgers and the motion passed unanimously.

**Motion:** BFP Board meeting adjourned by consensus.

Approved by the Brevard Family Partnership Board of Directors on June 24, 2021.

Respectfully Submitted,

Laurie-Anna DeGennaro  
Board Liaison