

Brevard C.A.R.E.S. BOARD OF DIRECTORS
April 14, 2021
BOARD MEETING MINUTES

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Ms. Paula Ferrell, Board Member; Ms. Christa Bailey, Board Member; Ms. Lori Huertas, Board Member; Ms. Tracy Newman, Board Member; Ms. Lori Huertas, Board Member;

Others in Attendance: Mr. Phil Scarpelli, FOA CEO, Ms. Kathryn Parker, Brevard C.A.R.E.S. Executive Director; Ms. Rebecca Melick, Brevard C.A.R.E.S. Program Director; Mr. Don Johnson, Family of Agencies CFO; Ms. Osha Fordom, Board Liaison; Ms. Cyndi Hernandez, FOA HR Director

Mr. Rodgers welcomed everyone to the meeting and asked everyone to state their name for the record.

Mr. Rodgers reminded members that if they had a real or perceived conflict of interest to please complete the Conflict of Interest form (available at meeting). None was reported.

Consent Action Items

Mr. Rodgers asked the Board to make a motion to approve the agenda.

Motion: Ms. Newman moved to approve and amend the agenda to include Ms. Cyndi Hernandez to present Brevard CARES 2020 Staff Retention and Satisfaction Survey results. This was seconded by Ms. Bailey and the motion was passed unanimously.

Mr. Rodgers asked the Board to make a motion to approve the minutes from the January Board meeting.

Motion: Ms. Ferrell moved to approve the meeting minutes from the January Board Meeting. This was seconded by Ms. Newman and the motion was passed unanimously.

Informational Items

Mr. Scarpelli presented a Family of Agencies update. Mr. Scarpelli reported as follows:

- Mr. Scarpelli announced that Brevard Family Partnership is preplanning for the DCF Invitation to Negotiate (ITN) contract and has engaged an independent contractor to assist with coordination of the lengthy and complex process.
- The Department of Children and Families has returned the Executive Team to their offices. Although BFP usually follows DCF lead he is not comfortable transitioning the FOA staff back to the office yet and will continue to monitor COVID-19 data.
- BFP Administrative Office is preparing to relocate to its new location in Rockledge and is expected to start moving in June.

Ms. Hernandez presented Brevard CARES 2020 Staff Retention and Satisfaction results. Ms. Hernandez presented as follows:

- 91.9% of employees completed the survey.

- The agency targeted a controllable turnover rate of 12%
- The agency employed 54 employees and had a total turnover rate of 30.95%, nine was considered controllable.
- The agency remained steady in overall employee satisfaction, with a slight decrease in two of the individual categories. Three categories that received the highest increase in scores are Expectations, Personal Value and Commitment to Excellence. Two categories dipped slightly, Development and Encouragement.
- All employees who had been employed for a year as of May 2020 received a 3% COLA.
- A new merit increase program was implemented and effective July 1, 2020.
- New positions were developed and opportunities for growth we created for existing employees.
- Initial check-ins with the team by someone who is not their supervisor was implemented to assure regular employee communication. It was reviewed as a leadership team and changes were made where appropriate.

Ms. Hernandez left the meeting.

Ms. Huertas joined the meeting.

Ms. Parker presented the Executive Director's report. Ms. Parker reported as follows:

- Ms. Parker shared that she met with Saint Stephen's Way regarding ways Brevard CARES can collaborate with them. Saint Stephen's Way provides affordable housing along with supportive services to single fathers.
- Ms. Parker secured a contract with Casey Gilbert from PowerWith to facility the Board Retreat and assist in the strategic planning process.
- As CARES move toward the implementation of the Family First Preservation Service Act (FFPSA) they will need to increase the capacity of the Family Support Services Team. It is unclear how much additional funding they will receive to support the increase.
- The Child Abuse Prevention Task Force annual banquet will be April 30th at noon via Zoom. A total of 20 employees from the FOA was nominated.

Ms. Parker presented the Monthly Data Reports for January and February 2021.

Mr. Johnson provided a financial update for November 2020. Mr. Johnson presented as follows:

- Year-to-date through March 2021, total revenue exceeds total expenditures by \$28,632 or 1.4%.
- Year-to-date through March 2021, Brevard C.A.R.E.S. has expended \$112,574 above budgeted expenditures. Primary areas of overage continue to reside in Salaries & Benefits (\$51,495), Legal Fees (\$16,742), Telephone (\$14,294), and Membership Dues & Fees (\$6,439).
- Primary areas experiencing expenditures below budget include Travel (\$12,953), Drug, Fingerprints & Background Screening (\$2,516), Printing & Reproduction (\$1,950), and IT Expenses (\$767).
- An item previously discussed but not yet reflected within the financials is the increase to Brevard C.A.R.E.S. MRT (Mobile Response Team) contract for an additional \$274,867 for a total of \$527,481 for the year. This contract was also extended until 2023. The revenue and expenditure budget will be updated to reflect this amendment once documentation is finalized and executed.

- Through March 2021, Brevard C.A.R.E.S. has expended 78.96% of the Fiscal Year 2021 Budget. On a straight-line methodology, this would equate to 3.96% above budget, but does not incorporate all grant expenditures which are reimbursed.
- Overall, Brevard C.A.R.E.S. is currently “cash strong” with a cash position representing 11.86% of their annual operating budget. Salaries, Benefits and Telephone expenses will continue to remain above budget as we finish the fiscal year – but not to an extent to cause material concern.
- As Brevard C.A.R.E.S. complete the final operating periods of Fiscal Year 2020-21 he anticipates a timely close and solid performance report through the audit.
- Brevard C.A.R.E.S. PPP Stimulus forgiveness application portal is not yet available, but he anticipates the portal becoming available within the next few weeks. This will be completed as soon as the platform is available

Mr. Rodgers reminded the Board that in preparation for their COA Reaccreditation all governance policies will need to be reviewed and updated if needed.

GOV BC 1000 Conflict of Interest, GOV BC 1001 Ethics, GOV BC 1018 Moral Character, GOV BC 1015 Nepotism, GOV BC 1016 Board Self Assessment, GOV BC 1020 Environmental Conservation, GOVBC 1021 Election of Officers were sent to board members in advance to review prior to the Board meeting.

Mr. Rodgers asked for a motion to approve GOV BC 1000 Conflict of Interest, GOV BC 1001 Ethics, GOV BC 1018 Moral Character, GOV BC 1015 Nepotism, GOV BC 1016 Board Self Assessment, GOV BC 1020 Environmental Conservation, GOVBC 1021 Election of Officers

Motion: Ms. Huertas moved to approve GOV BC 1000 Conflict of Interest, GOV BC 1001 Ethics, GOV BC 1018 Moral Character, GOV BC 1015 Nepotism, GOV BC 1016 Board Self Assessment, GOV BC 1020 Environmental Conservation, GOVBC 1021 Election of Officers. This was seconded by Ms. Newman and the motion was passed unanimously.

Ms. Huertas left the meeting.

Member/Public Comment:

Ms. Parker informed the Board that Ms. Casey Gilbert from PowerWith will be contacting them to conduct one on one interviews as part of the strategic planning process.

Ms. Fordom informed the Board that the Annual Board Retreat will be on Wednesday May 5 from 9:00am-3:30pm at DRS Community Center in Satellite Beach.

Meeting ended at 5:34pm.

Respectfully Submitted,
Osha Fordom
Board Liaison

Approved at by the Board of Directors at the May 5 Board of Directors Meeting