

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
January 13, 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;

**Board Members Absent:** Ms. Valeta Cameron, 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;

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. Ferrell moved to approve the agenda for January 13. 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 November Board meeting.

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

**Informational Items**

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

- Mr. Scarpelli participated in a virtual event, An Act of Good Faith (the governor's faith and community-based initiative) that BFP was selected to be featured in. This was a good example of BFP's partnership with the Department, their alignment with the Governor's initiative and their relationship with the faith based community.
- There is a donated space at the Merritt Island government complex for NCFIE team to be housed. In the future, the Executive team members can "hotel" at this location providing a diversity of supportive presence for the NCFIE team.

- Mr. Scarpelli had the honor of participating in the National Veteran’s Chamber of Commerce Radio Show on Friday, December 18th regarding child welfare and the impact of Post Traumatic Stress on the children and families they serve.
- The main office has a new location in Rockledge that is in the process of being renovated and is expected to be available in early summer for the relocation to begin.

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

- There was much concern about how this Christmas season would look for CARES children. The Marketing Department was contacted in October that there were organizations that had previously supplied large donations of gifts that would not be able to because they had to lay off their own employees. Fortunately, there were so many individual families who stepped up and said they wanted to support another family for Christmas. Through these donations CARES were able to provide gifts for over 320 children with donations that exceeded \$38,000.
- For CARES Christmas all staff meeting the leadership team dropped off goody bags to all the team members. In the bag was a bagel, cream cheese, a Christmas mug, hot cocoa mix, a card to play Christmas BINGO and a holiday headband. The team enjoyed a virtual Christmas party where teammates decorated doors in their home, and they did a Secret Santa exchange with Amazon making the deliveries directly to each other’s houses.
- Brevard CARES was notified of an increase in the amount of funding available to families for housing issues. The Brevard Housing coalition received additional funding from the federal government because of COVID-19. Brevard Housing Authority authorized an additional \$ 55,636 that can be directly used on things such as utilities, rent assistance, deposits and other moving expenses.
- Prior to COVID-19 Brevard CARES was working with the MRT Managing Entity on expanding their Mobile Response Team to include services for all ages. Unfortunately, the grant that would have paid for this was not renewed. The Managing Entity, however felt that Brevard County needed this service and have committed an additional \$272,867 to their existing Mobile Response Team contract which will take the total amount to \$527,481. They have also extended the contract ending year 2023. The total amount for the contract is \$1,582,443.

Ms. Parker presented the Monthly Data Reports for October and November 2020.

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

- Microsoft Dynamics (SL) 2018 financial software upgrade full transition to “go live” in the updated platform took place January 7, 2021. This marks a tremendous improvement in capability, reliability, and function.
- Rachel Friddle, Senior Director of Finance, has added significant strength and historical knowledge to the financial operations FOA-wide. Monthly closing and reporting has gained efficiency with her presence, and will continue to gain greatly as processes and procedures are reviewed and improved.
- Year-to-date total revenue matches total expenditures of \$1,142,462.

- Year-to-date salaries and benefits are \$13,905 greater than budgeted, but have gained significantly as October's reporting displayed \$45,111 greater year-to-date. The needle is moving in the correct direction in this category, which had been impacted by extenuating circumstances earlier in the year that also contributed to the year-to-date expense of legal fees (\$16,872).
- Year-to-date telephone expenses are \$8,318 greater than budgeted due to cell phone expenses. As they finalize the decision to implement an updated communications platform this expense should be eliminated in entirety due to advances in technology.
- Year-to-date travel continues to be light with only \$27,579 expended of a \$127,800 budget.

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

Governance policies GOV BC 1014 Risk Management, GOV BC 1019 Strategic Planning, GOV BC 1025 Restrictive Behavioral Management were uploaded to the Board Portal for review prior to the Board meeting. Mr. Rodgers asked if the titles on page 4 of GOV BC 1014 Risk Management could be updated and the policy representing at the February Board meeting.

Mr. Rodgers asked for a motion to approve GOV BC 1019 Strategic Planning and GOV BC 1025 Restrictive Behavioral Management.

**Motion:** Ms. Newman moved to approve GOV BC 1019 Strategic Planning and GOV BC 1025 Restrictive Behavioral Management. This was seconded by Ms. Ferrell and the motion was passed unanimously.

**Member/Public Comment:**

There was none.

Meeting ended at 5:23pm.

Respectfully Submitted,  
Osha Fordom  
Board Liaison

Approved by Board of Directors on April 14, 2021