

Brevard C.A.R.E.S. BOARD OF DIRECTORS
November 11, 2020
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: 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. Shantinese Jackson, BFP Wraparound Supervisor;

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. Bailey moved to approve the agenda for November 11. This was seconded by Ms. Ferrell and the motion was passed unanimously.

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

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

Informational Items

Ms. Parker introduced Ms. Jackson. Ms. Jackson was a Care Coordinator on a case that entered the CARES system in turmoil and the kids was on the verge of being sheltered. Ms. Jackson explained her role with the family and the steps that she took to stabilize the family and help them overcome adversity so that they could remain together. This families success story was shared on the local news.

Ms. Jackson left the meeting.

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

- A Mobile Response Team Coordinator, Safety Management Services Team Family Engagement Coordinator and two Diversion Care Coordinators have been hired and are scheduled to start on November 23rd and 30th.
- Brevard CARES has been working with the sixteen different law enforcement agencies in Brevard county to provide information about using the Mobile Response Team. The focus is to help them understand that the Mobile Response Team also helps link the families for ongoing services. Ms. Parker did a presentation on CARES Mobil Response Team for Melbourne Police Department during their Critical Incident Training. The Melbourne Police Department has a personal goal to have at least one officer on every shift trained in responding in a trauma informed way. Ms. Parker handed out blue cards and MRT fold over cards.
- Parenting with Love and Limits received a quarterly review. The Parenting with Love and Limits team achieved 100 % content, intake, and referral engagement for this quarter. The Team continues to provide this program virtually, so the clients are receiving individual counseling and parenting sessions. The team has successfully graduated eleven families through the program and currently has eleven families currently in the program.

Ms. Parker presented the Monthly Data Reports for September 2020.

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

- Brevard C.A.R.E.S. has spent 37.08% of the overall budget, which would be 3.75% over budget through 4 periods when considering a straight-line calculation of 33.33%. Heavier spending took place in earlier periods in areas such as Licenses and Accreditations. When considering the Period 4 total expenditure amount of \$218,615.82, if this amount were to be expended for 12 periods Brevard C.A.R.E.S. would only be 1.16% overspent for the entire year.

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 1009 Fundraising Management, GOV BC 1010 Board Donations, GOV BC 1011 External Communication and GOV BC 1008 Signature Authority were uploaded to the Board Portal for review prior to the Board meeting. Mr. Rodgers reminded the Board that GOVBC1008 Signature Authority was presented at the Board meeting in October and the Board asked for the Positions Authorized to Issue Payments and Threshold Limit for the Board Chair, Vice Chair and Board Treasurer be changed from \$500,000 to \$250,000 and the title BFP Chief Finance Director be updated to BFP Chief Financial Officer to align with Brevard Family Partnership policy. The policy currently reflects those changes.

Mr. Rodgers asked for a motion to approve GOV BC 1009 Fundraising Management, GOV BC 1010 Board Donations, GOV BC 1011 External Communication and GOV BC 1008 Signature Authority.

Motion: Ms. Huertas moved to approve GOV BC 1009 Fundraising Management, GOV BC 1010 Board Donations, GOV BC 1011 External Communication and GOV BC 1008 Signature Authority. This was seconded by Ms. Bailey and the motion was passed unanimously.

Member/Public Comment:

Ms. Huertas shared that Barry University is the drop off location for the Family of Agencies annual Holiday Gift Drive and informed the Board that if they knew anyone that wanted to make a donation they could contact her directly.

Mr. Rodgers shared that he has made a donation to CARES to support the gift drive. Ms. Bailey asked if Ms. Fordom could send out the donation link to the Board members so that those that wanted to donate could.

Meeting ended at 5:20pm.

Respectfully Submitted,
Osha Fordom
Board Liaison

Approved by the Board of Directors on January 13, 2021