



ADVISORY BOARD MEETING

May 17, 2023

BOARD MEETING MINUTES

Board Members in Attendance:

- Mr. Dan Rodgers, Board Chair
- Ms. Christa Bailey, Board Co-Chair
- Ms. Paula Ferrell, Board Treasurer
- Ms. Tracy Newman, Board Member
- Ms. Brittany Bartusek, Board Member
- Ms. Samantha Johnson, Board Member

Others in Attendance:

- Mr. Phil Scarpelli, FOA President and CEO
- Ms. Rebecca Melick, Brevard C.A.R.E.S. Executive Director
- Mr. Don Johnson, Family of Agencies CFO
- Mrs. Taheerah Jones, Board Liaison

Dan Rodgers calls the meeting to order at 4:31.

Mr. Rodgers reminded members that if they had a real or perceived conflict of interest to please complete the Conflict-of-Interest form. None reported.

Consent Action Items

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

Motion: Ms. Newman moved to approve the agenda. 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 April Advisory Board meeting.

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

Informational Items

Mr. Scarpelli spoke on the issue of homelessness in Brevard County. He hopes to look at getting legacy donors who will be a part of the venture capital to pursue property or work with developers on the issue of homelessness. As an agency we need to build networks to help spread community awareness. If anyone knows anyone who wants to help, please have them reach out to him or Kelli Watts.

Mr. Scarpelli thanks the Advisory Board for their tenure over the years.

Mr. Rodgers introduces Ms. Melick to present the Executive Director Report.

Ms. Melick starts off by mentioning that April was Child Abuse Prevention Month and that she attended the Proclamation Reading at the courthouse. Pinwheels were also planted throughout the county. She also mentioned that the CAPTF banquet that was held in April was a success and that CARES had a few employees that were nominated for awards.

Ms. Melick shares some of the staff went to Tallahassee to attend a training on leadership development. CARES has a few new supervisors that were promoted or came to CARES from another company with experience. The training consisted of workshops and networking with other supervisors and leaders throughout the state. Some members of the team will also be attending another training to become Child Welfare Certified, which is a new required credential.

Ms. Melick mentions CARES has started working with DCF to receive the PNA (Parent Needs Assistance) reports that are screened out each week. Our Neighborhood Partnership Program will be reaching out to these families to offer services. CARES received within the first week 4 referrals by calling these families directly. Families were open to receiving the support and help from the agency. The purpose of this program is to help prevent them from calling the hotline. However, the program has been put on hold for the time being, but it should be back up and running within the next couple of weeks.

Ms. Melick shared we had 2 staff members pass their exam and obtained their Provisional Child Welfare Certification. They graduated at the May FOA All Staff Meeting. This was also the largest graduation class of FOA with 19 graduates in total with 2 from CARES.

Ms. Melick mentions there are only a few job vacancies left and there are about 6 or 7 new employees starting within the next couple of weeks.

Ms. Bailey states she thinks the PNA is an amazing way to help parents in need and she hopes the program will start back again soon.

Ms. Melick responds stating these families are just one step away from a call turning into an abuse report and if we can get involved in stopping this from happening that would be great.

Mr. Rodgers introduces Mr. Johnson to present the Financial Report.

Mr. Johnson reports there are currently no red flags of concern for CARES and they are still under budget by 17% at the third quarter mark of the fiscal year.

Ms. Bailey asks who the best person of contact would be in case they can't attend a meeting and Ms. Melick responds by letting her know she can contact Ms. Jones or Mr. Rodgers.

Ms. Bailey asks if there is a way for her and the board members to help with sending thank you cards or personal notes to people who donate or contribute to show gratitude.

Mr. Scarpelli mentions she can contact Mrs. Jones and thanks her for bringing this to his attention. He also asked the Advisory Board if they would be open to recording testimonials to share. He would love to see Advisory Board testimonials on the website and social media platforms.

Ms. Bailey is willing and open to assist with whatever is needed.

Mr. Rodgers agrees we need to make sure we are recognizing people and it is valuable to thank them publicly for all they have done to donate or contribute to our agency.

Mr. Rodgers asks if anyone wants to comment and then adjourns the meeting at 5:17 pm.

Member/Public Comment:

There was none.

The meeting adjourned at 5:17 pm.

Respectfully Submitted,
Taheerah Jones
Board Liaison