

**BREVARD C.A.R.E.S BOARD OF DIRECTORS
BOARD MEETING MINUTES
April 01, 2015**

Board Members in Attendance: Ms. Christa Bailey, Board Chair; Ms. Cyndi Hernandez, Vice Chair; Mr. Ralph Martinez, Treasurer; Ms. Carol Macrander, Board Member; Dr. Barry Kronman, Board Member; Ms. Crystal Turnman, Board Member; Ms. Maggie Dickinson, Board Member

Board Members Absent: Deputy Michael Williams, Board Member

Others in Attendance: Dr. Patricia Nellius, Chief Executive Officer; Ms. Debbie Davidson-Cook, Brevard C.A.R.E.S. Interim Executive Director; Ms. Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Ms. Rachel Bjornstad, Brevard Family Partnership Accounting Manager; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant; Ms. Laurie-Anna Blackburn, Brevard Family Partnership Executive Assistant

Motion: Dr. Kronman moved to approve the agenda. This was seconded by Mr. Martinez and the motion was passed unanimously.

Ms. Bailey welcomed everyone to the meeting and asked if any Board Member's request to disclose any Conflict of Interest with Agenda items and/or any business relationships with Board Members.

Motion: Dr. Kronman moved to approve the minutes from the March 4, 2015 board meeting. This was seconded by Ms. Macrander and the motion was passed unanimously.

New Business

Ms. Hernandez spoke about potential Board member Ms. Valeta Cameron and the Board reviewed her Prospective Board Member Information Sheet.

Ms. Dickinson joined the meeting.

Dr. Nellius reviewed Board Recruitment policy GOV BC 1003, and explained the recruitment process and suggested the Board forms a Board Recruitment Subcommittee. Dr. Kronman volunteered to Chair the subcommittee, Ms. Dickinson and Ms. Turnman volunteered to serve on the committee and Ms. Macrander volunteered to assist when she can. Dr. Nellius asked Ms. Goodwin to coordinate a date and time for the Recruitment Subcommittee to meet with Ms. Valeta for an interview.

Dr. Nellius reviewed the Emergency Executive Director Succession section of Governance Model policy GOV BC 1002. After reviewing the policy, Dr. Nellius asked the Board for their input on how to move forward with recruiting a new Executive Director. Ms. Macrander suggested that internal candidates be considered or if an external candidate is consider they should be familiar with Brevard and the services available here. Ms. Macrander suggested that candidates be required to demonstrate certain core competencies needed as part of the interview process. Dr. Nellius agreed that having candidates demonstrate certain core competencies should be included in the interview process and she will include in the job description that candidate must have experience in the Brevard County System of Care. Ms. Macrander asked if the

position could be posted both internally and externally. Dr. Nellius replied that yes the position will be posted internally and externally.

Motion: Dr. Kronman moved for Brevard C.A.R.E.S. to move forward with posting the vacant Executive Director position internally and externally concurrent. This was seconded by Ms. Macrander and the motion was passed unanimously.

Ms. Macrander referenced back to the Governance Model policy that was previously discussed and stated that number 3 on page 1 reads: “The Board is responsible to monitor the quality of services and financial soundness of the corporation.” She then asked if the financial issues and quality gaps that have been discussed in the past been closed (including the intake process.) Dr. Nellius replied that BFP hired a consultant that will be starting April 7 that will analyze and assess the intake practices and make recommendations. Ms. Cook is also completing an in-depth analysis of the C.A.R.E.S. systems and practices and will report her findings and recommendations to the Board when concluded.

Dr. Nellius informed the Board that a recognition plaque has been ordered for Dr. Cross and asked for their recommendations on how to present it to him. After discussion the Board agreed to have a recognition dinner for Dr. Cross at Tuscany Grille in Melbourne or Amici’s Italian Restaurant. Ms. Goodwin will coordinate.

Consent Agenda

Ms. Holmes presented the Executive Director’s report. Ms. Holmes announced that April is Child Abuse Prevention Month and reviewed all events scheduled. Ms. Holmes shared that C.A.R.E.S. staff Jessica Miles and Shenelle Robertson (along with Ms. Bailey) will attend Children’s Week in Tallahassee beginning April 12 through April 17, 2015. Ms. Holmes was pleased to announce that Tracy Little, Heather Howlett, Peter Tessier and Bridget Leboeuf were nominated for CAPTF Awards. Winners will be announced at the Child Abuse Prevention Award Banquet on April 30. If any Board members are interested in attending the banquet should RSVP with Ms. Goodwin.

Ms. Cook reported that she had the BFP Data Integrity Manager analyze C.A.R.E.S. data to identify family engagement. As a result staff was notified of cases that need to be closed and moving forward data reports will be due to her monthly for review. Ms. Cook shared that Tracy Little, BFP Wraparound Fidelity Liaison, will be facilitating a booster training for Family Partners. Ms. Holmes added that today C.A.R.E.S. new diversion model was executed titled the “Safety Management Services Team” which consists of two Family Engagement Specialists and a Family Support Specialist. The model was designed to prevent removal.

Ms. Macrander asked if the Board could be provided with an overall analysis of the satisfaction surveys and if any trends have been identified. Dr. Nellius replied that at a future meeting a PowerPoint presentation can be provided that shows the elements of the satisfaction surveys for the past three years and what trends have been identified.

Ms. Bjornstad presented Brevard C.A.R.E.S. financial statements for February 2015.

Old Business

Ms. Hernandez gave a Public Relations (PR) Task Force update. Ms. Hernandez reported that the committee hadn't met since the last Board meeting but is scheduled to meet on Monday April 6. Dr. Nellius added that Tracey Kinsley, BFP Director of Communications, reported to her that she attended the last PR Task Force meeting and is coordinating with Rollins College to work with the PR Task Force to help create and implement a Board approved marketing plan.

Ms. Holmes reviewed the following three client grievances that were reported on the Annual Risk Assessment FY 2013-2014 and the actions taken to resolve them.

In 2013 BFP Client Relations received a complaint suggesting a potential HIPPA violation by one of CARES providers. *The client was provided with information on how to contact the United States Department of Health and Human Services (HHS) Office for Civil Rights to file an official complaint. In addition the issue was discussed with the Provider and the Provider addressed the issue accordingly, including providing additional HIPPA training to the Counselor in question. It was also recommended that she provide an updated training to all of the Para-professionals.*

In 2014 BFP Client Relations received a complaint regarding services ending abruptly due to funding. *The case was discussed with CARES Program Manager. The Program Manager addressed the situation accordingly with the Care Coordinator. The Adoptive Mother was contacted by the Program Manager who assured her that her current Medicaid services would continue until alternative services could be found.*

In 2014 BFP Client Relations was asked to contact client to discuss a matter, Client Relations was unable to make contact with the client. *Numerous attempts were made to contact the client but contact was unsuccessful.*

Ms. Holmes reviewed the Strategic Plan.

GOAL A1: All families are strong and connected.

OBJECTIVE A1: Provide evidence-based and culturally appropriate parent education and support services for families at risk for abuse and neglect.

Ms. Holmes reported that some evidence-based practices offered to families are: Nurturing Parenting Program, Cognitive Behavioral Therapy and Child Parent Psycho Therapy.

STRATEGIES A1.1: Focus attention on development of additional natural and informal support systems.

Ms. Holmes reported that Wraparound is used to focus on natural and informal supports.

TARGET A1: Serve 500 families annually.

Ms. Holmes reported that C.A.R.E.S. has exceeded the target of serving 500 families annually.

Speak Out / Public Comment

Motion: Ms. Hernandez moved to adjourn the meeting. This was seconded by Ms. Turman and the motion was passed unanimously.

Respectfully Submitted,

Osha Goodwin
Brevard C.A.R.E.S. Executive Assistant