

Brevard C.A.R.E.S. BOARD OF DIRECTORS

November 2, 2016
BOARD MEETING
MINUTES

Board Members in Attendance: Dr. Greg Howes, Board Chair; Ms. Maggie Dickinson, Board Member; Mr. Dan Rodgers, Board Member; Ms. Valeta Cameron, Board Member; Ms. Elaine Livolsi, Board Member;

Board Members Absent: Ms. Crystal Turman, Board Treasurer;

Others in Attendance: Dr. Patricia Nellius, CEO; Ms. Phebe Powell, Brevard C.A.R.E.S. 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. Elaine Livolsi, Prospective Board Member; Ms. Kelly Murray, CARES Care Coordinator; Ms. Heather Howlett, CARES Community Services Manager; Ms. Jessica Miles, CARES Prevention Program Manager;

Dr. Howes welcomed everyone to the meeting and asked everyone to state their name for the record.

Dr. Howes reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at meeting). None were reported.

Presentations:

Ms. Powell introduced Ms. Miles and Ms. Murry and presented Ms. Murray with an award for Most Creative Case Plan for FY 15/16.

Ms. Murray and Ms. Miles left the meeting.

Ms. Heather Howlett joined the meeting.

Ms. Howlett announced that November is National Adoption Month and explained the services Brevard C.A.R.E.S. Post Adoption Coordinator provides for families that have adopted.

Ms. Howlett left the meeting.

Consent Action Items:

Motion: Ms. Dickinson moved to approve the agenda. This was seconded by Ms. Livolsi and the motion was passed unanimously.

Motion: Ms. Dickinson moved to approve the September 14, 2016 Board Meeting Minutes. This was seconded by Ms. Cameron and the motion passed unanimously.

Informational Items:

Dr. Nellius was pleased to announce that C.A.R.E.S. application submission to the California Evidence Based Clearing House has been accepted as an Evidence Based Practice Program.

This is the culmination of several years of work and investment of time and resources to conduct the study, draft the Toolkit and have a Published Peer Review.

Ms. Powell presented the Executive Director's report. Ms. Powell was pleased to announce that Brevard C.A.R.E.S. Medicaid online enrollment has been approved. Ms. Powell informed the Board that a draft Donor Card to support Cribs for Kids has been developed to support and enhance the Board efforts to raise additional funds for Cribs for Kids. Ms. Powell added that she also applied for five Walmart Foundation 2016 Community Grants at different Walmart/Sam's Club facilities throughout Brevard for funding to support Cribs for Kids. Ms. Powell reported that she participated in the Brevard Homeless Coalition (BHC) 1st Annual General Meeting. The meeting included a workshop/planning session to discuss ways to improve the BHC process, service delivery and performance. Ms. Powell also reported that Brevard C.A.R.E.S. fully implemented and deployed its Emergency Preparedness Procedure due to Hurricane Mathew. Full deployment allowed staff and leadership to identify gaps and opportunities for improvement to be addressed prior to a future event. A full team debriefing was completed and will result in a more effective and efficient continuity of operations plan for future implementation.

Ms. Powell presented the monthly Board data for August and September 2016.

Ms. Bjornstad presented Brevard C.A.R.E.S. financial statements for July, August and September 2016.

Ms. Bjornstad left the meeting.

Ms. Dickenson reported that there are no pending Prospective Board members and encouraged the Board members to continue to recruit for more Board members.

Action Items:

Ms. Powell reviewed Brevard C.A.R.E.S. Board Annual Calendar for November 2016-November 2017.

Motion: Mr. Rodgers moved to approve Brevard C.A.R.E.S. Board Annual Calendar for November 2016-November 2017. This was seconded by Ms. Dickinson and the motion was passed unanimously.

Ms. Holmes reviewed the Executive Director Annual Performance Appraisal.

Member/Public Comment:

Motion: Ms. Cameron moved to adjourn. This was seconded by Ms. Livolsi and the motion passed unanimously.

Respectfully Submitted,
Osha V. Goodwin
Executive Assistant