

**BREVARD C.A.R.E.S BOARD OF DIRECTORS
BOARD MEETING MINUTES
November 6, 2013**

Board Members in Attendance: Dr. Patricia Nellius, Board Chair; Dr. Robert Cross, Vice Chair; Ms. Debbie Davidson-Cook, Treasurer; Ms. Julia Irvin, Board Member; Mr. Ralph Martinez, Board Member; Ms. Carol Macrander, Board Member; Ms. Cyndi Hernandez, Board Member;

Others in Attendance: Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Administrative Assistant; Ms. Gloria Hensler, Brevard Family Partnership Finance Director

Board Members Absent: Dr. Barry Kronman, Board Member

Dr. Nellius 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. Cross moved to approve the agenda. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Motion: Ms. Macrander moved to approve the minutes from the September 04, 2013 meeting. This was seconded by Mr. Martinez and the motion was passed unanimously.

Consent Business

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that C.A.R.E.S. currently has 102 families enrolled in the Child trends study and they're on target to reach their goal of 150 families. Ms. Holmes announced that C.A.R.E.S. was awarded \$2500 for the Cribs for Kids ABC Mini-Grant she submitted. These funds will be used to assist in providing additional Pack and Plays for the added workshops at the BETA House.

Ms. Holmes informed the board that C.A.R.E.S. attended several community events and venues during the month of October. For the third year in a row, C.A.R.E.S. has partnered with Brevard Public Schools on the Parenting in Today's World workshop. A presentation was completed for Judge Burger at the Brevard County Operation "Save our Sons" in partnership with The R.E.A.L. Church at the Emma Jewel Charter School in Cocoa and she did a presentation for the League of Women Voters at the request of Brook Goldfarb, a BFP Board member.

Ms. Holmes announced that additional funding has been released by Department of Children and Families for the Emergency Solutions Grant in the amount of \$76,000. This grant would allow C.A.R.E.S. to continue to provide funds for rapid rehousing and the prevention of homelessness. Ms. Holmes reported that C.A.R.E.S. was unable to secure any Redirections funding through their partnership with Crosswinds Youth Services due to the fact that DJJ has not yet recognized Wraparound as Evidence Based Practice.

Ms. Holmes shared with the Board that in October C.A.R.E.S. had their annual staff retreat. This year the C.A.R.E.S. team volunteered at Habitat of Humanity to assist with the renovation of the

building that will house community donations and offices. This was followed by team building exercises and a low impact ropes course. During the retreat, the Employee of the Quarter (Luz Lozano, Housing Specialist) and Employee of the Year (Bridget LeBoeuf, Family Partner) were recognized.

Ms. Holmes presented the Monthly Board Data for August and September 2013.

Ms. Irvin joined the meeting.

Ms. Hensler presented C.A.R.E.S. financial statements for July, August and September 2013.

Ms. Holmes spoke about a potential board candidate. She is a supporter of Serene Harbor (Domestic Violence organization) and has engaged in fundraising, is an annual volunteer for American Cancer Society Relay for Life Skin Cancer Screening and a member of Melbourne Alumnae Panhellenic. Dr. Cross and Ms. Irvin would like to meet with the potential board candidate before moving forward with her candidacy.

Ms. Holmes reviewed the annual board calendar for November 2013-November 2014.

Dr. Nellius reviewed the Executive Director Performance Appraisal and the new goals for FY 2013-2014 which are:

Goal One: The agency will successfully implement Targeted Case Management to its service delivery resulting in further funding diversification.

Completion Date: April 2014

Goal Two: Brevard C.A.R.E.S. will become accredited through COA in the area of Case Management, Care Coordinator and Intensive Case Management.

Completion Date: February 2014

Goal Three: Valerie will work collaboratively with the Public Relations Task Force Subcommittee to secure sponsorships for the Cribs for Kids Program and in launching the agency's second annual fundraiser.

Completion Date: Ongoing

Goal Four: Valerie will provide oversight of the implementation of the Emergency Solutions Grant for Homelessness Prevention and Rapid Rehousing effective July 1, 2013 ensuring budgetary and programmatic compliance.

Completion Date: June 2014

Goal Five: Enrollment for the Child Trends study of 150 families will be completed by June 30, 2014. To collaboratively participate in agency wide planning processes as required to ensure the advancement, stability and compliance standards of the agency are achieved, i.e. (COA, ITN, Grant committee, implementation committee, etc.)

Completion Date: September 2014

Motion: Dr. Cross moved to approve the Executive Director Goals for FY 2013-2014. This was seconded by Ms. Macrander and the motion was passed unanimously.

Old Business

Ms. Hernandez gave a PR Task Force update. Ms. Hernandez reported that several donors have been solicited for C.A.R.E.S. toy drive. The next PR Task Force meeting is scheduled for

November 18, 2013.

Motion: Ms. Macrander moved to adjourn the meeting. This was seconded by Mr. Martinez and the motion was passed unanimously.

Respectfully Submitted,
Osha Goodwin
Brevard C.A.R.E.S. Administrative Assistant