

**BREVARD C.A.R.E.S BOARD OF DIRECTORS
BOARD MEETING MINUTES
November 5, 2014**

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; Dr. Robert Cross, Board Member; Deputy Michael Williams, Board Member; Crystal Turnman, Board Member; Margaret Dickinson, Board Member

Others in Attendance: Ms. Kimah Burrell, Brevard C.A.R.E.S. Executive Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant; Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Heather Howlett, Brevard C.A.R.E.S. NJIHS Program Manager; Rachel Bjornstad, Brevard Family Partnership Accounting Manager

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

Motion: Mr. Martinez moved to approve the minutes from the October 15. This was seconded by Ms. Macrander and the motion was passed unanimously.

Ms. Burrell introduced and welcomed guest speaker Ms. Heather Howlett. Ms. Howlett explained her role with the Georgetown Crossover Youth Practice Module.

Ms. Howlett left the meeting.

Deputy Williams joined the meeting.

Ms. Bailey introduced and welcomed new Board member Ms. Dickinson.

New Business

Ms. Burrell reminded the Board that this year's Board annual retreat will be combined with Brevard Family Partnership's annual retreat scheduled Thursday January 22, 2015. Ms. Goodwin will send more details regarding the time and location. Ms. Burrell also reminded the Board that the Annual Self Evaluation is due to Ms. Goodwin by November 24 and results will be discussed at the annual Board meeting on February 04, 2015. Ms. Burrell reviewed the Board calendar for November 2014-November 2015.

Consent Agenda

Ms. Burrell presented the Executive Director's report. Ms. Burrell reported that Brevard C.A.R.E.S. was selected as a finalist for the Florida Today Organization of the Year. Winners will be announced on Thursday November 6. Ms. Burrell announced that C.A.R.E.S. is continuing to host an Adoption Support Group for post-adoptive families meets the first Tuesday of the month. Since inception of the group the number of children and families that attend

continues to increase. Ms. Burrell was pleased to announce that the Florida Coalition for Children (FCC) completed a site visit on Friday October 24 to learn more about services offered by C.A.R.E.S.

Ms. Burrell informed the board that she attends a monthly Roundtable Discussion facilitated by Brevard Family Partnership. The intent of the Roundtable Discussion is to foster inclusion, dialogue and knowledge exchange. The Roundtable topics are System of Care, Finance, Public Relations, Contracts and Compliance, Data, Training, Thoughts Leadership and Innovations.

Ms. Burrell announced that in the next 30 days she will be working on launching the Targeted Case Management program, familiarize herself with the COA accreditation requirements to ensure the agency stays in compliance, continue to review C.A.R.E.S. operating procedures and governance policies and reaching out the community to complete the Local Five Year Child Abuse Prevention Plan Annual Report and develop the new plan.

Ms. Burrell presented the Monthly Board Data for September 2014.

Ms. Bjornstad presented C.A.R.E.S. financial statements for April 2014.

Ms. Bjornstad left the meeting.

Old Business

Ms. Hernandez informed the Board the C.A.R.E.S. will be having its Holiday potluck on Friday December 5 at 12:30pm. If you're interested in attending please RSVP to Ms. Goodwin before December 1. Ms. Hernandez reminded the Board that C.A.R.E.S. annual Winter Wonderland Event is scheduled for December 17 from 3:00pm-6:00pm. Anyone interested in donating to help support the event or donating gift for the toy drive should contact Ms. Goodwin.

The Board reviewed C.A.R.E.S. promotional video that will be used for community presentations.

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

Respectfully Submitted,
OSHA Goodwin
Brevard C.A.R.E.S. Executive Assistant