

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

December 7, 2016
BOARD MEETING
MINUTES

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

Board Members Absent: Ms. Valeta Cameron, Board Member;

Others in Attendance: Dr. Patricia Nellius, CEO; Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant;

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 presented Brevard C.A.R.E.S. Annual Risk Assessment FY 2015-2016.

Ms. Turman joined the meeting.

Consent Action Items:

Motion: Mr. Rodgers moved to approve the agenda. This was seconded by Ms. Turman and the motion was passed unanimously.

Motion: Ms. Dickinson moved to approve the November 2, 2016 Board Meeting Minutes with one change. This was seconded by Mr. Rodgers and the motion passed unanimously.

Informational Items:

Ms. Powell presented the Executive Director's report. Ms. Powell informed the Board that C.A.R.E.S. Annual Winter Wonderland Event for families is scheduled for Wednesday December 14 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. Ms. Powell reported on November 19th all but one of C.A.R.E.S. non-supervisory position transitioned from salaried positions to hourly in preparation for the December 1st implementation of the updated Fair Labor Standards Act. On November 22nd a Federal Judge in Texas placed an injunction on the Department of Labor's ruling, essentially halting the effective date for the proposed change. In response to the injunction C.A.R.E.S. suspended the change of salaried positions to hourly. Ms. Powell announced that notification from the Brevard Homeless Coalition was received on November 23rd indicating that the Brevard C.A.R.E.S. Emergency Solution Grant contract would be effective December 1st with a final Award amount of \$40,773.

Ms. Powell presented the monthly Board data for October 2016.

Ms. Simmons presented Brevard C.A.R.E.S. financial statements for October 2016.

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 informed the Board that in preparation for C.A.R.E.S. upcoming Council on Accreditation (COA) recertification all Governance Policies have been redrafted and are in the internal review and approval process. As these procedures are approved internally, Ms. Goodwin will notify the Board that those procedures have been uploaded to the Board portal for review prior to the next Board meeting. All Governance Policies must be approved by the Board prior to recertification.

Member/Public Comment:

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

Respectfully Submitted,
Osha V. Goodwin
Executive Assistant