

**BREVARD C.A.R.E.S BOARD OF DIRECTORS  
BOARD MEETING MINUTES  
February 11, 2015**

**Board Members in Attendance:** Christa Bailey, Board Chair; Cyndi Hernandez, Board Co-Chair; Ms. Carol Macrander, Board Member; Board Member; Ms. Crystal Turman, Board Member; Ralph Martinez, Treasurer; Dr. Barry Kronman, Board Member; Mr. Ralph Martinez, Board Treasurer; Ms. Maggie Dickinson, Board Member; Deputy Michael Williams, Board Member;

**Board Members Absence:** Dr. Robert Cross, Board Member;

**Others in Attendance:** Dr. Patricia Nellius, Brevard Family Partnership Chief Executive Officer; Ms. Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Ms. Kimah Burrell, Brevard C.A.R.E.S. Executive Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director;

Ms. Bailey welcomed everyone to the meeting.

**Motion:** Ms. Macrander moved to approve the agenda. This was seconded by Dr. Kronman and the motion was passed unanimously.

Ms. Bailey 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 January 14, 2015 meeting with one correction. This was seconded by Ms. Macrander and the motion was passed unanimously.

New Business

Ms. Burrell read the proposed slate officers.

Board Chair: Ms. Christa Bailey accepted the role of Board Chair in July 2014 for an unlimited term. She has agreed to continue to serve in this capacity.

Board Vice Chair: Ms. Cynthia Hernandez accepted the role of Board Vice Chair in February 2014 for a one (1) year term. Ms. Hernandez is proposed to remain in the Board Vice Chair position for an additional one (1) year term.

Board Treasurer: Mr. Ralph Martinez accepted the role of Board Treasurer in February 2014 for a one (1) year term. Mr. Martinez is proposed to remain the Board Treasurer position for an additional one (1) year term.

**Motion:** Dr. Kronman moved to approve the Proposed Slate of Officers. This was seconded by Ms. Macrander and the motion was passed unanimously.

The Board reviewed and discussed the Board Self Evaluation results for FY 2013/2014.

Dr. Nellius suggested to Ms. Burrell that moving forward she adds a Strategic Plan Goal that she's trying to reach or has been reached to the Board agenda.

#### Consent Agenda

Ms. Burrell presented the Executive Director Report. Ms. Burrell reported in December she initiated an inactive cases project to close out any cases that were 180 plus days old in the Prevention Program. One hundred forty-one cases were identified to be closed and to date 100 cases have been closed. Ms. Burrell informed the Board that she has been working with the Leadership Planning Team to establish a 5 Year Plan for the prevention of abuse, abandonment and neglect of children in Brevard and Seminole county.

Ms. Burrell was pleased to announce that she was invited to serve on the National Center for Innovation and Excellence Board of Directors while they are in transition. Ms. Burrell also announced that Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant and Shantinese Jackson, Brevard C.A.R.E.S. Family Partner implemented the Cribs for Kids training at Cocoa High School on January 27 to teach teen parents about the dangers of co-sleeping. They will facilitate the training at all the High Schools in Brevard with Teen Parent Programs.

Ms. Burrell provided the Board with an update regarding her recent trip to Tallahassee for the Rally in Tally.

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

Ms. Simmons presented C.A.R.E.S. financial statements for December 2014.

Ms. Simmons reviewed the remaining balances in the Rapid Rehousing Homeless Prevention grant.

Dr. Nellius suggested that Ms. Burrell develop a monthly spending plan to ensure the remaining funds last until June 30, 2015.

#### Old Business

Ms. Hernandez gave a Public Relations Task Force Subcommittee update. Ms. Hernandez informed the Board that the subcommittee agreed that C.A.R.E.S. awareness video should be redone so that it tells a story and gives the viewer a better understanding of C.A.R.E.S. mission. Ms. Burrell added that C.A.R.E.S. has a \$8000 credit with the production company and it will only cost approximately \$1500 to do another video.

Ms. Hernandez suggested that another talking points training be scheduled for new Board members so that they are able to contact different community organizations to schedule dates for community presentations. Ms. Hernandez proposed to the Board the idea of having a year round Holiday gift drive to collect toys. Dr. Nellius suggested the idea of organizing a Christmas in July fundraising event to collect toys. The Board discussed both ideas and Ms. Hernandez will present them to the PR Task Force at their next meeting scheduled for Thursday February 26.

As a follow up from the January 14 Board meeting, Ms. Burrell reviewed the three client grievances that were reported on the Annual Risk Assessment FY 2013-2014.

Speak Out / Public Comment

The Board discussed ideas and things learned at the Fired Up Fundraising training they attended on January 22.

**Motion:** Ms. Macrander 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