

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

JANUARY 4, 2017 BOARD MEETING

MINUTES

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

Board Members Absent: Mr. Dan Rodgers, Board Member;

Others in Attendance: Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant; Ms. Heather Howlett, CARES Community Services Manager; Ms. Amanda Housewright, Family Advocate

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. Howlett and Ms. Housewright. Ms. Howlett presented Ms. Housewright with her Five Year Anniversary clock.

Ms. Howlett and Ms. Housewright left the meeting.

Ms. Powell reviewed and discussed FY15/16 Board Self Evaluation with the Board. The Board agreed that they would like to learn different ways to fundraise and ways to become more involved and supportive of Brevard C.A.R.E.S.

Ms. Powell shared a draft of the new Cribs for Kids Donor Card with the Board and asked for feedback. The Board suggested the card be small enough to fit in men wallets, less verbiage on the front of the card when describing Brevard C.A.R.E.S. and the Cribs for Kids Program and shorten the quote from the past attendee.

Consent Action Items:

Motion: Ms. Dickinson moved to approve the agenda and minutes from the December 7 meeting with one correction. This was seconded by Ms. Cameron and the motion was passed unanimously.

Informational Items:

Ms. Holmes shared with the Board that State Representative Gayle Harrell from District 83 visited the C.A.R.E.S. office today to meet with staff and two families to learn more about the Prevention program.

Ms. Powell presented the Executive Director's report. Ms. Powell was pleased to announce that Brevard C.A.R.E.S. Annual Winter Wonderland Event was a huge success with over 200 people

in attendance. Ms. Powell reported to the Board that Brevard C.A.R.E.S. is requesting \$20,000 from the Space Coast Health Foundation Pickett Responsive Grant to support Brevard C.A.R.E.S. Mobile Response Team. The Mobile Response Team supports families in serious distress with immediate crisis intervention and mental health services in an effort to reduce Baker Acts, arrest and/or placement disruptions and ensures everyone receives the proper care.

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

Ms. Powell informed the Board that Ms. Jessica Simmons, BFP Chief Finance Director was unable to attend the Board meeting. Ms. Powell asked the Board to review C.A.R.E.S. financial statements for November 2016 and stated if anyone had any questions she could forward them to Ms. Simmons. No questions were asked.

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:

Dr. Howes reminded the Board that Governance policies GOV BC 1010 Board Donations, GOV BC 1022 Accounting Practices, GOV BC 1024 Bank Account, GOV BC 1023 Budget and GOV BC 1003 Board Recruitment were uploaded to the Board portal for review in advance of the meeting and he is looking to entertain a motion to approve.

Motion: Ms. Dickinson moved to approve GOV BC 1010 Board Donations. This was seconded by Ms. Cameron and the motion passed unanimously.

Motion: Ms. Livolsi moved to approve GOV BC 1022 Accounting Practices. This was seconded by Ms. Dickinson and the motion passed unanimously.

Motion: Ms. Cameron moved to approve GOV BC 1024 Bank Account. This was seconded by Ms. Livolsi and the motion passed unanimously.

Motion: Ms. Dickinson moved to approve GOV BC 1023 Budget. This was seconded by Ms. Cameron and the motion passed unanimously.

Motion: Ms. Livolsi moved to approve BC 1003 Board Recruitment. This was seconded by Ms. Cameron and the motion passed unanimously.

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