

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

March 01, 2017

BOARD MEETING

MINUTES

**Board Members in Attendance:** Ms. Crystal Turman, Treasurer; Mr. Dan Rodgers, Board Member; Ms. Elaine Livolsi, Board Member; Ms. Elaine Livolsi, Board Member; Ms. Valeta Cameron, Board Member;

**Board Members Absent:** Dr. Greg Howes, Board Chair; Ms. Maggie Dickinson, Board Member;

**Others in Attendance:** Dr. Patricia Nellius, CEO; Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Cyndi Hernandez, Brevard Family Partnership HR Manager; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant;

Ms. Turman welcomed everyone to the meeting and asked everyone to state their name for the record.

Ms. Turman 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. Hernandez presented Brevard C.A.R.E.S. Human Resources COA Standard 4 2016 Staff Retention and Satisfaction Survey.

Ms. Simmons presented Community Based Care of Brevard, Inc. D/B/A Brevard Family Partnership and Affiliates Consolidated Financial Statements for year ending June 30, 2016 for Brevard C.A.R.E.S. Ms. Simmons reported that the consolidated financial statements were presented fairly in all material respects.

**Motion:** Ms. Cameron moved to accept the Community Based Care of Brevard, Inc. D/B/A Brevard Family Partnership and Affiliates Consolidated Financial Statements for year ending June 30, 2016 for Brevard C.A.R.E.S. presented by Ms. Simmons. This was seconded by Mr. Rodgers and the motion was passed unanimously.

**Consent Action Items:**

**Motion:** Ms. Cameron moved to approve the agenda. This was seconded by Ms. Livolsi and the motion was passed unanimously.

**Motion:** Ms. Livolsi moved to approve the February 1, 2017 Board Meeting Minutes. This was seconded by Mr. Rodgers and the motion passed unanimously.

**Informational Items:**

Ms. Powell presented the Executive Director's report. Ms. Powell was pleased to announce that Representative Rene Plasencia, whom visited Brevard C.A.R.E.S. on February 1<sup>st</sup>, filed a bill on the House side to replicate Brevard C.A.R.E.S. Prevention Program.

Ms. Powell informed the Board that she attended two days of Intensive COA Accreditation training and one day of COA Performance and Quality Improvement (PQI) training in Ft. Lauderdale. The Intensive COA Accreditation Training provided a basic overview of COA's Private Edition Standards, the COA Process and the fundamental organizational requirements for achieving accreditation status. The PQI training is designed to help the agency develop a comprehensive approach to a quality improvement process that will advance an efficient, effective service delivery system and will enhance organizational capacity to deliver quality services.

Ms. Powell also attended the Brevard County Public Schools START With the End in Mind Transition Conference. This informative event was designed specifically for anyone who supports individuals with disabilities.

Ms. Powell presented the monthly Board data for January 2017.

Ms. Simmons presented Brevard C.A.R.E.S. financial statements for January 2017.

**Member/Public Comment:**

Ms. Powell informed the Board that she will be attending Children's Week in Tallahassee the week of March 26. She also reminded the Board that April is Child Abuse Prevention month and a schedule of events will be emailed out once completed.

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

Respectfully Submitted,  
Osha V. Goodwin  
Executive Assistant