

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
MARCH 2, 2016  
BOARD MEETING  
MINUTES

**Board Members in Attendance:** Dr. Barry Kronman, Vice Chair; Mr. Ralph Martinez, Treasurer; Ms. Maggie Dickinson, Board Member; Ms. Valeta Cameron, Board Member; Ms. Carol Macrander, Board Member; Ms. Crystal Thurman, Board Member;

**Board Members Absent:** Ms. Cyndi Hernandez, Chair

**Others in Attendance:** Ms. Phebe Powell, Executive Director; Ms. Osha Goodwin, Executive Assistant; Ms. Kathryn Parker, MRT Coordinator; Ms. Amanda Davis, NJIHS Care Coordinator; Ms. Rachel Bjornstad, Accounting Manager;

Dr. Kronman opened the meeting and asked everyone to state their name for the record.

Dr. Kronman reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at meeting). None were reported.

Consent Action Items:

**Motion:** Dr. Kronman moved to approve the agenda and the motion was passed unanimously.

**Motion:** Dr. Kronman moved to approve the February 3, 2016 Board Meeting Minutes and the motion passed unanimously.

Presentations:

Ms. Dickinson joined the meeting.

Ms. Parker and Ms. Davis informed the Board that April is Child Abuse Prevention month and shared with them all activities scheduled for that month.

Ms. Parker and Ms. Davis left the meeting.

Action Items:

Ms. Powell reminded the Board that CARES current Strategic Plan expires at the end of 2016 and at the Board meeting in February the Board agreed that starting in March they will review a strategic goal each month to see if the goal is still relevant or new targets need to be established. This month the Board reviewed and discussed Strategic Plan Goal A1: All families are strong and connected.

The Board reviewed and discussed the updated Board Recruitment Policy GOV BC 1003.

**Motion:** Dr. Kronman moved to approve the updated Board Recruitment Policy GOV BC 1033 and the motion was passed unanimously.

Ms. Cameron left the meeting.

Informational Items:

Ms. Powell presented the Executive Director's report. Ms. Powell reported that in January, Brevard CARES in partnership with Brevard Family Partnership initiated a Resource Coordinator Quality Assurance Review. The purpose of the review was two-fold; to review specific action taken by a Resource Coordinator in relation to a child death investigation and to look for system of care opportunities for improvement. Ms. Powell also reported that Department of Children and Families recently published new guidelines for Family Support Cases. The new guidelines focus on Family Support cases serving High/Very High Risk Families. In response to these guidelines and to address system deficiency noted in the Resource Coordinator Quality Assurance Review, Brevard CARES implemented a new Family Support Operating Procedure effective March 1, 2016.

Ms. Powell informed the Board that there has been a significant increase in Family Support cases over the last three months. This significant increase has had a negative impact on staff moral as they are having difficulty achieving performance time frames which resulted in overtime for Family Partners being authorized in January to complete Strength Discoveries on new referrals.

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

Ms. Bjornstad presented Brevard C.A.R.E.S. financial statements for January 2016.

Ms. Bjornstad left the meeting.

Member/Public Comment:

Dr. Kronman spoke about a potential Board member and asked if anyone would be able to assist him with interviewing the potential candidate on March 11. Ms. Dickinson and Ms. Turman volunteered to assist him with interviewing if their scheduled permits. They both will email Ms. Goodwin their availability and Ms. Goodwin will coordinate the time and location of the interview with Dr. Kronman and notify Ms. Dickinson and Ms. Turman once this has been coordinated.

Dr. Kronman asked each Board member to bring a potential Board candidate to the next Board meeting as an effort recruit more Board members.

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

Respectfully Submitted,  
Osha V. Goodwin  
Executive Assistant