

Brevard C.A.R.E.S. BOARD OF DIRECTORS
November 4, 2015 BOARD MEETING
MINUTES

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

Board Members Absent: Ms. Cyndi Hernandez, Vice Chair, Deputy Michael Williams, Board Member.

Others in Attendance: Ms. Phebe Powell, Executive Director, Mr. Bill Bucher, BFP Senior Executive of Strategy, Ms. Laurie Anna Blackburn, BFP Board Liaison.

Mr. Martinez opened the meeting and thanked everyone for attending.

Motion: Dr. Kronman moved to add items GOV 5.02 10:12 and GOV BC1012 to the November 4, 2015 agenda and accept as amended. This was seconded by Ms. Dickinson and the motion passed unanimously.

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

Motion: Ms. Macrander moved to approve the October 7, 2015 Board Meeting Minutes. This was seconded by Ms. Cameron and the motion passed unanimously.

New Business

Ms. Powell introduced Ms. Heather Howlett, Community Services Manager who supervises Post Adoption Support and Ms. Kristin Pirozzi, Post Adoption Support Coordinator who facilitates the activities for the adoption support group. She then recognized November as s National Adoption Month and asked Ms. Howlett and Ms. Pirozzi to provide an overview on Adoption Support.

Ms. Howlett began by reporting the two initiatives; the adoption support group is a forum for all adoptive families, and post adoption supports within the same forum providing specialized supports through the wraparound program for children adopted out of the child welfare system. She shared that Ms. Pirozzi has been trained in adoption competency and will align specialized services for specific needs of the children and families.

Ms. Pirozzi shared representatives from various organizations have attended the support group to speak on topics such as the Sunshine Medicaid Health Plan, Fire & Safety, Suicide Prevention and Aroma Therapy. She added, at the end of the meeting the adoptive parents are asked to provide topics of interest for the next meeting. Ms. Howlett spoke about the activities for the children to include games, homework room, and crafts; referencing the Thankful Tree the children made in observance of Thanksgiving. The children range in age from babies to teens. Ms. Howlett shared every effort is being made to increase capacity by streamlining adoption support awareness through marketing efforts such as distributing flyers immediately after the adoption ceremony, at convening's such as CAPTIF and Grandparents Raising Grandparents, through BFP courtroom liaison, Staff attorney, BFP Directors during the licensing process and reaching out to school guidance counselors.

Questions were raised concerning the availability of mental health professionals for the post adoption grieving process and whether the program is listed separately with 211 Brevard. Ms. Powell indicated Brevard C.A.R.E.S. offers an array of post adoption supports and services through the wraparound program to include behavioral support, substance abuse services, and other specific services, while

building natural supports and community linkages. Dr. Kronman recommended Ms. Gloria Suntini of Children's medical services as a contact. Ms. Howlett will follow up with Ms. Suntini and 211.

Mr. Martinez asked if the meetings are posted on the C.A.R.E.S. website. Ms. Powell reported that the meetings are posted and occur on the first Tuesday of the month at 6:30 pm. Board members thank Ms. Howlett and Ms. Pirozzi for all that they do.

Consent Agenda

Ms. Simmons presented Brevard C.A.R.E.S. financial statements for September 2015.

Ms. Powell then reminded the board that the Board Self Evaluations are due by November 21, 2015.

Ms. Powell then referred board members to Ms. Christa Bailey's resignation from the BFP and C.A.R.E.S. Board of Directors and in accordance with the Bylaws, on October 22, 2015 the BFP board of directors appointed Ms. Cyndi Hernandez who currently serves as the Vice Chair to the Chair position.

After discussions concerning the Chair appointment, the board agreed to support Ms. Hernandez as Board Chair.

After discussions concerning the vacant Vice Chair position, Dr. Kronman agreed to serve as the Board Vice Chair.

Motion: Ms. Macrander moved to approve Dr. Kronman to serve as the Board Vice Chair. This was seconded by Ms. Thurman and the motion passed unanimously.

The board members then reviewed the Annual Board Calendar to schedule a total 8 meetings with the February meeting beginning at 12:00 and the genre will be A day in the life where staff will intermittently share some of the things they do in a day.

Motion: Dr. Kronman moved to approve the Annual Board Calendar. This was seconded by Ms. Dickenson and the motion passed unanimously.

Ms. Powell reported Jess Perish Medical Foundation awarded Brevard C.A.R.E.S. a \$4,958 grant for the cribs for kids program.

Ms. Powell then spoke about the DCF Request for Proposal (RFP) for Enhanced Prevention Services for Child Welfare. She indicated BFP submitted a response to expand the Brevard C.A.R.E.S. Safety Management Services Team. The first solicitation conference call was held on September 30th. She then explained; the purpose of the Safety Management team is to mitigate the risks and provide extensive supports to keep children safe and in their own homes.

Ms. Powell then shared, in support of Family and Youth Partners a meeting was held on October 3rd with Crystal Lilly; a Family Advocate with Federation of Families of Central Florida. She explained that the Federation of Families is a family support organization dedicated to supporting families, educating caregivers, reducing stigma within their community and advocating for children and youth with emotional, behavioral and mental health challenges in Central Florida. She added that Brevard CARES is partnering with the Federation of Families to create a quarterly convening and invite Family Partners, Family Advocates, and Youth Liaisons from Orange, Seminole, Volusia and Flagler counties for the purposes of sharing best practices and training at no cost to the agency. Ms. Powell then explained that Family Partners are usually the initial contact and through the strength discovery process, they advocate for programs and services specific to the children and families need.

Ms. Powell then announced four C.A.R.E.S. staff were selected to serve on the 2015-2016 Leadership Team, based on their contributions to the agency and the leadership qualities they have demonstrated. She then shared the purpose of the Leadership Team is to engage and expose the agencies immersing leaders to the more complex and challenging aspects of the organizational decision making process that they would not typically experience. She added, the Leadership Team members assist with enhancing communication across all levels and sites of the agencies in a meaningful way. Ms. Powell was pleased to share that Ms. Howlett and Ms. Pirozzi, who delivered the Post Adoption presentation are two of the four selected.

Ms. Powell then provided an overview of the data report and shared she was pleased to report that the all inactive cases are now within the desired 90 day time frame. She then proposed the new reporting format developed to provide a better picture of the data being reported. She then referred the board to the file review tool and dashboard; explaining their purpose and how it is used to measure unit outcomes plus capture accurate and meaningful data from FSFN. The board members were pleased with the new format.

Ms. Cameron left at 5:41

Old Business

Ms. Powell asked Dr. Kronman to address GOV 5.02. 10-12: Duties of the Members of the board.

Dr. Kronman handed out his proposed changes and recommended GOV BC1012 be ratified to reflect the proposed changes. (Document attached) Ms. Powell suggested providing copies of the policies at the next board meeting to have a side by side comparison. The board collectively agreed to address this item at the next board meeting.

Dr. Kronman recommended an overview of the expectation of a non-profit board be included in the new board member orientation. Ms. Powell suggested providing the governance policy for discussions at the next board meeting. Collectively, the board agreed.

Dr. Kronman recommended reviewing the By-laws and align them with the current recruitment process. Ms. Powell suggested providing a copy of the By-laws, along with the policies to be reviewed and discuss at the next board meeting. The board collectively agreed with Ms. Powell. Dr. Kronman then asked to add GOV 5.02 pages 3 and 4 to the board meeting agenda.

Dr. Kronman then provided Ms. Powell with a list of prospective board members. He then asked Ms. Thurman if she is still available to serve on the Board Recruitment subcommittee. She confirmed her availability to serve.

Ms. Powell then provided dates and times for events approaching:

- The Celebration of Adoption Ceremony is on Friday, November 20th, 2015, at the Viera Courthouse, room 4D in Viera, beginning at 10:30 am.
- The 10th annual Walk and Run for Love is on Saturday, November 21st at the Church at Viera (9005 N. Wickham Road, Viera). Both the 5k and the 10k will begin promptly at 7:30 am. Volunteers should contact Melissa Breckenridge at melissa.breckenridge@brevardfp.org.
- 447 children are currently in our care and families have been contacted for a wish list from their children. Brevard C.A.R.E.S yearly gift drive will be accepting gifts from December 7- 13. Ms. Jessica Miles is coordinating the initiative and she can be reached at: Jessica.Miles@brevardcares.org

- The annual holiday party is scheduled for December 16, 2015 from 3:00 to 7:00 pm.
- A meeting with the BFP communications department will be scheduled to discuss revamping the website. Anyone interested in attending should contact Ms. Powell.

Ms. Powell then reviewed Strategic Plan **GOAL A4: All families are cared for following adoption:**

OBJECTIVE A4: Maintain permanent homes for children who have been adopted

STRATEGIES:

- A4.1 Organize support groups for adoptive families and for older adoptive children
- A4.2 Optimize use of Brevard C.A.R.E.S. to support at risk adoptive families
- A4.3 Determine interest in quarterly gatherings for post adoptive families and children

TARGET A4: Serve 50 post-adoptive children annually

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

Respectfully Submitted,

Laurie Anna Blackburn
Executive Assistant to Dr. Patricia Nellius, CEO