

**BREVARD C.A.R.E.S.
BOARD OF DIRECTORS
DECEMBER 8, 2009 BOARD MEETING
MINUTES**

Board Members in Attendance Mr. Chad Carnell Board Treasurer, Ms. Debbie Davidson-Cook, Board Vice Chair

Board Members absent Dr. Patricia Nellius, Board Chair

Others in Attendance: Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director, Ms. Stephanie Strodman, Brevard Family Partnership Executive Assistant, Ms. Nicole Roesler, Brevard C.A.R.E.S, Administrative Assistant

Mr. Carnell called the meeting to order.

Motion: Mr. Carnell moved to approve the agenda. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Motion: Mr. Carnell moved to approve the minutes from the last Brevard C.A.R.E.S. Board meeting (held on November 2, 2009). This was seconded by Ms. Debbie Davidson-Cook. The motion was passed unanimously.

Consent Agenda Items

Ms. Holmes summarized the Executive Director Report, highlighting the move to the new Brevard C.A.R.E.S. site facility on November 23, 2009 and the addition of new staff members, Kim Coviello (Program Manager) and Becky Petty (Senior Family Partner) effective November 30, 2009. A new Care Coordinator began employment on December 7, 2009 which has resulted in Brevard C.A.R.E.S. being fully staffed. Brevard C.A.R.E.S. and Brevard Family Partnership Public Relations staff are working together to prepare and plan for the Grand Opening, Ribbon Cutting Ceremony and various events for Child Abuse Prevention month. The report also included the Brevard C.A.R.E.S. Monthly Data Measure retroactive to July 1, 2009.

Mr. Carnell asked a question of Ms. Valerie Holmes regarding the census of the recipients of C.A.R.E.S. services. Specifically, Mr. Carnell inquired as to how many of the families were newly referred versus how many were re occurring. Valerie directed Chad to the Monthly Data Report breakdown of families referred from Protective Investigators, Self Referrals and Community referral as this data reflected the new number of families served during the month. Chad asked what the average length of stay per family was. Valerie responded that currently the average length of stay per family was 167 days and the goal is to reduce this average length of stay to 150 days. Acuity is a factor that contributes to the length of stay per family. Debbie Davidson Cook asked to add this statistic to the Monthly Data Measures.

Ms. Holmes proposed that the Brevard C.A.R.E.S. Board meetings be held on the third Tuesday afternoon of the month.

Motion: Mr. Carnell moved that the Brevard C.A.R.E.S. Board meetings be held the third Tuesday of the month at 2pm. This was seconded by Ms Davidson- Cook. The motion was passed unanimously.

New Business Motions

Ms. Holmes presented the Brevard C.A.R.E.S., Inc. Board Governance Policy GOV 1002.

Motion: Mr. Carnell moved to approve the Brevard CARES Governance Policy GOV 1002. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Ms. Holmes presented the General Board Job Descriptions. Ms Holmes discussed the requirement of the members to commit to an annual contribution (to be determined by the Board of Directors.) Also the description includes the requirement that Board Members recruit at least three community donors (individuals, community members or businesses) to support C.A.R.E.S. through donor membership. Valerie mentioned that eventually she would like to see various donor levels created that correspond to different threshold and to hold an annual fundraising event (to be determined) that would become the signature fund raising event for the agency. Ms Davidson-Cook suggested to Ms. Holmes that Benevon be explored as a tool to assist with fundraising development. (Benevon is a company that has proven tactics to assist non profit organizations to customize, define and quantify sustainable funding sources and provides templates). There are training opportunities available for both agency staff and for Board members.

Mr. Carnell reviewed the General Board Job Description and recommended that the statements in the Officer Job Descriptions be consistent throughout all of the Board Job Descriptions.

Motion: .Mr. Carnell moved to approve the General Board Member General Descriptions with the correction of adding the word legislative in front of the word bills and also to include page numbers. This was seconded by Ms Davidson-Cook. The motion was passed unanimously.

Ms. Davidson-Cook reviewed the required board experience of the Chair as outlined in the Chair Job Description and suggested that the statement “two years working directly with a Board” replace the requirement of being an actual member of a Board. Mr. Carnell pointed out that the Brevard C.A.R.E.S. Board Chair will always be the Brevard Family Partnership CEO. Mr. Carnell suggested changing the wording to “Board related experience.”

Motion: Mr. Carnell moved to correct all Job Descriptions with the added language of board related experience for two years as stated from Ms. Davidson-Cook. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Mr. Carnell announced that actual Audit Firm that completes the Brevard C.A.R.E.S. Financial Audit would present the audit findings to the Board, not the Treasurer. Mr. Carnell added that the Treasurer can be the liaison.

Valerie asked when the Brevard C.A.R.E.S. Financial Audit will be held. Chad responded that this should start in September of 2010.

Motion: Mr. Carnell moved that the media/marketing requirement be removed from the Treasurer Job Description and that all current CARES Board members complete a Conflict of Interest form. This was seconded by Ms Davidson-Cook. The motion was passed unanimously.

Mr. Carnell stated that he is uncomfortable with the current rating scale on the Board Candidate Rating Sheet. He proposed that the rubrics scale be added to provide further definition and clarification to the ratings.

Motion: Mr. Carnell moved to table the approval of the Board Candidate Rating Sheet until the above corrections are made. This was seconded by Ms. Davidson- Cook. The motion was passed unanimously.

Mr. Holmes provided clarification as to function of the Board Profile Work Sheet. Ms Davidson-Cook stated that she is uncomfortable with some of the language contained in the Board Profile Worksheet and its relevance to the required and necessary skill set of both current and potential Board Members. Ms. Davidson- Cook made specific suggestions as to the revisions of the current language contained therein.

Motion: Mr. Carnell moved that Ms. Davidson-Cook's suggestions for corrections be made and the documents be amended and presented at the next Board meeting. This was seconded by Ms. Davidson- Cook. The motion was passed unanimously.

Mission Statement

Ms. Holmes presented the Brevard C.A.R.E.S. mission and vision statement.

Motion: Mr. Carnell moved to approve the mission and vision statement. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Ms. Holmes discussed the Bylaws and Articles of Incorporation for Brevard C.A.R.E.S. Mr. Carnell commented that Brevard C.A.R.E.S should have its own Audit and Finance Committee as is currently reflected in the Bylaws and Articles of Incorporation and therefore did not propose any changes be made to these documents.

Motion: Mr. Carnell moved that no corrections be made to the Bylaws and Articles of Incorporation at this time. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Motion: Mr. Carnell moved to adjourn .The next board meeting will be held on January 19, 2010. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Respectfully Submitted,

Nicole Roesler
Brevard C.A.R.E.S., Inc. Administrative Assistant

Approved at the Board of Directors Meeting February 16, 2010