

**BREVARD C.A.R.E.S.  
BOARD OF DIRECTORS  
APRIL 6, 2011 BOARD MEETING  
MINUTES**

**Board Members in Attendance:** Dr. Patricia Nelliuss, Board Chair, Mr. Chad Carnell, Board Treasurer, Ms. Debbie Davidson-Cook, Vice Chair, and Dr. Robert Cross, Board Member

**Others in Attendance:** Ms. Holmes, Brevard C.A.R.E.S. Executive Director, Ms. Randall via phone, Brevard Family Partnership Chief Personnel & Administrative Officer, Ms. Stephanie Strodman, Brevard Family Partnership Executive Assistant, and Ms. Gloria Hensler, Brevard Family Partnership Controller

Dr. Nelliuss called the meeting to order.

Dr. Cross joined the board meeting by cell phone, so board decided to move old business up first on the agenda.

**Motion:** Mr. Carnell moved to approve the agenda. This was seconded by Dr. Cross and the motion was passed unanimously.

**Motion:** Mr. Carnell moved to approve the minutes. This was seconded by Dr. Cross and the motion was passed unanimously.

Mr. Carnell spoke to the salary deficit. He investigated the issue and found that a position was created back in December at C.A.R.E.S. and the paperwork was not delivered to the accounting department. The position was funded through roll forward monies and the paperwork is being corrected. Mr. Carnell clarified that roll forward funds can not be used for reoccurring expenses so the plan is to use current surplus. Mr. Carnell concluded that the issue had been resolved and the accounting department will provide education and support in the area of funding sources.

**Motion:** Dr. Cross moved to require Ms. Holmes to issue and review all future offer letters for new staff, and if the position is temporary, that documentation must support the design of the position. This was seconded by Mr. Carnell and the motion was passed unanimously.

Ms. Davidson-Cook added that all offer letters should state it is a position pending funding.

Ms. Holmes spoke about a potential board candidate. Her Level 2 background screening has been received and she has experience in human resources, aerospace, real estate and international adoptions with a military affiliation. Dr. Nelliuss noted that she also had an opportunity to meet with this candidate as she is a part of the current LEAD Brevard class, and she feels the addition would bring great value to the C.A.R.E.S. Board.

**Motion:** Mr. Carnell moved to present this candidate to Brevard Family Partnership board. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

Ms. Valerie Randall joined via phone. She reviewed the employee satisfaction results for Brevard C.A.R.E.S. from FY 2010. This is the first year that C.A.R.E.S. participated in its own satisfaction survey. Participation rate was 52.6% and overall satisfaction as a C.A.R.E.S. employee was 80%.

Dr. Cross suggested perhaps sending out a follow-up questionnaire regarding the 52.6% participation rate might be beneficial.

Dr. Nellius recommended setting a goal for 75% participation next year. Ms. Davidson-Cook agreed that setting a target for participation and not for satisfaction is appropriate and the other members concurred.

Ms. Randall shared comments made by two employees regarding the complexity and intensity of the incoming families and the workload. There were a lot of positive comments surrounding the team atmosphere, mission, and support. Dr. Nellius feels the data speaks for itself as there are five (5) care coordinators and there were 218 new cases this month alone (one employee is on extended medical leave.) It was noted that this is a critical juncture to explore what possibilities exist to lower caseloads and also to continue to talk to the state to emphasize prevention and diversion programs. This issue is complex as the state is looking at budget reductions. The possibility of having a staff person (similar to the Utilization Review Specialist at BFP) to provide referrals to community services was discussed. Dr. Nellius commented that the length of time cases are open should be shortened and Ms. Holmes commented that this trend is occurring. All agreed that an ideal case load size would be 28. Ms. Holmes will evaluate current protocols and determine what mechanisms can be deployed to begin to incrementally reach this goal. Dr. Nellius has provided recommendations related to controlling the census.

Dr. Cross suggested asking the staff for input and Ms. Holmes agreed. She added that she had spoken to staff about the budget restrictions, stress management and prioritizing.

Ms. Randall then discussed the 2010 turnover. The year started with 13 employees, three (3) separations occurred bringing the data to 23% turnover (in which 15% was deemed controllable) Targets for 2011 are 10% and for 8% for 2012. The board agreed that it would be best to wait for another year to obtain a better baseline.

Ms. Holmes presented the Executive Director report. She reported that the Community Development Block grant has been submitted. Another partnership currently is in development with Dr. Kay Hodges who wants to pilot the Juvenile Inventory for Functioning (JIFF) assessment, which has never been piloted in the prevention area. Dr. Hodges services are being offered in-kind – which includes use of JIFF instrument and also a web-based database. The start date for this project is July 1, 2011.

Ms. Holmes also met with Jennifer Roll from the California Evidence Based Clearinghouse, to discuss C.A.R.E.S. earning a level 5 rating for evidence based program. There may be a second set of data validation needed in the future. Dr. Nellius commented that Carol Emig from Child Trends contacted her and they will be meeting in Pittsburgh in May 2011. Child Trends is looking into funding the C.A.R.E.S. evaluations. Child Trends also funded and sponsored Family Finders with Kevin Campbell. Once

C.A.R.E.S. has been cleared as evidence based by the Chadwick Center, the C.A.R.E.S. replication will grow tremendously nationwide.

Ms. Holmes presented the board data report, which showed an increase in Wraparound Brevard referrals. There was a decrease in re-entry for newly reunified children. Dr. Nellius asked for Mr. David Hoppe and Mr. Jim Carlson from Brevard Family Partnership to have a conversation with Ms. Holmes and check on recidivism rates.

Ms. Hensler presented the financial reports.

The Risk Assessment Overview will be presented at the next Board Meeting.

**Motion:** Mr. Carnell moved to adjourn. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

Respectfully Submitted,

Stephanie Strodman  
Recording Secretary