

**BREVARD C.A.R.E.S BOARD OF DIRECTORS  
BOARD MEETING MINUTES  
August 07, 2013**

**Board Members in Attendance:** Dr. Patricia Nellius, Board Chair; Robert Cross, Vice Chair (via phone); Ms. Debbie Davidson-Cook, Treasurer; Ms. Julia Irvin, Board Member; Mr. Ralph Martinez, Board Member; Ms. Carol Macrander, Board Member; Ms. Cyndi Hernandez, Board Member;

**Others in Attendance:** Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Administrative Assistant; Ms. Gloria Hensler, Brevard Family Partnership Finance Director; Silvia Perez, Brevard Family Partnership Client Relations Specialist; Valerie Randall, Brevard Family Partnership Chief Personnel & Administrative Officer (via phone);

**Board Members Absent:** Dr. Barry Kronman, Board Member;

Dr. Nellius welcomed everyone to the meeting and asked if any Board Member's request to disclose any Conflict of Interest with Agenda items and/or any business relationships with Board Members.

**Motion:** Ms. Macrander moved to approve the agenda. This was seconded by Mr. Martinez and the motion was passed unanimously.

**Motion:** Mr. Martinez moved to approve the minutes from the June 03, 2013 meeting. This was seconded by Ms. Macrander and the motion was passed unanimously.

New Business

Ms. Perez presented C.A.R.E.S. Annual Risk Report.

Ms. Holmes asked everyone to review C.A.R.E.S. 2013-2017 Strategic Plan.

**Motion:** Mr. Martinez moved to approve C.A.R.E.S. 2013-2017 Strategic Plan. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Ms. Perez left the meeting.

Ms. Randall joined the meeting via phone.

Ms. Randall reviewed the IT Compliance letter from Artemis, the HR Compliance letter from Insperty and the Affirmative Action from Brevard Family Partnerships contract.

Ms. Randall ended her call.

Ms. Irvin joined the meeting.

Board members reviewed Governance Policy Signatory Authority policy number GOV BC 1008.

**Motion:** Mr. Martinez moved to approve Governance Policy Signatory Authority policy number GOV BC 1008. This was seconded by Dr. Cross and the motion was passed unanimously.

Board members reviewed Governance Policy Bank Account policy number GOV BC 1024.

Motion: Ms. Hernandez moved to approve Governance Policy Bank Account policy number GOV BC 1024. This was seconded by Mr. Martinez and the motion was passed unanimously.

Board members reviewed Governance Policy Accounting Principles policy number GOV BC 1022.

Motion: Dr. Cross moved to approve Governance Policy Accounting Principles policy number GOV BC 1022. This was seconded by Mr. Martinez and the motion was passed unanimously.

Ms. Hensler reviewed C.A.R.E.S. budget for fiscal year 2014.

Motion: Ms. Macrander moved to approve Brevard C.A.R.E.S. budget for fiscal year 2014. This was seconded by Dr. Cross and the motion was passed unanimously.

Board members reviewed Governance Policy Budget policy number GOV BC 1023.

Motion: Ms. Macrander moved to approve Governance Policy Bank Accounting Principles policy number GOV BC 1022. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Board members reviewed Governance Policy Internal Controls policy number GOV BC 1007.

Motion: Mr. Martinez moved to approve Governance Policy Internal Controls policy number GOV BC 1007. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

### Consent Agenda

Ms. Holmes presented the Executive Director Report. Ms. Holmes announced that C.A.R.E.S. has partnered with Our Lady of Lords Catholic Church to train clergy volunteers in accessing community resources. Ms. Holmes also announced that C.A.R.E.S. has entered the second phase as a finalist for the Youth Thrive Initiative grant.

Ms. Holmes informed the board that she has been participating in a statewide work group that is advocating for Wraparound to become a Medicaid reimbursable activity. The Homeless Grant began on July 1. The new contract for Head Start Care Coordinator was approved by Brevard Public Schools on June 27 in the amount of \$64,800.

Ms. Holmes reported that C.A.R.E.S. partnered with Brevard Family Partnership to submit an application for the Juvenile Justice and Child Welfare Multi-System Integration Certificate Program at Georgetown University. C.A.R.E.S. also entered into a partnership with Crosswinds Youth Services for Redirections funding for several counties in the central Florida area.

Ms. Holmes presented the Monthly Board Data for May and June 2013.

Mr. Martinez left the meeting.

Ms. Hensler presented C.A.R.E.S. financial statements for May 2013.

Ms. Hensler presented Head Start financial statements for May 2013.

Old Business

Ms. Hernandez reported that the PR Task Force has been strategizing different ways to fund raise and raise awareness. Currently the PR Task Force is reaching out to several restaurants regarding participating in a Dine Out event. Ms. Hernandez announced that a donation link has been added to C.A.R.E.S. website for monetary donations. Ms. Hernandez informed the board that the PR Task Force will provide them marketing materials to promote C.A.R.E.S. in the community.

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

Respectfully Submitted,  
OSHA Goodwin  
Brevard C.A.R.E.S. Administrative Assistant