

**BREVARD C.A.R.E.S**  
**BOARD OF DIRECTORS**  
**August 03, 2011 BOARD MEETING**  
**MINUTES**

**Board Members in Attendance:** Ms. Debbie Davidson Cook, Vice Chair; Dr. Robert Cross (by phone), Board Member; Ms. Carol Macrander, 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

Ms. Cook called the meeting to order.

**Motion:** Ms. Macrander moved to approve the consent agenda. This was seconded by Dr. Cross and the motion was passed unanimously.

**Motion:** Ms. Macrander moved to approve the minutes from the June 08, 2011 Board meeting. This was seconded by Dr. Cross and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that on July 6, 2011 Brevard Public Schools submitted the application for the Head Start/Early Start Federal Grant in which C.A.R.E.S. will serve as the direct services provider for enrolled families. This is a four year grant that would allocate \$231,000 per year and would add four staff positions that would be dedicated to this program. On July 1, 2011 the application for the 2011 Peter F. Ducker Award for Non Profit Innovation was submitted. Brevard C.A.R.E.S. received several letters of support from the community for The Department of Health and Human Services, Administration for Children and Families Family Connect Grant application which was submitted on July 27, 2011.

Child Trends will complete the Phase 2 Data Validation Study in order for Brevard C.A.R.E.S. to meet criteria for the California Evidence Based Clearinghouse Level 1 rating.

Brevard C.A.R.E.S has achieved status as a Screened Practice under the Promising Practice Network and is in the process of being evaluated to become a Promising Practice. This is expected to be finalized by September of 2011.

The Wraparound Brevard positions have been outsourced effective July 01, 2011.

Brevard C.A.R.E.S was selected to present at the American Evaluation Association Conference scheduled for November in Anaheim, California.

Ms. Holmes presented the Monthly Board Data for March, April and May 2011. The Department of Children and Families Child Protective Service Investigators continues to be the largest referral source.

Ms. Holmes announced that Mr. Chard Carnell, the Board Treasurer has resigned.

Ms. Holmes spoke about a potential board candidate. His Level 2 background screening has been cleared. He has financial planning experience in the for-profit sector, a Masters in Business Administration, a Bachelors of Arts Accounting, and he's involved in the community as a youth football coach.

**Motion:** Ms. Macrander moved to present this candidate to Brevard Family Partnership Board. This was seconded by Dr. Cross and the motion was passed unanimously.

Ms. Holmes spoke about another potential board candidate. She's a Pediatrician from Brazil. She's been in the area since 2007. She's not licensed to practice medicine in the United States. She works at the Melbourne Urgent Care as a CEO. Ms. Holmes will meet with her again to see if she's interested in joining the Brevard C.A.R.E.S. Board.

Ms. Hensler provided the financial statements for the month of May 2011. Ms. Hensler announced that the financial statement for the month of June 2011 will not be available until the audit is presented to the Brevard Family Partnership Board of Directors in December 2011.

New Business:

Ms. Cook explained the Executive Director Performance Appraisal process.

Ms. Holmes explained the Board Self Evaluation process and asked that the evaluations be submitted to Ms. Goodwin by August 29, 2011.

Ms. Holmes announced that the Annual Board Meeting will be scheduled for late October 2011 or early November 2011.

Ms. Holmes announced that the next C.A.R.E.S. Board meeting will be September 21, 2011.

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

Respectfully Submitted,

Osha Goodwin  
Brevard C.A.R.E.S. Administrative Assistant