

**BREVARD C.A.R.E.S.  
BOARD OF DIRECTORS  
JUNE 2, 2010 BOARD MEETING  
DRAFT MINUTES**

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

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

Dr. Nellius called the meeting to order. Mr. Carnell entered the meeting.

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

**Motion:** There was not a motion to approve the Brevard C.A.R.E.S. minutes; Ms Roesler (Board Liaison) will correct the minutes and bring them to the next board meeting.

Consent Agenda Items

Ms. Holmes presented the Executive Director Report. Ms. Holmes addressed the wonderful turn out for the Ribbon Cutting Ceremony. She also explained that officials from the Governor's office and from Congressman Bill Posey's office attended the festivities. Brevard C.A.R.E.S. received a letter of endorsement from the Crib's for Kids program. With this endorsement letter, Brevard C.A.R.E.S. will be moving forward as a Crib's for Kids chapter. Brevard C.A.R.E.S. also received its notice from the Internal Revenue Service that the agency has received its Federal Tax Exempt Status as a 501-3c non-profit organization.

Ms. Holmes also discussed transportation issues for families that Brevard C.A.R.E.S. serves. She indicated one option includes the "Home Safe Card" provided by an agency in Tampa. The card works similar to a credit card and can only be used for transportation. There are several companies in the county that would accept this card for payment. Dr. Cross asked if there was an approximate number of families that would need the service. Ms. Holmes estimated at least one-quarter of the families served. Dr. Nellius asked about how the families would make the transition from Brevard C.A.R.E.S. to their own personal transportation after completing the program. Ms. Holmes indicated that this would be handled on a case-by-case basis. Dr. Cross and Dr. Nellius expressed concern that the transportation program would not be used as desired and asked Ms. Holmes for clarification of how the program would be administered. It was discussed by Ms. Holmes, Dr. Cross and Dr. Nellius that Medicaid may cover certain transportation issues and that other transportation may be authorized by Brevard C.A.R.E.S. on an individualized basis. Mr. Carnell discussed the implementation of the Home Safe and/or gas cards and instructed Ms. Holmes to do further evaluation of the options including a review of the regulations required by the Department of Children and Families before instituting a pilot program.

Dr. Nellius asked if Ms Holmes would discuss the funding for the Cribs for Kids. Ms. Holmes stated that the Department of Children and Families would provide some monies through fundraising. Dr. Cross then asked if there was anything in the existing agreement to hold

Brevard C.A.R.E.S liable. Mr. Carnell instructed Ms. Holmes to research the agreement and any liability and/or insurance issues and present her findings to the board at the next meeting.

Ms Holmes discussed the Promise Neighborhood grant, a federally funded grant from the Department of Education that requires a partnership with at least one Brevard County School. . Brevard C.A.R.E.S. is actually partnering with four schools in the 32922 zip code. This area is considered to be high risk and high need. The grant that is currently being applied for is a planning grant, which would then be followed by a three-year implementation grant. The planning grant funding would be awarded in the fall. There is a match requirement of 50% of the funds. There are currently 12 community partner organizations in the area that are willing to assist with the 50% match of funds. Sherry Meaders with the School Board of Brevard County is assisting with the fund match coordination. The grant will be between \$250,000 and \$500,000 for the planning grant with an increase for the implementation grant. The grant requires that a national evaluator is associated with the program and Ms. Holmes has selected Dr. Andy Munoz with the University of Pittsburgh. Mr. Bill Sowers completed the final proofing of the grant application. The grant application is due June 25, 2010. The fees for several consultants were reviewed before Mr. Sowers was chosen. Mr. Sower's fee is \$600.00 while some of the other consultant fees were significantly higher.

#### Brevard C.A.R.E.S., Inc. Financial Statements

Mr. Hensler presented the Financial Statements for April 2010 and summary of activities. A contract amendment was made in order to provide for the employee incentives. Ms. Hensler clarified the consulting fee line items and commented that the web hosting fees will be corrected and moved to the appropriate line. The SAMH funding in June will be fully expended. Since Brevard C.A.R.E.S. has received their tax exempt certificate, there will be a reduction in the use of non governmental funds for sales tax. In terms of fiscal year close, each provider will receive a letter regarding instructions for submitting outstanding invoices.

#### New Business Motions

Ms. Homes presented the Brevard C.A.R.E.S. budget for the new fiscal year to the Board Members. After a brief questions and answer session, the Board moved for approval of the budget to be presented to Brevard Family Partnership

**Motion:** Dr. Cross moved to approve the Brevard C.A.R.E.S. budget for presentation to Brevard Family Partnership. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Dr. Nellius asked Ms. Holmes to discuss the Board Recruitment Policy. Dr. Nellius instructed Ms. Holmes to correct some titles in the policy. The Board then moved for approval of the Board Recruitment Policy.

**Motion:** Ms. Davidson-Cook moved to approve the Board Recruitment Policy. This was seconded by Dr. Cross. The motion was passed unanimously.

Dr. Nellius and Ms. Holmes discussed the Brevard C.A.R.E.S. annual calendar. Ms. Holmes stated that per the previous board meeting, the calendar has been adjusted to reflect the revised start date of November 1, 2009. Ms. Holmes also noted that when the Board was unable to convene, it was noted on the calendar. Dr. Nellius moved that the Board cancel the July 2010 meeting and convene as regularly scheduled in August 2010.

**Motion:** Dr. Nellius moved to approve the Brevard C.A.R.E.S annual calendar with the addition of the cancellation of the July 2010 board meeting. This was seconded by Mr. Carnell. The motion was passed unanimously.

Ms. Holmes discussed a possible bowling fundraiser to be held in September. There was some discussion regarding the possibility of other fundraising opportunities and that careful consideration should be made when selecting an event that will become a signature fundraiser as this is a representation of the agency. Dr. Cross made some further suggestions about additional fundraising opportunities for the future and will discuss these further with Ms. Holmes.

Dr Nellius and Dr. Cross discussed current board recruitment. Dr. Cross has several candidates that he described that might be suitable. Upon further discussion, the board agreed that Dr. Cross should pursue these individuals as possible candidates for the Board of Directors for Brevard C.A.R.E.S. Dr. Nellius also suggested that a nomination form be created to inform other board members of potential candidates for the board. Dr. Cross thought it was a good opportunity to present Brevard C.A.R.E.S to the community. .

Dr. Nellius then asked for public and/or further comment. There being no further comment, the meeting was called for adjournment.

**Motion:** Dr. Nellius moved to adjourn the board meeting. This was seconded by Mr. Carnell. 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 September 1, 2010