

**BREVARD C.A.R.E.S
BOARD OF DIRECTORS
FEBRUARY 02, 2011 BOARD MEETING
MINUTES**

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

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

Dr. Nellius called the meeting to order.

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

Motion: Dr. Cross moved to approve the minutes from the January 05, 2011 Board Meeting. This was seconded by Mr. Carnell and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. She reported that Brevard C.A.R.E.S. is partnering with Department of Children and Families (DCF) in a Train the Trainer on the Five Protective Factors and Brevard C.A.R.E.S. currently have two staff members that are trained. She also reported that she participated in the Brevard Workforce Community Resource Roundtable Meeting that involved the collaboration and planning of community partners for the purpose of addressing the needs of the displaced Aerospace workers. Brevard C.A.R.E.S. is still planning to be apart of the Community Resource site that Brevard Workforce is developing in Rockledge, Fl.

As a follow up item from the Board Meeting in January regarding board recruitment, Ms. Holmes reported that she met with a colleague from the Department of Juvenile Justice. In addition, she's done some outreach to the Brevard County Schools Mentoring Director and is still considering former consumers that may be appropriate for Board appointment.

Dr. Cross reported that he has an appointment to meet with a potential Board candidate and he plans to provide a follow up at the next Board meeting.

Ms. Holmes reported that Brevard C.A.R.E.S. was not awarded the Challenge Grant through the Brevard County Housing and Human Services Department but is in the process of the pursuing other grants. One in particular is a grant that would assist victims of domestic violence and the award is \$250,000.00 per year.

Ms. Holmes reported that in the month of December the number of children and families served increased to 700 and the average length of participation per family decreased to 123 days. Dr. Nellius inquired about the average case load of 43 cases per Care Coordinator. Ms. Holmes replied that she anticipated that the number of cases per Care Coordinator would decrease with staff expansion but this has not been the case. In fact, the demand for the C.A.R.E.S. program has increased as well as the level of intensity of new cases which has resulted in increased case loads. Dr. Nellius asked Ms. Holmes to do research on similar prevention and diversion care coordination programs to determine what the national standard would be on caseloads per care coordinator and present some data to the Board at the next Board meeting.

Ms. Holmes reported that C.A.R.E.S. has recently experienced an increase in private post adoption support cases where the children don't have Florida Medicaid. In some cases, the families have substantial income and desire help with finding services outside the home such as residential or respite placement. Dr. Nellius suggested that a policy be developed that articulates what the eligibility requirements would be when a family with financial resources requests a residential or respite placement. She asked Ms. Holmes to draft a sliding scale to propose to the Board at the next Board meeting that shows how much financial support C.A.R.E.S. would provide to a family depending on their income.

Dr. Nellius asked Ms. Holmes if she had any data for the Wraparound Brevard Program and if she could elaborate on the Wraparound Brevard transition and the efforts that have been put forth to ensure a smooth transition for Care Managers. Ms. Holmes replied Wraparound Brevard just started accepting cases in January therefore she'll start providing data next month. Ms. Holmes reported that she's been doing outreach with the Case Management Agencies which consists of a building meeting at both Central and South Care Center and the formation of work groups. Each Care Coordinator is assigned two office days at their assigned Care Center and Care Managers are available to have consultations with the Care Coordinators as needed.

Gloria Hensler provided the financial statements for the month of December 2010. Ms. Hensler explained that line 650 Consulting Fees was a payment to the Academy of Education Development (AED) for the third deliverable and those funds was part of the roll forward dollars. Line 690 Employee Activities/Community Events is lacking nongovernmental budget dollars because a nongovernmental budget has not been created for C.A.R.E.S. Ms. Hensler reported that on line 1340 Total Administrative Expenses the percent of the budget for the remaining of the year is 51.39% which is on target.

Gloria Hensler left the meeting.

New Business:

Ms. Holmes presented the Child Abuse Prevention Month Event Calendar for April 2011.

Dr. Nellius also made a recommendation that either Ms. Holmes or someone from her senior staff attend the CAPTF Board meetings. Dr. Nellius suggested that going forward, Brevard C.A.R.E.S. should take the lead on the CAPTF Banquet since they are the lead child abuse prevention agency.

Motion: Dr. Cross moved to transfer the administrative responsibility for the CAPTF Banquet from Brevard Family Partnership (BFP) to Brevard C.A.R.E.S. This was seconded by Mr. Carnell and the motion was passed unanimously.

Dr. Nellius asked Ms. Holmes if she would add Children's Week to the calendar and if she was sending staff, youth or families to attend. Ms. Holmes replied yes that she's in the process of coordinating the details.

Ms. Holmes presented the revised Board Calendar. Mr. Carnell suggested that the Insurance 990 and Financial Statement Presentation be moved to the month of March.

Dr. Nellius stated that there are more than enough sufficient meetings on the Board Calendar and suggested that the July Board meeting be canceled.

Motion: Mr. Carnell moved to cancel the July Board meeting. This was seconded by Dr. Cross and the motion was passed unanimously.

Ms. Holmes stated that she will make the proposed amendments to the Board Calendar.

Motion: Mr. Carnell moved to approve the Board Calendar with the stated amendments. This was seconded by Dr. Cross and the motion was passed unanimously.

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

Respectfully Submitted,

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