

**BREVARD C.A.R.E.S
BOARD OF DIRECTORS
JANUARY 05, 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, Ms. Eve Owens, Brevard Family Partnership Grant Writer

Dr. Nellius called the meeting to order.

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

Motion: Mr. Carnell motioned to approve the minutes from the November 03, 2010 meeting with a correction on Mr. Carnell's title. This was seconded by Dr. Cross and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. She reported that in the months of October and November there were twenty five Pack and Plays provided to Brevard County residents. Due to the steady increase in the demand for the Cribs for Kids, Brevard C.A.R.E.S. now offers two workshops per month. She reported that in November C.A.R.E.S. served thirty two children placed with relatives, fourteen children in a post adoptive placement, and fifty children who have either delinquency involvement or whom the primary reason for the referral was ungovernable youth.

Ms. Holmes reported that C.A.R.E.S. presented at the Search Institute Conference in November in Houston, Texas. She also reported that the proposal to present at the National Child Welfare Indian Association Child Abuse Prevention Conference to occur in Anchorage, Alaska in April 2011 was accepted. She also stated that the proposal she submitted to present at the New York State National Child Abuse Prevention Conference to occur in Albany, New York in April 2011 is still pending.

Ms. Holmes reported that the Chairs for C.A.R.E.S. fundraiser raised \$1090.00. She also reported the third annual Bats for Toys provided Christmas toys for children served in Brevard C.A.R.E.S. and Brevard Family Partnership (BFP). Dr. Nellius suggested that Ms. Holmes personally acknowledge individuals that make donations to C.A.R.E.S. with minimally a phone call, a letter and invite them for a site visit.

Ms. Holmes reported that Brevard C.A.R.E.S. currently has a vacancy for a Wraparound Brevard Program Manager and there is an interview scheduled for next week. Tracy Little and Kim Coviello will be facilitating a Wraparound Training this month. She also reported that this week the Wraparound Brevard Care Coordinators started accepting new cases from the Care Centers. She stated that C.A.R.E.S. has done two presentations to the Care Managers at the Central Care Centers about the new model. They're also working on coordinating Family Team Conference workgroups in the Care Centers to get feedback from the Care Managers about the process. Dr. Nellius asked Ms. Holmes to report out how the Care Managers feel about the Care Coordinators not being co-located at the Care Centers and what is being done to address that. Ms. Holmes responded that each Wraparound Brevard Care Coordinator will have office hours in the Care Centers.

Gloria Hensler provided the financial statements for the months of October 2010 and November 2010. She explained that on the November statement there is no budget on line 830 Public Relations Gen State because the budget for that is on line 790 Public Relations Gen Fed & State. The reason for this is because the Department of Children and Families (DCF) developed new guidelines on what prevention dollars can be spent on. She also explained that \$75.00 on line 930 Fundraising is the fee that the Department of Agriculture charges to submit an application to do solicitation or fundraising in the state of Florida.

Ms. Hensler explained that BFP is in the process of doing an amendment to the contract with C.A.R.E.S. that will result in a \$40,000 reduction of SAMH funding. The reason for this is that C.A.R.E.S. cannot use SAMH funding due to DCF restrictions.

Mr. Carnell reported that he sits on the audit committee for C.A.R.E.S. and the auditors expressed concerns regarding the large amount of surplus in line item 1890. Mr. Carnell noted that DCF is scheduled to complete fiscal monitoring in May and this may be an issue.

New Business:

Ms. Holmes introduced Eve Owens, Grant Writer for BFP. Ms. Owens distributed a draft copy of the 2011 Challenge Grant Proposal to the C.A.R.E.S. Board Members and Ms. Holmes. Ms. Owens explained that authorization from the Brevard C.A.R.E.S. Board is needed before she can apply for the Grant. After much discussion among the Board Members it was agreed that a motion should be made to authorize Brevard C.A.R.E.S. to apply for the 2011 Challenge Grant.

Motion: Dr. Cross moved to authorize Ms. Owens to proceed with submitting the 2011 Challenge Grant for Brevard C.A.R.E.S. and give Ms. Holmes signatory authority. This was seconded by Ms. Davidson-Cook and the motion was approved unanimously.

Gloria Hensler left the meeting.

Ms. Holmes presented the New Board of Directors Calendar. Mr. Carnell reported that several things need to be added to the calendar such as the Insurance Presentation, 990 Presentation and Risk Assessment. Dr. Nellius stated that an Audit Presentation, Satisfaction Surveys, Annual Meeting and Personnel Analysis also need to be added to the calendar. Ms. Holmes stated that she would like to amend the calendar and bring it back to the meeting next month.

Old Business:

Dr. Nellius asked if there were any new potential board member candidates. Dr. Cross reported that he is still having conversations with the two potential board members that were discussed at the last board meeting. Ms. Holmes stated that she's developing a lot of networks and relationships through her Lead of Brevard Class and she plans to try to speak with some people there.

Mr. Carnell asked Ms. Holmes if C.A.R.E.S. would be a sponsor at the CBC CFO Conference this year and Ms. Holmes replied yes.

Motion: Dr. Cross 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