

**BREVARD C.A.R.E.S BOARD OF DIRECTORS
BOARD MEETING MINUTES
March 6, 2013**

Board Members in Attendance: Dr. Robert Cross, Vice Chair; Ms. Carol Macrander, Board Member; Ms. Cyndi Hernandez, Board Member; Ms. Debbie Davidson-Cook, Treasurer; Mr. Ralph Martinez, Board Member; Dr. Barry Kronman, Board Member; Ms. Julia Irvin, 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; Allison Becka, Brevard Family Partnership Accounting Manager

Board Members in Absence: Dr. Patricia Nellius, Board Chair

Dr. Cross called the meeting to order.

Motion: Ms. Macrander moved to approve the minutes from the February 01, 2013 meeting. This was seconded by Dr. Kronman and the motion was passed unanimously.

New Business

Ms. Donna Brown, CPA for James Moore and Company joined the meeting via phone. Ms. Brown reviewed Community Based Care of Brevard, Inc. D/B/A Brevard Family Partnership and Affiliate Consolidated Statement Financial Statements for year ending June 30, 2012 for Brevard C.A.R.E.S. Ms. Brown reported that the consolidated financial statements were presented fairly in all material respects.

Ms. Brown presented Brevard C.A.R.E.S. 990 form. Ms. Brown indicated there were no significant changes from the prior year and that this report is based on the 2011 tax return year. Ms. Brown shared that most of the forms in the 990 are subject to public inspection, but not all and that there is a notation on each form indicating if it is subject to public inspection.

Motion: Ms. Macrander moved to accept the Financial Statement and 990 presented by Ms. Brown. This was seconded by Dr. Kronman and the motion was passed unanimously.

Ms. Becka presented the insurance coverage for Brevard C.A.R.E.S. Ms. Becka explained that all of Brevard C.A.R.E.S required insurance is included with Brevard Family Partnership except for Directors and Officers, C.A.R.E.S. has its own. Dr. Kronman asked how much it would be to increase the Directors and Officers coverage. Ms. Becka replied she didn't have that information but she would ask Ms. Gloria Hensler, Brevard Family Partnership Finance Director, to provide quotes at the next board meeting.

Ms. Valerie Randall, Brevard Family Partnership Chief Personnel and Administrative Officer joined the meeting via phone. Ms. Randall presented the results from the Employee Satisfaction Survey for calendar year 2012.

Ms. Holmes reviewed the Child Abuse Prevention Month calendar.

Board members reviewed Governance Policy Board Donations policy number GOV BC 1010.

Motion: Ms. Hernandez moved to approve Governance Policy Board Donations policy number GOV BC 1010. This was seconded by Mr. Martinez and the motion was passed unanimously.

Board members reviewed Governance Policy Nepotism policy number GOV BC 1015.

Motion: Dr. Kronman moved to approve Governance Policy Nepotism policy number GOV BC 1015. This was seconded by Ms. Macrander and the motion was passed unanimously.

Board Members reviewed Governance Policy Moral Character and Background Screening policy number GOV BC 1018.

Motion: Ms. Macrander moved to approve Governance Policy Moral Character and Background Screening policy number GOV BC 1018. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Consent Agenda

Ms. Holmes presented the Executive Director Report. Ms. Holmes informed the board that the Department of Children and Families Rapid Rehousing and Homelessness Prevention Grant application and the Gannet Foundation grant proposal to augment Cribs for Kids funding was submitted in February. Both applications are pending at this time.

Ms. Holmes reported that she had a meeting with Mr. Mike Williams, Merritt Island School Resource Officer, to promote C.A.R.E.S. and he invited her to attend the next County School Resource Officer meeting.

Ms. Holmes informed the Board that C.A.R.E.S. is now a part of the Community Health Partnership based out of Parrish Medical Center. The Community Health Partnership is seeking non-traditional grant partners to work with them on different innovative approaches to improve community health as well as addressing and focusing on social factors, Ms. Holmes volunteered to serve on the grant writing committee.

Ms. Holmes announced that she submitted proposals to present at the Florida Alcohol and Drug Abuse Association Conference and the 8th Annual Conference on Differential Response in Child Welfare.

Ms. Holmes shared with the Board that she received a call from the Substance Abuse and Mental Health Program Office in Tallahassee seeking Wraparound Training for the Systems of Care Children's Mental Health Grant.

Ms. Holmes reported that a potential new site location for C.A.R.E.S. has been identified and a letter of intent has been submitted to the landlord.

Ms. Holmes presented the Monthly Board Data for January 2013.

Ms. Becka presented C.A.R.E.S. financial statements for January 2013.

Ms. Becka presented Head Start financial statements for January 2013.

Ms. Irvin and Ms. Becka left the meeting.

Old Business

Ms. Hernandez gave a Public Relations (PR) Task Force update. Ms. Hernandez reminded the Board that the Kayaking for Kids event is scheduled for April 13, 2013, from 10:00am to 3:00pm at Kiwanis Park on Merritt Island. Ms. Hernandez provided all board members with a packet that consisted of information regarding the Kayaking for Kids event, ten donation letters and Kayaking for Kids flyers to distribute. Ms. Hernandez informed the board that each board member will be provided with Brevard C.A.R.E.S. Board of Directors business cards. A Dine Out Event is scheduled for April 19, 2013 at Uno Chicago Grill in Viera, Dine Out certificates will be provided to board members at the next board meeting.

Meeting adjourned.

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