

BREVARD C.A.R.E.S
BOARD OF DIRECTORS
January 9, 2013
BOARD MEETING MINUTES

Board Members in Attendance: Dr. Patricia Nellius, Board Chair; 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

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. Kelly Swartz, Brevard Family Partnership, Staff Attorney; Mr. Geo Ropert, Brevard Family Partnership, Director of Communications.

Dr. Nellius called the meeting to order.

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

Motion: Dr. Kronman moved to approve the minutes from the November 7, 2012 board meeting. This was seconded by Ms. Hernandez and the motion was passed unanimously.

New Business

Dr. Nellius introduced and welcomed guest speakers Ms. Swartz and Mr. Ropert.

Mr. Ropert presented the Board a draft copy of Brevard C.A.R.E.S. 2012 Report to the Community. Dr. Nellius suggested that the recidivism chart, family satisfaction report and each Board member be added as a donor to the report and to remove Brevard C.A.R.E.S. as a partner. Dr. Kronman suggested that a copy of the report be mailed to each donor and community provider. Mr. Ropert will update the report and provide the final draft to Dr. Nellius and Ms. Holmes for review before moving forward with production.

Ms. Swartz reviewed the Sunshine Law with the Board members and informed them of the importance of abiding by it all times. Ms. Swartz also reviewed C.A.R.E.S. Board Governance Policy on Executive Sessions.

Ms. Holmes presented the Board with a draft copy of C.A.R.E.S. Governance Policy Sunshine Compliance policy number GOV BC 1017.

Motion: Dr. Cross moved to approve C.A.R.E.S. Governance Policy Sunshine Compliance policy number GOV BC1017. This was seconded by Dr. Kronman and the motion was passed unanimously.

Ms. Holmes presented the Board with a draft copy of C.A.R.E.S. Governance Policy External Communication policy number GOV BC 1011.

Motion: Dr. Cross moved to approve C.A.R.E.S. Governance Policy External Communication policy number GOV BC 1011. This was seconded by Dr. Kronman and the motion was passed unanimously.

Ms. Holmes presented the Board with a draft copy of C.A.R.E.S. Governance Policy Board Member Role policy number GOV BC 1012. After some discussion the Board agreed that the language of the last primary task of Board Membership, “Abide by Carver governance process” be changed to “Abide by Board approved governance process”.

Motion: Dr. Kronman moved to approve C.A.R.E.S. Governance Policy Board Member Role policy number GOV BC 1012 with the language of the last primary task of Board Membership, “Abide by Carver governance process” changed to “Abide by Board approved governance process”. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Ms. Swartz left the meeting.

Ms. Holmes announced that Brevard Family Partnership Board of Directors approved Brevard C.A.R.E.S. Board of Directors to proceed with inviting Ms. Julia Irvin to join Brevard C.A.R.E.S. Board of Directors as a Board Member.

Motion: Dr. Cross moved to invite Ms. Julia Irvin to join Brevard C.A.R.E.S. Board of Directors as a Board Member. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Ms. Holmes will extend the invitation to letter to Ms. Irvin to join Brevard C.A.R.E.S Board of Directors, schedule an orientation and welcome her to the Board Retreat.

Ms. Homes announced that the Board retreat and Annual Board Meeting is scheduled for Friday February 01 at 9:00am at the Holiday Inn Express Space Coast Convention Center. Ms. Leigh Holt will facilitate a strategic planning exercise. Ms. Goodwin will send out an updated invite that will include the address.

Ms. Hensler presented C.A.R.E.S. revised Risk Management Policy Whistle Blower Protection policy number RQ BC 1001.

Motion: Ms. Hernandez moved to approve C.A.R.E.S. revised Risk Management Policy Whistle Blower Protection policy number RQ BC1001. This was seconded by Dr. Kronman and the motion was passed unanimously.

Ms. Holmes informed the Board that annually they have to acknowledge the receipt of the Whistleblower and Conflict of Interest policy and complete an Affidavit of Good Moral Character. Ms. Holmes asked the board if they could sign these forms and submit them to Ms. Goodwin when complete.

Consent Agenda

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that C.A.R.E.S. annual Winter Wonderland Event was a huge success and approximately 100 families and children attended.

Ms. Holmes informed the Board that she's recruited Rob Beckner at Lightle Beckner Robison to aide in searching for a new C.A.R.E.S. facility. The board asked Ms. Holmes to consider space, adequate parking and bus route location when searching for a new location. Dr. Nellius asked Ms. Holmes to invite the board to all site viewings. Once Ms. Holmes has three perspective locations Dr. Nellius would like to view them.

Mr. Ropert left the meeting.

Ms. Holmes presented the Monthly Board Data for October and November 2012.

Ms. Hensler presented the C.A.R.E.S. financial statements for of October and November 2012.

Ms. Hensler presented the Head Start financial statements for October and November 2012.

Old Business

Ms. Hernandez gave a Public Relations (PR) Task Force update. Ms. Hernandez reported that thus far approximately 35 C.A.R.E.S. cookbooks have been sold. The next PR Task Force Meeting is scheduled for January 23. Ms. Hernandez shared the Kayaking for Kids Event Logo created by Ms. Macrander's daughter.

Ms. Holmes reviewed the Kayaking for Kids Risk Assessment.

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

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