

**BREVARD C.A.R.E.S  
BOARD OF DIRECTORS  
NOVEMBER 3, 2010 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 and requested that those present state their names for the record. She then suggested that negotiations be added to the new business section of the agenda so that Ms. Cook could give a brief report on some negotiations that might impact C.A.R.E.S.

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

**Motion:** Ms. Cook moved to approve the minutes from September 01, 2010. This was seconded by Dr. Cross and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. She reported that she spoke with Tammy Kovach regarding the progression of C.A.R.E.S. involvement in the Aerospace Workforce Transition. Ms. Kovach is coordinating the support for displaced employees. C.A.R.E.S. is going to be a part of the Concept Center. Dr. Nellius asked if a date had been set for the launch of the Concept Center. Ms. Holmes replied that a launch date had not been finalized yet. Dr. Cross asked what type of role is C.A.R.E.S. expected to play at the Concept Center. Ms. Holmes replied that C.A.R.E.S. is expecting to assist in the coordination of families needing services. Dr. Cross asked if C.A.R.E.S. would be offering counseling. Ms. Holmes stated that C.A.R.E.S. does not provide counseling directly but subcontracts with agencies that provide counseling therefore they'll be able to set up counseling services if needed.

Mr. Holmes provided an update on two shuttle transportation services that have been researched. Both companies do a local and state Florida Department of Law Enforcement background check but they don't do the National Criminal Information Check which is part of the Level Two screening that the social services agencies are accustomed to.

**Motion:** Dr. Nellius moved to give Ms. Holmes consent to proceed with a transportation company that only provides Level One screenings. They would only transport families and children will not be permitted to be transported unsupervised without a proper legal guardian. The motion was seconded by Dr. Cross.

Ms. Cook expressed her concern regarding C.A.R.E.S. contracting with a transportation company that only provides Level One background screenings. She stated that if C.A.R.E.S. contracts with a transportation company that it should be a general expectation that the Level Two background screening is required. After much discussion it was agreed that Dr. Nellius will rescind her motion and a new motion be made.

**Motion:** Mr. Carnell moved to give Ms. Holmes consent to contract with a transportation company on the condition that they have a pool of drivers that have Level Two clearances. This was seconded by Ms. Cook and the motion was passed unanimously.

Mr. Carnell stated that he would look into transportation insurance companies to see what type of coverage is offered in this type of situation.

Dr. Nellius suggested to Ms. Holmes that when she chooses a company that she obtain a list of the company's drivers that have Level Two clearances to ensure that they never send a driver that only has a Level One clearance.

Ms. Holmes provided feedback regarding C.A.R.E.S. first Cribs for Kids Education Seminar. She stated that it was a big success with approximately five community families attending as well as a reporter from Florida Today. Ms. Holmes stated that she has not seen an article in Florida Today regarding the seminar but she expects there will be a very positive article published about the addition of this service to the community.

Ms. Holmes informed the board that C.A.R.E.S. Will be filming a video on November 4, 2010 for the C.A.R.E.S. staff and any families that wish to be a part of the C.A.R.E.S. video. The video will be used as part of the marketing efforts for replication as well as to garner support from potential donors.

Ms. Holmes reported that C.A.R.E.S. has been working with AED on the data validation evaluation which is almost complete. Statistics are reporting that C.A.R.E.S. does have both significance and a positive relationship which is required to become an Evidence Based Practice and to be a part of the Promising Practice Network.

Ms. Holmes presented the Brevard C.A.R.E.S. Board Data Report which included monthly statistics for the months of August 2010 and September 2010. Ms. Holmes reported that C.A.R.E.S. is continuing to have very good recidivism rates at the 6, 12 and 18 months point. The average length of stay per family per month has dropped to 126 days. The largest referral source is coming from the Child Protective Investigators. Dr. Cross asked if Ms. Holmes could give more details on where C.A.R.E.S. is getting referrals other than the Child Protective Investigators. Ms. Holmes explained that C.A.R.E.S. gets a lot referrals from the community as well as self-referrals from families. She also mentioned that staff have been out in the community doing in-services with Circles of Care, Department of Juvenile Justice (DJJ) Delinquency Probation Officers, and is scheduled to do an in-service with Grandparents Raising Grandchildren. Dr. Nellius asked Ms. Holmes if she could provide a data report on the population that C.A.R.E.S. is serving such as demographics on how many children are with

relatives, post adoptive support and have ungovernable behaviors or delinquency involvement. Ms. Holmes agreed that she would prepare a data report with that information.

Dr. Cross expressed concerns about the 7% decrease in the recidivism between the abuse in six months versus the abuse in eighteen months and asked if someone could explain what's involved in that decrease. Ms. Holmes replied that they're working on the data analysis now and as time goes on they should be able to provide more details on what caused that. Dr. Nellius added that AED is actually evaluating this and they will provide a summary of all their findings once complete.

Gloria Hensler provided the financial statements for the months of August 2010 and September 2010. She explained that line 650 on the August statement appears to be over budget but actually it is the Academy for Educational Development Contract which was funded from Fiscal Year 2010 roll forward dollars. Ms. Hensler also explained that lines 1825 and 1925 are not over budget, they're accruals and the money has not actually been spent yet. Ms. Hensler further explained that line 1920 is for capacity building and this represents the Mindshare Contract. She reported that everything is on target.

Dr. Cross asked about the discrepancy in the August budget on total expenses (line 2560.) Mr. Carnell explained that came from the \$15,000.00 consulting fee (that was included in the budget) but it has to remain on the balance sheet until the expense is incurred. Mr. Carnell also explained that the services on line 1890 went over the budget in the month of August.

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

#### New Business:

Dr. Nellius asked Ms. Cook to speak about the contract negotiation issue. Ms. Cook reported that last week she met with DCF regarding BFP's contract and they were informed that the 100/800 SAMH funds are intended for children that are considered to be at high risk of removal. This information may result in C.A.R.E.S. returning their SAMH dollars back to BFP for BFP to use. Dr. Nellius suggested Ms. Davidson-Cook asks DCF to clarify and define what "high risk means." Dr. Cross asked if Ms. Davidson-Cook could get DCF's definition of high risk in writing. Dr. Nellius asked Ms. Cook to provide a written definition from DCF stating what they consider high risk and an analysis of how the SAMH money is being used as a follow up at the next meeting. Ms. Holmes asked (for clarification purposes) if C.A.R.E.S. should still be authorizing SAMH funding and Dr. Nellius replied yes.

Gloria Hensler left the meeting.

Dr. Nellius asked Ms. Holmes to give a brief report on the transition of the Care Coordinators. Ms. Holmes reported to the board that the decision had been made to transition the Dependency Care Coordinators to C.A.R.E.S. Dr. Nellius added that there will be two separate programs, Brevard C.A.R.E.S. and Wraparound Brevard. Dr. Cross asked if Wraparound Brevard would be included into the C.A.R.E.S. budget. Mr. Carnell replied that BFP will have to amend funds into

the C.A.R.E.S. budget because the funding stream that funds C.A.R.E.S. is not allowable for dependency.

Ms. Holmes presented a status of the board recruitment. She stated that they have three prospective board members that were referred by Dr. Cross. Ms. Holmes and Dr. Cross will be meeting with one prospective member today. Dr. Nellius suggested that after meeting with the prospective candidate that Ms. Holmes and Dr. Cross ascertain if he's willing to commit to completing the required process and then report the information back to the C.A.R.E.S. Board. The C.A.R.E.S. Board will vote to approve him to proceed. If the C.A.R.E.S. Board approves him, he'll need to submit his application, resume and be fingerprinted so that the C.A.R.E.S. Board can make recommendations to the BFP Board. Dr. Cross than gave a brief background on two other potential candidates for consideration.

Dr. Cross reported that he spoke with Kim Coviello, C.A.R.E.S. Program Manager, regarding presenting a workshop called the "Art of the Therapeutic Relationship" to the C.A.R.E.S. staff. Dr. Nellius asked what date the workshop is scheduled for and Ms. Holmes replied the date is pending the arrival of all the new C.A.R.E.S. staff.

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

Respectfully Submitted,

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