

**BREVARD C.A.R.E.S**  
**BOARD OF DIRECTORS**  
**October 3, 2012 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

**Board Members in Absence:** 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

Dr. Nellius called the meeting to order.

**Motion:** Dr. Cross moved to approve the consent agenda. This was seconded by Ms. Macrander and the motion was passed unanimously.

**Motion:** Ms. Macrander moved to approve the minutes from the September 12, 2012 Board meeting. This was seconded by Dr. Cross and the motion was passed unanimously.

New Business

Ms. Holmes distributed a draft copy of C.A.R.E.S. Toolkit that will be used as part of C.A.R.E.S. replication model. Currently the toolkit is being beta tested with C.A.R.E.S. new employees. The final revisions will be made in November. Dr. Nellius added that the toolkit will be accompanied by a DVD series. There will also be a portal on the C.A.R.E.S. website that will have updates available to those that have invested in the replication.

Ms. Holmes announced that in preparation for COA she will be reviewing a different C.A.R.E.S. Board Governance Policy at the board meetings. This month Ms. Holmes reviewed the Ethics Governance Policy.

Consent Agenda

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that C.A.R.E.S. participated in Brevard Public Schools Employee Wellness Program at Satellite High School and is also scheduled to provide a workshop focused on the Single Parent Journey at the Parenting in Today's World Parent Conference on October 06.

Ms. Holmes announced that C.A.R.E.S. has implemented a new Employee Recognition Program which recognizes an Employee of the Quarter and Employee of the Year.

During C.A.R.E.S. annual staff day away on September 14, the first Employee of the Quarter, Amy Coggins, Head Start Lead Care Coordinator was recognized for her outstanding contributions to the agency during Quarter One.

Ms. Holmes announced that thus far C.A.R.E.S. has received referrals for 359 children through Head Start thus far.

Ms. Holmes presented the Monthly Board Data for July 2012.

Ms. Holmes announced that starting in November she will provide Head Start data.

Ms. Hensler presented the financial statements for the month of August 2012.

Ms. Hensler presented the Head Start financial statements for August 2012.

### Old Business

Ms. Hernandez gave a Public Relations (PR) Task Force update. Ms. Hernandez reported that they're moving forward with the first C.A.R.E.S. cookbook. Recipes are due to Osha Goodwin by October 19.

Ms. Hernandez announced that due to the intense planning of the Kayaking for Kids event the monthly PR Task Force meetings have tentatively been replaced with the Kayaking Event Planning Meeting held every second Tuesday of the Month at 5:30 pm at Brevard C.A.R.E.S.

Ms. Hernandez asked the Board Members to solicit donors for the Kayaking for Kids event. Dr. Nellius asked Ms. Hernandez to compile a list of donations needed and distributed to the Board Members.

Mrs. Hernandez reviewed the mission, vision, objectives and goals for C.A.R.E.S. PR Task Force.

### Speak Out/Public Comment

Dr. Nellius announced that at the next meeting Ms. Holmes will present the Annual Board Calendar for review.

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

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