

**BREVARD C.A.R.E.S.  
BOARD OF DIRECTORS  
SEPTEMBER 1, 2010 BOARD MEETING  
MINUTES**

**Board Members in Attendance:** Dr. Patricia Nellius, Board Chair, Mr. Carnell, Board Treasurer, Ms. Debbie Davidson Cook, Vice Chair

**Board Members in Attendance by Phone:** Dr. Robert Cross, Board Member

**Others in Attendance:** Ms. Valerie Holmes, C.A.R.E.S. Executive Director, Ms. Stephanie Strodman, Executive Assistant, Mr. Geo Ropert, Director of Communications

Dr. Nellius called the meeting to order and read the agenda items to Dr. Cross. He joined the meeting by phone.

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

**Motion:** Dr. Cross moved to approve the minutes from April 20, 2010 and June 2, 2010. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

Ms. Holmes presented the Executive Director report which included the activities that have occurred since the last meeting. She reported that there is a suicide prevention workshop being held at Brevard C.A.R.E.S. on September 10, 2010 at 2:30PM for providers and staff as an awareness activity. Ms. Holmes reported that there will be a crisis counselor from 211 presenting the training who is trained in suicide prevention. Mr. Ropert will add this information to the Brevard C.A.R.E.S. website.

Ms. Holmes reported to the board that she has researched several shuttle services for transportation options available to C.A.R.E.S. families. She found that there is a wide range of cost per person depending on where the shuttle service is located in the county. However, she would like the board to consider this option as opposed to using merchant gift cards. If a family expressed the need for transportation, the staff of Brevard C.A.R.E.S. would make the arrangements based on the number of families who agreed to attend a given event. The usage would be on an as-needed basis billed monthly for those who utilized the services. Dr. Nellius asked if there were background screening requirements for the shuttle drivers. Ms. Holmes stated she was not sure, but will check into the requirements and report this information back to the board.

Ms. Holmes provided an update on the Cribs for Kids program. She stated that Ms. Stacey Rinaldi, the Business Manager at Brevard Family Partnership, checked with Brevard Family Partnership's insurance company to see if they would cover the liability insurance for the Kids for Cribs program. She has confirmed that is sufficient coverage. Cribs for Kids were not willing to add Brevard C.A.R.E.S. to their insurance as an additional insured as they have many chapters across the country and can not accommodate every request. Ms. Holmes stated that there has been no litigation reported from any of the chapters to date. Cribs for Kids have been in existence since 1998.

So far Brevard C.A.R.E.S. has not served any families through Cribs for Kids, but a trademark licensing agreement has been signed and there have been several calls and requests from the community. Ms. Holmes requested to move forward in providing services to the community. Dr. Nellius asked what the trademark obligations are. Ms. Holmes explained that Cribs for Kids provided them with a toolkit and Brevard C.A.R.E.S. would use all of their forms, Cribs for Kids will provide training and both entities signed a hold harmless agreement. Brevard C.A.R.E.S. would be a Cribs for Kids chapter. Currently there are 250 chapters in 47 participating states. Brevard C.A.R.E.S. is the first chapter in Brevard County. This venture would be marketed to the community as a safe sleeping initiative of Brevard C.A.R.E.S. to protect children from unnecessary child deaths. Mr. Ropert asked Ms. Holmes to provide him any marketing materials for Cribs for Kids.

**Motion:** Mr. Carnell moved to allow Ms. Holmes to move forward to with Cribs for Kids program. This was seconded by Dr. Cross and the motion was passed unanimously.

Dr. Nellius noted that the board has not identified a process which allows Ms. Holmes to contract with other organizations. Currently the policy at Brevard Family Partnership is to provide the board a 5-day review period before the CEO signs any contracts. The board members are expected to provide any feedback to the CEO within that time. If necessary an emergency board meeting will be held to discuss issues. However, if there are no concerns or issues received from the board then the CEO will proceed. Mr. Carnell mentioned that as stated previously, Brevard C.A.R.E.S. is to adhere to Brevard Family Partnerships policies until a procedure is created for C.A.R.E.S. Mr. Carnell noted that this is applicable to contracts under \$50K, and anything over that needs further approval.

Ms. Holmes presented the Brevard C.A.R.E.S. Monthly Statistics. May 2010 – July 2010 data was included in the report. Dr. Cross asked for an update on the status on the referrals from Cape Canaveral due to the loss of jobs. Ms. Holmes shared that she has contacted Mr. Sam Gutierrez, and discovered that the Brevard Workforce Development Board has a contract to serve the displaced employees called the Aerospace Workforce Transition. The lead contact for this initiative is Judy Blanchard. Ms. Holmes has contacted Ms. Blanchard and offered for Brevard C.A.R.E.S. to provide any services that would be helpful. Dr. Nellius asked Ms. Holmes and Mr. Ropert to have a meeting with Ms. Blanchard to provide her with literature and any further information as necessary.

Mr. Carnell presented the monthly financial statements. Mr. Carnell reported that total Brevard C.A.R.E.S. revenue was at \$159,128.00. Total expenditures for staff and support are at \$105K for the month.

Dr. Cross questioned why the Substance Abuse and Mental Health budget line was significantly under budget and asked if it should be adjusted. Dr. Nellius explained that there are changes from month to month and the total is annualized at the end of each year. Mr. Carnell emphasized that this must be spent before the end of the year.

Dr. Nellius updated Dr Cross on the new Mindshare system. This system is in the final stages of being implemented. Mindshare tracks Utilization Management, Service Authorizations and is in real time so referrals can be sent to the provider when they entered rather than waiting to be faxed.

Dr. Nellius presented the Performance Appraisal Procedure for the Brevard C.A.R.E.S. Executive Director. She explained that annually during the anniversary of Executive Director, the Executive Director receives a Performance Evaluation. The board receives the evaluation tool two months prior the annual Performance Evaluation. This is to be filled out by all board members and is sent to Dr. Nellius' Executive Assistant who aggregates the data. This is then sent to the board chair to be reviewed at the next board meeting.

**Motion:** Mr. Carnell moved to approve the Executive Director Performance Appraisal Procedure. This was seconded by Dr Cross second and the motion was passed unanimously.

Dr. Nellius explained that this year she performed Ms. Holmes Performance Evaluation as is traditionally done with other staff. This is a one-time event because part of the year she was in transition and the new appraisal procedure has just been approved. Dr. Nellius presented the Performance Evaluation for Ms. Holmes. Dr. Nellius shared that Ms. Holmes was charged with a challenging assignment in developing Brevard C.A.R.E.S., and she highly applauded her for all she has achieved in a short amount of time.

Ms. Holmes shared several milestones she feels have been achieved in the past year. In the future, Brevard C.A.R.E.S. is working to launch the alumni group, diversify funding, and has been selected to present at the Search Institute in November 2010. The agency is also partnering with Dr. Scott Sells to co present at CWLA and are being considered to present at the National Federation of Families for Children's Mental Health conference in March 2011

Ms. Holmes is still working with the board to develop a signature fundraiser, board development and reaching out to community members.

Ms. Davidson-Cook commented that Ms. Holmes has done a great job and should be commended.

**Motion:** Dr. Cross moved to approve Ms. Holmes' Performance Evaluation. This was seconded by Ms. Davidson-Cook second and the motion was passed unanimously.

Dr. Nellius recommended that Ms. Holmes receive a 3% merit increase for as per procedure.

**Motion:** Ms. Davidson-Cook moved to approve the 3% merit increase for Ms. Holmes. This was seconded by Mr. Carnell and the motion was passed unanimously.

Ms. Holmes presented the amended Brevard C.A.R.E.S. budget and explained that there is a \$75K reduction in the Parenting of Love and Limits (PLL) line due to the overall budget cut. The amount went from \$221K down to \$171K. Ms. Holmes emphasized that this will still able to serve 45 families through PLL. The current financial statements reflect this reduction.

**Motion:** Mr. Carnell moved to approve the amended Brevard C.A.R.E.S. budget. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

Dr. Cross told Ms. Holmes that he has written a protocol on handling crisis, specifically for suicide prevention. He would like to make this available for staff and community training. Ms. Holmes would like to discuss this with him when he returns and set up times for the training.

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

Respectfully Submitted,

Stephanie Strodtman  
Recording Secretary

Approved at the Board of Directors Meeting November 03, 2010