

**BREVARD C.A.R.E.S  
BOARD OF DIRECTORS  
SEPTEMBER 21, 2011 BOARD MEETING  
MINUTES**

**Board Members in Attendance:** Dr. Patricia Nellius, Board Chair; Ms. Debbie Davidson Cook, Vice Chair; Dr. Robert Cross (by phone), Board Member; Ms. Carol Macrander, 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:** Ms. Macrander moved to approve the consent agenda. This was seconded by Ms. Cook and the motion was passed unanimously.

**Motion:** Dr. Cross moved to approve the minutes from the August 03, 2011 Board meeting. This was seconded by Ms. Macrander and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that Brevard C.A.R.E.S. submitted a proposal to Circles of Care (local mental health agency that represents Brevard in the collaboration for the new Managing Entity) which, if awarded, will assume management from the Substance Abuse and Mental Health (SAMH) Program Office beginning in January 2012. On August 08, 2011 Brevard C.A.R.E.S. was awarded a Target Community Relations Grant in the amount of \$2,000 for use towards Family Resource Center events that promote family literacy. Ms. Holmes announced that the Promising Practice Network research team reported that Brevard C.A.R.E.S. met the evidence levels to be credentialed as a Promising Practice in every level except research design methodology. Brevard C.A.R.E.S. is in the process of entering into a new agreement with Child Trends to refine the research design methodology and to meet criteria for the California Evidence Based Clearinghouse.

Ms. Holmes announced that the Board Retreat is scheduled for Friday November 11 at 9:00 am in the Family Resource Center at Brevard C.A.R.E.S. Rollins College Philanthropy Instructor, Emily Furlong, will lead a Strategic Planning discussion about funding diversification that promotes community involvement and sustainability. Therefore the October meeting has been canceled. The Annual Board meeting will follow the Board Retreat in November which includes the voting in of new officers.

Ms. Holmes presented the Monthly Board Data for July and August 2011.

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

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

Ms. Holmes will extend the invitation letter to Mr. Buccelli, schedule an orientation and invite him to the next meeting and Board Retreat.

Ms. Hensler presented the financial statements for the months of July and August 2011.

Ms. Hensler left the meeting.

New Business:

Ms. Holmes reviewed the results from the Board Self Assessment.

Dr. Nellius reviewed the Executive Director's Performance Appraisal.

**Motion:** Ms. Macrander moved to approve the Executive Director Performance Appraisal and merit increase or incentive in the event that funding was made available to the agency; (however there is no raise pool budgeted for the agency.) This was seconded by Dr. Cross and the motion was passed unanimously.

Ms. Holmes announced that Brevard C.A.R.E.S. was selected to beta test the new FSFN Prevention and Diversion Module.

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

Respectfully Submitted,

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