

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
AUGUST 2, 2017  
BOARD MEETING MINUTES

**Board Members in Attendance:** Ms. Crystal Turman, Board Vice Chair; Ms. Maggie Dickinson, Board Treasurer; Ms. Valeta Cameron, Board Member.

**Board Members Absent:** Dr. Greg Howes, Board Chair; Mr. Dan Rodgers, Board Member; Ms. Elaine Livolsi, Board Member

Quorum was not established.

**Others in Attendance:** Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Tracy Pellegrino, MSW, Brevard C.A.R.E.S. Chief Operations Officer; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Ms. Marina Lozano, Head Start Care Coordinator.

Ms. Crystal Turman welcomed everyone to the meeting and asked everyone to state their name for the record.

A quorum was not established – only three members were present.

Ms. Turman reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at meeting). None were reported.

**Presentations:**

Ms. Powell introduced and welcomed Ms. Marina Lozano to Board. Ms. Lozano is the Head Start Care Coordinator for Brevard C.A.R.E.S.. Ms. Lozano was part of the first group that eventually became “Wraparound”. Ms. Powell presented Ms. Lozano with a plaque commemorating five years of service with Brevard C.A.R.E.S..

Ms. Lozano left meeting.

Ms. Powell introduced and welcomed Ms. Tracy Pellegrino to Board as Brevard C.A.R.E.S.’s new Chief Operations Officer. Ms. Pellegrino joined Brevard C.A.R.E.S. in July 2017 with over 27 years of work experience in the child welfare, mental health and exceptional educational systems. She recently served as the Project Director for nearly five years at CBC Central Florida and a SOC Wraparound Consultant for almost two years. Ms. Pellegrino is a Certified Case Manager Supervisor with the Florida Certification Board, a member of the National Association of Social Workers (NASW), National Wraparound Initiative (NWI), and has provided private consultation and grant writing support to multiple initiatives that assist to develop and sustain Wraparound and Systems of Care.

Ms. Jessica Simmons presented Brevard C.A.R.E.S. Annual Review of Insurance.

**Action Items:**

Ms. Jessica Simmons presented the Board with the 2017-2018 Proposed Annual Budget. Due to no quorum, Ms. Simmons asked the Board to review the Proposed Annual Budget and address any questions to her within the following five business days. A motion to approve the Proposed Annual Budget will be requested at the next quorum.

Ms. Phebe Powell presented the Board with the 2017-2018 Brevard Family Partnership Contract Review. Due to no quorum, Ms. Powell asked the Board to review the 2017-2018 Brevard Family Partnership Contract and address any questions to her within the following five business days. A motion to approve the Brevard Family Partnership Contract will be requested at the next quorum.

Ms. Powell requested the discussion regarding the Board Audit Committee be reviewed at the next Board meeting due to no quorum.

### **Informational Items:**

Ms. Powell presented the Executive Director's report for the month of August. She was pleased to announce that Brevard C.A.R.E.S. has executed the contract with Housing for the Homeless to provide case management services for their HUD Bonus Project. On August 1<sup>st</sup>, ten families will transition over to C.A.R.E.S.. Five of the ten families are currently C.A.R.E.S. families. Ms. Powell reported C.A.R.E.S. has budgeted \$30,000 in funds to service these families.

Ms. Powell informed the Board that the Council on Accreditation (COA) Self-Study was submitted on July 24, 2017. She informed the Board the COA Site Visit will occur from September 24<sup>th</sup> to September 26<sup>th</sup>. Ms. Powell stated more details regarding the visit will be provided to the Board as it becomes available.

Ms. Powell was pleased to announce, on July 25<sup>th</sup>, Angelique Rinaldi, Legislative Assistant to Senator Dorothy Hukill, visited the C.A.R.E.S. office to learn about C.A.R.E.S. programs and services. C.A.R.E.S. held a catered lunch for Ms. Rinaldi as Executives and staff members from both Brevard Family Partnership and Brevard C.A.R.E.S. gave presentations. Ms. Powell thanked Ms. Rinaldi and Senator Hukill for their time and support.

Ms. Powell was excited to announce to the Board that Brevard C.A.R.E.S. Youth Liaison, Shenelle Robertson, was recognized with the Outstanding Youth Award during the Florida Coalition for Children Conference. This award is granted to a youth, 18 years or older, served by a Florida Coalition for Children member agency who continues to strive to make life better for those youth still receiving necessary services.

Ms. Powell reported that Brevard C.A.R.E.S., under the direction of Chief Operations Officer, Tracy Pellegrino, billed for three cases in Target Case Management through July and has been approved to provide targeted case management services for five clients.

Ms. Powell presented the monthly Board data for June 2017.

Ms. Jessica Simmons informed the Board the Final Financial Report of Fiscal Year 2016-2017 will be presented at the next Board meeting.

Ms. Powell presented her Annual Review and reported that Brevard C.A.R.E.S. served 864 children and 331 families. She also announced that Wraparound Fidelity was added to the model and will be reflected in the next month's report.

Ms. Phebe Powell announced a prospect for Board Recruitment. Ms. Powell informed the Board this prospect is actively engaged with C.A.R.E.S. as a volunteer and a generous donator. She stated, once a meeting has been scheduled for the Board Recruitment, it will be posted publicly.

Ms. Powell reviewed the Strategic Plan with the Board. She reported the updated overall target has increased to serve 750 families annually from last year's annual target. Last year, Ms. Powell reported C.A.R.E.S. Prevention and Mobile Response teams served 621 families, while Safety Management Services Team served 72 families. Additionally, over 500 children and 84 families were served through the Chronically Homeless program. Ms. Powell stated C.A.R.E.S. objective was to provide evidence-based and culturally appropriate parent education and support services for families at risk for abuse and neglect. The strategy to obtain this objective is the development of additional natural and informal support systems, exploring mentoring programs for families using parent peers or past successful consumers, rebuilding or rejuvenating the Post-Adoption Youth Support Group, educating C.A.R.E.S. staff, counselors and community resource staff how to access prevention services through Brevard C.A.R.E.S., expand resources to continue serving families requesting or referred for services, and by implementing the Targeted Case Management program. She informed the Board C.A.R.E.S. Safety Management Services Team is currently working with Department of Children and Families to utilize C.A.R.E.S. services.

**Member/Public Comment:**

Ms. Powell announced there will be a Child Protection Summit from August 29<sup>th</sup> – 31<sup>st</sup> of which several staff members will be attending. She also reminded the Board of the upcoming Council on Accreditation (COA) Site Visit from September 24<sup>th</sup> – 26<sup>th</sup>.

Ms. Crystal Turman adjourned the meeting.

Respectfully Submitted,  
Angie Levesque  
Executive Assistant