

Brevard C.A.R.E.S. BOARD OF DIRECTORS
MAY 3, 2017
ANNUAL RETREAT &
ANNUAL BOARD MEETING
DRAFT MINUTES

Board Members in Attendance: Dr. Greg Howes, Board Chair; Ms. Maggie Dickinson, Board Member; Mr. Dan Rodgers, Board Member; Ms. Elaine Livolsi, Board Member; Ms. Elaine Livolsi, Board Member; Ms. Valeta Cameron, Board Member;

Board Members Absent: Ms. Crystal Turman, Treasurer;

Others in Attendance: Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Valerie Holmes, Brevard Family Partnership Senior Executive of Programs; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Executive Assistant; Ms. Natacha Walker, Brevard C.A.R.E.S. Family Engagement Coordinator, Ms. Heather Howlett, Brevard C.A.R.E.S. Community Services Manager; Ms. Jessica Miles, Brevard C.A.R.E.S. Program Manager, Ms. Susan Rushin, Brevard C.A.R.E.S. Housing Specialist; Ms. Leigh Holt, Strategic Planning Facilitator;

Dr. Howes welcomed everyone to the meeting and asked everyone to state their name for the record.

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

Consent Action Items:

Dr. Howes asked for a motion to move the Election of Officers to the end of the action items section of the agenda.

Motion: Ms. Dickinson moved to approve the Election of Officers to be moved to the end of action items section of the agenda and then approve the May 3, 2017 agenda as revised. This was seconded by Ms. Livolsi and the motion was passed unanimously.

Motion: Ms. Livolsi moved to approve the March 1, 2017 Board Meeting Minutes with one correction. This was seconded by Ms. Dickinson and the motion passed unanimously.

Presentations:

Ms. Powell presented Ms. Walker with a certificate of appreciation for the several Donors she's secured throughout the year.

Ms. Simmons presented the proposed insurance coverage for Brevard C.A.R.E.S.

Action Items:

Dr. Howes reminded the Board that Governance policies GOVBC1002 Governance Model, GOVBC1012 Board Member Role, GOVBC1004 Executive Director Appraisal Process, GOVBC1009 Fundraising Management and GOVBC1015 Nepotism Revision were uploaded to the Board portal for review in advance of the meeting and he is looking to entertain a motion to approve.

Motion: Ms. Livolsi moved to approve Governance policies GOVBC1002 Governance Model, GOVBC1012 Board Member Role, GOVBC1004 Executive Director Appraisal Process, GOVBC1009 Fundraising Management and GOVBC1015 Nepotism Revision. This was seconded by Ms. Cameron and the motion was passed unanimously.

Dr. Howes proposed the following motions for Board approval:

Motion 1: Ms. Livolsi moved to approve Dr. Greg Howes to continue serving as Brevard C.A.R.E.S Board Chair for a two (2) year term. This was seconded by Ms. Cameron and the motion was passed unanimously.

Motion 2: Ms. Dickinson moved to approve Ms. Crystal Turman to serve as Brevard C.A.R.E.S Board Vice Chair beginning May 4, 2017 for a two (2) year term. This was seconded by Ms. Cameron and the motion was passed unanimously.

Motion 3: Ms. Livolsi moved to approve Ms. Maggie Dickinson to serve as Brevard C.A.R.E.S Board Treasurer beginning May 4, 2017 for a two (2) year term. This was seconded by Ms. Cameron and the motion was passed unanimously.

Informational Items:

Ms. Powell presented the Executive Director's report. Ms. Powell shared that Brevard C.A.R.E.S. was nominated for and received a \$1000 Wells Fargo Community Connection Grant. This was the direct result of a Wells Fargo Team member receiving Safety Management Services and speaking highly of the program to her Branch Manager.

Ms. Powell reported that C.A.R.E.S. is still moving forward with the implantation of Targeted Case Management (TCM). Two candidates have been interviewed. One individual has signed an Executive Contract and the other is still in process. TCM training has been set for Friday May 5.

Ms. Powell informed the Board that the COA Preliminary Self Study is due May 15. In preparation for the Preliminary Self Study drafts for several governance procedures, operating procedures and the Disaster Plan has been completed are under review.

Ms. Powell gave a recap of Child Abuse Prevention Month events. She reported that the month started with Family Fun Day at Squid Lips in Melbourne on April 1st. Pinwheel Gardens were planted throughout the community at the State Attorney's Office, Viera Government Center, Exploration Tower at Port Canaveral, the Courthouse in Viera, The Children's Center in Titusville and the Brevard County Sheriff's Office in Rockledge. On April 21 the C.A.R.E.S. team participated in a community neighborhood walk in Melbourne to distribute 300 resource bags to families. The 21st Annual Child Abuse Prevention Awards Banquet was on April 28. Fifteen Brevard C.A.R.E.S. employees were nominated for awards. Ms. Powell was honored to announce that the Safety Management Services Team won the Social Services Group of the Year Award.

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

Ms. Simmons presented Brevard C.A.R.E.S. financial statements for February 2017.

Motion: Ms. Dickinson moved to adjourn. This was seconded by Mr. Rodgers and the motion passed unanimously.

Respectfully Submitted,
Osha V. Goodwin
Executive Assistant