

Brevard C.A.R.E.S. BOARD OF DIRECTORS
October 4, 2017
BOARD MEETING MINUTES

Board Members in Attendance: Dr. Greg Howes, Board Chair; Ms. Crystal Turman, Board Vice Chair; Mr. Dan Rodgers, Board Member; Ms. Elaine Livolsi, Board Member.

Board Members Absent: Ms. Maggie Dickinson, Board Treasurer; Valeta Carmen, Board Member

Others in Attendance: Mr. James Carlson, Brevard Family Partnership Interim Chief Executive Officer; Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Jessica Miles, Brevard C.A.R.E.S. Program Manager.

Dr. Greg 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:

Motion: Mr. Dan Rodgers moved to approve the agenda. This was seconded by Ms. Crystal Turman and the motion was passed unanimously.

Motion: Ms. Turman moved to approve the minutes from the July 5th and August 2nd C.A.R.E.S. Board Meetings. This was seconded by Mr. Rodgers and the motion was passed unanimously.

Presentations:

Ms. Phebe Powell presented Bridget LeBoeuf and Maggie Pierce with their Five Year Anniversary clocks. Ms. Jessica Miles accepted on their behalf.

Ms. Miles left the meeting.

Ms. Powell presented the Board with the 2016-2017 Risk Management Report.

Action Items:

Ms. Powell discussed the reestablishment of the Board Audit Committee to oversee the independent audit process of the financial operations and procedures of Brevard C.A.R.E.S.. Ms. Powell advised the Board that a minimum of three Board Members were required to establish the audit committee. She informed the Board that Ms. Maggie Dickinson previously volunteered to take a seat on the committee. Dr. Howes requested for two additional volunteers to sit on the Board Audit Committee. Ms. Elaine Livolsi volunteered to sit on the committee. Dr. Howes also volunteered to take a seat on the committee.

Informational Items:

Ms. Powell presented the Executive Director's report. Ms. Powell introduced Mr. James (Jim) Carlson as the new Interim Chief Executive Officer of Brevard Family Partnership. Mr. Carlson has been with the Brevard Family Partnership Family of Agencies since June 2006. He was hired as Director of Operations and, less than a year later, was promoted to Chief Operations Officer. In 2014, Mr. Carlson assumed the position of Senior Executive for Administration, in which he oversees Finance, Human Resources, Public Relations, Legislative Affairs and IT. Mr. Carlson continues to maintain his duties as Senior Executive for Administration while he takes on the role of Interim Chief Executive Officer.

Ms. Powell advised the Board that Brevard C.A.R.E.S., in partnership with Brevard Family Partnership, Parenting with Love and Limits (PLL) and NAPPI in Polk County, submitted for grant opportunities which would provide for additional PLL positions. She stated the final interview for the first PLL position to initiate the PLL Program was conducted on October 4th and they were ready to move forward with an offer. Ms. Powell informed the Board Brevard C.A.R.E.S. will be conducting a community quorum on November 14th to provide a perspective of Parenting with Love and Limits, and what the program entails. Ms. Powell invited all to attend.

Ms. Powell reported that four staff members attended the Child Protection Summit and found it provided valuable information.

Ms. Powell updated the Board on the continuing preparations for the upcoming Council on Accreditation (COA) site visit, occurring November 5th-7th. She informed the Board that at least two members of the Brevard C.A.R.E.S. Board of Directors will need to be present to be interviewed by COA during the site visit. She advised the Board Ms. Levesque will email the Board with the date and times of the COA meeting and interview, and requested they respond with their availability.

Ms. Powell informed the Members of the Board HUD Supportive Services Grant Project proposal for \$45,800, submitted in partnership with Brevard Family Partnership and Open Table, to Brevard Coalition for the Homeless was not selected. She did state that Brevard Coalition for the Homeless is interested in seeking other avenues to partner with Brevard C.A.R.E.S. to support the proposal.

Ms. Powell presented the Monthly Data Report for July and August 2017.

Ms. Jessica Simmons presented the Financial Report and reviewed the 2017-2018 Proposed Annual Budget. .

Ms. Powell updated the Board of Directors on the status of her Executive Director Annual Review. She advised them there were still outstanding evaluations and requested they be submitted as soon as possible to move forward with the review for finalization.

Ms. Powell spoke about two prospective Board Members and asked if any members would be available to interview them. Ms. Turman volunteered to interview if scheduling permitted. She will email Ms. Angie Levesque with her availability. Ms. Levesque will coordinate the time and location of the interview with Ms. Turman and a second Board Member (yet to be determined), and will notify Ms. Turman once a meeting is scheduled.

Ms. Powell reviewed Strategic Plan **GOAL A2: All Families live in safe and stable housing:**

OBJECTIVE A2: Tailor services and case management practices to be flexible and responsive to the special needs and priorities of homeless families

STRATEGIES:

A2.1 Tailor assessments and initial support services to focus on emergency solutions and housing stability

A2.2 Connect families to homeless services and to economic and educational opportunities to increase self-sufficiency

A2.3 Strengthen collaboration between the homeless service system and the child abuse prevention network

A2.4 Increase financial resources to provide immediate, short-term crisis intervention for homeless families

TARGET A2: Serve 100 families annually

Member/Public Comment:

Ms. Powell reminded the Board of the upcoming Volusia Flagler C.A.R.E.S. Replication Team Site visit on October 24th.

Ms. Powell cordially invited the Members of the Board the Winter Wonderland event, being held on December 13th.

Motion: Ms. Livolsi moved to adjourn the meeting. Mr. Rodgers seconded it and the motion was passed unanimously.

Respectfully Submitted,
Angie Levesque
Executive Assistant