

Brevard C.A.R.E.S. BOARD OF DIRECTORS
November 1, 2017
BOARD MEETING MINUTES

Board Members in Attendance: Dr. Greg Howes, Board Chair; Ms. Crystal Turman, Board Vice Chair; Ms. Maggie Dickinson, Board Treasurer; Mr. Dan Rodgers, Board Member; Valeta Carmen, Board Member.

Board Members Absent: Ms. Elaine Livolsi, 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; Tracy Pellegrino, Chief Operating Officer; Jessica Miles, Brevard C.A.R.E.S. Program Manager; Marina Lozano, Head Start Care Coordinator.

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. Maggie Dickinson and the motion was passed unanimously.

Motion: Ms. Rodgers moved to approve the minutes from the October 4th C.A.R.E.S. Board Meeting. This was seconded by Ms. Valeta Cameron and the motion was passed unanimously.

Presentations:

Ms. Phebe Powell announced Ms. Marina Lozano as Employee of the Year for FY 2016/2017 and presented her with a plaque.

Ms. Lozano and Ms. Jessica Miles left the meeting.

Ms. Powell announced that November is National Adoption Month and explained the services the Brevard C.A.R.E.S. Post Adoption Coordinator Provides for families after they have adopted. She proudly informed the Board that Post Adoption Coordinator, Kristin Pirozzi, has successfully been able to follow-up with 100% of the families a year post-adoption, while also demonstrating 100% fidelity.

Informational Items:

Ms. Powell presented the Executive Director's report, recapping both September and October. She updated the Board on Hurricane Irma, stating the implementation of the updated Disaster Plan by staff was successful despite operational challenges post-hurricane. Ms. Powell commended the

C.A.R.E.S. staff for going above and beyond to ensure all children and families were accounted for pre- and post-Hurricane Irma.

Ms. Powell announced the official resignation of Brevard Family Partnership Chief Executive Officer, Dr. Patricia Nellius, on September 30, 2017, after serving as CEO for the past 13 years. She expressed gratitude for her leadership in guiding Brevard C.A.R.E.S. and laying the groundwork for C.A.R.E.S.'s success going forward. She informed the Board, as of October 1st, Jim Carlson assumed the role of Interim CEO to manage the Family of Agencies.

Ms. Powell informed the Board, during the month of October, Brevard C.A.R.E.S. hired their first Parenting with Love and Limits (PLL) Therapist. She stated PLL will provide training and additional supervision. Additionally, an identified Care Coordinator will serve as the primary case manager for community children involved in the program. She announced on November 14th C.A.R.E.S. will be hosting a community presentation featuring live therapy sessions to educate the community on the how PLL works.

Ms. Powell explained C.A.R.E.S. continued efforts to implement Open Table in Brevard County as a possible expansion of service for youth aging out of extended foster care and are at risk of becoming homeless. In October she met with Open Table Founder, Jon Kotov, and George Cope of Vision Orlando to discuss strategies for implementation with limited cost.

Ms. Powell apprised the Board of the upcoming Council on Accreditation (COA) site visit, which was rescheduled for November 5-7th. She relayed the continued preparations in anticipation of the visit and respectfully requested all Board Members be in attendance for the COA Entrance Meeting and interviews.

Ms. Powell updated the Members of the Board of the Volusia/Flagler C.A.R.E.S. Replication visit on October 24th. The purpose of the visit was to review the C.A.R.E.S. implementation framework and provide the Volusia/Flagler team an opportunity to meet and ask questions of the Brevard C.A.R.E.S. team, as well as C.A.R.E.S. families.

Ms. Powell presented the Monthly Data Report for September 2017.

Ms. Jessica Simmons presented the Financial Report for September 2017.

Ms. Powell informed the Board the Board Self-Evaluation was due. She communicated to the Board that Ms. Angie Levesque will send blank copies of the Self-Evaluation, and completed copies must be returned by November 30th.

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 A4: All Families are cared for following adoption:**
OBJECTIVE

A4: Maintain permanent homes for children who have been adopted

STRATEGIES:

A4.1 Organize support groups for adoptive families and for older adoptive children

A4.2 Optimize use of Brevard C.A.R.E.S. to support at risk adoptive families

A4.3 Determine interest in quarterly gatherings for post adoptive families and children

TARGET

A4: Serve 75 post-adoptive children annually (increased)

Action Items:

Ms. Powell reviewed the Board Calendar effective November 2017- November 2018.

Motion: Ms. Turman moved to approve the Board Calendar. This was seconded by Ms. Cameron and the motion passed unanimously.

Ms. Turman apprised the Board of the interview with the prospective Board Member conducted October 23rd.

Motion: Ms. Turman moved to approve the prospective Board Member and move forward in the recruitment process. This was seconded by Ms. Maggie Dickinson and the motion passed unanimously.

Mr. Carlson presented the Board with the Executive Director Annual Performance Evaluation.

Motion: Mr. Rodgers moved to approve the Executive Director Annual Performance Evaluation. This was seconded by Ms. Turman and the motion passed unanimously.

Member/Public Comment:

Ms. Powell reminded the Board of the upcoming Council on Accreditation Site Visit on November 5-6th, as well as the Space Coast Humanitarian Awards Gala being held November 2nd.

Ms. Powell informed the Members of the Board she will be in Tallahassee from December 3-6th for the Rally in Tally and will not be present for the December Board Meeting.

Ms. Powell reminded the Members of the Board the Winter Wonderland event, being held December 13th at Brevard C.A.R.E.S., and welcomed them to attend and/or volunteer. Ms. Levesque will send information to the Board regarding Winter Wonderland.

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

Respectfully Submitted,
Angie Levesque
Executive Assistant