

Brevard C.A.R.E.S. BOARD OF DIRECTORS
August 01, 2018
BOARD MEETING MINUTES

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Ms. Maggie Dickinson, Board Treasurer; Valeta Cameron, Board Member; Ms. Christa Bailey, Board Member; Dr. Rosanna Malbrán, Board Member.

Board Members Absent: Dr. Greg Howes, Board Member; Ms. Elaine Livolsi, Board Member.

Others in Attendance: Heather Howlett, Brevard C.A.R.E.S. Interim Executive Director; Mr. Jim Carlson, Brevard Family Partnership Interim Chief Executive Officer; Ms. Rachel Bjornstad, Brevard Family Partnership Accounting Manager; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Tracy Pellegrino, Brevard C.A.R.E.S. Chief Operating Officer; Kathryn Parker, Brevard C.A.R.E.S. NJIHS Supervisor; Jessica Miles, Brevard C.A.R.E.S. Program Manager; Natacha Walker, Brevard C.A.R.E.S. Housing Specialist; Debbie Bragg-Caron, Brevard C.A.R.E.S. Family Advocate Specialist.

Mr. Dan Rodgers welcomed everyone to the meeting and asked everyone to state their name for the record.

Mr. Rodgers 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: Ms. Christa Bailey moved to approve the agenda. This was seconded by Ms. Valeta Cameron and the motion was passed unanimously.

Motion: Ms. Cameron moved to approve the meeting minutes from the June C.A.R.E.S. Board Meeting. This was seconded by Ms. Bailey and the motion was passed unanimously.

Presentations:

Ms. Heather Howlett presented Ms. Debbie Bragg-Caron with the Employee of the Quarter award. Ms. Howlett explained Ms. Bragg-Caron received the most Kudos from peers for the fourth quarter.

Ms. Jessica Miles and Ms. Bragg-Caron exited the meeting.

Ms. Natacha Walker presented the Board with an update on the Housing Grant. Ms. Walker reported Brevard C.A.R.E.S. Housing Program received \$40,000 at the beginning of the 2017-2018 Fiscal Year and an additional \$20,000 in March 2018. Ms. Walker explained the Housing Program is designed to work with families who are considered “truly homeless”, and this is determined by completing a SPDAT (Service Prioritization Decision Assistance Tool). According to Ms. Walker, the SPDAT assesses the family’s level of acuity and what their greatest challenges are. As the Housing Specialist, Ms. Walker participates in Family Team Conferencing, which involves the family, their case managers, as well as personal and community support. She also performs community outreach, utilizing community resources, visiting potential housing options and reaching out to potential landlords. Ms. Walker emphasized the importance of the community outreach due to the current housing shortage in Brevard County. In addition to finding housing for families, the C.A.R.E.S. Housing Specialist also provides the families with budgets and life skills to ensure they are able to financially maintain their home and needs once they are housed. Since February 2018, out of thirty-two children, C.A.R.E.S. Housing Program has housed sixteen have been; of eleven families in the program, eight have been housed. Ms. Maggie Dickinson inquired as to how the families are prioritized to receive housing. Ms. Walker responded families that have the highest acuity after assessment take precedence. Mr. James Carlson asked Ms. Walker if the \$60,000 grant funds had been fully expended, and if so, is

there a maximum amount allotted to each family. Ms. Walker replied that the funds were completely expended for the fiscal year, with individual family expenditures capped at \$3000 each.

Ms. Natacha Walker exited the meeting.

Informational Items:

Ms. Howlett reviewed the July 2018 Board Report. She began by updating the Board on the status of the transfer of oversight of Non Judicial In Home Services (NJIHS) from Brevard C.A.R.E.S. to Family Allies. Leadership from both C.A.R.E.S. and Family Allies had been partnering to develop a transition plan of NJIHS services to Family Allies, targeting October 1st, 2018 as the initial shift of duties, whilst projecting to complete the transfer by March 30th, 2019. Upon further discussions, C.A.R.E.S. and Family Allies Leadership concluded it would be most beneficial to the families and staff to remain under the supervision of Brevard C.A.R.E.S. Ms. Howlett announced C.A.R.E.S. will be adding another unit to NJIHS. The new unit will consist of six Diversion Care Coordinators and one NJIHS Supervisor. The addition will assist in alleviating the work load for the current NJIHS staff. The positions have been posted on Brevard C.A.R.E.S. website. Ms. Howlett stated, due to the increase in staff and limited office space, Leadership has been exploring various options to house the new NJIHS unit, including converting the space in the back of the C.A.R.E.S. office building into office space or possibly expanding into Titusville.

Ms. Howlett informed the Board Members that the C.A.R.E.S. Head Start Program contract was renewed. She explicated the Brevard County Head Start Program services young children from low-income families. The contract allows low-income families, who normally would not be eligible for Prevention services, to be eligible. They are assigned a dedicated care coordinator who caters to the family's needs and works hand-in-hand with family advocates in the Brevard County school system. C.A.R.E.S. Head Start Program also provides monthly trainings to the family advocates.

Ms. Howlett apprised the Board of Ms. Phebe Powell's resignation effective July 13th. Ms. Howlett was selected to serve as Interim Executive Director until a new Executive Director takes a permanent seat. A calendar of standing meetings and reports has been created and shared with Ms. Howlett.

Ms. Howlett announced the newly implemented Brevard C.A.R.E.S. Post Adoption Quarterly Newsletter for June has been published to over 300 families. She reported in the last five years, C.A.R.E.S. Post Adoption has made great strides in communicating with families, building a list of zero to over 200 email recipients. The newsletter included information on preventing the "Summer Slide," which refers to how children can slide backwards in academic achievement over the summer months. Additional articles on low cost summer activities and camps were also included.

Ms. Howlett stated the new Parenting with Love and Limits (P.L.L.) Therapist began June 11th. She completed her full certification training as of July 20th. A new P.L.L. group cohort commenced on July 17th, with a weekly session being conducted concurrently with August Board Meeting in the adjacent room. Ms. Howlett invited the Board Members to observe the P.L.L. session upon the adjournment of the Board Meeting. She stated the P.L.L. contract was expanded to include Targeted Case Management (TCM). Dr. Rosanna Malbrán inquired as to how many families are participating in the cohort. Ms. Tracy Pellegrino stated eight families attended the second week of cohort. Ms. Howlett presented a letter to the Board from the President of the P.L.L. Program provided high praise for Ms. Pellegrino.

Ms. Howlett announced two C.A.R.E.S. Care Coordinators were out on maternity leave, temporarily leaving a gap in coverage during their absence.

Ms. Howlett presented the Monthly Data Report for June 2018. Key points noted:

- Prevention Program had 20 bypass referrals

- NJIHS Program had a record amount of new cases in a month, with 24 new cases.
- Post-Adoption Program mandated annual contacts were 100% achieved.
- TCM renewed contract with current Targeted Case Manager to assist with P.L.L. Program. Brevard C.A.R.E.S. is still actively seeking a new Targeted Case Manager.
- Safety Management Services Team (SMST) took on 9 new children and is meeting 100% data measures.

Ms. Rachel Bjornstad presented the Budget Summary for Fiscal Year 2018-2019.

Mr. Dan Rodgers reviewed the Executive Director Selection Process. The Board was provided a schedule of the hiring process of a new C.A.R.E.S. Executive Director. He announced the first two steps in the 12-step outline have been completed, meaning the Interim CEO and C.A.R.E.S. Board Chair met to finalize a job description for the Executive Director position and moved forward with posting the position publicly on various websites, including Brevard Family Partnership website, FCC, Indeed, and CareerSource Brevard. The position will remain posted until August 17th. Mr. Rodgers announced an Executive Director Selection Subcommittee was established; three seats on the subcommittee will be occupied by C.A.R.E.S. Board Members Mr. Dan Rodgers, Ms. Christa Bailey, and Dr. Rosanna Malbrán. The timeline is as follows:

1. 7/12/18 CEO and Board Chair meet to finalize job description for Executive Director (*completed*)
2. 7/13/18 Job is posted to BFP/FCC/Indeed/CareerSource Brevard websites (*completed*)
3. 8/01/18 C.A.R.E.S. Board Meeting, selection subcommittee is identified comprised of 3 Board Members (*completed*)
4. 8/17/18 End date for job posting
5. 8/20/18 All applications of candidates that meet qualifications are forwarded to the subcommittee and the pool is reduced to a maximum of 5 candidates
6. 8/27-31 Initial interviews with 5 candidates
7. 9/04/18 Finalists are identified and requested to complete disc assessments
8. 9/10/18 Subcommittee debriefs with KRN regarding outcome of assessments
9. 9/11-14 Second interviews are completed
10. 9/17-21 Special Board Meeting to approve recommendations of Board Subcommittee
11. 9/17-21 Offer made and salary negotiated
12. 10/15/18 Start date for new Executive Director

Action Items:

Ms. Howlett announced Dr. Greg Howes resignation from the Board effective immediately. Ms. Dickinson moved to approve the Dr. Howes' resignation. This was seconded by Dr. Malbrán and the motion was passed unanimously.

Mr. Rodgers solicited attendees to seek out Board Member recruitments.

Ms. Howlett reviewed the Annual Performance Targets and Measures. She stated the following required targets:

- 80% of children under Family Support Services must be seen every 30 days (*new*)
- 90% of families completing NJIHS will have been satisfied with their service
- 85% of families in Safety Management Services (SMS) will not result in removal while in SMS.

Ms. Howlett reported Brevard C.A.R.E.S. received \$40,000 from the Emergency Solutions Grant for FY 2018-2019.

Ms. Howlett informed the Board, in July, CARES Leadership distributed an employee feedback form for staff to complete, soliciting their opinions on what they believe is working and what may need improvement within the agency. Mr. Rodgers relayed, upon his initial review of the forms, he observed many positive comments in addition to some concerns. He informed the Board the results will be shared at the August Board Meeting.

Ms. Howlett provided the Interim Executive Director Update. She stated Brevard CARES Leadership has reviewed the feedback and is focusing on the concerns expressed by staff to determine where and how areas can be improved upon. One of those methods, she stated, is by weekly management pipeline meetings. Additionally, the Interim Executive Director emails the staff each Friday apprising them of the weekly events and information.

Mr. Carlson spoke on the Family First Prevention Services Act (FFPSA). In February, FFPSA was passed along with the federal budget. He stated FFPSA offers an alternative way of funding child welfare that relies on IV-E funding. He communicated that, since 2006, Florida has been on an IV-E waiver from which Brevard Family Partnership (BFP) received a guaranteed amount. The guaranteed funding allowed BFP flexibility in how it was spent, resulting in Brevard C.A.R.E.S. He stated the language in the bill provided additional ways of claiming some Brevard C.A.R.E.S. services under IV-E candidacy, NJIHS, adversely resulting in the loss of funding for youth in group care. Under the new bill, to receive extra funding for Prevention services, they can only claim fourteen days of placement for youth in group care facilities. To claim Prevention services, apart from candidacy, 50% of services must be level one evidence-based programming; C.A.R.E.S. is currently a level three. If the state postpones the bill for two years, this could allow C.A.R.E.S. Prevention services to raise to a level two program. Florida has joined California, Texas and Ohio in requesting an extension of the IV-E waiver. In preparation for the changes in mandates, Brevard CARES has initiated training for staff. The state could potentially lose \$60 million from loss of the grant. Meanwhile, CARES will continue exploring opportunities to claim additional funding.

Ms. Pellegrino reported on Medicaid and funding sources. She first expounded on Mr. Carlson's report by disclosing the PLL and Nurturing Parent programs are level two evidence-based programs, providing opportunities for funding. She communicated CARES currently contracts a Targeted Case Manager with a Medicaid number, however, at \$12/unit, monies received for TCM isn't substantial. CARES is currently on two insurance panels, WellCare/StayWell and Sunshine Plan. WellCare/StayWell and Sunshine Plan have both entered into an agreement with ACA to provide a per diem rate for high-fidelity wraparound model agencies who service youth at risk of or in lieu of entering into psychiatric or residential treatment. Ms. Pellegrino conveyed CARES and WellCare are in the process of updating their contract to access the additional funding. The anticipated per diem rate is \$100/day, which will include case management/care coordination facilitation as well as therapeutic support services. She explained, because CARES is not a behavioral health therapeutic agency, the per diem rate would be used to help pay for those services. She stated an alternative solution would for CARES to become a behavioral health Medicaid provider. To receive funding from other insurance panels, CARES would be required to offer a wider array of services beyond TCM in association with a licensed medical doctor or psychiatrist with a Medicaid number. Ms. Pellegrino announced she and Dr. Rosanna Malbrán have been in discussions about partnering.

Member/Public Comment:

No comments

Motion: Ms. Maggie Dickinson moved to adjourn the meeting. Dr. Malbrán seconded it and the motion was passed unanimously.

Respectfully Submitted,
Angie Levesque
Executive Assistant