

Brevard C.A.R.E.S. BOARD OF DIRECTORS
October 3, 2018
BOARD MEETING MINUTES

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Valeta Cameron, Board Member (via phone); Ms. Christa Bailey, Board Member.

Board Members Absent: Ms. Maggie Dickinson, Board Treasurer; Dr. Rosanna Malbrán, 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 Finance Director; 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; Kristin Pirozzi, Post Adoption Support Coordinator.

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.

Presentations:

Ms. Heather Howlett presented Ms. Kristin Pirozzi with her Five Year Anniversary Clock. Ms. Pirozzi is the Brevard C.A.R.E.S. Post Adoption Support Care Coordinator.

Ms. Pirozzi exited the meeting.

Ms. Jessica Miles exited the meeting.

Informational Items:

Ms. Howlett presented the Executive Director Report. She commenced the report by announcing she and Brevard C.A.R.E.S. Chief Operating Officer, Tracy Pellegrino, have been meeting with Central Florida C.A.R.E.S. to create a budget for MRT expansion. This would permit for the addition of a second Crisis responder, fund a portion of a supervisory position, as well as allow for medical consultation. The MRT expansion will result in being able to serve additional populations such as independent living youth up to the age of 25. Brevard C.A.R.E.S. and Central Florida C.A.R.E.S. expect to meet again the first week of October.

Ms. Howlett apprised the Board of several scheduled events for staff from October through December. C.A.R.E.S. management team has been working together to create events to build team spirit. These events include Fajita Friday, Tasty Tuesday, as well as team building activities and games. The following events are also scheduled for staff:

- | | |
|---------------------------|--|
| October 16 th | • United Way Fundraiser and Pumpkin Decorating Event |
| November 9 th | • Thanksgiving Potluck and “Turkey” Raffle |
| November 19 th | • Family of Agencies Staff Day |
| December 18 th | • White Elephant Gift Exchange, Ugly Sweater Contest and Pizza |

Ms. Howlett updated the Board on the C.A.R.E.S. office buildout to house Non Judicial staff. C.A.R.E.S. has obtained two of three requested quotes for cubicles to accommodate fourteen staff members – twelve Diversion Care Coordinators and two supervisors.

Ms. Howlett reported on the collaboration with the Family of Agencies Management Team to re-design a Leadership Program. Discussions amongst the Management Teams included how the purpose and mission of the new Leadership Program will differ from the previous Leadership Program. The new proposed Leadership academy will be composed of an assigned mentor, group learning and group project.

Ms. Howlett stated C.A.R.E.S. continues to build the capacity to support replication and Wraparound Fidelity efforts. C.A.R.E.S. has created a Workgroup to review opportunities for various benchmarks for the different programs in order to differentiate the Prevention program as the High Fidelity Wraparound program. For the current team to have a thorough understanding of the overall replication project, Brevard C.A.R.E.S. has requested routine updates from NCFIE representatives working at the replication site in Volusia County, as well as more frequent Wraparound Booster trainings provided by NCFIE; Dr. Patricia Nellius will be conducting the first Booster training on October 1st. Afterwards, she will meet with the C.A.R.E.S. Management Team to further strategize how C.A.R.E.S. can collaborate with replication efforts. Tracy Little, Brevard Family Partnership/Brevard C.A.R.E.S. Director of Wraparound Fidelity/Training, is scheduled to attend the C.A.R.E.S. all staff meeting in October to give an overview of the replication project. Prevention Program Manager, Jessica Miles, will be auditing the upcoming NCFIE Wraparound training to be able to assist in marketing efforts during pilot site visits.

Ms. Howlett proudly heralded two C.A.R.E.S. staff members, Ms. Kathryn Parker (Non Judicial In Home Services [NJIHS] Supervisor) and Ms. LaShica Kelly (Child and Family Services Specialist), were recognized at the Child Protection Summit for an Inspiration Award and Customer Service Award respectively. The Board was also informed that Ms. Sandra Gotwalt, NJIHS Diversion Care Coordinator (DCC) received her Child Welfare Certification; Ms. Aisha Missick (NJIHS DCC) and Ms. LaShica Kelly were recognized at the Brevard Family Partnership Board Meeting for their contributions to the current Leadership Team.

Ms. Howlett announced the completion of the hiring of six Diversion Care Coordinators to staff the new NJ unit. Three of the six staff members are currently attending pre-service training and will be testing on November 28th. She stated the other three new NJIHS DCC's have been shadowing and are being assigned their initial protected case load. Ms. Karen Menges, has been identified as the 2nd supervisor for the new NJ team; she is currently working on closing her cases in anticipation of transitioning to her new role in November. Ms. Howlett announced interviews for a Family Advocate Specialist (FAS) to support the Safety Management Services Team (SMST) have been completed and the new FAS is expected to begin October 1st. Additionally, a SMST Family Engagement Coordinator (FEC) has been hired pending a background check with an anticipated start date in October. A Youth Liaison has been hired to support the High Fidelity Prevention Team and will begin on October 1st.

On September 11th, C.A.R.E.S. Management hosted their first 6-hour orientation, covering topics from the mission of each agency to more granular details such as how to turn in a time sheet.

Ms. Howlett informed the Board of the continued effort to keep staff abreast of the ongoing projects, policy and procedure updates and sharing of resource information, in the form of weekly emails. Employees have responded positively to this ongoing communication.

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

- Prevention team serviced 442 children, 50% of how many served in August 2017 and had 8 FSFN closures.
- NJIHS acquired 16 new cases in August and had 18 FSFN closures.
- Post Adoption served one new child and maintained 100% completion of annual contacts.
- SMST served nine new children and five new families.

- Mobile Response Team (MRT) received 42 calls and conducted 13 Onsite Response Assessments.
- Targeted Case Management (TCM) served one child, with \$432.00 billed to Medicaid.
- Parenting with Love and Limits (P.L.L.) served ten new children.
- Cribs for Kids – facilitated 7 Safe Sleep classes and distributed a total of 37 pack'n'plays.

Ms. Howlett announced Brevard C.A.R.E.S. will be partnering with Healthy Start to promote Safe Sleeping Awareness Month in October. Cribs will be on display at Brevard C.A.R.E.S. and Brevard Family Partnership with brochures to promote the importance of safe sleeping.

Ms. Rachel Bjornstad presented the Financial Package for the month of August. She noted August salary expenditures were higher due to more days in the month of August, and training expenses over budget due to two P.L.L. trainings.

Mr. Rodgers apprised the Board of Executive Director selection process. He advised the Board that the subcommittee is scheduled to speak via conference call with a consultant on October 4th regarding the results of the DISC assessments. The targeted hire date for a new Executive Director is October 15, 2018.

Ms. Valeta Cameron joined meeting at 4:55pm via phone making quorum. Board tended to requisite motion items while in quorum.

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 August C.A.R.E.S. Board Meeting. This was seconded by Ms. Bailey and the motion was passed unanimously.

Action Items (A):

Mr. Rodgers advised the Board Ms. Elaine Livolsi submitted her resignation from the Board of Directors. He requested the Board to make a motion on her resignation.

Motion: Ms. Cameron moved to accept Ms. Livolsi's resignation from the Brevard C.A.R.E.S. Board of Directors. This was seconded by Ms. Bailey and the motion was passed unanimously.

Board resumed agenda items in progress.

Informational Items (resumed):

Mr. Rodgers solicited the Board for new prospective Board Members. He communicated that Brevard Family Partnership Board of Directors is seeking a dual board seat holder for both their Board as well as C.A.R.E.S. Board. Two prospective board members have been identified to move forward with the interview process. Mr. Rodgers requested the Board Members to submit their availability to Ms. Angie Levesque to coordinate and schedule interviews.

Ms. Cameron exited the meeting.

Ms. Howlett presented the Board with samples of Cribs for Kids trifold business cards, accompanied by a production cost estimate.

Action Items (B-G):

Mr. Rodgers recommended the election of officers be postponed until additional seats are filled on the Board of Directors.

Ms. Howlett reported on both Contract Review and Annual Performance Targets and Measures. According to contract review, Brevard C.A.R.E.S. is on target with:

- Children not abused or neglected while in services – 99.7%
- Children seen every 30 days – 99.0%
- Supervisor reviews every 90 days – 99.0%

She stated the Outcome Measure reports are quarterly and will be reviewed at the November Board meeting.

Ms. Howlett reviewed the results of the Employee Feedback forms. The top trending feedback, compiled by Ms. Levesque, was request for annual salary increases. In response to the request for annual salary increases by staff, Mr. Jim Carlson apprised the Board of the implementation of a “Career Ladder” by Family Allies. A portion of the budget was allocated for annual raises dependent upon the employee’s increased level of competency, with the “Career Ladder” used as a reference point to determine how much of an increase the employee shall receive. Mr. Carlson recommended the Board discuss this merit program with the new Executive Director once they are hired. He also announced, for the first time, Brevard C.A.R.E.S. is on a fixed payment contract. With retained earnings, C.A.R.E.S. can plan to utilize those earnings for staff incentives.

Ms. Howlett presented the Board a letter from NCFIE regarding submission of the C.A.R.E.S. model as a candidate for the clearinghouse for evidence-based practices. She implored the criticality to the mission and funding the PSA has. Mr. Carlson expounded by stating NCFIE is working with Alliance for Strong Families in communities to get introductions to leadership in those states that will be adopting Early Adopters of Family Planning Prevention services in an effort to implement C.A.R.E.S. replication sites in larger areas. Ms. Howlett stated C.A.R.E.S. anticipates visits regarding the replication study.

Ms. Howlett concluded the meeting with the Financial Viability Plan. She highlighted next year’s goals:

- Prevention – 20 or less children removed.
- NJIHS – 86 or less children removed.
- SMST – 93% or more children that complete SM will remain in-home.

Member/Public Comment:

No comments

Meeting adjourned without motion.

Respectfully Submitted,
Angie Levesque
Executive Assistant