

Brevard C.A.R.E.S. BOARD OF DIRECTORS
November 06, 2018
BOARD MEETING DRAFT MINUTES

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Ms. Christa Bailey, Board Member; Dr. Rosanna Malbrán, Board Member.

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

Others in Attendance: Mr. Jim Carlson, Brevard Family Partnership Interim Chief Executive Officer; Ms. Tracy Pellegrino, Brevard C.A.R.E.S. Executive Director; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Ms. Jessica Miles, Brevard C.A.R.E.S. Program Manager; Ms. Heather Howlett, Brevard C.A.R.E.S. Community Services Manager; Ms. Kathryn Parker, Brevard C.A.R.E.S. NJIHS Supervisor; Ms. Kristin Pirozzi, Brevard C.A.R.E.S. Post Adoption Coordinator; Mr. Eric Austin, Discovery Life Church.

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 Dr. Rosanna Malbrán and the motion was passed unanimously.

Motion: Dr. Malbrán moved to approve the meeting minutes from the October 3rd and October 17th C.A.R.E.S. Board Meetings. This was seconded by Ms. Bailey and the motion was passed unanimously.

Presentations:

Ms. Kristin Pirozzi announced to the Board November was National Adoption Month. National Adoption Month is intended to increase national awareness to the need to find permanency for foster youth. On November 16th, the annual Celebration of Adoption event will be hosted at the Brevard County Court House in Viera. During this event, adoptive families will share their stories and present the court with their permanency documents to finalize the adoption process. Ms. Kristin Pirozzi has been with Brevard C.A.R.E.S. for over five years as the Post Adoption Coordinator.

Ms. Pirozzi exited the meeting.

Informational Items:

Ms. Tracy Pellegrino presented the Board with November 2018 Executive Director Board Report. She reported Brevard C.A.R.E.S. leadership continues to collaborate with Department of Children and Families (DCF) Child Protective Services (CPI) to identify impending danger cases prior to the 45-day mark. Ms. Pellegrino stated families who are engaged with Brevard C.A.R.E.S. Non Judicial In Home Services (NJIHS) within 45 days of the initial investigation have a greater tendency to be more engaged with a higher rate of successful outcomes.

Ms. Pellegrino announced, on October 17th, she was selected as the permanent Executive Director for Brevard C.A.R.E.S. Her new role as Executive Director commenced October 22nd. She informed the Board,

Brevard C.A.R.E.S. leadership team has been in discussions regarding restructuring of the organization. She announced Ms. Heather Howlett will be promoted to the newly created position, Director of Compliance, and Ms. Kathryn Parker will be promoted to Chief Operations Officer. Both are anticipated to assume their new roles within the following two weeks. Ms. Pellegrino communicated that C.A.R.E.S. leadership has been working with Finance to review the budget to ensure there is adequate funding for new positions. Interviews for open positions continue with the hope to fill all positions by close of November.

Ms. Pellegrino advised the Board that Brevard C.A.R.E.S. executed their contract with Central Florida Cares Health Systems (CFCHS) on Oct. 31st to expand the Mobile Crisis Response Team. This contract increases C.A.R.E.S. revenue by \$183,410 for FY18-19 and another \$252,614 for FY19-20, for a total of \$436,024. These revenues allow for two additional positions to be added to the C.A.R.E.S. family, and additional funds will be used for contractors to provide crisis response.

Ms. Pellegrino apprised the Board of the completion of interviews of prospective Board Members, Eric Austin and Paula Ferrell. In addition, she disclosed another potential candidate for the Board and implored members to solicit additional candidates with the hope of bringing on at least three more board members.

To ensure ongoing fidelity to the Wraparound Model, C.A.R.E.S. staff commenced participation in Booster Training sessions with Dr. Patricia Nellius and Tracy Little. Leadership is currently in the process of updating procedures to reflect consistency between practice and model fidelity. Jessica Miles, Manager over the Prevention Model, will begin competency certification with the National Center for Innovation & Excellence (NCFIE) in preparation to become a trainer so she can provide targeted training in the moment with her staff.

Ms. Pellegrino announced October was Domestic Violence Awareness Month. Staff members represented Brevard C.A.R.E.S. in the reading of the proclamation at the County Commissioner's office in Viera on October 23rd.

On October 6th, staff attended the Parenting in Today's World Workshop. They provided materials and information regarding ages and stages of childhood developments to parents and other attendees.

Ms. Pellegrino stated C.A.R.E.S. leadership met with Mr. John Katov, founder and CEO of Open Table, to resume discussions regarding expansion of Open Table into Brevard County. The Open Table model trains faith, government, business, non-profit and other sectors to work together to transform an existing network of members into tools that individuals and families experiencing poverty can use to develop and implement plans to have better lives.

Ms. Jessica Miles exited the meeting.

Ms. Howlett presented the Monthly Data Report for September 2018.

Mr. Jim Carlson presented the Financial Report for September 2018.

Ms. Pellegrino reviewed the following upcoming holiday activities and cordially invited all Board Members to attend.

- November 9th - Brevard C.A.R.E.S. Staff Thanksgiving Potluck
- November 19th - Family of Agencies Staff Day Away @ Wickham Park
- December 13th - Brevard C.A.R.E.S. Gift Drive Pick-Up followed by a C.A.R.E.S. Staff Night Out
- December 18th - Brevard C.A.R.E.S. Staff White Elephant Gift Exchange, Ugly Sweater Contest and Pizza

Ms. Pellegrino reviewed Strategic Plan **GOAL A3: All families understand infant safety:**

OBJECTIVE

A3: Reduce the number of infant deaths caused by unsafe sleeping practices

STRATEGIES:

A3.1 Educate parents, family members, child care providers, and health professionals about safe infant sleep

A3.2 Raise public awareness of safe sleeping practices for children

A3.3 Distribute safe infant cribs to families in need

A3.4 Create sponsorship program to support crib purchases

TARGET

A4: Distribute 300 safe infant cribs

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

Action Items:

Mr. Dan Rodgers informed the Board of Ms. Maggie Dickinson's resignation from the Brevard C.A.R.E.S. Board of Directors and requested the Board to accept Ms. Dickinson's resignation.

Motion: Dr. Malbrán moved to accept Ms. Dickinson'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.

Mr. Rodgers apprised the Board of the respective interviews of prospective Board Members, Mr. Eric Austin and Ms. Paula Ferrell.

Motion: Ms. Bailey moved to approve prospective Board Member, Mr. Austin, and move forward in the recruitment process. This was seconded by Dr. Malbrán and the motion passed unanimously.

Motion: Ms. Bailey moved to approve prospective Board Member, Ms. Ferrell, and move forward in the recruitment process. This was seconded by Dr. Malbrán and the motion passed unanimously.

Mr. Rodgers requested the Board continue seeking potential candidates to fill up to two more seats on the Board of Directors. He noted candidates are not required to have a child welfare background, rather seek candidates that may bring other experiences and knowledge to the Board.

Ms. Pellegrino echoed her earlier report on the CFCHS contract. The CFCHS contract increases C.A.R.E.S. total revenue by \$436,024 through the end of the 2019/2020 fiscal year. These revenues will allow funding to employ a second Mobile Response Team, a Clinical Services Manager, and additional funds will be used for contractors to provide crisis response. She announced an offer was made and accepted for the Clinical Services Manager position by Christine Williams-Kelly. Ms. Williams-Kelly is a licensed clinician and is expected to start December 3rd.

Ms. Pellegrino recommended, in accordance with the Board of Directors Annual Calendar, to maintain the proposed date of February 6th to conduct the Annual Retreat. Mr. Jim Carlson stated discussions were held at

the last Brevard Family Partnership Board Meeting, suggested the possibility of a joint Board Retreat for both Brevard Family Partnership and Brevard C.A.R.E.S. Boards. He stated a vote on a date for the Brevard Family Partnership Board Retreat is slated for the December 6th board meeting and will be revisited at the following Brevard C.A.R.E.S. Board Meeting for consideration.

Member/Public Comment:

No comments

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

Respectfully Submitted,
Angie Levesque
Executive Assistant