

Brevard C.A.R.E.S. BOARD OF DIRECTORS
February 6, 2019
BOARD MEETING MINUTES

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

Board Members Absent: Ms. Valeta Cameron, Board Member

Others in Attendance: Mr. Phil Scarpelli, Brevard Family Partnership Chief Executive Officer; Ms. Tracy Pellegrino, Brevard C.A.R.E.S. Executive Director; Ms. Heather Howlett, Brevard C.A.R.E.S. Director of Compliance; Ms. Kathryn Parker, Brevard C.A.R.E.S. Chief Operations Officer; Ms. Christine Williams-Kelly, Brevard C.A.R.E.S. Clinical Services Manager; Ms. Rachel Bjornstad, Brevard Family Partnership Finance Director.

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. Paula Ferrell moved to approve the agenda. This was seconded by Ms. Christa Bailey and the motion was passed unanimously.

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

Presentations:

Mr. Phil Scarpelli began the conversation with an update on his visit to Tallahassee for the Florida Coalition for Children's (FCC) 2019 Rally in Tally the first week of February. He mentioned a large attendance by statewide child welfare partners, all whom took the opportunity to connect with DCF Secretary incumbent, Chad Popple. Upon hearing Mr. Popple speak, Mr. Scarpelli expressed his optimism in the relationship with Mr. Popple and the future of CBC. During those discussions, it was announced there is a new formula on the table to be presented to legislature to promote child welfare. This new formula provides an additional \$100 million to adequately fund the system of care. He stated he, along with other Brevard Family Partnership representatives, foster children and foster parents, engaged in energetic and positive conversations with approximately forty State Senators and/or their representatives. Senator Tom Wright was cited as directly asking what it is "they" can do to help the children.

Mr. Scarpelli stated he met with Ms. Tracy Pellegrino, Ms. Kathryn Parker and Ms. Heather Howlett in January to discuss the future of Brevard C.A.R.E.S. and what that entails. He advised the Board he entrusts and will give full support to C.A.R.E.S. Leadership and Members of the Board to collectively devise a plan that best suits the future of Brevard C.A.R.E.S.

Dr. Rosanna Malbrán expressed the importance advocating and getting C.A.R.E.S.'s name recognized by the state as the premier Wraparound Model, to train others and expand replication sites statewide, as well as nationally.

Informational Items:

Ms. Pellegrino presented the Executive Director's Report covering both December 2018 and January 2019. She began by announcing the changes in organizational structure since the beginning of the 2018-2019 Fiscal Year. C.A.R.E.S. added eleven new staff and created new tiered positions, allowing for growth within the agency. She did note, with the increase in staffing, plumbing and parking issues have been at a high. Management has been working with the Property Manager to resolve those issues.

Brevard C.A.R.E.S. Leadership has been working with NCFIE to establish clear, uniform standards to ensure fidelity to our C.A.R.E.S. model. The Uniform Standards were established and shared with the C.A.R.E.S. Prevention Program staff. From January 29th to February 1st, the C.A.R.E.S. Prevention Program staff went through High Fidelity Wraparound Training and is expected to follow uniform standards and updated procedures moving forward. Ms. Peter Tessier has been identified as the new Wraparound Coach. In this position, he will provide individual coaching to Prevention staff to support and monitor ongoing fidelity to the model.

Ms. Pellegrino proudly shared with the Board C.A.R.E.S. P.L.L. Therapist, Ms. Syrian McConnico, is on a fast track to meet the P.L.L. Significance Standard, which will give the C.A.R.E.S. site a Stable Award by June 30th, 2019. She also announced the P.L.L. Program Executive Director has proposed Ms. Pellegrino present with them at the F.C.C. Conference in July and the National Conference in Virginia in May.

Ms. Heather Howlett reviewed the Data Report for December 2018.

Ms. Rachel Bjornstad presented the Financial Report for December 2018.

Ms. Pellegrino reviewed the results of the Board Self Evaluation. She cited the trending responses referenced C.A.R.E.S. new leadership, the need for additional board members and discussing the Strategic Plan at the upcoming Annual Board Meeting. She asked the members of the Board if they had any questions regarding the results. There were no questions. Ms. Pellegrino took a moment to apprise the Board of the status of the remaining Board Candidate. Due to scheduling conflicts, there has been a delay in the processing of final prerequisites; however, he is expected to complete the final steps and participate at the Annual Board Meeting next month in official capacity.

Ms. Pellegrino deferred the Housing Grant status review to Ms. Heather Howlett. Ms. Howlett announced a letter of intent was submitted to the Homeless Coalition, requesting \$80,000 in grant funding, doubling what was granted at the beginning of this current fiscal year. The Homeless Coalition Grant Review Committee is expected to report back to C.A.R.E.S. within the next few weeks the amount they will apply for from the state. The state is expected to respond by May, at which time C.A.R.E.S. will be notified by the Homeless Coalition of the amount they can apply for.

Mr. Rodgers requested all Board Members to read and sign the updated Conflict of Interest, Ethics, Whistle Blowers and Affidavit of Good Moral Character forms.

Ms. Pellegrino 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

Ms. Howlett spoke of Brevard C.A.R.E.S. staff's participation in the annual Point of Time Count, where staff and volunteers from various agencies go out community countywide and survey the homeless community.

Ms. Pellegrino provided an update on the C.A.R.E.S. Replication Project. She announced C.A.R.E.S. has decided to move forward with utilizing Fidelity EHR, an electronic Health Records management system. The annual cost for the data management system is \$16,400. Ms. Pellegrino stated an additional \$15,000 in funding was requested through the MRT contract to help cover the cost. They are expected to go live with the system within 60 days.

Mr. Scarpelli informed the Board he and Dr. Patricia Nellius, have been collaborating with an organization about a possible replication site expansion in North Carolina, broadening into South Carolina. The next meeting is expected to take place in May.

Action Items:

Ms. Kathryn Parker reviewed the list of events for Staff Appreciation Week, February 18th-22nd. She initiated the conversation by stating, each day, a staff member's name will be pulled from a pot to win a gift basket worth \$25 donated by C.A.R.E.S. Management. The week will kick off Monday, February 18th, with a special gift from management, a stainless steel cup with the Brevard C.A.R.E.S. logo and staff member's name.

Tuesday- a full breakfast provided at the C.A.R.E.S. All Staff Meeting

Wednesday- a Chik-fil-A boxed lunch and free massages onsite by a licensed massage therapist

Thursday- Potluck lunch

Friday- Team Building at Backyard Games: 5270 N US Hwy 1, Palm Shores

The team with the most points at the end of the week, wins a paid day off.

Mr. Rodgers reported he, along with fellow Board Members, Ms. Christa Bailey and Dr. Rosanna Malbrán, met with Ms. Pellegrino and Ms. Parker to discuss the date, time and location of C.A.R.E.S. Annual Board Meeting, as well as what will be discussed at the retreat. The Board and C.A.R.E.S. Management collectively agreed to hold the meeting at the *Crowne Plaza Hotel on Friday, March 8th, from 9:00am to 3:00pm*, pending the availability of the hotel. Ms. Pellegrino solicited the Board's opinion on doing without a Board Retreat Consultant. Upon a brief discussion, it was decided and voiced by Mr. Rodgers, no consultant was necessary to facilitate the meeting.

Mr. Rodgers discussed the Election of Officers to be held at the Annual Board Meeting. He asked the board to nominate three board members for a seat as Board Chair, Vice Chair and Treasurer. Upon discussion, the nominees were identified as:

Mr. Dan Rodgers – Board Chair

Ms. Christa Bailey – Vice Board Chair

Dr. Rosanna Malbrán – Treasurer

Mr. Rodgers asked to the Board to approve all three nominees.

Motion: Ms. Bailey moved to approve all three nominees for seats as officers on the Board of Directors. This was seconded by Dr. Malbrán and the motion was passed unanimously.

Ms. Pellegrino requested the Board to submit any additional suggestions for the agenda to Ms. Angie Levesque.

Member/Public Comment:

Ms. Howlett reminded the Board the CAPTF of Brevard kick-off event to Child Abuse Awareness Month will be hosted at Squid Lips Overwater Grill in Melbourne on April 6th.

No further comments.

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

Respectfully Submitted,
Angie Levesque
Executive Assistant