

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

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

Board Members Absent: All present.

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. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Mr. Jim Carlson, Brevard Family Partnership Senior Executive for Administration; Ms. Jessica Miles, C.A.R.E.S. Program Manager; Ms. Christine Williams-Kelly, Brevard C.A.R.E.S. Clinical Services Manager.

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 real or perceived conflict of interest to please complete the Conflict of Interest form (available at meeting). None were submitted.

Consent Action Items

Ms. Tracy Pellegrino advised the Board a recent informal review of the bylaws revealed discrepancies that do not necessarily support the direction of Brevard C.A.R.E.S. She explained the bylaws are the basis for the Strategic Plan and need additional review and revisions before beginning review of the Strategic Plan. She asked the Board to make a motion to amend the agenda by adding the Bylaws Review and removing the Strategic Plan Review until further notice.

Motion: Ms. Christa Bailey moved to approve the amended agenda with addition of the Bylaws Review and the removal of the Strategic Plan. This was seconded by Dr. Rosanna Malbrán and the motion was passed unanimously.

Ms. Christine Williams-Kelly noted she was not mentioned as an attendee on the February 2019 Meeting Minutes and requested the minutes be amended to include her as an attendee. Mr. Rodgers asked the Board to make a motion to approve the amended minutes.

Motion: Ms. Bailey moved to approve the amended meeting minutes from the February C.A.R.E.S. Board Meeting with the inclusion of Ms. Williams-Kelly as an attendee. This was seconded by Dr. Malbrán and the motion was passed unanimously.

Financial Report

Mr. Jim Carlson announced Ms. Rachel Bjornstad, Brevard Family Partnership Finance Director, gave birth to a healthy baby boy on February 20, 2019. He followed the announcement with presenting the Financial Report for January 2019. He noted the Financial Statement provided to the Board had a discrepancy, in that it did not include Brevard Family Partnership's payment to Brevard C.A.R.E.S. but has since been amended and will available to the Board on the portal. He reported C.A.R.E.S. has remained within budget over the first seven months of this fiscal year, with expenditures \$71,000 less than revenue. Other keynotes are as follows:

- Grant monies received from the managing entity increased to \$6,000 in February, up from approximately \$1500 in January. This revenue is expected to continue increasing.
- C.A.R.E.S. salaries fall under budget.

Mr. Rodgers requested the Board's involvement in the review of the allocation of funds in the C.A.R.E.S. budget moving forward. Mr. Carlson responded, beginning in April, financial statements will include sources of income and amounts for the FY. He remarked the inclusion of those items will be the start of future discussions regarding the budget and allocation of funds.

Mr. Carlson exited the meeting.

Election of Officers

Mr. Dan Rodgers agreed to remain in his seat as Board Chair.

Motion: Dr. Malbrán moved to approve Ms. Christa Bailey to serve as Board Vice Chair for 2019-2020. This was seconded by Ms. Valeta Cameron and the motion passed unanimously.

Motion: Ms. Paula Ferrell moved to approve Dr. Rosanna Malbrán to serve as Board Treasurer for 2019-2020. This was seconded by Ms. Cameron and the motion passes unanimously.

Member/Public Comment:

No further comments.

Business Meeting adjourned and Brevard C.A.R.E.S. Annual Board Meeting commenced.

Respectfully Submitted,
Angie Levesque
Executive Assistant