

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
May 1, 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; Ms. Valeta Cameron, Board Member; Mr. Eric Austin, Board Member.

**Board Members Absent:** All were present.

**Others in Attendance:** Mr. Phil Scarpelli, Brevard Family Partnership Chief Executive Officer; Ms. Kathryn Parker, Brevard C.A.R.E.S. Chief Operations Officer; Ms. Heather Howlett, Brevard C.A.R.E.S. Director of Compliance; 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.

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**

Mr. Dan Rodgers asked the Board to make a motion to approve the agenda with the following amendments: removal of the introduction of Board Member Paula Ferrell and to change “Approval of the December Board Meeting Minutes” to “Approval of the April Board Meeting Minutes”.

**Motion:** Ms. Paula Ferrell moved to approve the agenda with the proposed amendments. This was seconded by Ms. Valeta Cameron and the motion was passed unanimously.

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

**Informational Items**

Mr. Phil Scarpelli commenced his CEO report by informing the Board that Ms. Tracy Pellegrino, Brevard C.A.R.E.S. Executive Director, would not be in attendance due to the passing of her mother.

Mr. Scarpelli praised CAPTF Leadership for their hard work and dedication during the Child Abuse Prevention Awareness Month in April; as well as for successfully coordinating and hosting the CAPTF Awards Banquet, capping off April’s events. He also thanked the Board Members for their support and attendance at the banquet.

On April 22, Mr. Scarpelli and Ms. Jamie Russell, a Brevard County foster parent, were interviewed by Florida Today to discuss the importance and critical need of foster care in Brevard County. Ms. Russell and her husband have fostered sixteen youth in the last four years. In addition to those they foster, the Russell’s have four biological children and one adopted child. Currently, they have seven youth in their home. On April 27<sup>th</sup>, he participated in the Annual Foster Parent Appreciation Picnic, held by Brevard Family Partnership each year to celebrate foster parents and families in the community.

*Dr. Rosanna Malbrán entered meeting.*

Mr. Scarpelli communicated his assessments he made upon the observations he made in his first 90 days as CEO of Brevard Family Partnership and his vision for the future for the Family of Agencies (FoA). He anticipates potential obstacles in receiving federal dollars through Title IV-E; despite the obstacles, he expects to still receive funding though possibly not as much as received previously. He went on to say the Family First Act poses additional restrictions that will make it more difficult to provide for families. He stated if the FoA is not able to draw down funding, they may need to tap into green monies; however, the FoA is financially secure enough to sustain.

Mr. Scarpelli announced Brevard Family Partnership is currently accepting applications for the role of Chief Financial Officer. He anticipates having the position filled within a month.

Mr. Carlson announced the initial draft of the budget was to be released by the State on May 1<sup>st</sup>, with the session tentatively closing on Saturday, May 4<sup>th</sup>. If the budget is approved, that will provide around \$30 million in funding for the Systems of Care, \$8 million of that recurring.

Ms. Kathryn Parker presented the Executive Director Board Report on behalf of Ms. Tracy Pellegrino. Ms. Parker updated the Board on the System of Care Expansion and Sustainability Grant application. Due to a submission error at the County, Brevard C.A.R.E.S. was eliminated from the review process for the grant. Ms. Pellegrino and Mr. Scarpelli plan on future discussions with the grant writer to explore other funding opportunities.

Ms. Pellegrino submitted a draft budget and program expansion proposal to Mr. Scarpelli and Mr. Carlson for review. She intends to continue the alignment of C.A.R.E.S. programs and seek expansion of Behavioral Health options to expand potential revenue sources.

New positions were requested in the draft budget: Administrative Assistant, a second P.L.L. team (P.L.L. Therapist and Case Manager), Family Safety Program Manager, and a Post-Unification Program Unit.

Ms. Parker has been in discussions with Circles of Care Leadership and, upon submission of a proposal, they agree to assist with MRT contract requirements by being a prescriber and consultant to MRT therapists regarding medications clients may be prescribed.

Ms. Parker reported Medicaid substitution codes are currently available for MRT and Wraparound, however, further credentialing is required to use these codes.

Brevard C.A.R.E.S. is currently in the process of ensuring all staff are certified through the Wraparound process through NCFIE. Currently 15 staff are in process of

- 9 staff are registered to attend certification training in June
- 6 staff are ready for recertification
- 15 staff are currently in process
- 5 new staff who have not yet started the process

Ms. Parker apprised the Board of leadership's continued weekly meetings with FidelityEHR. They believe they are close to the final product and utilization.

Ms. Heather Howlett presented the Monthly Data Report for March. She highlighted C.A.R.E.S. total monthly match was \$16,954.57, of which she gave kudos to Ms. Jessica Miles for negotiating a \$13,000 donation of promotional radio airtime. She also praised NJIHS for completed 100% of OFFA within 30 days of case transfer staffing. This would be the first time NJIHS has achieved 100% in the history of Brevard C.A.R.E.S. The housing program is currently out of grant funds and is working with the families providing support with financial literacy.

Mr. Jim Carlson presented the Financial Report. He announced Finance Director, Rachel Bjornstad, will be returning to work from maternity leave mid-May. He praised C.A.R.E.S. Leadership for staying under budget by \$60,000 over the past 9 months and stated overall is in great financial shape.

Ms. Jessica Miles recapped Child Abuse Prevention Awareness Month. She thanked Ms. Parker for coordinating the CAPTF Awards Banquet. She remarked the SquidLips Family Fun Night was very successful. SquidLips donated \$584, 4% of their proceeds that evening, to CAPTF. She announced over 1500 pinwheels were planted across the county, more than other year. On April 20<sup>th</sup>, CAPTF was joined by staff from C.A.R.E.S. and other agencies in the county, for their Neighborhood Canvas Walk, where they handed out over 300 bags filled with prevention materials in the highest risk neighborhood. She thanked 98.5 FM Beach Radio for their support and generous donation of promotional airtime. Ms. Howlett thanked the Board Members for attending the banquet and showing support.

**Member/Public Comment:**

Mr. Rodgers announced Beef O'Brady's on Wickham Rd. in Melbourne agreed to host a family dining event on June 19<sup>th</sup> from 6:00pm to 8:30pm and will donate a portion of the proceeds to Brevard C.A.R.E.S.

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

Respectfully Submitted,  
Angie Levesque  
Executive Assistant