

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
October 2, 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;

**Others in Attendance:** Mr. Phil Scarpelli, Family of Agencies (FOA) CEO; Ms. Tracy Pellegrino, Brevard C.A.R.E.S. Executive Director; Ms. Kathryn Parker, Brevard C.A.R.E.S. Chief Operations Officer; Ms. Christine Williams-Kelly, Brevard C.A.R.E.S. Clinical Services Director; Mr. Don Johnson, FOA CFO; Ms. Osha Goodwin, Board Liaison;

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. Rodgers asked the Board to make a motion to approve the agenda.

**Motion:** Ms. Ferrell moved to approve the agenda. This was seconded by Ms. Malbrán and the motion was passed unanimously.

Mr. Rodgers asked the Board to make a motion to approve the minutes from the August 7, 2019 Board Meeting.

**Motion:** Ms. Bailey moved to approve the minutes from the August 7, 2019 Board Meeting. This was seconded by Ms. Cameron and the motion was passed unanimously.

**Informational Items**

Mr. Scarpelli shared with the Board that on Monday September 16 he was invited to speak to 150 Brevard County Church Leaders hosted by the Freedom Christian Center and The Grove Church. BFP presented on Foster Care and Adoption.

Ms. Pellegrino's presented her Executive Director's report. Ms. Pellegrino reported as follows:

- CARES celebrated 5 staff who achieved Wraparound re-certification.
- CARES held its inaugural leadership group called R.I.S.E (Reflect, Inspire, Search, Encourage) which is planned to be held monthly for any and all staff that want to attend. Focusing on professional development to help them all be stronger leaders.
- CARES Staff Ms. Kathryn Parker, Ms. Rebecca Melick and Ms. Heather Gibb initiated a joint meeting with DCF and discussed the importance of engaging families early in the investigation process and making appropriate referrals to Brevard C.A.R.E.S. On average it takes a Child Protective Investigator more than 45 days after the start of an investigation to make a referral, this reduces valuable engagement time.
- CARES also implemented a new process using the staffing specialists, who are already in the Department of Children and Families service centers, to staff cases to ensure appropriate referral.
- After reviewing all caseloads, closing cases, etc. it was determined that Care Coordinators are still averaging approximately 50 kids per care coordinator in the Prevention program. The goal is 20 kids per Care Coordinator. State recommendations for the Safe but Very High-Risk children is an average 17

children per care coordinator. In August they received 57 new children to be served which is just over 11 new children per caseload. Average length of engagement is 4-6 months.

- Ms. Pellegrino is searching for a Medical Doctor that accepts Medicaid HMOs to sign on to their Medicaid application to become a Behavioral Health Medicaid provider. This credential will help them generate additional funding and offset expenses that are currently spent.
- On October 12 Brevard CARES will be celebrating 10 years of incorporation. The celebration will be held at Discover Life Church from 11-2.

Ms. Parker presented the Monthly Data Report for August 2019.

Ms. Parker reported that:

- Brevard Family Partnership put CARES Non-Judicial Unit on a Performance Improvement Plan for not meeting contract measure of 30 day home visits at 99.5% or higher. This measure was missed 9 out of the past 12 months.
- MOU with Brevard Public Schools and CARES Mobile Response Team (MRT) has been approved.
- Christine Williams-Kelly is scheduled to attend Brevard County's Chief of Police to do a presentation on CARES MRT.
- In October there will be two Parenting with Love and Limits (PLL) cohorts.
- Safety Management Services Team had a case that received media attention.

Mr. Johnson presented The Financials for month ending August 31, 2019.

Mr. Johnson reported that his goal is to start working on CARES new budget at the beginning of the calendar year. Mr. Rodgers informed Mr. Johnson that once CARES budget is completed he would like for CARES Board to review and approve before the budget is presented to BFP Board for approval.

### **Action Items:**

Ms. Goodwin informed the Board that Ms. Pellegrino's Annual Evaluation needs to be completed and returned to her by October 16. Once she receives all the evaluations she will combine them and send to Ms. Cyndi Hernandez, FOA Human Resource Manager. Ms. Hernandez will coordinate a date for Ms. Pellegrino, Mr. Scarpelli and Mr. Rodgers to meet to review her evaluation then it'll be presented to CARES Board.

Ms. Pellegrino discussed with the Board the importance of Board recruitment. Mr. Rodgers asked if the CARES website could be updated with more information that pertains to CARES and the services that they offer. Ms. Bailey asked if the Board could be presented with an elevator pitch that they could use for guidance when trying to solicit new Board members. Ms. Pellegrino informed the Board that she would work Public Relations to develop an elevator pitch and updating the website.

### **Member/Public Comment:**

No Public Comments

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

Respectfully Submitted,  
Osha Goodwin  
Board Liaison

**Approved By Brevard CARES Board of Directors on January 8, 2020**