

Brevard C.A.R.E.S. BOARD OF DIRECTORS
September 9, 2020
BOARD MEETING MINUTES

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Ms. Paula Ferrell, Board Member; Ms. Christa Bailey, Board Member; Ms. Valeta Cameron, Board Member; Ms. Lori Huertas, Board Member;

Others in Attendance: Mr. Phil Scarpelli, Family of Agencies (FOA) CEO; Ms. Kathryn Parker, Brevard C.A.R.E.S. Executive Director; Ms. Rebecca Melick, Brevard C.A.R.E.S. Program Manager; Ms. Osha Goodwin, Brevard C.A.R.E.S. Board Liaison

Mr. Rodgers welcomed everyone to the meeting and asked everyone to state their name for the record.

No Quorum at beginning of meeting. Mr. Rodgers asked Ms. Parker to proceed with her Executive Director Report.

Informational Items

Ms. Parker presented the Executive Director's report. Ms. Parker reported as follows:

- Brevard Public Schools recently reported that since the start of school they still 14,000 children still unregistered and unaccounted for. (Ms. Huertas arrived)
- One CARES Employee has tested positive for COVID-19 and is currently in the hospital and is currently in grave condition. Ms. Parker is communicating with Insperity to coordinate having a counselor available to staff if needed.
- Brevard County Government received the Substance Abuse Mental Health Association grant to expand community services for Brevard County. This grant will provide \$1,000,000 in funding a year for the next four years. Brevard Family Partnership will manage the services provided to meet the establish goals. Brevard C.A.R.E.S. is working with Brevard Family partnership to establish services such as the Mobile Response Team and Parenting with Love and Limits, that we can receive funding for.

Ms. Parker presented the Monthly Data Reports for July 2020.

A quorum now established. Mr. Rodgers reverted to the beginning for the agenda.

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 for September 9. This was seconded by Ms. Bailey and the motion was passed unanimously.

Mr. Rodgers asked the Board to make a motion to approve the minutes from the August Board meeting.

Motion: Ms. Bailey moved to approve the meeting minutes from the August Board Meeting with the correction of adding Ms. Lori Huertas as a Board Member in attendance and Ms. Tracy Newman as a guest in attendance.

This was seconded by Ms. Cameron and the motion was passed unanimously.

Informational Items Continued:

Mr. Johnson provided a financial update. Mr. Johnson presented as follows:

- Moving forward, Brevard C.A.R.E.S. will be on a reimbursement plan.
- Salaries & Benefits were \$16,224.55 above budget for Period 1. Factors that impact this overage include a 6.5% vacancy rate factored into the FY2021 budget. There were also (3) payrolls in July versus the usual (2), but due to accrual process this impact should be mitigated and not reflective in this balance.
- Licenses & Accreditation expenditures total \$71,529.56 and include the \$59,000 annual renewal of Parenting with Love & Limits and \$11,700 Fidelity/HR Grant Writer annual renewal. These expenses are one-time payments and were budgeted for Period 1.
- Telephone expenses were \$2,372.18 and the normal range to expect would be \$2,100 to \$2,300 per month through Verizon for cell phones. This amount will not continue for the duration of the fiscal year as we feel this expense could be significantly reduced through a procurement process inclusive of all FOA cell phone services. We are certain that through competitive bid we can significantly reduce this expense. Technology has changed so much during the past several years that the contracts we currently hold for cell phones are dated and should be replaced. Kevin Maloney is actively pursuing this procurement.

Mr. Scarpelli presented a Family of Agencies update. Mr. Scarpelli reported as follows:

- As an impact from COVID19 The Department of Children and Families (DCF) is decreasing BFP contract by 3%. Ms. Scarpelli insured the Board that this decrease will not affect the Family of Agencies employees.
- Alliance for Strong Families and Communities and the Council on Accreditation has merged. He will provide more information as he receives it.

Ms. Parker reminded the Board that in preparation for their COA Reaccreditation all governance policies will need to be reviewed and updated if needed.

Governance policies GOV BC 1003 Board Recruitment, GOV BC 1004 Executive Director Appraisal Process, GOV BC 1005 Executive Session was uploaded to the Board Portal for review prior to the Board meeting. Mr. Rodgers asked if there was any recommended changes. None was reported.

Mr. Rodgers asked for a motion to approve GOV BC 1003 Board Recruitment, GOV BC 1004 Executive Director Appraisal Process, GOV BC 1005 Executive Session.

Motion: Ms. Ferrell moved to approve Governance Policies GOV BC 1003 Board Recruitment, GOV BC 1004 Executive Director Appraisal Process, GOV BC 1005 Executive Session. This was seconded by Ms. Huertas and the motion was passed unanimously.

Member/Public Comment:

There was none.

Meeting ended at 5:27pm.

Respectfully Submitted,
Osha Goodwin
Board Liaison