

**BREVARD C.A.R.E.S.
BOARD OF DIRECTORS
APRIL 20, 2010 BOARD MEETING
MINUTES**

Board Members in Attendance Mr. Chad Carnell Board Treasurer, Ms. Debbie Davidson-Cook, Board Vice Chair, Dr. Patricia Nellius, Board Chair, Dr. Robert Cross Board Member.

Others in Attendance: Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director, Ms. Stephanie Strodman, Brevard Family Partnership Executive Assistant, Ms. Nicole Roesler, Brevard C.A.R.E.S. Administrative Assistant, Ms. Gloria Hensler, Brevard Family Partnership Controller.

Dr. Nellius called the meeting to order. She welcomed Dr. Cross and thanked him for his willingness to serve on the Brevard C.A.R.E.S. Board. She explained that Dr. Cross has been a partner with Brevard Family Partnership for a significant amount of time and she is grateful that he is bringing his expertise to the C.A.R.E.S. board.

Motion: Mr. Carnell moved to approve the agenda. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Dr. Nellius asked the board to review the minutes from February 2010. She also asked Ms. Roesler to number the pages in the minutes going forward.

Motion: Ms. Davidson Cook moved to approve the minutes from the last Brevard C.A.R.E.S. Board meeting (held on February 16, 2010). This was seconded by Mr. Carnell. The motion was passed unanimously.

Consent Agenda Items

Dr. Nellius presented the Board Recruitment Policy that was up for approval. This policy mirrors Brevard Family Partnership's policy with the exception of one additional step, which is for each candidate to be presented to the Brevard Family Partnership's Board of Directors prior to submission to the Brevard C.A.R.E.S. Board for discussion.

Mr. Carnell asked why part of the Treasurer's Job Description is to keep the list of board members. The board discussed this issue and decided that this will be deferred to Ms. Holmes for the time being. After a Board Recruitment Subcommittee is formed, the individual who chairs that committee will assume this task.

Motion: Mr. Carnell moved that the Executive Director of Brevard C.A.R.E.S. will maintain the list of board members and delegate this responsibility when a Board Recruitment Subcommittee is established. This was seconded by Ms. Davidson-Cook. The motion was passed unanimously.

Dr. Nellius asked Ms. Holmes to add "DRAFT" to the Board Recruitment policy and to track changes of the outlined revisions.

Dr. Cross suggested re-wording the language around criminal background checks to ensure that all potential board members know that fingerprints are only a part of the process and that other checks could be involved.

Motion: Dr. Cross moved to change the Board Recruitment language to state, "All board applicants will be subject to a criminal background check and fingerprints prior to being recommended to the board." This was seconded by Mr. Carnell. The motion was passed unanimously.

Ms. Holmes presented the Brevard C.A.R.E.S. annual calendar to the board. She informed the board of a few dates that had been moved. Dr. Nellius asked Ms. Holmes to make a new calendar in July in order to meet the fiscal year requirements. Dr. Cross questioned why it should be a fiscal year calendar versus an annual calendar. After some discussion, Dr. Nellius agreed that the annual calendar should begin on the first month that Brevard C.A.R.E.S. was operating. It was determined to start the calendar on November 1, 2009.

Motion: Mr. Carnell moved that the Brevard C.A.R.E.S. annual calendar run from November 1, 2009 through October 31, 2010. This was seconded by Ms. Davidson Cook. The motion was passed unanimously.

Ms. Holmes summarized the Executive Director report for the Board and commented that the Open House event went very well. Brevard C.A.R.E.S. had great sponsors and all the families had a wonderful time. She gave kudos to the staff for all of their hard work. Dr. Nellius congratulated Valerie Holmes on an outstanding job with the staff and families.

Mr. Carnell inquired about the transportation situation and the need for sufficient ways of transporting families to the facility. Mr. Carnell suggested looking into a transportation service so that the families could use the facility in the evenings. Ms. Holmes suggested purchasing gas cards for the families and stated that the Family Partners have obtained insurance coverage for transporting families to the events held at Brevard C.A.R.E.S. Mr. Carnell asked Ms. Holmes to research transportation options for the Brevard C.A.R.E.S. families and bring the suggestions back to the board for consideration. Dr. Nellius clarified that if the board approves this activity, Ms. Holmes will need to include the expense in her annual budget and present it to the board for approval.

Ms. Holmes announced that the Ribbon Cutting Ceremony scheduled for Thursday, May 6 will have two tours for providers and community partners from 12:00PM-1:30PM and 5:00PM-6:30PM. The ribbon cutting will be at 5:30PM. Ms. Holmes announced that the invitations have been sent out to local dignitaries, (from Ms. Hernandez, Public Relations Coordinator of Brevard Family Partnership). Mr. Carnell also mentioned the parking situation and suggested it would be a good idea to transport attendees from the Central Care Center to Brevard C.A.R.E.S. for the Ribbon Cutting.

Ms. Holmes and Mr. Carnell discussed the "Cribs for Kids" program and Ms. Holmes explained how the program started. The "Cribs for Kids" program started in Pennsylvania as an effort to prevent infant deaths from co sleeping. Ms. Holmes shared how she was made aware of the statistics in Brevard County and how the number of infant deaths related to co sleeping doubled from last year to this year.

Ms. Holmes has been a part of the Safe Sleeping Coalition, in partnership with the Department of Children and Families, the Children's Advocacy Center, and Wuestoff Hospital. Ms. Holmes is currently working to receive community support for this cause. Ms. Holmes then discussed how Brevard C.A.R.E.S. would be a charter member of the national alliance, and the point of contact for Brevard County as a resource for families at risk who do not have the means of purchasing a

Pack and Play crib. Ms. Holmes then would contact Greco and order Pack and Plays for the individuals in need. The one source of funding that would be available for Ms. Holmes would be Brevard Family Partnership Ounce of Prevention Funds. Mr. Carnell clarified that those funds could only be used for the dependency children. Dr. Nellius responded that many children die of crib deaths and that this will be a positive and strength-based opportunity to outreach to the community.

Ms. Holmes shared that the Greco Pack and Play costs \$99.00 each, but with the Greco agreement, it would be \$49.00 for the eligible children in Brevard C.A.R.E.S. and in the community. Dr. Nellius discussed that this would be a good door opener for Brevard C.A.R.E.S. to come together with the community.

Motion: Mr. Carnell moved that the Brevard C.A.R.E.S. Board of Directors endorses, supports and directs Ms. Holmes to complete the “Cribs for Kids” application form to become a “Cribs for Kids” partner for Brevard County, and to seek the Ounce of Prevention funds currently held at Brevard Family Partnership in addition to seeking out other resources in the community to support this program. This was seconded by Debbie Davidson Cook. The motion was passed unanimously.

New Business Motions

Ms. Holmes presented the monthly Data Report. Ms. Davidson Cook questioned Ms. Holmes as to how many staff positions were occupied by Care Coordinators. Ms. Holmes responded that a full staff of Care Coordinators would consist of six positions. Dr. Nellius inquired of Ms. Holmes the reasons for the decrease in census of the March data. Ms. Holmes explained that there were a large number of cases closed in February, which contributed to the decrease in the March census. Dr. Nellius discussed what the effects could be if an adverse economic situation arose (such as the layoffs projected at the Kennedy Space Center) and how families could be impacted by the situation.

Brevard C.A.R.E.S., Inc. Financial Statements

Ms. Hensler presented the Brevard C.A.R.E.S. financial statements for March 2010 to the Board. Ms. Hensler reported on the statement of activities and financial position of Brevard C.A.R.E.S. Mr. Carnell explained that any money not spent for Brevard C.A.R.E.S. would roll forward to the next year. Ms. Hensler reviewed the Brevard C.A.R.E.S. March financial statement. The Board discussed the courier service and how Brevard C.A.R.E.S. and Brevard Family Partnership receives inter-office mail. Mr. Carnell discussed the tax-exempt status for Brevard C.A.R.E.S. and the application process. Mr. Carnell stated that Brevard C.A.R.E.S. application has been in the system since February of this year. Mr. Carnell also explained how it could take up to six months or more for Brevard C.A.R.E.S. to receive their tax-exempt status.

Old Business Motions

Ms. Holmes reported on her discussion with Ms. Jane Callahan from Dean Mead attorney's office regarding Brevard C.A.R.E.S. bidding on Brevard Family Partnership contracts. From a legal perspective, there is no conflict because Brevard C.A.R.E.S. was able to retain the current contract; therefore, there is no conflict with obtaining additional contracts. However, Mr. Carnell explained that he sees the conflict to be with Brevard Family Partnership selection of Brevard C.A.R.E.S. bid, not Brevard C.A.R.E.S. bidding on the contract.

Dr. Nellius suggested that Ms. Holmes take the lead in the organization of the Child Abuse Prevention Task Force banquet because Brevard C.A.R.E.S. is the lead Child Abuse Prevention

Agency in Brevard County. Dr. Nellius explained that it is a community entity and Brevard C.A.R.E.S. would benefit from this venture.

Dr. Nellius reported that she has been discussing moving the board meeting time and date to an earlier time. Ms. Holmes will follow up with the Board members to secure a new meeting date and time.

Dr. Nellius asked the board if they have any prospects for potential board members. Ms. Holmes reported that there are no candidates at this time, however she will email out the Nomination Forms to the board so they can focus on recruitment in the near future. Ms. Nellius explained that if there were a potential candidate, the board would discuss the prospective member before the individual is approached for their interest. She would like to discuss the profile and demographics of potential board candidates at the next board meeting.

Motion: Dr. Nellius moved to adjourn. This was seconded by Mr. Carnell. The motion was passed unanimously.

Respectfully Submitted,

Nicole Roesler
Brevard C.A.R.E.S., Inc. Administrative Assistant

Approved at the Board of Directors Meeting September 1, 2010