

Brevard C.A.R.E.S. BOARD OF DIRECTORS
JULY 5, 2017
BOARD MEETING MINUTES

Board Members in Attendance: Dr. Greg Howes, Board Chair; Ms. Crystal Turman, Board Vice Chair; Ms. Maggie Dickinson, Board Treasurer; Mr. Dan Rodgers, Board Member; Ms. Elaine Livolsi, Board Member; Ms. Valeta Cameron, Board Member;

Others in Attendance: Dr. Patricia Nellius, CEO; Ms. Phebe Powell, Brevard C.A.R.E.S. Executive Director; Ms. Jessica Simmons, Brevard Family Partnership Chief Finance Director; Ms. Osha Goodwin, Family Allies Executive Assistant; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant.

Dr. Greg Howes welcomed everyone to the meeting and asked everyone to state their name for the record.

Dr. Howes reminded members that if they had a conflict of interest to please complete the Conflict of Interest form (available at meeting). None were reported.

Consent Action Items:

Ms. Powell requested for a motion to move the 2017-2018 Proposed Annual Budget and the 2017-2018 Brevard Family Partnership Contract Review of the Action Items section, as well as the Annual Review of Insurance of the Presentations section, from the May Agenda to be revisited at the August Board Meeting.

Motion: Dr. Howes moved to approve the removal of the Proposed Annual Budget, the Brevard Family Partnership Contract Review and the Annual Review of Insurance from the May agenda and then to approve the July 5, 2017 agenda as revised. This was seconded by Mr. Rodgers and was passed unanimously.

Motion: Dr. Howes moved to approve the May ordinance. This was seconded by Ms. Dickinson and the motion was passed unanimously.

Informational Items:

Ms. Powell requested a review of the Strategic Plan be added to agenda under Action Items. Dr. Howe motioned to add the Strategic Plan to the agenda under Action Items.

Motion: Ms. Livolsi moved to approve the addition of the Strategic Plan. This was seconded by Dr. Howes and the motion was passed unanimously.

Ms. Powell presented the Executive Director's report for the months of June and July, as there was no quorum for the month of June.

Ms. Powell announced that Brevard C.A.R.E.S. the continuum of moving forward with the readiness activities for Targeted Case Management (TCM) with the assistance of a new contracted provider on staff. She reported the changes in the certification process for Targeted Case Managers and

Supervisors. The new certification process will require Targeted Case Managers and Supervisors to be certified by the Florida Certification Board.

Ms. Powell informed the Board that C.A.R.E.S. is in the final stages of reviewing and updating the operating procedures, Disaster Preparedness, Plan, and the Performance Quality Improvement Plan. She reported the preliminary self-study documents were completed and submitted May 12, 2017.

Ms. Powell informed the Board, that C.A.R.E.S., in partnership with Brevard Family Partnership, initiated a quality assurance review of Non-judicial In-Home Services to review specific actions taken by Brevard C.A.R.E.S. staff in relation to a child death investigation, and to look for system of care opportunities for improvement.

Ms. Powell announced the promotion of Osha Goodwin, former C.A.R.E.S. Executive Assistant, to Executive Assistant of Family Allies; and introduced, Angie Levesque, as the new C.A.R.E.S. Executive Assistant.

Ms. Powell presented the monthly Board data for April and May 2017.

Ms. Simmons presented Brevard C.A.R.E.S. financial statements for March, April and May 2017.

Action Items:

Ms. Powell announced she will be submitting the Annual Performance Review for the Executive Director of Brevard C.A.R.E.S. to the Board Members.

Dr. Howes reminded the Board that Governance Policies GOVBC1001 Ethics, GOVBC1005 Executive Sessions, GOVBC1006 Human Subject Research, GOVBC1008 Signatory Authority, GOVBC1014 Risk Management, GOVBC1018 Moral Character, GOVBC1019 Strategic Planning, and GOVBC1025 Restrictive Behavioral Management were uploaded to the Board Portal for review in advance of the meeting.

Ms. Powell requested a motion from the Board to approve Governance policies GOVBC1001 Ethics, GOVBC1005 Executive Sessions, GOVBC1006 Human Subject Research, GOVBC1008 Signatory Authority, GOVBC1014 Risk Management, GOVBC1018 Moral Character, GOVBC1019 Strategic Planning, and GOVBC1025 Restrictive Behavioral Management.

Motion: Dr. Howes moved to approve Governance Policies GOVBC1001 Ethics, GOVBC1005 Executive Sessions, GOVBC1006 Human Subject Research, GOVBC1008 Signatory Authority, GOVBC1014 Risk Management, GOVBC1018 Moral Character, GOVBC1019 Strategic Planning, and GOVBC1025 Restrictive Behavioral Management. This was seconded by Ms. Livolsi and the motion was passed unanimously. This was seconded by Ms. Turman and the motion was passed unanimously.

Ms. Powell reviewed the 2017-2018 Brevard Family Partnership Contract. She informed the Board the contract provided permanent supportive housing for chronically homeless families in Brevard County. Brevard C.A.R.E.S. will provide case management services for Housing for Homeless

clients in Housing for Homeless properties, for which they will be compensated up to a maximum of \$40,000 a year.

Dr. Howes proposed the motion for Board approval of the 2017-2018 Brevard Family Partnership Contract.

Motion: Ms. Cameron moved to approve the contract. This was seconded by Ms. Turman and the motion was passed unanimously.

Dr. Nellius reviewed the Strategic Plan with the Board.

Dr. Howes requested the Board be allowed seven days to review the Strategic Plan and submit any inquiries or disapprovals. He proposed the motion to approve the Strategic Plan in seven days from July 5, 2017 contingent upon the Board's review.

Motion: Mr. Rodgers moved to approve the Strategic Plan in seven days contingent upon the Board's review of the plan. This was seconded by Ms. Cameron and the motion was passed unanimously.

Motion: Ms. Livolsi moved to adjourn. This was seconded by Mr. Rodgers and the motion was passed unanimously.

Respectfully Submitted,
Angie Levesque
Executive Assistant