

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
December 05, 2018  
BOARD MEETING MINUTES

**Board Members in Attendance:** Mr. Dan Rodgers, Board Chair; Ms. Valeta Cameron, Board Member; Ms. Christa Bailey, Board Member; Dr. Rosanna Malbrán, Board Member.

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

**Others in Attendance:** Mr. Phil Scarpelli, Brevard Family Partnership Chief Executive Officer; Ms. Tracy Pellegrino, Brevard C.A.R.E.S. Executive Director; Ms. Angie Levesque, Brevard C.A.R.E.S. Executive Assistant; Ms. Jessica Miles, Brevard C.A.R.E.S. Program Manager; Ms. Heather Howlett, Brevard C.A.R.E.S. Director of Compliance; Ms. Kathryn Parker, Brevard C.A.R.E.S. Chief Operations Officer; Ms. Rachel Bjornstad, Brevard Family Partnership Finance Director; Mr. Eric Austin, Community Member; Ms. Paula Ferrell, Community Member.

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 conflict of interest to please complete the Conflict of Interest form (available at meeting). None were reported.

**Consent Action Items:**

**Motion:** Ms. Christa Bailey moved to approve the agenda. This was seconded by Dr. Rosanna Malbrán and the motion was passed unanimously.

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

**Presentations:**

Ms. Tracy Pellegrino presented Heather Howlett with her Five Year Anniversary Clock.

Ms. Pellegrino apprised the Board of Ms. Valeta Cameron's nomination for LEAD Brevard's 2019 Leadership Award. Ms. Cameron was selected as one of the "Top 12" 4 Under 40 Finalists. The 2019 Leadership Awards ceremony will be held Friday, February 8, 2019 at 6:00 PM at the Space Coast Convention Center in Cocoa, FL.

*Message from Brevard Family Partnership Chief Executive Officer, Mr. Phil Scarpelli, presented after the Executive Director Board Report.*

**Informational Items:**

Ms. Pellegrino presented the Executive Director Board Report for the month of November 2018.

She began by announcing the following staff changes. Ms. Heather Howlett was promoted from Community Services Manager to Director of Compliance. Ms. Kathryn Parker was promoted from NJIHS Supervisor to Chief Operations Officer. And, Ms. Christine Williams-Kelly started her new position as Clinical Services Manager. The Board of Directors congratulated the staff members on their promotions. In addition to those positions, several new staff members are scheduled to start their new roles at C.A.R.E.S. within the next 30 days, currently leaving only three open positions.

Ms. Pellegrino stated C.A.R.E.S. continues to expand the Non Judicial In Home Services (NJIHS) team with intentions of dedicating one team each to North and South county regions. She explicated three NJIHS trainees completed and passed their pre-service test. They will finalize their training over the next several months; meanwhile, they will begin accepting cases December 10, 2018. And in relation to the expansion of NJIHS, she informed the Board the cubicle installation in the NJIHS office space has been completed.

Ms. Pellegrino stated C.A.R.E.S. Leadership participated in the C.A.R.E.S. Replication Steering Committee. She also met with Mr. Phil Scarpelli and Dr. Patricia Nellius, C.A.R.E.S. Replication Model Consultant, to discuss the electronic record/data collection system. She said she and Ms. Kathryn Parker will meet with Dr. Nellius and Mr. Tracy Little, Brevard Family Partnership Director of Wraparound & Fidelity, to redevelop uniform standards; as well as to develop a plan to ensure fidelity to the Wraparound Model.

Ms. Pellegrino announced November was National Adoption Month. She cited 16 families and 21 children participated in the Celebration of Adoption event at the Viera Courthouse. The C.A.R.E.S. Post Adoption Coordinator and Mobile Response Team (MRT) Coordinator met with fourteen of the sixteen families, providing them with service and support information.

Leadership participated in the System of Care meeting with DCF, focusing on increasing family peer support and long term outcomes; as well as, working to increase connections to affordable housing.

Ms. Pellegrino stated C.A.R.E.S. is still actively seeking a contract and/or collaboration with a Psychiatrist and/or Medical Doctor to support MRT. She remarked the Managing Entity inquired if C.A.R.E.S. needed additional funds to support additional staffing and trainings.

*Mr. Phil Scarpelli entered at 4:45pm.*

Mr. Scarpelli began his introduction by thanking the Board of Directors for their dedication and commitment to Brevard C.A.R.E.S. He introduced himself and shared with the Board his background and his vision for Brevard C.A.R.E.S. and the Family of Agencies.

Ms. Heather Howlett presented the Data Report for October 2018.

*Ms. Jessica Miles exited the meeting at 5:05pm.*

Ms. Rachel Bjornstad presented the Financial Report for October 2018.

Ms. Kathryn Parker reviewed the following upcoming holiday activities:

- December 13<sup>th</sup> - Brevard C.A.R.E.S. Gift Drive Pick-Up followed by a C.A.R.E.S. Staff Night Out
- December 18<sup>th</sup> - Brevard C.A.R.E.S. Staff White Elephant Gift Exchange, Ugly Sweater Contest and Pizza

Ms. Pellegrino reported the Housing Grant was up for renewal. C.A.R.E.S. Leadership will be meeting in two weeks with Community of Hope to discuss collaborating for funding. She mentioned during a review with C.H.A.T. earlier in the day, it was disclosed the state is requiring applications and distribution of funding to be processed differently. However, the process has yet to be identified.

### **Action Items:**

Mr. Dan Rodgers initiated the Annual Retreat discussion. Ms. Pellegrino recommended establishing a Planning Committee to meet in January to outline the topics and schedule of events for the Annual Retreat. The Board

agreed to schedule the Annual Retreat in February. A date and time will be determined when the Planning Committee meets in January. Ms. Pellegrino informed the Board a doodle poll will be sent out to vote on a day and time for those interested in planning the Annual Retreat.

*Ms. Valeta Cameron exited the meeting at 5:45 pm.*

Mr. Rodgers advised the Board Self Evaluations will be due for review during the Annual Retreat. No date for distribution was established.

Mr. Rodgers postponed the approval of the Board Calendar to the next meeting due to the early exit of two members.

Ms. Pellegrino reviewed Strategic Plan **GOAL B1: All families have access to services:**

OBJECTIVE B1: Establish new revenue sources and diversify funding to increase services while maintaining financial stability

STRATEGIES:

B1.1 Establish individual and collective fund raising goals for board members.

B1.2 Create a menu of sponsorship opportunities for individuals, groups, and organizations

B1.3 Explore cost sharing for services after 90 days to move families towards self-sufficiency

B1.4 Analyze staff resources used to support special events to assess return on investment

B1.5 Update website and all communications to include easy to find "DONATE" mechanism

B1.6 Coordinate targeted fund raising activities with special calendar events

B2.7 Work with the board to develop a donor recognition plan

TARGET B1.1: Increase revenue from new sources by \$20,000

TARGET B1.2: Secure \$24,000 to sponsor Cribs for Kids for 400 families

**Member/Public Comment:**

Mr. Rodgers reiterated there will be no Board Meeting on January 2<sup>nd</sup>, however, there will be an Annual Retreat Planning Committee.

Ms. Christa Bailey suggested inviting families to share their stories with the Board of Directors during the Retreat.

No further comments.

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

Respectfully Submitted,  
Angie Levesque  
Executive Assistant