

Brevard C.A.R.E.S. BOARD OF DIRECTORS  
May 13, 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;

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

Mr. 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. Bailey moved to approve the agenda. This was seconded by Ms. Cameron and the motion was passed unanimously.

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

**Motion:** Ms. Cameron moved to approve the meeting minutes from the April Board Meeting. This was seconded by Ms. Bailey and the motion was passed unanimously.

**Informational Items**

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

- Ms. Parker is working on a transition plan to safely return staff back to the office. As of now, a date hasn't been established.
- BFP will be scheduling a day for all of the Family of Agencies offices to be thoroughly deep cleaned and sanitized.
- BFP is still continuing to search for PPE to provide to staff.

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

- The prevention team was placed on a Corrective Action Plan by Brevard Family Partnership after a file review in December 2019. Ms. Parker reported that after a subsequent review of the prevention files in March 2020 they are no longer on a Corrective Action Plan. The Prevention team has had a goal of making sure home visits are completed

on their families at least 80% of the time. This month the team ended the month with 94% of the home visits completed on time. This goal has been a struggle for the team because of their high caseload.

- During the month of April Brevard C.A.R.E.S. collaborated with CAPTF to raise Child Abuse Prevention awareness throughout Brevard. They had over 40 families in the community participate in pinwheel plantings by planting pinwheels in their yard. They also hosted a virtual community town hall titled “Space and Grace During COVID-19”. The town hall included presentations from No Kid Hungry, Brevard Public Schools and Mindscapes Counseling. The town hall reached over 1,100 people and had over 1500 “engagements”.
- Brevard C.A.R.E.S. Mobile Response Team was featured in a BBN article. This was a great way for the Mobile Response Team to be recognized and the article also highlighted the additional services offered to the community by Brevard C.A.R.E.S.

Ms. Parker presented the Monthly Data Report for March 2020 and the quarterly data for FY2020 Quarter 3.

Mr. Johnson presented Brevard C.A.R.E.S. Financial Statements for April 2020. Mr. Johnson reported as follows:

- During Period 10 Brevard C.A.R.E.S. received \$409,500 of Federal Stimulus Funding in the form of Paycheck Protection Loan Program Revenue. Governance and review will determine how much of this funding is forgivable, current estimates are 75%, which will greatly impact Brevard C.A.R.E.S. financial performance as we proceed through the final quarter of Fiscal Year 2020.
- Currently Salaries & Benefits, our largest reporting category, are tracking well through Period 10. Year-to-date Brevard C.A.R.E.S. is \$21,114 below budget in this area while slightly over during Period 10 by 3.9% or \$7,438.
- Other areas that are experiencing noteworthy expenditures below budget year-to-date include:

Professional & Consulting Fees	\$5,728
Travel	\$19,672
Case Management & Purch Services	\$60,312
- Areas that are experiencing expenditures above budget include:

Licenses & Accreditation	\$5,172
Telephone	\$13,282
Staff Training & Conferences	\$12,807
- Overall year-to-date Brevard C.A.R.E.S. is tracking \$66,251 below budget in expenditures and \$69,540 above budget in revenue. Overall Revenue exceeds expenditures by \$136,674 through Period 10 year-to-date.
- Brevard C.A.R.E.S. improved financial position in Net Assets between March & April with a 372% increase in revenue and \$484,017.43 increase in Total Assets.
- Moving into the final two (2) periods of Fiscal Year 2020 Brevard C.A.R.E.S. is poised to finish strong and enter Fiscal Year 2021 with excellent momentum.

**Member/Public Comment:**

Ms. Goodwin asked if the date of the next Board meeting could be rescheduled to Tuesday June 9<sup>th</sup> and the Board agreed to rescheduled the meeting to June 9<sup>th</sup>.

**Motion:** Ms. Cameron moved to adjourn the meeting. This was seconded by Ms. Ferrell and the motion was passed unanimously.

Respectfully Submitted,  
Osha Goodwin  
Board Liaison

Approved by the Brevard C.A.R.E.S. Board of Directors on June 6, 2020