

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

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; Ms. Lori Huertas, Board Candidate

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. Ferrell and the motion was passed unanimously.

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

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

Informational Items

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

- Ms. Parker is monitoring the prevention cases because their caseloads have increased due to their Lead Care Coordinator being promoted to NJHIS Supervisor. They are currently interviewing to replace her.
- Brevard C.A.R.E.S new Administrative Support has started inputting all of Prevention cases into Fidelity EHR which will allow for Ms. Parker to provide clearer more precise data outcome.
- Ms. Parker had a town hall meeting with staff to discuss the racial injustice that is transpiring. Staff talked about how this is effecting them personally and how it's effecting them in the workplace. Thirty Seven out of forty employees joined the town hall. The conversation went better then expected, staff was open and honest and respectful towards each others feelings.

- Brevard C.A.R.E.S. received a contract from Sunshine that allows them to bill for MRT, Wraparound and Peer Support. This will help generate more green money.

Ms. Parker presented the Monthly Data Report for April 2020.

Ms. Parker reviewed the Board Calendar for FY2021.

Mr. Scarpelli joined.

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

- Brevard C.A.R.E.S. Financial Audit and 990 for FY19 was provided to the Board of Directors for review prior to the meeting. Mr. Johnson informed he Board that both was reviewed in detail at Brevard Family Partnership Board of Directors meeting and Mr. Rodgers was present. Mr. Johnson asked if there was any questions pertaining the audit or 990 and there was none.
- Brevard C.A.R.E.S. budget for FY21 has been finalized and has been sent to Ms. Parker for review.
- A merit increase for personnel is included in the budget.
- There is a \$327,000 undesignated fund balance that is associated with the stimulus funding.
- Mr. Johnson budgeted for an increase in the MRT grant for revenue.
- Proposed MRT Clinician position is on hold until the final MRT contract is received.
- Brevard C.A.R.E.S. now has a budget for IT equipment that will be phased in at \$10,000 a year. Each year it will increase by \$10,000 until there is enough budgeted to establish a replacement cycle and accommodate any additions that might be needed.
- Brevard C.A.R.E.S. now has a budget for furniture and equipment that will be phased in at \$5000 a year and will increase by \$5000 each year until there is enough budgeted to establish a replacement cycle and accommodate any additions that might be needed.
- Janitorial service and supply budget was doubled to increase the days of cleaning and supplies needed.

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

- Covid-19 – The workplan to transition back to the workplace is tentatively scheduled for early June. Staff will be staggered in to ensure the safety and well-being of the workforce.
- All four Family of Agencies facilities have been sanitized and equipped with Personal Protective Equipment. The family of agencies will continue to operate within the guidelines of social distancing along with the mandatory use of PPEs by all staff meeting with children and families.
- Mr. Scarpelli thanked members for contributing handmade masks and sanitizers for staff.

Mr. Rodgers introduced and welcomed Board Candidate Ms. Lori Huertas.

Ms. Huertas greeted the Board and gave a brief bio.

Ms. Huertas left the meeting.

The Board discussed Ms. Huertas candidacy. After much discussion, Mr. Rodgers asked for a motion to tentatively approve Ms. Lori Huertas to join Brevard C.A.R.E.S. Board of Directors pending the approval of Brevard Family Partnership Board.

Motion: Ms. Ferrell moved to tentatively approve Ms. Lori Huertas to join Brevard C.A.R.E.S. Board of Directors pending the approval of Brevard Family Partnership Board. This was seconded by Ms. Bailey and the motion was passed unanimously.

Ms. Goodwin will forward Ms. Huertas documents to Brevard Family Partnership's Board Liaison to be presented at the next BFP Board meeting.

Member/Public Comment:

There was none.

Meeting adjourned at 5:20pm.

Respectfully Submitted,
Osha Goodwin
Board Liaison

Approved at Brevard C.A.R.E.S. Board of Director Meeting on August 12, 2020