

Brevard C.A.R.E.S. BOARD OF DIRECTORS
October 14, 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; Ms. Lori Huertas, Board Member;

Others in Attendance: Mr. Phil Scarpelli, Family of Agencies CEO; Ms. Kathryn Parker, Brevard C.A.R.E.S. Executive Director; Ms. Rebecca Melick, Brevard C.A.R.E.S. Program Manager; Don Johnson, Family of Agencies 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). Ms. Ferrell reported that she is a Guardian Ad Litem and asked if she could be presented with a conflict of interest form to complete. Ms. Parker will ask Ms. Goodwin to forward her a form to report her potential conflict of interest.

Consent Action Items

Mr. Rodgers asked the Board to make a motion to approve the agenda.

Motion: Ms. Ferrell moved to approve the agenda for October 14 with the correction of updating the action items to reflect the materials to review. This was seconded by Ms. Huertas and the motion was passed unanimously.

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

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

Informational Items

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

- Brevard C.A.R.E.S. Mobile Response Team Care Coordinator Ms. Marilyn Ghiz passed away on September 10. Insperty had a therapist attend CARES All Staff meeting to host a group therapy session with staff.
- A new unit at CARES was developed to manage cases that will be assigned to Brevard Family Partnership and Family Allies employees that have completed training to become a foster or adoptive parent because it would be a conflict for Family Allies to manage these dependency cases. This unit will be called the Conflict of Interest Unit.
- CARES received an additional \$18,000 from Brevard County Housing Coalition to assist families with housing expenses.

Mr. Johnson arrived.

Ms. Parker presented the Monthly Data Reports for August 2020. Ms. Parker pointed out the influx in Mobile Response Team calls. In August there was 29 calls in September there was 63 calls. This is believed to be a result of school being back in session.

Mr. Scarpelli arrived.

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

- Mr. Scarpelli is building a relationship with Barry University to provide continuing education for Foster Parents, the Family of Agency case workers and youth aging out of foster care. He is also in the process of becoming a Board Member at Barry University Central and assist with Social Worker curriculum design.
- Mr. Scarpelli is developing a partnership with Brevard County Faith Based community to integrate the Open Table model. The Open Table model is recognized and practiced around the county and has been found to be an effective approach for transforming people and communities. There are over 450 Churches in Brevard and Brevard Family Partnership currently has a relationship with over 100 of them and he is planning to build relationships with each church one church at a time.

Mr. Johnson provided a financial update for August and September. Mr. Johnson presented as follows:

- Brevard C.A.R.E.S. has not experienced activity that deviates too drastically from budget. While a few isolated line items have experienced fluctuation during August, many other line items are well below budget to offset such fluctuations.
- Reimbursable expenditures for Period 3 FY2021 were calculated by subtracting outside revenues (\$17,044.11) from total expenditures (\$213,128.07) to arrive at \$196,083.96.
- Through the first quarter of Fiscal Year 2021 there is not a great deal of items highlight as Brevard C.A.R.E.S. has been performing excellent. Many line items experienced little to no activity and provide a solid base for if and when activity does increase as our economy opens up to a greater extent

Ms. Parker reminded the Board that in preparation for their COA Reaccreditation all governance policies will need to be reviewed and updated if needed.

Governance policies GOVBC1006 Human Subject Research, GOVBC1007 Internal Controls, GOVBC1008 Signature Authority were uploaded to the Board Portal for review prior to the Board meeting. Mr. Rodgers pointed out that on GOVBC1008 Signature Authority the Positions Authorized to Issue Payments and Threshold Limit for the Board Chair, Vice Chair and Board Treasurer is \$500,000 or more should be updated and suggested that the limits are changed to align with Brevard Family Partnership limit which is \$250,000 and that the title BFP Chief Finance Director be updated to BFP Chief Financial Officer to reflect the title change of that position. Ms. Parker agreed with these changes and will ask Ms. Goodwin to update the policy and represent at the next Board meeting.

Mr. Rodgers asked for a motion to approve GOVBC1006 Human Subject Research and GOVBC1007 Internal Controls

Motion: Ms. Ferrell moved to approve Governance Policies GOVBC1006 Human Subject Research and GOVBC1007 Internal Controls. This was seconded by Ms. Huertas and the motion was passed unanimously.

Member/Public Comment:

Mr. Rodgers shared that he met with the late Ms. Ghiz son and that he is interested in giving back to Brevard C.A.R.E.S. in a significant way to honor the memory of his mother. Mr. Rodgers will meet him again to brainstorm ideas and then schedule a meeting to invite Ms. Parker and Mr. Scarpelli to meet with him too.

Ms. Parker reported that Channel 13 news interviewed one of C.A.R.E.S. Families about the new Behavioral Health Grant. Mr. Scarpelli asked if Shan Jackson, the care coordinator for the family could attend the next Board meeting to share her journey with the family. Ms. Parker agreed that she will invite her to attend.

Meeting ended at 5:17pm.

Respectfully Submitted,
Osha Goodwin
Board Liaison

Approved at the November 11, 2020 Board of Directors Meeting