

**BREVARD C.A.R.E.S.  
BOARD OF DIRECTORS  
FEBRUARY 16, 2010 BOARD MEETING  
MINUTES**

**Board Members in Attendance** Dr. Patricia Nellius, Board Chair, Mr. Chad Carnell, Board Treasurer, Ms. Debbie Davidson Cook, Vice Chair

**Others in Attendance:** Ms. Valerie Holmes, C.A.R.E.S. Executive Director, Ms. Stephanie Strodman, Executive Assistant

Dr. Nellius called the meeting to order.

All of the Board members approved the agenda, but there was no motion.

**Motion:** Mr. Carnell moved to approve the minutes from the December 2009 meeting. This was seconded by Ms. Davidson Cook and the motion was passed unanimously.

Ms. Holmes presented the consent agenda items to the board, which included the Executive Director Report, Data Report and the Financials.

Dr. Nellius commented that Ms. Holmes has done an outstanding job as the C.A.R.E.S. Executive Director in a relatively short amount of time. Ms. Holmes reported that Brevard C.A.R.E.S. will be on the "Business Watch" program which will involve frequent monitoring by the Rockledge Police Department and there is no charge to the agency. The Rockledge Police Department will be involved in the Open House for C.A.R.E.S. families on April 16<sup>th</sup>, 2010. This would include possibly having a fire truck for the kids, a grill for hamburgers and hotdogs, creating ID cards and fingerprints, etc. Ms. Holmes and Dr. Nellius discussed the various possibilities for kids' activities such as a bounce house. Mr. Carnell mentioned there needs to be a Risk Assessment done for the Open House. The Brevard Family Partnership Public Relations Department is working on having dignitaries at the event, such as the County Commissioners. Ms. Holmes reported that April 10<sup>th</sup>, 2010 is the proclamation reading.

The C.A.R.E.S. Grand Opening is May 6<sup>th</sup>, 2010, which is when the official ribbon cutting ceremony will take place. Commissioner Mary Bolin will be invited to attend, and also possibly City Council members. The Brevard Cultural Alliance is donating artwork for the C.A.R.E.S. facility Dr. Nellius recommended recognizing the Brevard Cultural Alliance and Rockledge Police Department at these events and thanking them for their involvement and donations.

Ms. Holmes and Dr. Nellius discussed the Data Report which had some disparity between Brevard Family Partnership data that Debbie Dorfman collects and the C.A.R.E.S. data. Ms. Holmes said this will be resolved once both organizations are using Mindshare. The case activity part of Mindshare is already in use for staff and March 15<sup>th</sup>, 2010 is the tentative date to pilot the 2<sup>nd</sup> phase of Mindshare which will include Utilization Management. Ms. Davidson-Cook and Ms. Holmes discussed how recidivism was defined and collected. Dr. Nellius suggested defining recidivism in a C.A.R.E.S. policy. Ms. Davidson-Cook reported that the Mindshare group will be at Brevard Family Partnership on Monday, February 22, 2010.

### Financials

Ms. Holmes reported that staff are doing a good job with managing spending, as evidenced in the December 2009 financial statement in which there was 77% of the services budget remaining. Ms. Holmes said there is a spend-down plan in place for the SAMH funding. Mr. Carnell commented on the start up money for capacity building which is not earmarked. This budget line is now at \$55,000. As of now any start-up surplus will be retained and placed in the Capacity Building for next year. Mr. Carnell mentioned that every budget item in the C.A.R.E.S. contract is retainable. Dr. Nellius suggested performing a needs analysis on a regular basis, which would involve meeting with Care Coordinators to track requested services that are not currently available in the Service Delivery System. She explained to Ms. Holmes that it is important to track these services to find out what is needed in terms of capacity. There will be services currently in use which are on annualized contracts, so Dr. Nellius stressed the importance of tracking the needs for those services in order to plan from year to year (such as Scott Sells and Parenting with Love and Limits contract).

**Motion:** Dr. Nellius moved to approve the Consent Agenda items. This was seconded by Mr. Carnell and the motion was passed unanimously.

### New Business

Ms. Holmes reported that the Brevard Family Partnership Board of Directors has agreed to allow Brevard C.A.R.E.S. to ask Dr. Cross to serve on their Board of Directors.

**Motion:** Ms. Davidson-Cook moved to approve the solicitation of Dr. Cross as a C.A.R.E.S. Board Member. This was seconded by Mr. Carnell and the motion was passed unanimously.

### Accounting Memo #1 (Regarding the Financial Audit)

Mr. Carnell reported that he has been speaking with James Moore regarding the upcoming budget year audit (FY 2010-2011). The price listed on Accounting Memo #1 will be the price for auditing services for Brevard Family Partnership and Brevard C.A.R.E.S. James Moore has been competitively procured for Brevard Family Partnership, so that procurement will transfer to C.A.R.E.S. Mr. Carnell explained that when audit services go out to bid again, it will be combined (Brevard Family Partnership and C.A.R.E.S.) as it is now.

**Motion:** Ms. Davidson-Cook moved to approve Accounting Memo #1. This was seconded by Mr. Carnell and the motion was passed unanimously.

Ms. Holmes mentioned to the Board that Brevard C.A.R.E.S. intends to bid on contracts. Ms. Davidson-Cook asked if C.A.R.E.S. would be able to bid on contracts from Brevard Family Partnership. Mr. Carnell stated he believes this would be a conflict of interest as Brevard Family Partnership "owns" C.A.R.E.S., which could cause an issue with rating. He suggested running this issue by the attorney for a legal determination. Ms. Davidson-Cook suggested the possibility of performing a blind assessment and bringing in outside assessors in cases like this. Ms. Holmes will contact Jane Callahan with Dean Mead and confer with her regarding the feasibility of bidding on Brevard Family Partnership contracts, what the recommended business practices would be and any she would advise to be cautioned in.

### Revised Board Member Job Descriptions

Ms. Holmes presented the revised General Board Member Job Description and explained that she has added including language under qualifications and skills as well as information regarding the Sunshine Law. This was made to be consistent with the Executive Board Member Job Descriptions.

Ms. Holmes also added language regarding Board Members being required to have “board experience” in place of the prior language which stated members must have spent time as an actual board member. This was discussed at the December 2009 Board meeting.

On the Board Treasurer Job Description, the language regarding a requirement of media/public relations experience was removed.

**Motion:** Mr. Carnell moved to approve the revised Board Member Job Descriptions as presented. This was seconded by Ms. Davidson-Cook and the motion was passed unanimously.

#### Board recruitment process/tools

Ms. Holmes presented the board recruitment processes and tools, and explained that they mirror Brevard Family Partnership’s documents. She presented the Rating Sheet, on which one paragraph was added, and lines 1,2,3,4, 8, and 9 are new. The Board Member Info Sheet has not changed. Wording on the Profile Worksheet has been changed. Dr. Nellius confirmed that once these are approved Ms. Holmes will fill out these forms retroactively on Dr. Cross and the current board members. Dr. Nellius also recommended creating a policy which walks through the board recruitment process (recruiting, screening, interview, and approval).

**Motion:** Ms. Davidson-Cook moved to approve the board recruitment tools as presented. This was seconded by Mr. Carnell and the motion was passed unanimously.

#### Speak out/Public comment

Mr. Carnell asked Ms. Holmes for a calendar of upcoming public events. He also mentioned the need for all public events to have risk assessment in order to identify any potential hazards and risks.

Dr. Nellius requested a monthly calendar of events for the board. Ms. Holmes will present an annual calendar at the next meeting.

#### Child Abuse Prevention Month activities

Ms. Holmes reported that two guest speakers are scheduled to provide workshops during Child Abuse Prevention Month (April). Healthy Start is presenting along with Rockledge Police Department. The Police Department will do a presentation on safety/self defense, and community safety training for families. Ms. Holmes explained that the Targeted Outreach schedule, which involves going door to door in high-risk areas with gift bags and information on Brevard C.A.R.E.S., will be on April 28<sup>th</sup>-30<sup>th</sup>, 2010. This will involve volunteers from the Child Abuse Prevention Taskforce along with several C.A.R.E.S. employees.

Mr. Carnell suggested allowing C.A.R.E.S. to participate in the Dine Out by sending a letter to past restaurants to see if they are interested in being involved again this year. Ms. Holmes will confer with Cyndi Hernandez of the Brevard Family Partnership PR Department to discuss this possibility. The Dine Out has been a successful event for four years so Mr. Carnell would like to see it continue. Dr. Nellius also suggested presenting programs to the Junior League and other programs that have supported Brevard Family Partnership in the past to look for potential volunteers.

At the March 2010 board meeting Dr. Nellius will be out of town, so Mr. Carnell will chair the meeting.

Ms. Davidson-Cook explained that as of now Brevard C.A.R.E.S. is not COA Accredited. As a subsidiary of Brevard Family Partnership they are not required to be accredited, but the accreditation status is non-transferrable. Considering C.A.R.E.S. has a budget of 1.5 million, it was questionable whether they should go through the COA accreditation at this point. Dr. Nellius suggested that having the accreditation would help with grants, etc., so Ms. Holmes will take this into consideration for the future.

Respectfully Submitted,

Stephanie R. Strodman  
Recording Secretary

Approved at the Board of Directors Meeting April 20, 2010