

**BREVARD C.A.R.E.S
BOARD OF DIRECTORS
March 2, 2011 BOARD MEETING
MINUTES**

Board Members in Attendance: Mr. Chad Carnell, Board Treasurer, Ms. Debbie Davidson Cook, Vice Chair, Dr. Robert Cross, Board Member

Others in Attendance: Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director, Ms. Osha Goodwin, Brevard C.A.R.E.S. Administrative Assistant, Ms. Eve Owens, Brevard Family Partnership Grant Writer, Leslie Roszczypala, UCF Student

Ms. Cook called the meeting to order.

Motion: Dr. Cross moved to approve the agenda with the addition of Eve Owens, Brevard Family Partnership Grant Writer to present the Community Development Block Grant for Board approval. This was seconded by Mr. Carnell and the motion was passed unanimously.

Motion: Mr. Carnell motioned to approve the minutes from the February 2, 2011 Board meeting. This was seconded by Dr. Cross and the motion was passed unanimously.

Consent Agenda:

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that Brevard C.A.R.E.S. submitted an application for the U.S. Department of Justice Office on Violence against Women (OVW) Grant that would provide legal assistance for victims of domestic violence. The Women's Center, Serene Harbor, Legal Aid and the Salvation Army, (the four main domestic violence providers in Brevard) have agreed to partner with Brevard C.A.R.E.S, as nonprofit victims services providers. If granted, the grant would bring approximately \$500,000.00; 80% would go to families to augment existing services and 20% would go to administrative support.

Ms. Holmes researched four wraparound programs similar to Brevard C.A.R.E.S. to evaluate case loads and the best practice standards. The programs evaluated were; The California Evidence Based Clearinghouse, Shelby County Wraparound of Alabama Department of Human Resources, Douglas County Wraparound Partnership through Colorado and Michigan's Title IV E Child Welfare Demonstration Project. The California Evidence Based Clearinghouse case load was approximately 10 to 15 families per Care Coordinator. The other three programs had case loads of approximately 30 families per Care Coordinator.

Ms. Holmes reported that Fiesta Azteca Restaurant will be participating in the Dine Out to Prevent Child Abuse. Five C.A.R.E.S. employees will be traveling to Tallahassee for Children's Week which is April 4 through April 8, 2011.

Ms. Holmes presented the Monthly Board Data for January 2011. Ms. Holmes reported that Wraparound Brevard Data has been added to the report. It was noted that recidivism will not be tracked until 6, 12 and 18 months after successful case closure. Dr. Cross suggested that going forward, the prior month data be added to the Data Report for easy comparison.

Mr. Carnell provided the financial statements for the month of January 2011. Mr. Carnell reported that on line 460 Total Personnel Service there is a deficit in the amount of \$28,562.79 that he'll investigate and report back to the board. Line 1290 (SAMH) is a credit adjustment from C.A.R.E.S. no longer having access to SAMH Funding.

New Business:

Ms. Jane Belcher, Account Executive for Bouchard Insurance joined the meeting via telephone. Ms. Belcher presented insurance coverages for Brevard C.A.R.E.S. Ms. Belcher explained that employees driving their personal vehicle on company time are covered by C.A.R.E.S. insurance as a secondary to their own personal insurance. Employees driving company vehicles are covered by C.A.R.E.S. insurance. If an employee rents a car for business purposes they are covered by C.A.R.E.S. insurance as a secondary to their own personal insurance. If their insurance doesn't cover rental cars then C.A.R.E.S. insurance will cover.

Ms. Belcher exited the meeting.

Ms. Donna Brown, (CPA for James Moore & Company) joined the meeting via telephone. Ms. Brown reviewed the consolidated financial statement. Ms. Brown reported that the consolidated financial statement states were presented fairly in all material respects. Both entities received a clean audit.

Ms. Brown presented a draft of Brevard C.A.R.E.S. 990 for approval before submitting to IRS.

Motion: Dr. Cross moved to accept the Financial Statement and 990 presented by Ms. Brown. This was seconded by Mr. Carnell and the motion was passed unanimously.

Ms. Brown exited the meeting.

Ms. Owens presented to the Board an opportunity for Brevard C.A.R.E.S. to apply for a Community Development Block Grant through Brevard County. Brevard County has \$233,190.00 available for projects that benefit low and moderate income persons or aid in the prevention or elimination of slums to meet community development needs having a particular urgency. Brevard C.A.R.E.S. is proposing to extend the Parenting with Love and Limits program in the Cocoa area and focus on high risk youth.

Ms. Owens explained that authorization from the Brevard C.A.R.E.S. Board is needed to apply for the Grant. After much discussion among the Board Members it was agreed that a motion should be made to authorize Ms. Owens to apply for the Community Development Block Grant

Motion: Dr. Cross moved to authorize Ms. Owens to proceed with submitting the Community Development Block Grant for Brevard C.A.R.E.S. and give Ms. Holmes signatory authority. This was seconded by Mr. Carnell and the motion was passed unanimously.

Mr. Carnell reported that a review committee was developed to do a review of banking services for BFP and C.A.R.E.S. The review committee found that there was no change necessary in banking institutions for BFP and C.A.R.E.S. The review committee proposed to the BFP Board of Directors that both BFP and C.A.R.E.S. continue to bank with RBC Bank. BFP Board of Directors approved this proposal. The review committee also proposed to BFP Board of Directors that C.A.R.E.S. secure the proposed line of credit of \$150,000.00. BFP Board of Directors approved this proposal.

Motion: Ms. Cook moved for Brevard C.A.R.E.S. to stay with RBC Bank and secure the proposed line of credit of \$150,000.00. This was seconded by Mr. Carnell and the motion was passed unanimously.

Ms. Owens and Ms. Roszczypala left the meeting.

Old Business:

Dr. Cross reported that he is still having conversations with the two potential Board Members that were discussed at the last board meeting. Ms. Holmes stated that she has two potential Board Candidates. One candidate is definitely interested in joining and is in the process of completing the background screening.

Motion: Dr. Cross moved to adjourn the meeting. This was seconded by Mr. Carnell and the motion was passed unanimously.

Respectfully Submitted,

Osha Goodwin
Brevard C.A.R.E.S. Administrative Assistant