



BOARD OF DIRECTORS MEETING  
October 27, 2022  
Minutes

**Attendees:** Mr. Storm Doddy, Board Vice Chair, Mr. Eric Austin, Board Treasurer, Mr. Dan Rodgers, Mr. Carlos Assemany, Ms. Stephanie Larkin

**Absent Members:** Ms. Ruth Long, Board Chair, Dr. Rosanna Malbran, Bishop Clark

**Others in Attendance:** Mr. Phil Scarpelli, CEO, Ms. Laurie-Anna DeGennaro, Board Liaison, Dr. Valerie Holmes, VP and COO, Mr. Don Johnson, CFO, Ms. Kelly Swartz, CLO, Ms. Katie Guemple, ED Family Allies, Ms. Kathryn Parker, ED NCFIE, Ms. Rebecca Malik, ED Brevard C.A.R.E.S., Ms. Cyndi Hernandez, HR Director, Vanessa Skyrmes, Chief Communications Officer, Ms. Traci Klinkbeil, DCF, Ms. Jessica Walker, DCF Central Regional Contract Manager, Maria Nistri, DCF, Mr. Kevin Maloney, BFP, Ms. Debbie Dorfman, BFP

Mr. Doddy opened the meeting and thanked everyone for attending the October 27, 2022 Board of Directors Meeting. Mr. Doddy asked for a roll call beginning with Board Members, then staff, then public.

**Motion:** Mr. Assemany moved to approve the October 27, 2022 Agenda. This was seconded by Mr. Austin and without further discussion the motion passed unanimously.

Mr. Doddy reminded members that if anyone had a real or perceived conflict of interest or a business relationship between two board members to please reach out to Ms. DeGennaro for a Conflict-of-Interest form. None were disclosed.

**Public Comments:** None were expressed.

**Motion:** Ms. Larkin moved to approve the September 22, 2022 board meeting minutes as presented. This was seconded by Mr. Assemany, and without further discussion the motion passed unanimously.

#### Provider Survey

The Provider Survey was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Maloney provided an overview of the survey as presented.

#### Board Announcements

Mr. Doddy apprised the Board of the following announcements:

- No Meeting in November due to the Thanksgiving Holiday
- The Next Family of Agencies Board Meeting is December 8, 2022
  - 8:30 – 10:00 am BFP Governance Board of Directors
  - 10:00 – 10:15 am Family Allies Board Meeting
  - 10:15 – 10:30 am Brevard C.A.R.E.S. Board Meeting
  - 15-minute recess
  - 10:45 -11:00 am NCFIE Board Meeting
  - 11:00 – 11:15 am BFP Foundation Board Meeting
- Board Self-Assessment was distributed October 5<sup>th</sup> to members with one or more years of service. They are due back to Ms. DeGennaro by November 18, 2022

#### Consent Agenda

The BFP Board, Brevard C.A.R.E.S., Family Allies, and DCF Board Reports were posted to the Board Portal for review in advance of the meeting. No comments were expressed during the review period.

**Motion:** Mr. Austin moved to approve the BFP Board, Brevard C.A.R.E.S., Family Allies, and DCF Board Reports as presented under the Consent Agenda. This was seconded by Ms. Larkin, and without further discussion the motion passed unanimously.

#### Action Items

Mr. Doddy addressed the pending action items as follows:

#### February 24, 2022 Action Item Deferred

**ACTION ITEM:** Mr. Scarpelli will put together a team to include staff and board members for review of the current mission and vision statements. 3/24/2022 Mr. Scarpelli noted that this item is a work in progress. Board members will be asked to sit on the committee. 8/25/2022 Mr. Scarpelli would like to meet in person and hold a special ad hoc board meeting to brainstorm for a new spin on the mission and vision statement.

Mr. Scarpelli reiterated, he would like to revisit the mission and vision statement since the agency has experienced tremendous growth and it has been many years since a deep dive review has been performed. Mr. Scarpelli expressed his concern with the decrease in board membership over the last 1.5 years. Ideally, he would like to build the board back up to a membership of 12 before developing a new mission statement. Mr. Scarpelli asked for board member comments. Members agreed.

#### CEO Board Report

The CEO Board Report was posted to the Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided an overview of his report as presented and commented as follows:

- He thanked Mr. Maloney and Ms. Dorfman for presenting the results of the survey and acknowledged their time and efforts compiling the data.
- In addition to continued efforts with external superior customer service, the executive staff are committed to advancing internal customer service as well.
- With the disbandment of the Board Affordable Housing Committee, BFP is participating in an Ad Hoc Work Group to include Amber Carroll of Brevard Homeless Coalition. The workgroup is looking to strategize with the members of the County to create an agenda to present to the Brevard County Commissions for the disbursement of funds to address the affordable housing crisis in Brevard. Funds are available, but access is difficult.
- Mr. Scarpelli is working with Ms. Skyrmes to advance communications about the family of agencies through social media platforms and he invited the board to share their observations.

Discussions ensued regarding the media coverage for the Holiday Gift Drive, Over The Edge event, and March Gala-Lip Sync Battle. Mr. Scarpelli reported media coverage will be included in Brevard Business News, social media platforms, and local television stations.

#### Board Committee Reports

Board Executive Committee: Mr. Doddy, Committee Vice Chair reported the committee reviewed GOV001- Ethics, GOV003 – Board Committee and Auxiliary Board, GOV004 – Succession Plan, GOV005- Board Donations, GOV206 – BFP Bank Accounts, GOV211 – Legal Entity Policy which will be reviewed later on the agenda. Members reviewed the interim successor and agreed with Mr. Scarpelli’s selection. Mr. Scarpelli also reported to the committee, communication efforts with clients, families, community stakeholders and partners has ramped up.

#### Finance Committee:

The BFP Family of Agencies Fiscal Q1 2022-2023 Financials and Supplemental Narrative were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Austin, Committee Chair reported the committee met for their Q’1 deep dive review this month and the financials look great and

trending patterns are consistent with the last several years. He commended Mr. Johnson for his thorough supplemental narrative and for his team doing a five-star job.

Board Recruitment Committee: Mr. Rodgers, Committee Chair reported the committee met on October 12 to review a prospective candidates resume and application, who Mr. Scarpelli met at the golf tournament. The committee decided to move forward with an interview based the candidates community experience and willingness to dedicate his time and experience to the Foundation. On October 18, Mr. Rodgers, Ms. Kristen Johnson, and Mr. Assemany met with Mr. Sean Kostelnik and found he was very receptive to the committee questions and all were impressed with how he presented himself.

Mr. Assemany, Brevard Family Partnership Foundation Advisory Board Chair was pleased with Mr. Kostelnik's interest in community involvement and the Foundations mission and vision to serve the youth in our community. With his background and great speaking abilities, he believes Mr. Kostelnik is a good candidate for the Foundation Advisory Board.

Mr. Rodgers asked for the board to entertain a motion to approve Mr. Kostelnik for a seat on the Brevard Family Partnership Foundation Advisory Board and for a seat on the Board Recruitment Committee.

**Motion:** Mr. Doddy moved to approve Mr. Kostelnik for a seat on the Brevard Family Partnership Foundation Advisory Board and for a seat on the Board Recruitment Committee. This was seconded by Mr. Austin and without further discussion the motion passed unanimously.

Board Risk Management Committee: Mr. Doddy, Committee Chair reported the committee did not meet this month; they will be meeting in November.

Board Marketing Committee: Ms. Larkin, Committee Chair reported the committee reviewed the Action Items in great detail to align them with the current initiatives. Members discussed the opportunity to review a new website developer: Tightline Productions. The Annual Report was reviewed and the committee recommended keeping the same format and to include a quote and picture on the front of the report from a senator, local delegates and/or legislator that supports or supported a bill or initiative. Members also reviewed the Board Marketing Charter and the recommended changes will be presented later on the agenda. Ms. Skyrmes provided an overview of the Social Media Analytics which will also be presented to the full board.

#### Social Media Analytics

The Family of Agencies Social Media Analytics were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Ms. Skyrmes provided an overview of the Social Media Analytics as presented and noted the following:

- The revised NCFIE website has been uploaded, with the content and communication plan still under development
- The Family Allies website has been uploaded with the content updates still in progress.

Discussions ensued regarding the social media platforms trending in the right direction and commended Ms. Skyrmes for a job well done.

#### New Business

##### Board Governance Policies

GOV001- Ethics, GOV003 – Board Committee and Auxiliary Board, GOV004 – Succession Plan, GOV005- Board Donations, GOV206 – BFP Bank Accounts, GOV211 – Legal Entity were posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Doddy noted there were no materials changes to the policies. The changes presented were primarily associated with titles and converting the signature from the former board chair to the current board chair. He then asked the board to entertain a motion to approve all six policies as presented.

**Motion:** Mr. Rodgers moved to approve all six policies: GOV001- Ethics, GOV003 – Board Committee and Auxiliary Board, GOV004 – Succession Plan, GOV005- Board Donations, GOV206 – BFP Bank Accounts, GOV211 – Legal Entity as presented with the recommended changes. This was seconded by Mr. Austin, and without further discussion the motion passed unanimously.

#### Board Marketing Committee Charter

The Board Marketing Committee Charter was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Mr. Doddy asked the board to entertain a motion to approve as presented.

**Motion:** Ms. Larkin moved to approve the Board Marketing Committee Charter with the recommended changes as presented. This was seconded by Mr. Austin, and without further discussion the motion passed unanimously.

#### Annual Board Retreat/Board Business Meeting discussions

Mr. Scarpelli reported the Agenda is still under development and in the planning stages. He requested discussions be tabled for the December 8, 2022 Board Meeting. Members agreed.

#### Q'1 2022-2023 Strategic Plan

Q'1 2022-2023 Strategic Plan Update was posted to the BFP Board Portal for review in advance of the meeting. No comments were expressed during the review period. Dr. Holmes provided an overview of the strategic plan update as presented.

**Motion:** Mr. Assemany moved to adjourn. This was seconded by Mr. Austin.

Approved by the Brevard Family Partnership Governance Board of Directors on December 8, 2022.

Respectfully Submitted,

Laurie-Anna DeGennaro  
Board Liaison