



GOVERNANCE BOARD OF DIRECTORS MEETING
September 28, 2023
Minutes

Board member attendees: Mr. Dan Rodgers, Board Chair, Mr. Sean Kostelnik Community Member, Mr. David Hill, Community Member, Mr. Rick Ely, Community Member, Ms. Stephanie Larkin, Community Member, Ms. Jennifer Muntz, Community Member

Members attendance via Zoom: Mr. Eric Austin, Board Treasurer, Ms. Felicia Prince, Community Member

Absent Members: Storm Doddy, Board Vice Chair, Bishop Merton Clark, Community Member

Public via Zoom: Ms. Jessica Walker, DCF Contract Manager, Ms. Kathryn Parker, ED NCFIE, Jennifer Swayne, guest

Public in Person: Ms. Rebeca Melik, ED Brevard C.A.R.E.S., Ms. Kelly Swartz, CLO, Ms. Vanessa Skyrmes, CCO

Presenters via Zoom: Mr. Christopher Goncalo, Director of Contracts and Compliance, Ms. Wanda Arocho, Senior Director of Out of Home Care and Behavioral Health,

Others in Attendance: Ms. Laurie-Anna DeGennaro, Board Liaison, Ms. Katie Guemple, ED Family Allies

Mr. Rodgers welcomed all in attendance. He asked for all to state their names for the record; beginning with board members present and online first, then public attendees in person and those present via Zoom.

Motion: Ms. Larkin moved to approve the September 28, 2023 Agenda. This was seconded by Mr. Austin and without further discussions, the motion passed.

Mr. Rodgers 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: Mr. Rodgers reported public comments are limited to one minute per attendee for a combined total of three minutes and comments must be specific to Agenda items. No public comments were expressed.

Motion: Mr. Ely moved to approve the July 27, 2023 BFP Governance Board Meeting minutes. This was seconded by Mr. Kostelnik and without further discussions, the motion passed.

Board Presentations

GAP Analysis

The GAP Analysis was posted to the BFP Board portal in advance of the meeting. No comments were expressed during the review period. Mr. Goncalo provided the GAP Analysis results as presented.

Discussions ensued regarding the high response rate of “NO” to question 18: Do you feel you have sufficient information regarding the services available to the children and families we serve? Mr. Goncalo clarified service guides are posted to the website. He confirmed he will also ensure that the Service Guides are made available to all case management staff, service providers, GAL, and he will have the licensing team provide foster parents and caregivers with a link to access the service guides.

Questions were raised regarding how participants are selected and why foster parents are included in the survey. Mr. Goncalo explained all participants involved in the family team conferencing (FTC) are surveyed to include BFP staff, Guardian Ad Litem, Multidisciplinary Teams (MDT), Foster Parents and Caregivers. Every voice at the FTC meeting has valuable input and is acknowledged for their interactions with the family. Ms. Guemple noted as new staff become experienced, their knowledge base is increased by exposure to available programs and services. She also shared, BFP has a clinical team of experts who determine the types of services needed and the Family of Agencies utilize a database called Mindshare that includes all client information, but it is not open to anyone outside of the agency due to HIPPA laws.

Mr. Goncalo shared the surveys are distributed through Survey Monkey and are anonymous to encourage unguarded and true responses.

Motion: Mr. Hill moved to approve the GAP Analysis as presented. This was seconded by Ms. Larken and without further discussions, the motion passed.

Provider Survey

The Provider Survey was posted to the BFP Board portal in advance of the meeting. No comments were expressed during the review period. Ms. Arocho provided the survey results as presented.

Discussions ensued regarding Question 16: Please provide any additional information you would like us to know and Comment 1.: The communication gap between clinicians and case managers. Ms. Arocho noted that the surveys are anonymous and there would be a benefit to have the surveys open to further discuss concerns so that specific counter measures can be implemented to remedy the concerns expressed. All concerns are reviewed and ways to improve the gaps are addressed.

Motion: Ms. Muntz moved to approve the Provider Survey as presented. This was seconded by Mr. Kostelnik and without further discussions, the motion passed.

A Message from the Board Chair

Mr. Rodgers asked board members to remit the following forms to Ms. DeGennaro by December 28, 2023: He noted the agency is looking to streamline documents and the signature process by early 2024. In the meantime, the documents need to be returned promptly.

- Affidavit of Good Moral Character
- Conflict of Interest
- Ethics
- Board Self-Assessment

Mr. Rodgers then noted he and the CEO met to review goals for the next review period. The performance evaluation will be sent to members for review. He strongly urged members to respond promptly for compliance with the DCF and HR file review requirements.

Mr. Rodgers informed members, the family of agencies board meetings will immediately follow the BFP Governance Board of Directors meeting. He then reviewed board meeting time slots open to the public and those closed to the public.

Mr. Rodgers shared the following acknowledgments from the CEO Board Report:

- On Saturday, August 19th the Discover Life Church, along with the Brevard CARES team, hosted a community baby shower for single mothers. During the event, the mothers received connections to community resources, educational support on feeding, car seat safety, along with a CPR demonstration and each mother received a pack and play from our agency as part of our Cribs for Kids program.
- Beginning November 9th, Discover Life Church will provide their sanctuary for the quarterly BFP Family of Agencies All Staff meetings holding up to 300 staff participants.
- September 31st, we met with TRIM, Bishop Merton and the Director of Health Community Initiatives to discuss expanding the Open Table Model to educate the Brevard County Community and recruit for table volunteers to offer non-clinical wraparound support for individuals and families in need.

Discussions ensued regarding the Open Table program model. Ms. DeGennaro provided a brief overview of the program. Ms. Guemple, Executive Director of Family Allies has referred 5 out of 7 families to the Open Table Program and she was pleased to report how successful the program has been in assisting the reunification of children with their biological parents, helping the member develop a sustainable life plan, along with connecting the member with community resources, while building strong relationships between table members and volunteers to inspire lasting friendships.

Discussions arose regarding internal and external communication through earned media and social media /networking platforms with the intent to share who the Family of Agencies are and what they do to impact the community.

CONSENT AGENDA

The CEO and BFP board reports were posted to the BFP Board Portal in advance of the board meeting. No comments were expressed during the review period.

Motion: Mr. Hill moved to approved the CEO and BFP board reports as presented under the Consent Agenda. This was seconded by Mr. Kostelnik and without further discussions, the motion passed.

Action Items: None to Review

BOARD COMMITTEE REPORTS

Board Executive Committee: Mr. Rodgers, Committee Chair reported the committee met primarily to discuss the CEO performance evaluation and the past due status. Mr. Rodgers reiterated the importance to review the CEO's evaluation to comply with DCF and HR file requirements. Members also reviewed and approved the September Board Governance Meeting Agenda.

Board Finance Committee: The Q'4 2022-2023 Family of Agencies Financials and Supplemental Narrative were posted to the BFP portal for review in advance of the meeting. No comments were expressed during the review Period.

Mr. Austin, Committee Chair, reported the committee met to perform a deep dive review of the Q'4 2022-2023 Family of Agencies Financials and Supplemental Narrative. He noted BFP was awarded the \$1.5 risk pool funding to cover the shortfall.

Mr. Rodgers added the Governance Board approved the revised budget/spending plan and the affirmation letter has been signed by the Board Chair and accepted by DCF.

Motion: Mr. Kostelnik moved to approved the Q'4 2022-2023 Family of Agencies Financials and Supplemental Narrative as presented. This was seconded by Mr. Ely and without further discussions, the motion passed.

Board Risk Management Committee: Mr. Rodgers reported the committee did not meet this month.

Board Recruitment Committee: Mr. Rodgers, Committee Chair reported the committee did not meet this month. However, the committee has a prospective board candidate in the pipeline.

Board Marketing Committee: Ms. Larkin, Committee Chair reported the committee met to discuss community sponsorships and marketing rack cards for the November 3, 2023 - Golf Tournament, November 13th – Celebration of Adoption, December 11th – 20th – Holiday Gift Drive and Family of Agencies Fact Sheet. The committee also reviewed the social media data analytics.

Discussions ensued regarding the holiday gift drive and the process for collecting gifts on behalf of Family Allies, Brevard Cares, and children in relative/nonrelative care.

Motion: The meeting adjourned by consensus at 10:29

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved by the Brevard Family Partnership Governance Board of Directors on December 14, 2023.