



Family Partnerships of Central Florida

BREVARD | ORANGE | OSCEOLA | SEMINOLE

Brevard County Administrative Support Center
389 Commerce Parkway, Suite 120
Rockledge, FL 32955
321-752-4650
www.brevardfp.org

GOVERNANCE BOARD MEETING March 27, 2025 Minutes

Board members in person: Mr. Eric Austin Board Chair, Mr. David Hill Treasurer, Mr. Dan Rodgers Director, Ms. Stephanie Larkin, Director, Ms. Jennifer Muntz Director

Board Members Absent: Bishop Clark, Director, Mr. Sean Kostelnik Director,

Others Attendance in Person: Mr. Phil Scarpelli, President and CEO, Ms. Laurie-Anna DeGennaro, Board Liaison

Presenters: Dr. Valerie Holmes Vice President and COO, Mr. John Hubbard, Chief Legal Officer, Mr. Don Johnson Chief Financial Officer, Ms. Kelly Swartz, Staff Attorney, Mr. Christopher Goncalo, Director of Contracts and Compliance, Ms. Diane Green, Quality Assurance Training Administrator

Board Guests: Ms. Stacy Peacock, Chief Administrative Officer

Board Guests online: Tracy Klinkbeil-DCF, Ms. Phoebe Whelen-DCF, Ms. Verricka Lamb-DCF, Ms. Kristy Grey-DCF

Mr. Austin welcomed all in attendance and asked Mr. Rodgers to lead the Pledge of Allegiance.

Mr. Austin then asked for all to state their names for the record beginning with board members in person to include the President and CEO and Board Liaison, board members online; Presenters, then guests in person then online.

Motion: Mr. Rodgers moved to approve the March 27, 2025 Agenda. This was seconded by Mr. Hill and without further discussion the motion passed.

Mr. Austin 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. Austin 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: Ms. Muntz moved to approve the February 27, 2025 Board Meeting minutes. This was seconded by Mr. Rodgers and without further discussion the motion passed.

Motion: Mr. Hill moved to approve the March 6, 2025 Special Board Meeting Minutes. This was seconded by Mr. Rodgers and without further discussion the motion passed.

Motion: Ms. Larkin moved to approve the consent agenda.

Discussion: Ms. Muntz asked for clarification on the year to date balance on the statement. Mr. Johnson noted he will review the financial statement and get back to Ms. Muntz.

Vote: The Chair asked for a vote. The Ayes have it and the motion passed.

Annual DCF Board Training

The annual DCF Board Training Presentation was posted to the Board Portal in advance of the meeting. No comments were expressed during the seven day review period. Using the PowerPoint, presenters delivered the following training as follows:

- Ms. Swartz provided a brief introduction to the Annual DCF training requirements.
- Mr. Scarpelli provided an overview of the Agencies Mission, Vision and Values. of the Agency
- Mr. Hubbard provided an overview of the Florida Statutes, Law, the Boards Governance duties and obligations, the boards role in compliance, fiduciary responsibilities and best practices in Governance.
- Mr. Hubbard then reviewed Code of Conduct, Ethical Practices, what constitutes a conflict of Interest, and Governing under Florida Sunshine Laws.
- Mr. Johnson reviewed the board's financial and ethical duties and responsibilities: Oversight of financials and financial reporting, budgeting and financial planning, Internal Controls and Accounting Policies, Audits, Monitoring Reports, Risk Assessment, and Insurance review.
- Dr. Holmes provided an over view of the Boards' requirement to provide leadership and ownership in approving the strategic plan for the Community Based Care Agency, ensure the strategic plan is updated as needed, aligning the organizations goals with the mission, discussing the progress and adjusting the strategies as needed to accomplish the goals, Identifying opportunities, mitigating Risks, ensuring quality of care and the services provided by the agency and develop and implement emergency response protocols.
- Mr. Goncalo reviewed Boards responsibility over risk management through the Directors and Officers Insurance, Trainings, Governance Policies and Risk Procedures, Conflict of Interest and Financial oversight.
- Mr. Hubbard provided an overview on management of Board directors individual risks.
- Dr. Holme reviewed the Child Welfare System of Care goals, Florida's Child Welfare System of Care Key players. She then reviewed the path of a dependency case through the system and the system challenges.
- Ms. Greene reviewed the Child Welfare performance measures, contract monitoring, compliance and the Department of Children and Families oversight responsibilities.

Mr. Scarpelli commended the presenters for an outstanding training.

Motion: Mr. Rodgers motioned to adjourn. This was seconded by Mr. Hill and the motion passed.

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved by the Family Partnerships of Central Florida Governance Board of Directors on April 24, 2025.