

## **BOARD OF DIRECTORS MEETING**

**DATE:** August 24, 2023 **TIME:** 4:00PM **LOCATION:** Zoom

**Members Present:** Bill Griffin, Susie Dolan, Geri Westfall, Paul Schandel, Reggie Williams, Myra Middleton

**Members Absent:** Dr. Gilbert Evans, Robin King, Pam Masters, Jim Weite

**Staff Present** Karin Flositz (CEO), Tiffany Edwards (CFO), Michelle Marrero  
Brittany Lawton, Danielle Antoine

**Guests:** Lori McCray (DCF Government Operations), Christy Gillis (DCF  
Circuit 7 Community Development),

### **I. Call to order**

Bill called to order the regular meeting of the CPC Board of Directors at 4:02pm  
On August 24, 2023 via Zoom.

**II. Quorum:** Six of ten Board members present (four required)

### **III. Introductions:**

No new guests

### **IV. Consent Items:**

Bill asked about the open positions on the HR (Human Resources) report. Karin replied that CPC (Community Partnership for Children) is working to fill those positions. The agency is also back filing for three staff on maternity leave. Deland is currently second in the area for shelters which is very usually, and the agency is working to stabilize that workload.

Robin stated that it would be helpful to see a percentage in the HR Board report. Karin replied that there is a turnover report that shows percentage, however we could look at streamlining the reports. Robin replied that a snapshot summary would be better.

Karin and Robin will meet to discuss reformatting the HR reports.

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Bill asked if there are any further questions concerning the May board minutes and HR reports. No comments. Accepted as presented.

## V. Finance Department

Tiffany reviewed the June financials, which are the agency's final numbers before DCF (Department of Children and Families) reconciles for the fiscal year. At the end of June 2023, CPC was underspent by approximately 8M. The agency received 13M in Oct and 5M was spent in nine months. This included a carry forward of 4M. CPC reinvested 9M in our child welfare system in a short amount of time. There is a drastic increase in group home care rates across the state which will impact the agency. The admin rate is up which is good for staff who have been spread thin.

Tiffany stated that adoptions is overbudget but that will be reimbursed by DCF. Independent Living (IL) is overbudget due to two children in extended foster care with costly rates.

Bill asked how much in carry forward is allowed and Tiffany replied 10% of the total contract.

Karin replied that the agency has been communicating with DCF and it will take time to allocate the funds appropriately. Tiffany stated that the current expenditures will be in our favor.

Tiffany stated that the bank requires our board to approve any credit card limit increase. She asked if the board would approve increasing the agency's total credit card limit to 100k from 50k to meet the current needs.

Robin asked how many cards are being used and who has them. Tiffany replied that there are six credit card users, the Executive Management Team, Executive Office Manager, and the HR Manager. Robin moved to approve the credit card limit increase, Reggie seconded, **ALL APPROVED**.

Karin stated that the first six CBC's (Community Based Cares) in the state received a forensic audit and at some point, CPC will have one. The forensic audits are public record. There have been questions about the Insurance Captive, and they are putting together a white paper. Karin stated that they will most likely focus on competitive procurement or the CBCIH Captive. Karin will send that information to the board.

## **CEO Comment**

Karin reviewed the quarter four report. She stated that CPC is performing or outperforming the state regarding safety domain. The agency is still working to close the gap with the state for permanency. The measure of exiting within 12 months has been reduced but CPC is lagging at this time. However, the agency is outperforming the state with kids being seen in 30 days.

Reggie asked why is medical and dental is so difficult. Karin replied the medical is simpler and well documented. Dental is extremely difficult – target is for a child to be seen every six months with verifications and documentation. Reggie asked if CPC has staff to assist and identify providers. Karin replied that CPC does have staff who follow up and a second nurse is being hired.

Bill asked why CBCIH isn't dealing with it. Karin replied that they help with the insurance portion, but our caregivers are responsible for the appointment arrangements.

Reggie asked who is responsible for getting the records and input. Danielle replied that the nurse is responsible for all records and to ensure follow up. They will reach out to the caregivers to make sure the children are being taken to the doctor and dentist. CPC also has a Child Well-Being Specialist who uploads all that information into the system. Case Management is also taking about it during their home visits.

Bill asked if the children receive Medicaid or the child welfare specialty plan. Karin replied both.

Karin stated that the agency's OHC number is down to 770. CPC previously received 60-65 cases per month and the average now is 25 per month which is extremely manageable. CPC has finalized 218 adoptions and 89 permanent guardianships. The agency has made significant progress and is outperforming the state in this measure.

Karin stated that CPC hosted a new event called Hope Bash Day with 40 teenagers in attendance. Many siblings were able to spend time together having fun. Karin showed pictures from the event.

In June the agency hosted a Reunification Day Luncheon. The Mayor of South Daytona spoke, and all local judges were in attendance as well.

National Adoption Day will be at the Hard Rock Hotel in Daytona Beach on November 17<sup>th</sup> at 9am. Board members are welcome to attend.

Karin stated that CPC was able to make some upgrades (new carpet) which made staff happy. The agency is working to move training and support staff into the new office across the street.

**VI. Board Comment None**

Reggie stated that Karin and the CPC staff are doing a great job and have come so far. He does have some concerns about the medical and dental measure but will keep an eye on it.

**VII. Public Comment None**

Lori thanked everyone for all the helpful information.

Christy said she is looking forward to Adoption Day.

**VIII. Adjournment**

Bill adjourned the meeting at 5:14pm.