

Board of Directors Meeting

December 6, 2018

Members Present: Bill Griffin, Pam Masters, Jim Weite, Robin King, Myra Middleton, Elle Gilbert, Holsey Moorman (phone), Reggie Williams (phone)

Staff Present: Mark Jones, Karin Flositz, Danielle Antoine, Kellie McKenzie, Kristin Pandolfi, Christina Remmert

Guests: James Halleran (James Moore), Donna Brown (James Moore), Ed Moss (MKA), Justin Cabral (MKA), Eugene Todd (public guest)

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
MEETING CALLED TO ORDER	Meeting called to order at 3:05pm by Bill Griffin		
INTRODUCTIONS	Everyone introduced themselves and their affiliation.		

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CONSENT ITEMS	<p>Bill Griffin motioned to approve consent items – Robin seconded.</p> <p>ALL APPROVED.</p>		
FINANCIAL DEPARTMENT	<p>Financial Audit Review:</p> <p>Ed Moss from MKA Certified Public Accountants reviewed the 2017 financial audit.</p> <p>He stated that this is the best report with absolutely nothing negative at all that they need to report. Current assets are 2.6 million with net assets 686k mostly unrestricted but do have about 30k restricted. Total revenue of 38 million - about 1 million increase from previous year.</p> <p>Adoption and out of home care are the largest expenses.</p> <p>A couple of highlights on page 8 under income taxes: No reserves or income taxes have been reported. CPC didn't have anything of that nature.</p>		

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	<p>Statement of cash flows (page 9) was reviewed. The restricted funds are now included in cash flow.</p> <p>Revenue recognition (page 10) was reviewed. Ed Moss stated that there are some changes in the accounting world. As of 2019, operating lease liability will be reflected as a loan. It was suggested that CPC may want to consider making those changes in 2018. Non-profits are required to implement these changes by 2019.</p> <p>Lease liability can be put off until 2020.</p> <p>The next part of the document refers to the audit of the federal grants that CPC receives. Compliance of federal programs – standard language – perfect report, nothing negative.</p> <p>Another excellent metric that the organization met – low audit risk. The audit went very smooth – staff and James Moore were all very helpful.</p> <p>This audit will be submitted to the federal law clearing house once approved.</p> <p>Bill Griffin entertained a motion to approve the audit. Myra seconded. Robin approved.</p>		

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DISCUSSION ITEMS	<p>October Financials:</p> <p>James Halleran from James Moore reviewed the October financial statements.</p> <p>Income for this month 3.2 million. YTD 13 million of DCF funds.</p> <p>October's biggest expenses are adoption and out of home care. CPC is generally reimbursed on adoptions over what is anticipated.</p> <p>Travel and meals continue to be over. Clothing allowance will balance itself out - 87k over budgeted at this point.</p> <p>CO stands for Carry Over view. Our CO is at 455k which is the true over expenditure at this time.</p> <p>Bill Griffin thanked him for the report. Next is the Financial Viability Plan.</p> <p>Financial Viability Plan:</p> <p>Karin Flositz reviewed a Financial Viability Plan from EMT. She stated that CPC has spent some time looking at the front end of our contract with the House Next Door services.</p>		

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	<p>CPC was able to secure parenting partners and reduce that contract by two positions effective November 1st.</p> <p>Pam Masters asked if these are outside positions.</p> <p>Karin Flositz stated that these are contracted providers – some of the positions have been open for quite some time and CPC wanted to focus on those funds.</p> <p>Karin Flositz reviewed a pictorial of where the funds are coming and going.</p> <p>Myra Middleton asked if CPC still has one child out of state.</p> <p>Karin answered that CPC was able to work with Sunshine Health to have them pay for that child. But there are other children now. Something is happening in the specialized level of care that is not working for our kids.</p> <p>Myra asked if we are the highest level.</p> <p>Karin answered that more and more children are being required to be sent out of state. Right now, CPC is required to visit that child out of state rather than having that other state assist.</p>		

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	<p>Robin King asked if CPC has done an analysis on the cost of case management for kids.</p> <p>Karin answered that it's a moving target. CPC has worked with NTF to have our Family Builders program come to Putnam County and CPC is sharing a team with St. Johns. This is starting January 1st to get going now and stop the shelters there now.</p> <p>Karin stated that Putnam had a better month for removals as we're down to 42 from 80 the month before.</p> <p>Right now, with the movie Instant Family, CPC is going to be sending out a list of the 108 children to our current licensed foster parents. CPC will do individual matching and try to move children to homes where they belong and deserve.</p> <p>Robin asked if the Inspiration Grant is no longer receiving funding.</p> <p>Danielle Antoine answered that is correct but there are other programs to cover those needs.</p> <p>Danielle stated that CPC worked to convert the training to an online process that families would go on our website and fill out a</p>		

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	<p>screening application. Our internal staff would screen them. They will do an online orientation. This will be better customer service for our families, they sometimes get frustrated with our system.</p> <p>A Family Finder position has been posted and hired to search for relatives.</p> <p>Karin reviewed page five of the hand out and stated that we are well on track to meet our adoption goals. Adoptions are wonderful, but our mission is to reunify families first.</p> <p>CPC is working to have a re-training of all supervisors of the reunification process. We meet on Tuesdays at 3pm reviewing cases and helping our management staff find ways to solve problems. To move these cases forward and find permanent placement.</p> <p>At three months and five months we are doing a rapid safety feedback to look at the safety plan, monitoring, etc. to make sure the reunified families are on track. It assesses the CM review of the families and supervisors review of the case manager.</p> <p>The chart on page six shows the impact of what we are doing. The daily rate comes out every day and this is what we are paying attention to.</p>		

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	<p>Mark Jones stated that the key indicator of our financial health is that report of OHC daily rate.</p> <p>Karin stated that CPC has come up with a plan with our training staff around post pre-service training. We can move salary dollars to training dollars. Once they become credentialed case managers then they become salaried employees.</p> <p>Karin gave an Independent Living Update. Three children now that are on the waiver of persons with disabilities. We are constantly putting pressure on ADP to pay for those children.</p> <p>Bill Griffin ask if extended foster care is anyone over the age of 18.</p> <p>Karin answered yes, all kids get into extended foster care and they can opt out. They can come back until they turn 21. Mark commented that the CBC is responsible for reducing OHC but there are potentially six stakeholders involved. He has spoken with Patty at DCF about having teams from each stakeholder, GAL, judge etc. to work together.</p> <p>Mark Jones stated that there is a Strategic plan in your packet. Please take home and</p>		

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CEO UPDATE	<p>make updates by end of January.</p> <p>Myra Middleton gave an update about Flagler’s Christmas to Remember event. As of yesterday, they have 96 kids who are registered. They’re excited for the event on Dec. 22nd 11-3pm at the Flagler County Fair Grounds. They will need the liability certificate from CPC again.</p> <p>They would also like to have a foster parent nominated for the Humanitarian Award.</p> <p>Kellie McKenzie asked her to please send that information and she will send to our foster care coordinator.</p> <p>Holiday Events:</p> <p>Danielle Antoine gave an update on CPC’s Holiday events. CPC is full blown into our toy drive and we have lots of new donors. BJ’s restaurant sponsored 35 of our group home children and provided \$25 gift cards. Embry Riddle hosted a party and donated to us. Church of the Holy Child is also hosting a pancake breakfast for our families.</p> <p>Mark Jones stated that he has had the opportunity of serving CPC for over 8 years now. He has spoken to Bill Griffin and believes it would be best for him to step</p>		

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BOARD CHAIR COMMENT	<p>down in the Spring and not renew his contract. Mark stated that he will be here for as long as needed through the end of June. He has been blest to serve for almost 8 ½ years. He thanked the board for allowing him to serve.</p> <p>Bill stated that Mark is incredibly gracious and at that time, he was the person needed for the job.</p> <p>Pam Masters stated that she would echo Bill and that Mark’s leadership has been incredible. She thanked him for his service.</p> <p>Myra stated that it has been a pleasure working with Mark, the integrity that he has shown is the reason she came to serve on this board.</p> <p>Reggie stated that he thanks Mark for all that he has done as CEO.</p> <p>Robin stated that Mark’s presence will be missed in the community.</p> <p>Bill Griffin recommend for the board to get a copy of the job description of the future CEO and decide what process they want to look at. He believes it’s fair to do some type of definition of what they want and look to see what talent we have. The Board can come</p>		

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	<p>together the first part of January. Obviously, they want to have input of the Executive Management Team.</p> <p>Myra stated that it sounds like a good plan.</p> <p>Bill stated that the board also will need to nominate a vice chair and a finance chair in the near future.</p>		
PUBLIC COMMENT	<p>NONE</p> <p>Thank you for your interest.</p>		
ADJOURNMENT	<p>Bill Griffin adjourned the meeting at 4:25pm.</p>		