



## Board of Directors Meeting

April 5, 2018

**Members Present:** Myra Middleton-Valentine, Bill Griffin, Robin King, Elle Gilbert

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

**Guests:** Tiffany Edwards (James Moore), James Halleran (James Moore), Donna Brown (James Moore)

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

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
<b>CONSENT ITEMS</b>	<p>Bill Griffin motioned to approve consent items – Robin seconded.</p> <p>ALL APPROVED.</p>		
<b>DISCUSSION ITEMS</b>	<p>Mark Jones: One-time incentive bonus went out to the staff this past week and we received positive feedback. This really helped employee morale. I want to thank the board for their approval on raises. We used green money 180k for this bonus, so we still have over 400k in green funds left.</p> <p>Funding update: Legislature said to make all non-recurring fund – recurring. The money that we would have lost we will be able to keep from this point on.</p> <p>Tiffany: It was very good for us.</p> <p>Robin: Is the prevention funding going to continue?</p> <p>Mark: They have the Families First Act – there are some challenges like how we use group care. They will have specialized group homes and there must be a specialty and accreditation to receive these funds.</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>Florida was behind The IV4 waiver. Next Board meeting we should have more info.</p> <p>Class Action Lawsuit – we’re starting to see more litigation on big Pharma for the people who were addicted to Opioids. Hospitals have sued them in the past. The CBC’s are coming together on a class action suit for the increased number of children in care due to the addition.</p> <p>Our Board member Pam Masters reviewed, and she does not see a drawback. The attorney in charge of the case believed the Pharma companies will settle. Since DCF has already reimbursed us for these fund – they will have the option to take back the funds.</p> <p>Bill entertained a motion to move forward with the litigation.</p> <p>Robin seconded.</p> <p>All Approved.</p> <p>Mark reviewed the COU review draft report. Overall a good report but issues in Putnam County.</p> <p>We need to improve a supervisor development plan. Turnover rate has increased. Mark met with the supervisors this</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>morning and heard a great presentation. We will be hearing more about this in the future.</p> <p>One of the challenges is the communication of data management information.</p> <p>Bill: This is normal for any organization to have a communication disconnect due to language and vocabulary. But now we at Halifax meet in a conversational way that allows for more engagement. It's a conversation instead of a meeting that no one understands.</p> <p>Karin: We started once a month having data calls where we discuss high level information to the supervisors and they can communicate with their staff.</p> <p>Danielle: We have 5 CPA's out in the field recruiting. The best way to recruit are the foster parents. Also, the power of social media. We do have some ideas of doing live Q&amp;A's on Facebook. We are also hosting a Pastor's Luncheon to inform pastors of this need and mission. We are looking forward to that on the 20<sup>th</sup> of April.</p> <p>Mark: There is a good report of placements on the COU. But the relationship between PI's and CM is strained particularly in Putnam county. We know about that and we will address that shortly.</p>		

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
	<p>Shelter changes - will now have a case manager assigned during time of shelter – before the staffing.</p> <p>Karin: Putnam County shelters have tripled and that creates stress and relationship problems between the PI's and CM's. I have been running a meeting of safety services for children for months. This caught the attention of Clay county and they asked if we were interested in doing Integrated services.</p> <p>Clay Safety Alliance has very structured meetings, training and new initiatives, the highest needs get past around. They had one on April 13<sup>th</sup> and I got to go and see this meeting. He had the skills to bring the right people to the table. The mayor is on board and he is really engaged.</p> <p>I will report back at the next meeting.</p> <p>Bill: Do we have the right people in the right seat in Putnam?</p> <p>Karin: DCF has scheduled a trauma toolkit for our staff and that will help. We have a new Judge, so we are excited about that.</p> <p>Mark: Karin you are doing a really great job with that.</p>		

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
	<p>Bill: I read this COU report last night and it really shows some great work. Some of the graphs really shows shocking stats that most people do not know about. There are some things we can all improve and work at improving. The day we can't improve is the day we need to go home. Great job to CPC.</p> <p>If I was recruiting I would use this report to show an agency with a success story because it is.</p> <p>Mark talked about Friends of Children Breakfast coming up on May 23rd and Danielle discussed the sponsorship packet.</p> <p>Myra gave an update on A Christmas to Remember. Last year was our first and it was very successful. The date will be Dec 22<sup>nd</sup> We are expecting Bill the Santa to come.</p> <p>Bill: Thank everyone for being here and the COU report does a wonderful job of summarizing the work that is being done for kids who are most vulnerable. It's hard work but it's being done very well.</p> <p>Robin: Some of the highlights from there should be shown at the breakfast.</p> <p>Bill: The Catholic Diocese is starting open</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>table meetings and the individuals being matched will begin going through Catholic Charities.</p> <p>It's a group of 6-8 people who agree to come together once a week for an hour to develop a relationship with individuals who don't have a family or support system. The table becomes a surrogate family.</p> <p>Is there a way to have an open table to aging out kids?</p> <p>Robin: Last July there was Elevate Daytona – a series of people getting up and giving 5-minute speeches. There was a young man who got up and attributed to his success about the power of mentorships. Utube Chris Evans – Elevate Daytona. Ignite.</p> <p>Robin: Do we still do Inspiration Grant?</p> <p>Danielle: Yes, but we do not have a lot of funds. Christina just applied for a few small grants to try to replenish.</p> <p>Sunshine Care Health offers a \$150/year for children to apply.</p> <p>Robin: Do you still have a mentor program?</p> <p>Danielle: Yes, but we just hired a new coordinator.</p>		

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
<b>FINANCE DEPARTMENT</b>	<p>Tiffany Edwards reviewed the February financials. February is a nice month with only 28 days which helps with payments. At the end of Feb., we had 1.4 million in cash.</p> <p>We had 750k overspent on our contracts. We just turned in adoptions – we are requesting 500k for adoptions funds and a lot of this will be covered.</p> <p>There was a total revenue of just over 3 million. We had a slight profit of over just over \$4,000.</p> <p>We spent \$3800 for new tablets as a test run for Case Managers. This will allow them to do home visits electronic and save time. We are replacing old laptops with these tablets.</p> <p>Our revenues of 3 million are right on budget for the month of February. We are on budget with salaries, expenses. Vacancy rate is a little over budget due to paid out PTO.</p> <p>Insurance YTD is slightly overbudget.</p> <p>Support YTD underbudget.</p> <p>Telecommunication YTD slightly overbudget.</p>		



	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>Travel is over YTD 23k - mostly mileage but also have a child out of state that needs monthly visits.</p> <p>Adoptions just over budget 50k – the state always makes us whole on adoptions, so this will not affect us year end.</p> <p>OHC – 60k overbudget for the month. 726k YTD overbudget. OHC support 26k.</p> <p>Right now, we are YTD overspent by 821k.</p> <p>Our true over-expenditure is 339k at the end of Feb.</p> <p>The legislature has given back of the bill funding. By April 23<sup>rd</sup> we will have to hand in expected deficit. They are going to see what the request is across the state. They should be able to refund the deficit so that all CBC's end at zero.</p> <p>DCF is trying to turn it around quickly and give everyone their cash by May. We should know by the next board meeting.</p> <p>Robin: How do we pay the bills?</p> <p>Tiffany: DCF pays us in advance so we don't run into cash problems until end of May/beginning of June.</p>		

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
	<p>Bill: We still have the line of credit correct?</p> <p>Tiffany: Yes, there are a lot of requirements with it, but we can draw cash from the line of credit for up to 10 days.</p> <p>Bill: How many laptops do you have that we need to refresh?</p> <p>Tiffany: 102 for case management. We started with 5 in Daytona and 2 in Putnam. We are considering purchasing on a rotation until we have the cash to purchase again. DCF gave them to all CBC's at one time but that is no longer the case.</p> <p>990 2016:</p> <p>I think it's very useful for you to really look at the 990's – it is public record. Its available on GuideStar. It does have Executive Management salaries and Board member names.</p> <p>It also gives a description of our three main programs foster, adoption, and case management.</p> <p>It shows 35 million in program expenses and 3 million in administrative expenses</p> <p>We do have to get board approval.</p>		

	<b>DISCUSSION</b>	<b>ACTION</b>	<b>ASSIGNED TO &amp; DEADLINE</b>
	<p>Bill: Is there any material difference from this year and last year?</p> <p>Tiffany: No</p> <p>Robin: I would move to approve the 990 as presented</p> <p>Myra seconded</p> <p>All Approved.</p>		
<b>BOARD CHAIR COMMENT</b>	None		
<b>PUBLIC COMMENT</b>	None		
<b>ADJOURNMENT</b>	Bill Griffin adjourned the meeting at 4:53pm		