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

GOVERNANCE BOARD MEETING
June 27, 2024
Minutes

Board members in person:, Mr. Dan Rodgers, Chair, Mr. Storm Doddy, Board Vice Chair, Mr. Eric Austin, Board Treasurer, Bishop Clark, Community Member, Ms. Stephanie Larkin, Community Member, Mr. Sean Kostelnik Community Member, Mr. David Hill, Community Member, Ms. Jennifer Muntz, Community Member, Mr. Rick Ely, Community Member

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

Board Guests: Dr. Valerie Holmes, Vice President and COO, Mr. Don Johnson, CFO, Ms. Kelly Swartz, CLO, Ms. Stacy Peacock, CAO

Board Guests online: Ms. Tracy Klinkbeil, DCF and Ms. Maria Nistri, DCF

Mr. Rodgers welcomed all in attendance.

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

Motion: Mr. Austin moved to approve the June 7, 2024 Agenda. This was seconded by Mr. Doddy.
Discussion: Mr. Austin asked to move the Governance Policies and May Financials under the consent agenda
Vote: The Ayes have it and 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. Hill moved to approve the May 23, 2024 Governance Board Meeting minutes. This was seconded by Ms. Larkin and without further discussions, the motion passed.

Mr. Rogers made the following announcements:

- The following annual trainings will be delivered at this meeting by Ms. Kelly Swartz: The Training Attestation form provided must be signed and remitted to Ms. DeGennaro immediately following the training.
    - HIPAA
    - Whistle Blower
    - Code of Conduct: GOV001 Ethics
    - General Compliance
    - Fraud, Waste, Abuse
- Our Insurance Policy Renewal was extended to September. The Premium Renewal Proposal will be reviewed at the August Board Meeting.

<u>New Business</u>

<u>Annual Trainings</u>
The HIPAA, Whistle Blower, Code of Conduct, General Compliance and Fraud, Waste and Abuse Training Presentations were posted to the Board Portal in advance of the Board meeting. No comments were expressed during the review Period. Using the PowerPoint Presentations as presented, Ms. Swartz provided the annual training for each.

Discussion ensued regarding tracking and comparing compliance measures and incident reporting nationally, locally and internally. Ms. Swartz reported the Child Welfare System of Care is heavily regulated nationally and locally to include internal review of compliance measures and complaints. The Inspector General tracks and oversees all compliance breaches and complaints submitted to them directly. Dr. Holmes provided an example of IG oversite and remedy: Falsification of records will result in losing Federal, State and COA certifications if the individual is found guilty. The agency uses several methods to mitigate all incidents and complaints internal and external:

- A Risk Committee managed by the Compliance Officer meets routinely to review the Risk Registry for critical incidents reported, missing persons, exit interviews for children leaving foster care, arrests, along with placements changes. The committee reviews and identifies trends to mitigate and implement counter measures. The committee also meets with the Board Risk Committee to review the risk registry.
- Client Relation Customer Service complaints are addressed upon receipt and are followed through to resolution or forwarded to the Risk Committee.
- Annual Surveys are distributed to staff and stakeholders/providers. Results are reviewed, concerns are addressed and counter measures are implemented for resolution to concerns. The Surveys are presented to the Governance Board annually.

<u>2024-2025 Family of Agencies Budget Review</u>
2024- 2025 Salary Administration Plan (SAP) and HR2501 Total Compensation were posted to the Board Portal in advance of the meeting. No comments were expressed during the review period. Mr. Johnson reviewed the 2024-2025 Family of Agencies Budget along with the 2024- 2025 Salary Administration Plan (SAP) and HR2501 Total Compensation with board members as presented. He noted the agency has not received the actual schedule of funds and the budget presented is based on the information as of today.

Discussions ensued regarding the negative Vacancy Rate and the timeliness of the budget submission. Members would like to see the following items addressed:

- Adjust the Vacancy Rate Reporting
- Develop a Budget Calendar
- Schedule a Budget Workshop with Board members to learn the nuances of CBC budgeting and the financial reporting process
- Provide the board with the Budget and Financials in a timely manner
    - Budget 30 days in advance of review and approval
    - Financials as close to month end closing as possible

2024-2025 Budget

Motion: Mr. Austin moved to approve effective July 1, 2024 a 90 day provisional approval on the preliminary budget as presented, with the actual budget to be presented before October 1, 2024, based on the schedule of funds provided by the Department of Children and Families and in accordance with the spending plan. This was seconded by Mr. Hill and without further discussion the motion passed.

2024-2025 Salary Administration Plan HR2501 Total Compensation Policy

Motion: Mr. Austin moved to approve the 2024- 2025 Salary Administration Plan (SAP) and HR2501 Total Compensation Policy as presented. This was seconded by Mr. Hill and without further discussion the motion passed.

Community Foundation of Brevard Statements
The July 1, 2023 – March 31, 2024 Community Foundation of Brevard Accounts Statement was posted to the Board Portal in advance of the meeting. No comments were expressed during the review period. Members reviewed the statement as presented.

Motion: Ms. Larken moved to approve the July 1, 2023 – March 31, 2024 Community Foundation of Brevard Account Statement as presented. This was seconded by Ms. Muntz and without further discussion the motion passed.

Recurring Business

Consent Agenda
DCF Contract Measures, G0V001 Ethics, GOV002 Conflict of Interest, GOV014 Sunshine Compliance, GOV015 Moral Character & Background Screening and GOV212 Public Health Emergencies were posted to the board portal in advance of the meeting. No comments were expressed during the review period.

Motion: Mr. Doddy moved to approve DCF Contract Measures, G0V001 Ethics, GOV002 Conflict of Interest, GOV014 Sunshine Compliance, GOV015 Moral Character & Background Screening and GOV212 Public Health Emergencies as presented. This was seconded by Mr. Hill, and without further discussion the motion passed.

<u>CEO Board Report</u>
The CEO Board Report was posted to the board portal in advance of the meeting. No comments were expressed during the review period. Mr. Scarpelli provided an overview of his report and noted the following:

- Referenced the Guiding Principles generated from the May 23, 2024 Board Retreat
    - Board Structure
    - Upward and Outward community outreach
    - Expand into the Tri-Counties
- Mr. Scarpelli noted he is available to the board 24/7 to discuss and meet with prospective board members.

Members would like to move Key Performance Indicators (KPI) discussions to a time to be scheduled in July. Ms. DeGennaro will present dates and times upon her return from leave.

<u>BOARD COMMITTEE REPORTS</u>

<u>Board Executive Committee:</u> Mr. Rodgers, Chair reported the committee did not meet in June.

<u>Board Finance Committee</u>**:** Mr. Austin, Chair reported the committee meets quarterly via zoom to perform a deep dive review of the financials. The Finance Committee did not meet in June.

<u>Board Risk Management Committee:</u> Mr. Doddy, Chair the risk committee did not meet in June.

<u>Board Recruitment Committee:</u> Mr. Rodgers, Chair reported the committee did not meet. No new applicants to review.

<u>Board Marketing Committee:</u> Mr. Kostelnik, Vice Chair reported the committee met on June 19, 2024 and reviewed the Social Media outreach and data analytics.

Motion: Mr. Doddy moved to adjourn. This was seconded by Ms. Larkin.

Respectfully Submitted,

Laurie-Anna DeGennaro
Board Liaison

Approved by Family Partnerships of Central Florida Governance Board of Director on August 22, 2024