



Board of Directors Meeting

June 6, 2019

Members Present: Bill Griffin, Pam Masters, Robin King, Reggie Williams

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

Guests: Tiffany Edwards (James Moore), Lori McCray (DCF)

	DISCUSSION	ACTION	ASSIGNED TO & DEADLINE
MEETING CALLED TO ORDER	Meeting called to order at 3:15pm by Bill Griffin		
INTRODUCTIONS	Everyone introduced themselves and their affiliation.		

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CONSENT ITEMS	<p>Bill Griffin motioned to approve consent items - Pam moved, Reggie seconded.</p> <p>ALL APPROVED.</p>		
DISCUSSION ITEMS	<p>Reggie Williams served as the Chair of the CEO Search Committee. He thanked Pam and Jim for working out their schedules to make the interviews happen. It was a long process as they interviewed five candidates. They came up with a series of questions with Pam's help to ensure that all aspects were covered. Of the five candidates that were interviewed there were two strong candidates – Valerie Holmes out of Brevard county where she works in the capacity that Karin does here at CPC. She interviewed well and educated us on their processes. Karin also interviewed well, and they were both equally qualified.</p> <p>Reggie motioned to approve Karin Flositz as the next CEO of Community Partnership for Children. Robin Seconded. All Approved.</p> <p>Robin stated that this wasn't just a handover. It wasn't an easy task to narrow down the</p>		

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	<p>resumes. It was a well sought-after position, and this is a well-respected agency.</p> <p>Reggie thanked Robin for the preliminary work of narrowing down the resumes and making the room available for the interviews. He also thanked Christina for her administrative assistance during the process.</p> <p>Danielle gave an update on the Friends of Children Breakfast, the award winners and the total donations.</p> <p>Bill suggested that we look at other ways to raise funds at the event. For example, the Wings of Hope event would auction off nothing but would say how many of you want to buy a laptop computer for a child and people would donate. The Boy Scouts gives attendees an opportunity to make a monthly financial commitment and electronically take out of checking.</p> <p>Pam commented that she really likes the breakfast but feels that it has dwindled. What do we need to do to change or revitalize it? Perhaps consider a luncheon.</p> <p>Robin commented that the other organizations discussed also have two big awards and the young professionals club behind it with a lot of volunteers. Robin</p>		

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FINANCIAL DEPARTMENT	<p>stated she would be happy to be a part of a committee to look at how we promote the event better.</p> <p>Pam commented that she feels like everyone would benefit better if we promoted it in another way.</p> <p>Danielle stated that the breakfast is not what it used to be, and she thinks after our 15th one next year we can look at other options.</p> <p>Bill commented that he walked away feeling like he could do more. As a lead agency, we need to be shining a light on everyone else.</p> <p>Danielle stated that in January we can get a committee together including the board to start planning the event.</p> <p>Christina gave an update on the CPC Benefit event at the Ballpark, donations and employee appreciation night.</p> <p>Tiffany reviewed the preliminary 2019-20 budget. Salaries have bumped up because we are getting a good amount from DCF to add positions for July 1st. We've also added 260k for raises this year.</p> <p>Robin asked if it will be the same increase across the board.</p>		

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	<p>Mark answered that we have different models: 3, 4 and 5% depending on longevity.</p> <p>Tiffany stated that even with the positions we are planning to hire and the raises, we are ending under budget for salaries.</p> <p>The next good change is insurance - we are looking at a 5% decrease on our liabilities.</p> <p>We've increased our budget for telecommunications due to renewals needed. We're hoping to finish up our case management 2-n-1 tablets.</p> <p>Bill asked if we have any software like mobile iron. Do we have the capacity to wipe all information out if a computer is lost?</p> <p>Kristin stated that our MIS dept does have that capacity.</p> <p>Tiffany stated that we are looking at increasing our training office rent and have included that in the budget.</p> <p>Robin asked where that office is located, and Kristin answered off Bill France, but we are outgrowing the space. We are looking at another space that works better for the number of CPI's and case managers in training.</p>		

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	<p>Robin stated that there is an office space next to career source and she will give us their info. They are great landlords.</p> <p>Reggie asked if we have looked at the contracts and included increases in the contracts.</p> <p>Karin responded that the contract language has always been there but there has been a lot of changes and some of the vacancies have been going on for six months. We cannot pay someone for positions that are not filled. We ask for the money back in those cases.</p> <p>Bill stated that he would like to see a schedule of those contract payments.</p> <p>Tiffany continued with the review of the financial budget. Out of home care is a line that makes or breaks our budget.</p> <p>Bill made a motion to approve this budget Reggie moved. Robin seconded. All Approved.</p> <p>Robin stated that she would like to see an amended budget with the actuals.</p> <p>Tiffany replied that she will have an amended budget for August.</p>		

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	<p>Tiffany reviewed the financials for the month of April. We are starting to see group and OHC go down in April. We ended just shy of 1.8 million in cash. Our deferred revenue is a loss of 504k but that doesn't include any possible risk pool funds and adoptions</p> <p>Danielle stated that our adoption goal was 210 and we should hit about 270.</p> <p>Tiffany stated that adoptions have helped our OHC number as they are fully funded by the state.</p> <p>Robin asked what the costs are associated with adoption.</p> <p>Tiffany stated that adoptive parents are given a stipend \$475/mo. until the child turns 18 and medical needs are covered.</p> <p>Reggie asked if that depends on the adoptive parent's income.</p> <p>Karin replied there is law that states income cannot be a factor. There are lots of benefits for adoptive families.</p> <p>Tiffany continued with the April financial budget review. There is a true over expenditure of 476k. We are waiting on the word from risk pool.</p>		

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CEO UPDATE	<p>Funding forecast – our deficit is decreasing, and our funding is increasing so we are happy about that. Prevention is recurring this year, so we are getting those additional dollars.</p> <p>Mark Jones stated that he met a very diverse gentlemen at lunch today. Dr. Gilbert Evans is an educator, lawyer, and a pastor at his church. He is very involved in Putnam county and excited about child welfare. Mark would highly recommend him as a CPC board member.</p> <p>Robin stated that he was recommended by Calvin Martin. Robin had reached out to him and asked about becoming a possible board member.</p> <p>Bill entertained a motion to approve Dr. Gilbert Evans as a board member, Pam moved, and Robin seconded. All approved.</p> <p>Mark thanked the board for the 9 years they have given him. It's been a great journey.</p>		
BOARD CHAIR COMMENT	<p>Bill stated that we deeply appreciate Mark's commitment - he came in at a dark time and brought a lot of light.</p> <p>Pam replied that we will miss Mark. She wouldn't be here without Mark bringing her</p>		

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ADJOURNMENT	<p>on the board.</p> <p>The board discussed the next process in making an offer to Karin Flositz through a contract. Bill will send a contract to the board to review, edit and structure. Then Bill and Karin will sit down and finalize the contract.</p> <p>Bill adjourned the meeting at 4:36pm.</p>		