



BOARD MEETING MINUTES

June 19, 2020

Board of Directors:

Sigrid McCawley, Board Chair; Michael Lepera, Vice Chairman; Christopher Cade, Treasurer; Amy Black, Secretary, Jillian Smath, Joe Rogers, Josefa Benjamin, Melida Akiti, Rebecca Brock, Sigrid McCawley, Tex Guignard, Victoria Thurston

Unable to Attend:

Armando Fana, Tex Guignard

Other Attendees:

ChildNet Staff: Larry Rein, Donna Eprifania, Julie DeMar, Dionne Wong, Susan Eby, Deena Ponto, Andrea Cunningham, Julie Janello, Michael Tyler, Latonya McClure, *DCF:* Elisa Cramer, Teresa Janeczek, Dawn Liberta

CALL TO ORDER – Sigrid McCawley, Board Chair

- Sigrid McCawley, Board Chair, called the meeting to order at 8:06 a.m.

APPROVAL OF MINUTES – Amy Black, Secretary

- Roll was taken and quorum was established.

The May 15, 2020 meeting minutes were reviewed. *A motion was moved to approve the meeting minutes. A vote was taken. The motion was passed unanimously.*

CHILDNET BOARD EMPLOYEE RECOGNITION AWARD – Dionne Wong, CHRLO

- The Broward May 2020 ChildNet Board Employee Recognition Award was presented to Michael Tyler, Lead Child Advocate, Unit C4.

BOARD SERVICE – Dionne Wong, CHRLO

- Approval of Resolutions #198-#200 – Election of Officers – The following names were brought to the Board for vote for Officer Positions for a one (1) year term, ending June 2021:
 - *Chair* – Michael Lepera
 - *Vice Chair* – Amy Black
 - *Secretary* – Victoria Thurston

A motion was moved to approve Resolutions #198-#200 for appointment of one (1) year, ending June 2021. A vote was taken. The motion was passed unanimously.

- Approval of Resolution #201 – Election of Officers – The following name was brought to the Board for vote for Officer Position for reappointment of one (1) year term, ending June 2021:
 - *Treasurer and Finance Chair* – Christopher Cade

A motion was moved to approve Resolution #201 for reappointment of one (1) year, ending June 2021. A vote was taken. The motion was passed unanimously.

- Approval of Resolution #202 – Election of Directors – two-year reappointment – The following slate of Directors are up for reappointment of two (2) year term ending June 2022:
 - Armando Fana
 - Josefa Benjamin



- Melida Akiti
- Rebecca Brock
- Tex Guignard

A motion was moved to approve Resolution #202 for reappointment of two (2) years, ending June 2022. A vote was taken. The motion was passed unanimously.

- Approval of Resolution #203 – Election of Directors – less than two-year reappointment – The following Directors are up for reappointment of less than two (2) years. The reappointments are noted as follows:
 - Jillian Smath – 5 months – ending November 2020
 - Sigrid McCawley – 10 months – ending April 2021
 - Joseph Rogers – 1 year and 6 months – ending December 2021

A motion was moved to approve Resolution #203 for reappointment of less than two (2) years as noted above. A vote was taken. The motion was passed unanimously.

NOTE: After the Election of Board Officers/Directors was approved, the Board meeting was turned over to the new Board Officers: Chair-Michael Lepera, Vice Chair-Amy Black, Secretary-Victoria Thurston, and Treasurer-Christopher Cade.

ADDITIONAL ITEMS FOR APPROVAL – Dionne Wong, CHRLO & Donna Eprifania, CFO

- Approval of Resolution #204 – Compliance with License Requirements, Regulations and Decrees – Discussion was held by Dionne Wong that all ChildNet licenses are in place.

A motion was moved to approve Resolution #204. A vote was taken. The motion was passed unanimously.

- Approval of Form 990 – Return of Organization Exempt From Income Tax – Donna Eprifania reported that in order to annually file our income taxes with the IRS, one of the requirements before we can file the 990 is to have full Board approval. The document was reviewed by the Finance Committee on May 27, 2020 and was provided to the full Board prior to this annual Board meeting. Ms. Eprifania noted that there are no material changes from last year's presentation and the documents are synchronized with our financial audit which was approved by this Board previously.

A motion was moved to approve Form 990. A vote was taken. The motion was passed unanimously.

FINANCIAL REPORT and INSURANCE UPDATE – Chris Cade, Treasurer/Finance Chair and Donna Eprifania, CFO

- Financial Report – Chris Cade reported that the Finance Committee went over the Palm Beach draft budget for FY 20-21 and that Broward's draft budget will be discussed in the next couple of weeks.

Broward - Donna Eprifania reported that at the end of April, Broward continues to be in a strong financial posture, and as we prepare for next fiscal year, we are using the premise of this year's current funding base and are looking for opportunities to ensure that we can get any one-time items completed in anticipation of a much more stringent budget in FY 21-22.

Palm Beach – Palm Beach continues to be strained as the census is more than we have historically served overall. The census is in the mid-1,600 and we would be better postured if it were more in the mid-1,500 range. The year-end projections continue to reflect a negative posture at the close of the year. We have received an Amendment from DCF to include back of bill funding of \$1.3 million. The \$1.3 million is to offset the deficit that ChildNet has projected and that which we supported as asked for by Children's Home Society in the amount of \$676,000 to help with their deficit. If the Governor signs the budget, which needs to be signed by the end of the fiscal year (June 30, 2020), we expect to receive our portion of those funds by June 30, 2020. Also included in the Amendment is additional dollars for maintenance adoption subsidies.



- **Insurance Update** – Donna Eprifania reported that ChildNet experienced an increase in premium costs for General & Excess Liability coverage. This increase was due in part to our loss history being over 100% over the last 5 years.

ANNUAL UPDATE – Dionne Wong, CHRLO

- **Discussion of Sunshine Law** – Dionne Wong noted that no changes have been made since last year. Julie Janello will send a link to the Board from the Inspector General with a video that discusses Sunshine Law.
- **Board Survey Presentation** – Dionne Wong reported that the Survey allows the Board to evaluate its own performance in effectuating the goals of the Strategic Plan and fulfilling ChildNet's mission. This year, the Survey included three (3) new engagement questions that addressed first year progress on the three (3) strategic initiatives. The survey tool had 100% participation. The results demonstrated strong board engagement, commitment and participation. The tool is comprised of three distinct areas: engagement, self-assessment, and open-ended questions. The trend reflected in the open-ended questions emphasized Board member recruitment, strategic initiatives and fundraising.

Proposed Follow-Up Activities –

- **Items Q16 – Adequacy of Current Board Composition.** It was proposed that ChildNet expand board recruitment to include active marketing of board vacancies through the Director of Community Relations and to explore board position postings.
- **Item Q2 – Familiarity with organization's investment management and asset development.** ChildNet needs to devote time at a future meeting to discuss the understanding, meaning and applicability of this item.
- **Item Q4 – Local/National trends and developments.** Continue to provide updates and incorporate trends and development into board orientation.
- **Board/Committee Meeting Calendar, Board Roster/Contact List and Committee Structure and Membership** – These documents were updated and provided to the Board. Ms. Wong noted that there will not be a Board meeting in the months of July and December, unless otherwise requested by the Board Chair. Ms. Wong noted that the Governance/Executive Committee needs to fill the member at large position.
- **Annual Acknowledgement Form** – Annually, each Board member is to complete the Acknowledgement Form to note any conflicts of interest. Julie Janello will email the form to full Board for completion.

ANNUAL UPDATE – Julie DeMar, CPO

- **Management of Operational Procedures (MOP) Presentation** – Julie DeMar gave a brief overview of the MOP, which is the mechanism that demonstrates the review of policies and procedures, both internally and externally, in both counties. External reviewers include the Department of Children and Families' Quality Assurance Department, their Licensing Department, and their Contract Oversight Unit, the Florida Certification Board and the Community Based Care Integrated Health (CBCIH). As a result of the reviews, both internally and externally, there are times when there are actions identified to improve compliance with the policies and procedures. Ms. DeMar noted that the MOP is reviewed at the monthly Program Quality Committee meetings.

COMMITTEE UPDATES

- **Advisory Board Committee – Armando Fana, Committee Chair**

Larry Rein reported he gave an abbreviated census update. He noted that the total number of children is not decreasing as rapidly as had hoped. ChildNet is continuing to work with CHS regarding their high turnover.



- **Fundraising Committee – Andrea Cunningham, Director of Community Relations**

- Grant Opportunities: We applied for the following:
 - \$20,000 Community Foundation – COVID - approved
 - \$25,000 Palank Foundation – COVID - Pending
 - \$20,000 Community Foundation – COVID - Pending
 - \$25,000 The Common Fund - COVID – Pending
- Circle of Supporters – We are rebuilding the Circle of Supporters, which was started a few years ago, with the continued support of the two original founding members, Joe Rogers and Steve Light. The membership cost is \$1,000 a year, with option to pay monthly. All money raised from this will support a particular project or program that the members choose each year.
- Donor Retention - As we continue to focus on our current and new donors, Ms. Cunningham asked the Board members to write thank you notes either via email or through handwritten. Ms. Cunningham can drop off or mail some ChildNet notecards if desired.
- Building partnerships with organizations in our community
 - We had a meeting with Synovus to discuss ways to collaborate. They noted that a \$10,000 grant was available on July 1st in which we should apply.
 - T Mobile reached out for another meeting to discuss how they are helping in underserved communities.
 - Steve Light from Marsh & McLennan shared my contact information with someone at Humana to talk about their support.
- Volunteerism - right now individuals and organizations are reaching out to see how they can help. First Presbyterian Church, South Florida Media Group, Junior League, etc. are supporting us by hosting fundraisers and back-to-school drives. We have a foster mom in Palm Beach County who has organized a backpack drive for 500 backpacks filled with school supplies.
- IL Graduation – Palm Beach is on June 30th starting at 10:00 a.m. and Broward is July 16th @ 6:00 p.m.

- **Governance/Executive Committee – Michael Lepera, Committee Chair**

Michael Lepera reported that we will continue to not hold meetings in the months of July and December unless needed which we will then call a special meeting. The CEO Scorecard will be sent in July 2020 for discussion at the August 2020 Governance/Executive Committee Meeting.

- **Program Quality Committee – Joe Rogers, Committee Chair**

Julie DeMar reported that the committee discussed the 3rd quarter CFSR and 3rd quarter foster parent survey data. Larry Rein reported that ChildNet, especially in Broward, has been performing very well on CFSRs. So well that DCF Secretary Chad Poppell has asked Mr. Rein to be part of a five member team that will lead Florida's efforts on a federal pilot project whose goal is to improve Florida's performance as a state and suggest improvements to the federal Department of Health and Human Services' Children's Bureau for their next round of federal reviews. Other members of the team include the DCF Assistant Secretary for Child Welfare, the statewide Director of Children's Legal Services, DCF's Chief Quality Officer, and Judge Essrig from Hillsborough County.

NEW BUSINESS

- There was no new business to discuss.



NEW BOARD CHAIR REPORT – Michael Lepera

- Michael Lepera reported he is excited to be working with this Board. He noted that the more ChildNet is visible in the community, the more interest we will get in our organization.

CEO AND PRESIDENT REPORT – Larry Rein

- COVID-19 Update – Mr. Rein reported ChildNet is working effectively remotely and we have not changed our stance on returning to the office. Mr. Rein reported that several children at His House, a residential group care campus in North Miami, tested positive for COVID-19 including five from ChildNet. His House had previously identified cottages on its campus specifically to serve any children who might become infected and need to be isolated. The children are being well cared for and His House has ample staff appropriately equipped to serve the children
- Racism and Racial Equity – Larry Rein reported that following the tragic death of George Floyd, he shared a message from the leadership team to all staff expressing ChildNet's concerns about everyone's well-being and safety, and encouraging everyone to create safe places for fellow workers and to be supportive of one another. At subsequent all-staff meetings, discussion was held on the actions that ChildNet should be taking to ensure that everything ChildNet does is with equity, fairness, free of bias and free of discrimination. Staff is very engaged in moving this forward. We are creating an internal "Racial Equity Taskforce" and have identified two (2) co-chairs: 1) Broward - Sheryl Williams, Program Officer of Case Management and Adoptions and 2) Palm Beach - Tamaru Phillips, Director of Intake & Placement. They will be looking at everything that ChildNet does to see if anything needs to be modified and updated to ensure that it is fair and free of bias, discrimination and racism. The co-chairs are in the process of identifying the membership of the taskforce. The leadership team and the two co-chairs will meet on a weekly basis to move this taskforce forward and we expect this to be an ongoing initiative of ChildNet.

OLD BUSINESS

- There was no old business to discuss.

PUBLIC COMMENT

- No public comment.

NEXT MEETING DATE

- The next scheduled Board meeting is Friday, August 28, 2020 @ 8:00 a.m.

ADJOURNMENT

- Having no further business, a motion was *moved* to adjourn the meeting. *A vote was taken. The motion was passed unopposed.* The meeting was adjourned at 9:51 a.m.


Victoria Thurston
Board Secretary


Date

(Corporate Seal)