



# BOARD MEETING MINUTES

June 22, 2018

## Board of Directors:

Melida Akiti, Board Chair; Armando Fana, Vice Chairman; Michael Lepera, Treasurer; Joe Rogers, Secretary, Amy Black, Christopher Cade, Jeff Dwyer, Lisa McDermott, Nichole Anderson, Rosha McCoy, Sigrid McCawley, Victoria Thurston

## Unable to Attend:

Lisa McDermott, Nichole Anderson, Rosha McCoy, Victoria Thurston

## Other Attendees:

*ChildNet Staff:* Larry Rein, Donna Eprifania, Sheryl Williams, Julie DeMar, Christine Butler, Dionne Wong, Julie Janello, *SOS Children's Villages:* Jillian Smath, *Fifth Street Counseling:* Garry Smyth, *Marsh & McLennan:* Steve Light

## CALL TO ORDER – Melida Akiti, Board Chair

- Melida Akiti, Board Chair, called the meeting to order at 9:38 a.m. The Annual Board Meeting was held at Pier 66 Hotel & Marina, Fort Lauderdale, FL.

## APPROVAL OF MINUTES – Joe Rogers, Secretary

- Roll was taken and quorum was established.

The May 18, 2018 meeting minutes were reviewed. *A motion was moved to approve the meeting minutes. A vote was taken. The motion was passed unopposed.*

## BOARD SERVICE

- Board Service Term Accrual – This shows each Board Director's Service Term Accrual.

- Approval of Resolutions #166-#169 – Election of Officers – The following names were brought to the Board for vote for Officer Positions for a one (1) year term ending June 2019:

- Chair – Melida Akiti
- Vice Chair – Armando Fana
- Secretary – Joe Rogers
- Treasurer – Michael Lepera

*A motion was moved to approve Resolutions #166-#169 for appointment of one (1) year, ending June 2019. A vote was taken. The motion was passed unopposed.*

- Approval of Resolution #170 – Election of Directors – two-year reappointment – The following slate of Directors are up for reappointment of two (2) years, ending June 2020:

- Amy Black
- Christopher Cade
- Rosha McCoy
- Victoria Thurston

*A motion was moved to approve Resolution #170 for reappointment of two (2) years, ending June 2020. A vote was taken. The motion was passed unopposed.*

- 3) Approval of Resolution #171 – Election of Directors – less than two-year reappointment – The following slate of Directors are up for reappointment of less than two (2) years. These reappointments are noted as follows:

- Nichole Anderson – 8-months, ending February 2019
- Lisa McDermott – 1 year, 5-months, ending November 2019
- Sigrid McCawley – 1 year, 10-months, ending April 2020

*A motion was moved to approve Resolution #171 with the above slate of Board Directors for the amount of the reappointment as noted above. A vote was taken. The motion was passed unopposed.*

#### **ADDITIONAL ITEMS FOR APPROVAL**

- 1) Approval of Resolution #172 – Compliance with License Requirements, Regulations and Decrees – Discussion was held that all ChildNet licenses are in place.

*A motion was moved to approve Resolution #172. A vote was taken. The motion was passed unopposed.*

- 2) Approval of Resolution #173 – Signature Authority as CEO for Contract Year 2018 – This resolution provides Larry Rein, CEO and President, signing authority for the contract year. This resolution is signed on a yearly basis.

*A motion was moved to approve Resolution #173. A vote was taken. The motion was passed unopposed.*

- 3) Approval of P&P CN 009.049 – Notice of Progressive Coaching, Counseling and Discipline Policy (previously named Corrective Action Plan) – Dionne Wong, HR Consultant, noted that this P&P now combines the performance component with disciplinary conduct.

*A motion was moved to approve P&P CN 009.049. A vote was taken. The motion was passed unopposed.*

#### **INSURANCE UPDATE – Marsh & McLennan**

- Insurance Update/Marsh & McLennan Presentation – Steve Light, Vice President of Property & Casualty, from Marsh & McLennan Agency, gave a brief overview of risk management services and projects from FY 2017-2018, ChildNet's insurance renewal, and considerations for FY 2018-2019. Mr. Light noted they are concentrating on improving processes: 1) make data more useful in identifying risk and areas of improvement, i.e. Incident Reports, 2) report compliance to develop procedures and processes to improve documentation and increase compliance (reducing backlog), and 3) Threats of Violence in the Workplace – reviewing policies regarding response, evaluating and elevating threats and steps to protect staff.

ChildNet Liability Insurance History – Mr. Light noted that the cost on liability has been on a downward track for the last five (5) years, which is a positive trend.

Considerations for 2018-2019 – Mr. Light noted that ChildNet elected not to carry Data Breach/Cyber Liability coverage. Discussion held that the annual premium quote for a \$1 million limit would be approximately \$19,000, effective July 1, 2018. General & Professional Liability – Mr. Light noted that the number of claims in the last three years has been very favorable. He did note that there has been a significant increase in the number of claims/records requests from June 2017 to June 2018 from one plaintiff law firm.



## FINANCIAL REPORT – Michael Lepera, Treasurer and Donna Eprifania, CFO

- Funding – Donna Eprifania reported that Larry Rein, CEO, signed the anticipated DCF Amendments for the 17-18 FY, Broward received \$5.7 million (\$5.5 million back of the bill and \$272,000 for adoption subsidy) and Palm Beach received \$1.18 million (\$1.17 million back of the bill and \$19,000 for adoption subsidy). This will eliminate the accounts receivable accumulated over the last three years in both Broward and Palm Beach. With this additional influx of cash, ChildNet was able to fund the Marsh & McLennan insurance fully, rather than financing like years past; this saved ChildNet \$23,000. Additionally, this back of the bill funding will allow ChildNet to move back to a 30-day net payment cycle, shorting the payment to providers by 15 days under the current terms of a 45-day cycle.
- Budget – Internally, finance has set-up a proposed budget; however, it is premature to adopt at this meeting as we are going to shift the cycle to mirror our funding streams. A Budget Workshop is being scheduled for the week of July 16, 2018 to discuss the details of line items within each respective county proposed budget. Highlights include: Part of the proposed budget includes the standardization and structure of the health benefit plans and contribution by the employees which has been streamlined down to 3 contribution approaches: Front line staff – 68% (CN)/32% (EMPL), Manager Level – 78% (CN)/22% (EMPL), and Executive Level – 100% (CN). This is at a cost to the agency in the amount of \$400,000, which equates to approximately \$1,175/participating employee. This amount has been factored into the proposed budget.
- Audit – Ms. Eprifania noted that a project plan has been created and a pre-Audit meeting will be scheduled with the Auditors, the Audit Committee, and the Finance Committee on July 26, 2018. In following the project plan, the Audit should be presented to the Board by December 15, 2018.

## ANNUAL UPDATE

- Board and Committee Meeting Calendar, Board Roster and Committee Structure and Membership – These documents were updated and provided to the Board.
- Discussion of Sunshine Law – Christine Butler 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.
- Annual Acknowledgement Form – Annually, each Board member is to complete the Acknowledgement Form to note any conflicts of interest.
- Management of Operational Procedures (MOP) Presentation – Julie DeMar noted that the MOP gives an overview of the number of policies and procedures that are reviewed through multiple avenues, i.e. externally by Department of Children & Families (DCF), the Casey Family Program, etc., and internally by the Continuous Quality Improvement Department and the Program Quality Committee. The primary reviews this year was by various units within DCF, i.e. Licensing Department, Quality Assurance Department and Contract Oversight Unit (COU).

Discussion was held that psychotropic medication, which alters behavior, has been a focus of DCF since a tragic incident involving a Broward child in 2008. The child died, and it was sensed that the death was related to use of psychotropic medication. The Medical Examiners' Report stated no that was not the cause of death. However, this led to heightened statewide attention to use of psychotropic medication especially with children in foster care. Administration of psychotropic meds



to a child in foster care are rigorously monitored and regulated. Administration of psychotropic meds requires a court order or parents' informed consent to provide to children in foster care.

On a quarterly basis, ChildNet participates in multiple reviews with DCF. ChildNet has its own internal performance improvement plan. Some areas of focus are: permanency under 12 months, permanency over 12 months, exits from group care, medical and dental care, completion of the ongoing family function assessment, increased placement of siblings together, incident report trends and consumer/stakeholder feedback trends.

- Foster Homes – Larry Rein noted that we are budgeting for professional marketing and outreach to focus on dramatically increasing the number of foster homes.

### **BOARD CHAIR REPORT – Melida Akiti**

- Board Survey – Ms. Akiti noted that the Board Survey will be discussed at Governance to be brought to the Board.
- July 2018 Board Meeting – Ms. Akiti asked the Board if they were okay with cancelling the July 2018 Board Meeting.

*A motion was moved to cancel the July 2018 Board Meeting. A vote was taken. The motion was passed unopposed.*

- Book – Ms. Akiti provided a copy of the book “Three Little Words: A Memoir” to all Board members as a token of appreciation.
- Jeff Dwyer – Ms. Akiti presented a glass award to Jeff Dwyer for his 10-year tenure on the Board.

### **CEO AND PRESIDENT REPORT – Larry Rein**

- COA – Mr. Rein reminded the Board that the COA site visit is scheduled for November 2018.
- COU – DCF has not yet issued a report on the COU Monitoring.
- ITN – ChildNet completed our ITN response, which is due to DCF on June 25, 2018. Our response will be hand-delivered today.
- Caseloads – Broward caseload has increased due to having a small training class. Palm Beach is finalizing the budget to increase case management workforce. Unfortunately, the number of children in care in Palm Beach has skyrocketed (115% increase in removals).

### **NEW BUSINESS**

- There was no new business to discuss.

### **PUBLIC COMMENT**

- Jillian Smath – SOS Children's Village – Ms. Smath noted that from the provider community perspective, the general consensus regarding ChildNet is very positive.





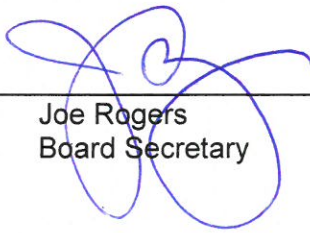
- Michael Lepera – High Caseload Concerns – Mr. Lepera noted that a foster parent he spoke with noted that due to the case worker's high caseload, the biological mother has reduced visits and the case worker was not prepared at court. Their high caseload is affecting their work. Another concern that was brought up was the amount of the subsidy as there is no difference in the subsidy amount between a baby and a teenager.

#### NEXT MEETING DATE

- As noted above, the July 2018 Board Meeting has been cancelled. The next scheduled Board meeting is Friday, August 24, 2018 @ 8:00 a.m.

#### CONCLUSION

- 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 11:21 a.m.

  
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Joe Rogers  
Board Secretary

9/4/2018  
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Date

(Corporate Seal)