



**BOARD MINUTES**  
**1965 Beachway Road - Conference Room**  
**Jacksonville, Florida**  
**December 13, 2011**

**MEMBERS PRESENT**

Dr. George Armstrong  
Ashley Smith Juarez  
Donna Van Puymbrouck  
Philip Mobley  
Lynn Sherman  
Michael Bruno  
Dennis Lafer  
Eloy Castroverde  
Von Fuller  
Michael Mullin

**NOT PRESENT**

Cindy Graves  
Jay Alligood, Jr.  
Naveen Agarwal  
Lydia Russo  
Joseph Cummings  
Paul Harden  
Kimberly Waterhouse  
Dino Hicks  
Wayne Clark

**STAFF PRESENT**

Chuck Young  
Lee Kaywork  
Lee Wilson  
Ann Philips  
Roberta Zipperer  
Dan Perle  
Ray Holt  
Vicky Basra  
Sarah Markman  
Adam Cassidy  
Brandie Leo  
Brenda Stewart  
Alanna Zelinski

**GUESTS**

Raymond Z. Bateh, CPA

**CALL TO ORDER**

The Monthly Meeting of the Board of Directors of Family Support Services of North Florida, Inc. (FSSNF) was called to order at 11:30 am by Dr. George Armstrong, Board President. A quorum of voting members was in attendance as set forth in the Bylaws.

Dr. Armstrong called for approval of the November Minutes that were previously emailed to board members. **Minutes were unanimously approved.**

Roberta Zipperer presented awards to recognize donors and volunteers who contributed to the Tour de Trails bike ride and trip that 14 of our teens participated in during a long weekend in November.

**NEW BUSINESS –**

Raymond Z. Bateh, CPA, of Harbeson, Fletcher & Bateh, Certified Public Accountants, presented to the Board the auditor's report on the annual financial audit conducted for FSSNF. The report was for fiscal year 2010-2011. FSSNF received an unqualified opinion. A full copy is available for inspection. The Finance Department was commended for the superior job it does in maintaining FSSNF's finances.

**A motion was made and accepted to formally accept the audit report. The vote was unanimous.**

## **PRESIDENT'S REPORT –**

An update was provided on the FSS, Inc. Board Meeting that took place earlier this morning:

A financial investment presentation was given by Lou Walsh, the Senior Vice President for Investments of USB Investment Services. The presentation was for educational purposes. A decision was made that the Board is to meet separately in January to discuss moving forward on an investment plan for funds held by FSS, Inc. This will include reviewing financial goals for the near future and in the long term, how the financial resources will be distributed, and planning for additional investment firm business proposals.

## **EXECUTIVE DIRECTOR'S REPORT – Chuck Young, Interim CEO**

We presently have 1,800 children under supervision, evenly split between in-home and out-of-home care.

We are in the process of evaluating the way that departments are situated within our various buildings and will likely be doing some rearranging/restructuring aimed at increasing efficiencies; updates will follow.

The licensing report can be found on page 16, our goal is to have 300 active/ready foster homes by June 2012.

An cash-in-kind donations report is included in this month's Board Report and found on page 14. The in-kind and cash donations are expected to grow.

Linsay Warren's previous position as In-House Legal Counsel is currently open; we are seeking to fill it.

The CWLA convention will be held in Washington, DC between February 26 and 29, 2012; staff will be attending and Board members are encouraged to attend.

Vicky Basra presented an update on Family Preservation. The FAST numbers have been a main focus since July: 52 percent of the cases have closed fully compliant, 10 percent refused services, 22 percent ended in removals, 9 percent of families relocated out of our jurisdiction, 3 percent had the parent(s) in jail, 0.5 percent of families cannot be located and 4 percent are non-sheltered. Since July, 2009, we have served 636 families.

InsideOut Dads program serves incarcerated fathers by providing 12 one-hour sessions two times per week aimed at helping them to reconnect successfully with their children and families. We are currently on the fourth out of 12 sessions. These are fathers who will be released within six months from jail. Quotes by dads were shared that illustrated their excitement of and gratitude for the program. Our goal is to have served 120 fathers by October, 2012. Presently, the program is so successful that there is a waiting list for fathers who want to attend and there has been a high level of engagement thus far. Participation is strictly voluntary.

As of July, 2011, STEPS has served 1,187 families and 2,749 children.

Home for the Holidays adoptions in December – 55 families are slated to be involved.

Board members are invited to accompany caseworkers as they deliver the Christmas gifts that were purchased for the families via FSSNF departments that 'adopted' these families for the holidays.

Ray Holt provided an update on an Education Grant awarded to FSSNF. This is a \$249,000 education planning grant that has the goal of placing all children in our care between the ages of zero and five into higher quality childcare providers/centers. Recently Ray Holt, Roberta Zipperer, and Cindy Harpman traveled to DC and presented their plan to the Children's Bureau. One challenge will be our extraordinarily widespread geographic location. Our goal is to have 20 percent of foster children in high-quality childcare settings within year one and 100 percent by the end of the grant period, which extends over an eighteen month period.

Lee Kaywork provided an update on the agency's performance metrics and programmatic issues. Children in care numbers are stabilizing and children are coming into care at a slower rate. Previously removals were steadily increasing following the Barahona case publicity. The removal rate is now returning to normal rates.

Adoption numbers are increasing and Judge Gooding feels that this is significant. He does not support legal guardianship, as this is not a permanent solution to the children not having 'real/permanent' families. FSSNF will be at 175 adoptions by December 31 against a goal of 159 for the year.

## **EXECUTIVE COMMITTEE –**

The Executive Committee minutes can be found in the December Board Report on page 63.

Please plan on attending the Annual Board Meeting/Dinner on January 10, 2012. The speaker will be Michael Aubin, the new President of Wolfson Children's Hospital.

Proposed FSSNF Paid Time Off (PTO) policy changes – Dan Perle, HR Manager, discussed a change during the December Executive Committee meeting that would allow a carryover of accrued PTO that is currently 40 hours to allow 80 hours maximum to be accumulated after the second year of employment without manager's approval (currently approval for the 40 hours is required). This will allow for more flexibility for the employee. This will be submitted to DCF for approval; once received, it will be presented to the Board for a final vote of approval.

PTO donation policy is also be evaluated. Presently, no formal policy exists. Policy will be that an employee of any level may donate PTO hours to another employee of any level without consequence; this will have no financial effect over the course of a year.

Legal issues – The severance explanation submitted for Jim Adams was accepted by DCF attorneys. The McIntyre grievance was rejected – the complaint has no legal standing. The tail coverage decision in regard to Boy's Home has been postponed until spring.

## **COMMUNITY CULTIVATION –**

Chuck Young shared that FSSNF participated in two parades this season in Nassau County; we won first and second places for our float.

At the Annual Zoo Party held in December, we had at least 600 children in attendance. We also have experienced increased community involvement. Slides of the event will be presented at the Annual Meeting in January.

On December 19, approximately 30 adoptions will take place at Judge Gooding's Home for the Holidays adoption ceremony. Please RSVP directly to Judge Gooding if you have not yet done so.

The Jacksonville Giants will be hosting a holiday party for our IL youth at the Jacksonville Municipal Arena.

January 31, 2012 will be Children's Day in Tallahassee, details to follow.

## **ADVOCACY COMMITTEE –**

Lee Kaywork provided an update on the Independent Living bill. The IL Senate Bill passed the Senate Committee this week and is on track to win final approval. FSS concurs with this. Jesse Wilson, a FSS staff member, testified before the House of Representatives and was quoted in the paper, as well. This Bill will allow for stronger programs around our IL kids.

The governor's budgets are out; the Secretary of DCF proposed keeping IV-E Waiver dollars for CPI improvements and keeping adoption bonus from the federal government for advanced CP training. DCF is requesting a percentage of rollover dollars; we expect to be financially impacted this year.

## **FINANCE COMMITTEE – Lee Wilson, CFO**

Lee Wilson provided a brief update of FSSNF's financial position; detailed financial results are included in this month's Board Report packet; members are referred there for additional information.

The financial report was provided in the Board Booklet on pages 6 – 13 along with related notes.

Administrative costs are down, at 5.9 percent YTD and 5.3 percent for the month of October; this is a positive trend.

## **BOARD DEVELOPMENT –**

The Board Nominating Committee, chaired by Phil Mobley, recommended that the current officers remain in place for the upcoming transitional year: Jay Alligood, Jr., Finance Committee Chair; Michael Mullin, Executive Committee Chair; and George Armstrong, Board Chair.

**A formal motion was made to maintain the slate of officers as described above for the 2012 year, there were no additional nominations from the floor and the motion was unanimously accepted by the Board.**

Board candidate Kerrie Albert attended the Zoo Party this month and was very active and helpful.

**A vote was taken to accept two new Board members for the upcoming year: Kerrie Albert and Nicole Bryant. Both candidates were unanimously voted upon and accepted as new Board members by the members present.**

They will each be formally installed at the Annual Board Meeting/Dinner in January. A letter will be drafted on behalf of Dr. Armstrong and mailed to both Kerrie and Nicole.

## **GOOD AND WELFARE –**

George Armstrong sincerely thanked all Board members and FSSNF staff for their time, effort and support during this past year. He wished all a very happy holiday and upcoming new year.

The next Board Meeting will be the Annual Board Dinner will be held at 6:00 PM January 10, 2012 at The Hilltop on Wells Road in Orange Park, Florida.  
The meeting was adjourned at 1.00 PM.

Approved by \_\_\_\_\_  
Dr. George Armstrong  
President of the Board

\_\_\_\_\_  
January 10, 2012  
Date