



**FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC.  
BOARD MINUTES  
Conference Room  
4057 Carmichael Avenue  
Jacksonville, Florida  
February 8, 2011**

**CALL TO ORDER**

The Monthly Meeting of the Board of Directors of Family Support Services of North Florida, Inc. (FSS) 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.

**OLD BUSINESS**

- Dr. Armstrong commented that no actual meeting other than the Annual Board and Partnership meeting was held in January, 2011.
- The official documents for FSS, Inc. have been sent to the I.R.S. for formal confirmation of the tax-exempt status.
- Dr. Armstrong briefly discussed committee assignments listed on page 4 of the board booklet.

**EXECUTIVE DIRECTOR'S REPORT**

Jim reported that format of the Executive Report will be changed so that major items and issues are more easily displayed and reported to the board.

Jim introduced Robin Hearn, a licensed nurse, who will be working with children in care ages birth through five. She will be teaching foster parents and providing medical oversight in the homes. Jim explained that foster parents have access to medical and dental records that Robin will review during in-home visits to ensure the records are current. She is the only nurse assigned to CBC's in the state. This is a new program that we will be fine tuning.

Jim introduced Dan Perle who is the new FSS Human Relations manager. He was most recently with Publix stores and will be bringing their customer service programs to FSSNF. Dan gave a brief resume of his experience and looks forward to this new assignment.

Open and Existing Items – staff has met with Sutton Place and Clay County board members in an effort to discover future partnerships. Opportunities were discussed about sharing common administrative functions. Jim recently addressed Clay County Chamber of Commerce with a brief mention about FSSNF “State of the Union.”

FSSNF attended and displayed at the Statewide Philanthropy Association in Orlando. This provided a lot of exposure of FSSNF and for staff to meet with large funders throughout the

state. Board member Ashley Smith-Juarez gave a presentation on behalf of the Chartrand Foundation at this event.

There are currently 128 children available for adoption with 69 in a matched home. Fifty nine children are awaiting possible adoption placements. There are 1,759 children in supervised care, either in relatives, foster parent, or group home setting. There are 391 children in the traditional foster homes. This compares to over 1,300 children two years ago.

There was a brief discussion of why children are placed in group homes. Nancy Dreicer and Jerry Walters offered insight that these were older children who come to us via the Department of Juvenile Justice. While FSSNF's philosophy is not to place children in group homes, Touchstone Village and Seamark Ranch are examples of group homes provide the setting and structure that some older children required.

Jim gave his impression of the Governor's new budget proposal. It appears that FSSNF will not be undergoing any major financial reductions in 2011-2012 cycle. FSSNF is concerned that other programs, including education and mental health reductions, will impact our clients through some share partnerships. DCF representatives were hesitant to discuss any specific reductions other than a significant reduction in employees at the Regional level.

Jim closed by reporting that FSSNF is looking for job training partnerships for the children and parents who are our clients.

There have been no changes from last month in the legal area. There is only one matter that is considered open and active.

## **FINANCE COMMITTEE.**

Jay Allgood reported that the Finance Committee reviewed the financial reports that are included in the Board Book. There were no significant issues that require reporting to the board.

Jay reported that the Contingency Fund was reviewed as to expenditures and increased to \$10,000 at Lee Wilson's request. The Finance Committee agreed with staff that the outside auditors would be engaged to perform some specific audit projects that would address such issues as the handling of gift cards, etc.

Jay invited the board to review Committee discussion (pages 66- 75) for any questions members may have. The committee recommended adoption of the newly revised Fiscal Policy for Cash Management, which had been approved in committee on January 28. (Page 69 of the Board Book)

Issue: FSSNF receives revenue for performing background screening and fingerprinting services. Previously FSSNF staff would accept cash or personal checks. The auditors and DCF concurred that, other than petty cash, FSSNF will not be accepting cash payments.

It was also clarified that while no cash or personal checks are being accepted in payment for Live Scan screening services, FSSNF does accept payment by cashier's check or agency check.

A motion was made, seconded, and approved unanimously by the Board to adopt the revised policy as presented. (page 71)

ÿ Dr. Armstrong called for approval of the Cash Management Policy and Procedures (CM-1) recommended by the Finance Committee. **Motion was made and duly seconded to approve the Policies. Motion passed unanimously.**

A full report of board finances was distributed in the Monthly Board handout.

**ADVOCACY** – no report at this time. (*Aaron Bean has agreed to help facilitate the Children’s Day event at the Capital*).

**BOARD DEVELOPMENT** – No report at this time

**COMMUNITY CULTIVATION** – No report at this time.

**GOOD AND WELFARE**

Ashley Smith Juarez was recognized for her generous donation from the Emily Balz Smith Foundation and personally by her and her sister to support the Passport to Independence program.

The meeting was adjourned at 1:00 PM.

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

February 8, 2011  
Date