



**FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC.
BOARD MINUTES
Conference Room
1965 Beachway Road**

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.

- Dr. Armstrong called for approval of the last month's Minutes that were previously emailed to board members. **Motion was made and duly seconded to approve the Minutes from the February, 2011 board meeting. Motion passed unanimously.**

PRESIDENT'S MESSAGE – Dr. Armstrong mentioned that he traveled to Orlando recently to be a part of the CBC Board President's Council. David Wilkins, the new Secretary of DCF, addressed the group with his ideas and future expectations. He felt this was an appropriate time to network with other Presidents.

OLD BUSINESS – Dr. Armstrong reported that the employment contract between Jim Adams and FSSNF had become finalized and accepted at the last Executive Board Meeting.

SPECIAL PRESENTATIONS

Jim Adams introduced Linda Simmons, the Nassau County Foster Parent of the Year to the board of directors. Ms. Simmons was presented with a large framed copy of the Florida Times-Union with her picture and story on the front page.

He also introduced Edward Jackson, tax attorney, to the board for his pro bono training sessions with the Relative Caregivers and Adoptive Parents at their quarterly meeting. Mr. Jackson was presented a plaque for his positive contributions.

EXECUTIVE DIRECTOR'S REPORT – Jim Adams

Legal- still one active case pending against FSSNF that is being handled by our insurance carrier.

Expansion of Services – talks are still ongoing between other counties and private providers regarding possible mergers. The Clay County Foster Parent Association has requested that they become aligned with the FSSNF associations. FSSNF is forming a North Florida Foster Parent Council to coordinate training, events, and activities of all associations under the FSSNF umbrella.

Legislative – Jim reported that the Legislature is in session and we expect many significant changes due to the new Governor's mandate. Deno Hicks gave a national to state perspective and related contents of an article he read in the New York Times.

Casey Family program is doing their annual report which will feature one of the FSSNF children in the SCUBA program. This national recognition highlights innovative programs initiated and supported by FSSNF board and staff.

- Each year the risk committee performs an overall risk assessment of 8 elements identified by COA. The 2010 Annual Risk Assessment can be found in the board packet on page 55. Significant items this year included the transition to Bouchard Insurance which resulted in improvements in coverage and led to verification of FSSNF being identified as a named insured by our CMOs. Health and safety training and facility walk-through inspections have become integrated within the agency and occur routinely. CMO contract oversight was identified as an area of strength and the IT Business Impact Plan was recognized as an initiative to improve IT security and management.

FSSNF is working a COA trainer to ensure that the agency will be ready at time of re-accreditation in 2012. National accreditation gives FSSNF a thorough review of all policies and procedures.

Staff is working on a Foster Parent Re-design headed up by a new employee, Roberta Zipperer. FSSNF will strive to enhance the type of parent we license to take children in out-of-home care. The formal kickoff will be in November, 2011. (Mike Bruno volunteered to serve on the committee/focus groups). MAPP training will be expanded and handled directly by FSSNF. Training will be professionalized and contain more practical advice. Advanced tracks will specialize in issues specific to a particular age such as infant, teen, disabled, etc.

Jim explained an exciting new technology FSSNF will be introducing. FSSNF will deploy computerized babies which can be simulated and programmed to react and respond as a live baby would to needs and to care. This will be utilized as a tool to teach young teens and prospective foster parents how to parent. These babies are life-like and exhibit illnesses such as babies with substance abuse. The computer chip will detail how long the baby was held, if it was wet, diapers changed, etc. There is an extensive training before babies are handed out.

Jim announced that the head of our Legal Department, Amanda Vick; and Margaret Petronio, head of Contracts, are leaving. FSSNF staff, headed by Lee Kaywork, is studying a redesign of the departments for better efficiency.

There are 1,791 children under care now. There are 393 in the traditional foster care home. FSSNF is spending approximately \$14,400 a day for out of home foster care. The agency will meet the adoption goal of 137 adoptions set by DCF contract within the next days.

Jim mentioned that FSSNF staff will be introducing videoconferencing as a way to bring together all the professional staff and clients at one time for a case management meeting. This appears to be the future of meetings and offers a significant savings by eliminating travel and out of office expenses.

FINANCE COMMITTEE – Lee Wilson on behalf Jay Alligood. Lee said that in the interest of time, he suggested members review the Committee Minutes on page 58 of the board package. As a summary, he said the statements are of January 31, 2011. Net assets have increased \$55,000 over the previous month. The Administrative expenses are still at 6.7% overhead year to date.

The Fund Source Summary shows that FSSNF continues to accumulate a surplus of funds in the General Revenue Funds. FSSNF subsidizes the deficits in Independent Living and Adoption subsidy payments out of this surplus. The projected year end surplus is \$4.152 million.

All carry forward funds are being utilized from the prior year and will be expended by year end. Bank Balance of Board Reserve Funds as of January 31 was \$731,603.

There was a special financial risk assessment conducted by DCF Tallahassee. The annual assessment reviews random financial items such as individual transactions, checks, invoices, contracts with vendors, and how costs are allocated as required by the DCF Contract.

FSSNF was rated a very low financial risk on four of the measurements and a medium risk on two. FSSNF conducted a conference with the District Office and Tallahassee to understand why FSSNF was rated a medium risk instead of a low risk. Staff contends that FSSNF should have received a Low Risk rating. Jim reiterated that FSSNF scored high on the financial aspect; the criticism was on the information we receive from the CMOs and the new methodology. Lee Wilson will have training with the CFOs of our vendors to make sure that we are accomplishing the job that Tallahassee is requiring. The aim is to be an agency that receives a high rating (meaning low financial risk) in the way we document and allocate costs among the programs.

ADVOCACY – Ashley Smith Juarez introduced Aaron Bean who is working as a consultant with FSSNF. Aaron discussed “BLT” as our three issues to be brought before the legislators this year: B: keep the agency budget level (no cuts); L: support the Limited Liability bill to lower our insurance premiums and cap the total amount of any court action; T: treatment for children’s mental health stays in tact. All children have these issues and Aaron encouraged members to join him in Tallahassee on April 5th to speak directly with legislators.

On April 5th, a special meeting will be held with the Florida Coalition for Children and our key legislators. Aaron suggested that board members car pool which will allow board members to eat lunch with kids but access the legislators separately.

BOARD DEVELOPMENT – Wayne Clark reported that the committee had its initial meeting to discuss future board member cultivation. A matrix by age, profession, gender, etc. has been developed to ensure proper diversity. Dr. Agarwal suggested that we add “education” as a category.

Also, several sources were mentioned such as Leadership Jax, United Way, etc. to solicit new members.

Chuck Young is preparing a new application and orientation package for board members and will be adding an educational agenda item for each board meeting.

- A recommendation was made to add Paul M. Harden, an attorney in private practice, to the board of FSSNF. Dr. Armstrong called for a vote on the Committee’s recommendation. **Motion was made and duly seconded to approve Paul M. Harden to the FSSNF Board of Directors. Motion passed unanimously.**

COMMUNITY CULTIVATION – Dr. Armstrong reported for Kimberly Waterhouse that there will be a Foster Parent Training on March 26th that board members can attend. Also, Children’s Week events will culminate on March 29th with a walk from the Landing and a press conference and proclamation by the Mayor.

FSSNF will participate in the “Much Ado About Books” at the main library on March 19th where the Heart Gallery of North Florida is residing. Lastly, staff will be working with the Church of Latter Day Saints on April 16 during their day of service. They will be collecting diapers and wipes for the FSSNF STEPS program.

GOOD AND WELFARE

Dr. Armstrong acknowledged Mike Bruno who took time out of his schedule to speak with youth in Independent Living and about a career in law enforcement. Dr. Armstrong read one glowing letter from a youth who attended.

Von Fuller gave high reviews to FSSNF staff for all the media coverage and the comprehensive Board Book. Jim Adams assured the members that it would be improved again at the next meeting.

The meeting was adjourned at 1:00 PM.