

Board of Directors Meeting Minutes

January 28, 2021 12:30 pm
Via ZOOM

Chairman: Mike Jordan

Location: Kids Central- ZOOM

Present: John Cooper, John Aitken, Paula Mealy (minutes), Mike Jordan, Gordon Johnson, Bobby James, Lisa Alexander, Kelly King, Rebecca Schatt, Shalonda McHenry Sims, Matt Bartoli, Brad Rogers, Kevin Sheilley, Janice Johnson, Mark Wickham; Diana Brown

Board Members not Present: Lance Kinney, Cyrus Robinson

Guests: Barbara Williams (DCF), Sharron Washington (DCF)

Quorum: Yes

SPECIAL NOTE: Due to COVID-19, this meeting was conducted via ZOOM.

Call to order January 28, 2020 at 12:34 pm

I. Chairman's Remarks -

- a) Mike Jordan welcomed Diana Brown to the Board, and each member introduced themselves. Mike also announced that Dick Hancock, previous Board Member passed away recently. He played a major part in starting Equine Therapy programs for kids in care. Dick's daughter is now in the process of becoming a foster parent in honor of her Dad.
- b) Approval of Board Minutes from December –Kevin moved to approve. Bobby seconded the motion. All were in favor and unanimously approved
- c) Board Recruitment Update – Mike reached out to 2 possible members who voiced an interest, sent them annual reports and some flyers. He and Becky asked all members to think of one person to approach and discuss interest in joining the Board.
- d) Update on CEO Evaluation Tool – The Committee is organizing now that the busy holiday season has passed. Besides Gordon, the committee members are Lance, Brad, Mike, and Lisa. Meetings will begin over the next few weeks and they will seek Board approval in March.

II. President's Report

- a) December Performance Scores – Dental is yellow but going up – slow recovery from the effects of COVID impacting our ability to make appointments. CBC02 (also Yellow category) is not concerning. It is just below the minimum for a green score. John shared our DCF scores versus our peers of Heartland, Embrace, etc. and we outperform our peers across the region.
- b) COVID Update – Not many updates. New cases are trending downward. We have 5-10 staff, foster parents, and kids in care every day who are quarantined or who test positive. Two of our group homes in the last 2 weeks suspended operations due to COVID. Our staff are still visiting homes using PPE. Visits occur outside the home where possible, and by zoom whenever we can. We receive updates daily from our strategy department regarding the number of cases in our circuit. Gordon asked if KCI is double masking, based on new recommendations. Are we taking any new precautions? John indicated management meets regularly, reviews latest recommendations, and is doing whatever is needed. We have not double masked yet, but we will consider the idea.
- c) DCF Contract ITN – Invitation to Negotiate – John shared his status summary and how we are tracking our progress. Our response will be about 150 pages plus hundreds of pages of attachments. Since no letter of intent was required this time we don't know if we have competition or not. Several other lead agencies will also be starting this process in the

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next few months. Gordon asked if there was a bidder's conference and if questions had to be submitted in writing. John responded that there was no bidder's conference. DCF did have a call but did not ask for questions. There was an entity out of TX, and a non-profit out of Orlando who participated in the call. No questions were submitted.

- d) Secretary's Visit – Secretary Poppell is coming to our office on 2/11 for 2 reasons: 1) To have an earlier touch point with the community. They will visit Leesburg resource center, have lunch, and then visit WW Resource center. 2) Return to WW office to discuss John's Quality Management proposal (AARRT – Automated Accountability Review and Response Tool).
- e) Legislation – There have not been many bills presented yet but lots of discussion is ongoing. We expect several are in the works. Some news articles over the past few days focused on executive compensation, which is more fallout from previous stories regarding the millions paid by several lead agencies to their senior executives. Some are legitimate concerns, and some are misrepresenting the facts. KCI is not one of the CBCs of concern. John will send those report links out today for those interested in reading. Jessica is trying to get meetings with our state representatives, but due to COVID, meetings are difficult to secure. Brad asked about budget cuts. John responded that we have reserved the 3% we were asked to hold for cuts and feels we are prepared.
- f) Marion Case Management Location Update – Management has been looking for a new property to move to as the lease is expiring and we no longer need all of the space we have. We viewed several spots, all had issues either due to parking limitations or major renovations needed. John shared a design of a new space in the same building where we are now, but much smaller. Supervisors will have offices. Workers will not have a dedicated space but will have a shared space as they are not in the office frequently. There will be a visitation room, and quiet room for staff online with court.
- g) QM Approach (AARRT) – Quality tool previously presented by the Department contained 136 items and John feels it does not serve the intended purpose. John came up with his own abbreviated tool called AARRT(Automated Accountability Review and Response Tool) which shows real time data analytics. It will have a quality score for every case and every category in that case. (supervisor review, case plan review, referrals, when made and if appropriate) 26 total sub-categories. Very simple. A score of 3 indicates everything was completed, 2 means some items were done, and 1 means nothing was done. Dashboard will show status by worker, county, unit, etc. John will demonstrate for the Quality Committee and he will share with Secretary Poppell during his visit. If any board member is interested in joining us for the meeting, please let Paula know. Mike Jordan indicated he will be present. Brad will let us know. The meeting is 11:30 until 3:30.

III. Operations

- a) Out of Home Care – We have finalized 178 adoptions this year so far. We are a bit behind, but we are pushing towards the target of 300. We only have 40 new foster homes, but there are 22 in the pipeline, and we are trying to reach our goal of 100 like we have met over the last 2 years. We are trying to work on recruitment to help bring in more families.
- b) Diversion/Prevention – Regarding charts included in packet, although we are doing things differently due to COVID, there has been no impact on the families we are servicing. Regarding Family preservation, we are exceeding our target of 75% case closures, as we are now at 78%. Penny Beehler is the new Program Director of Marion Case Management, and she is currently evaluating where we need improvements in that office.

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IV. Financial Report

- a) December Financials – John Aitken reviewed financials and there were no questions
 - a. Statement of financial position looks good and there were no issues of concern per Kevin. John A. noted we are starting the year in good shape. Nothing noteworthy. Our balance shows we are doing well. No cashflow issue or issue paying providers.
 - b. Income Statement - There are significant variances (actual to budget) due to transition of Marion county, KCI salaries and Benefits cost increased, but Case management's decreased, so it balances out. Overall, we are \$638,000 below budget at this point. Kevin commented that KCI is doing a great job of controlling expenses in this challenging environment.
 - c. Functional Expense Statement – Gordon questioned how the PPP loan is currently reflected. John explained it is now recorded as a liability (deferred revenue). Finance motioned to approve. Seconded by Becky. All were in favor, and unanimously approved.
- b) Finance Report – (January 2021) – Reviewed by John with no comments
- c) Amended Budget Approval – There were a few major changes that shifted money around for fiscal year 2021. Marion transition, grant received will offset expenses, and looking to increase capital asset by over a million due to PPP funds. We have also put off replacing vehicles for too long. They have over 200K miles and are breaking down. It will be cheaper than reimbursing staff mileage. Kevin also noted that there is a safety issue for staff and kids if we continue to use the old vehicles. We also have computers that are way past their usefulness, and we need furniture for the new office in a flexible work environment. Finally, salary and benefits increases are included due to Marion transition and a cost of living increase for staff as we could not provide one last year. It will be 4% or 2% based on length of service. We still expect \$938K in DCF carry forward at end of year that will help us with next year's budget cuts due to COVID. Kelly moved to approve the amended budget. Brad seconded the motion. All were in favor, and unanimously approved.
- d) BSC Approval – Kevin reviewed all 3 score cards (Healthy Start, KCI, and Marion Case Management). John C mentioned some measures are stretch items as they are impacted by COVID. (Permanency in 12 Months effected by delayed court cases, adoption hearings are delayed, foster parent recruitment also greatly affected by COVID. Our new 40 homes so far this year is the lowest number in 5 years. Kevin moved to accept the score cards. Becky seconded. All were in favor, and unanimously approved.

V. Committee Reports

- a) Audit Committee (No Meeting)
- b) Quality Committee (December) – This team's formation was timely as they can be part of the Marion Case Management transition. They agreed to 4 measures (Adoption, Home Studies, Transition Process to Reunification and Court Responsiveness). Great opportunity to become best practices. They have been meeting monthly to ramp up. Anyone interested in joining, please let Lisa know. Mike Jordan indicated he wants to join the committee. Paula will forward the schedule to Mike.
- c) Executive Committee Report (No Meeting)
- d) Community Development and Media Clips – Gordon reported. Casino was cancelled due to COVID. HALO raised just under \$9770. Virtual 5k \$1280 raised with 76 participants, Gifts for Marion raised \$4K (goal of \$1500). Social media drives resulted in \$3,687 from Facebook and Amazon. Also, the 2020 Turkey Drive served more than 60 families and

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raised \$3,505 in donations. The 2020 Christmas Toy Drive raised \$20,000 on a goal of \$5000 and served 343 families. Total Funds (Cash/In-Kind) donations to date is \$92,000

VI. Unfinished Business / New Business – Nothing to discuss.

VII. Public Forum - Nothing to discuss

Next Meeting – March 25, 2021, 12:30 p.m. – 2:00 p.m. Location TBD and will be via ZOOM or Wildwood Springs Room, 901 Industrial Drive, Suite 200, Wildwood, Florida 34785

Meeting adjourned at 1:51 pm