

Board of Directors Annual Meeting Minutes

05/27/2021 10:00 am

Wildwood -The Springs Training Room

Chairman: Mike Jordan

Location: Kids Central– The Springs Training Room

Present: John Cooper, John Aitken, Paula Mealy (minutes), Mike Jordan, Gordon Johnson, Kevin Sheilley, Lisa Alexander, Janice Johnson, , Kelly King, Rebecca Schatt, Diana Brown, Mark Imes, Mark Wickham (by Phone), Cyrus Robinson (by phone), Brad Rogers, Shalonda McHenry Sims,

Board Members not Present: Bobby James, Matt Bartoli, Lance Kinney

Guests: David DeStefano, Billy Kent, Jessica Gilbert, Barbara Williams (DCF)

Quorum: Yes

SPECIAL NOTE: These notes include the regular May Board Meeting as well as the Annual Planning meeting that preceded.

Call to order May 27, 2021 at 10:08 am

The meeting started with the annual planning session

Mike Introduced new board member Mark Imes to all members and we had to Say goodbye to Kevin Sheilley after 7 years on the Board. Mike thanked him for his years of service and presented him with some gifts from KCI.

❖ Annual Planning Retreat

- Board Survey Results – David Destefano began by reviewing the annual Board Self-Assessment which is an accreditation requirement. It is designed to measure board effectiveness, evaluate board engagement in areas of compliance, accountability, financial oversight, and strategic planning, as well as assess strengths and areas for improvement. He was happy to report that we received responses from all 14 board members. He discussed the 11 primary measures and reviewed each area in detail. Dave highlighted a notable quote from a board member. “ The KCI board of directors is a committed group of citizens committed to ensuring that the agency meets the goals and objectives of its charter with foremost concern for children and their wellbeing with compassionate management, a dedicated staff and the financial strength to support its plans and programs. I am pleased to serve and be a part of it.”

In General, there were more neutral responses due to the presence of several new board members (brief tenure) and the COVID-19 situation. Some drop in strategic planning and biggest drop was in Community Engagement and legislative awareness again due to COVID 19 and new members. Comments in general discussed issue with zoom meetings and some loss of effectiveness (though there was and understanding as to why they had to be conducted that way), newness of board members, and compliments were given to John for his leadership. Summary of comments included a continued need to recruit board members from all 5 counties, continue efforts to make KCI more visible in the community, continue to find ways to bring more support to our foster parents and their needs, an acknowledgement that board member engagement was tough to evaluate due to COVID-19 restrictions, and acknowledging that the increase in neutral responses was likely due to lack of tenure on the board.

- Year-in-Review (System of care)– John briefly reviewed all charts. Children receiving Out of Home care has continued to drop as more In-Home services are being utilized.

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The large increase in children receiving family and facility based licensed care was due to the increase in Level 1 Licenses issued. Adoptions are down considerably due to the halt in TPR hearings since COVID-19 hit. Our measures are admirable given the barriers we faced. We are projecting 297 adoptions by end of fiscal year. Foster home recruitment has also taken a huge hit during COVID and the total number of foster beds capacity has also dropped from 832 at the end of last fiscal year to 726 as of April 2021. Our CBC scorecard has continued to be impressive throughout COVID. As of April, we have no red measures and though we do have several in the yellow area, we were hit with 2 group homes closing in March and that resulted in having to move 15 children all at once. We are also seeing impacts in permanency due to lack of court hearings. We are seeing 60-65% of kids live, every month even though COVID situation allows virtual visits. It's difficult to see kids confidentially (1 on 1) when on zoom as we can't determine if parents are in the room. When we visit live but outside, we can tell we are in confidence with kids. Marion county (Judge Robbins) has kept court open, which has helped our numbers. The 2 group homes that shut down in March resulted in a big impact on placement moves. Kids getting medical services never dropped below target but did drop some due to COVID. We did not get credit for telehealth visits for medical but did get it for mental health visits. The big dip in dental visits was because dental offices were all closed. The scores are climbing back up now. Kids aging out who are enrolled in secondary education has dropped, though the measure is still in the green zone. Many kids are on runaway status. One measure we are proud of is Keeping siblings together. We have consistently outperformed the state in that measure by using some group homes and by over-capping. An Overcap requires weekly visits, which is a hardship on staff, but to keep sibs together, we do it.

Last year priorities – CMA transition – Marion County Centers successfully transitioned to KCI. FFPSA Readiness – selected 2 new well supported programs (BSFT and Parents as Teachers). We expect those to be up and running by October 1st. There are only a few trainers and the whole country is trying to get trained. Quality assurance Alignment – KCI combined performance and QA under 1 area and developed a new quality approach (AARRT). DCF Contract - Huge effort went into our response and no one else responded - we scored 94% . Case Management Workforce stability is a huge issue statewide and we continue to work on it. We partnered with FSU to help.

Shalonda reviewed OOHC we are at 52 new foster homes and project 57 new homes for the year. 41 teen beds were added. We project 297 adoptions will finalize. Total level 1 homes is 141 now with 220 children placed. The cost savings associated with reunification and permanency of children in out-of-home care is \$643,175

Jessica reviewed Community Affairs - Work continued though this area was also challenged with COVID. Lots of eyes on our FB page. We increased Likes/Followers from 3,897 to 4,862 on our main KCI page and saw a 47% increase to traffic on our Foster/Adopt page. We raised over \$6200 and had over 100 online donations. Changed to online events in March due to COVID, conducting small sessions with current foster parents engaging with potential foster/adoptive parents. Our annual Foster Parent Appreciation (HALO – Helping and Loving Others) is scheduled for August. \$42K raised for Casino Night before it was cancelled. All sponsors committed

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to transfer funds to this year.

Training – conducted 4 Pre-Service trainings and 62 trainees, 80 In-Service trainings, 79 Child Welfare Certifications, 2,750 online trainings through MyLearningPointe, and completed a presentation at the 2020 DCF Summit on 40 Developmental Assets.

Family Preservation – 309 Dependency cases referred. 202 family Support Cases referred. Approximately 413 children served per month, which is up 19% from last FY. Over 875 children and families completed services successfully, up 25% from last FY. Pack and plays were provided to 26 families.

Kinship program is now required – Over 279 children and families participated in Kinship services as of April 2021. 100% of the children served remain with their relative families and did not enter foster care. We have had this program for 12 years and are currently being evaluated by FSU to become a Clearinghouse listed evidence-based intervention. Feedback so far is our program is one of the strongest they have seen nationally. (FSU)

Education – 1-person department – served 485 students. 731 ESSA staffings (Every Student Succeeds Act). 74 IEP Meetings (increase of 50% for July 2019- March 2020)

QA Dept – finished PIP ordered by state and for 9 of the areas in the CSR we successfully navigated 8. Permanency in 12 months failed but so did whole state and COVID contributed to that issue as well.

Healthy Start – We have outperformed every other program in the state. Clients find out about the program through Hospitals and OBGYNs mostly. We served over 2500 clients in all 5 programs offered and were invited to submit self-studies for the Parents as Teachers quality Endorsement process in both Alachua and Marion MIECHV (Maternal, Infant and Early Childhood Home Visiting) programs.

AARRT demo – DCF created a required QA program. IT appeared to be massive and way to complicated, not going to help resolve any issues as it looked at closed cases (too late to fix a problem). John developed AARRT program. We all need help as every state failed CFSR. John wanted to create actionable data and opportunity to fix while case is still open; not 2 years after it closed. He used 17 key drivers, not the unmanageable 191 factors the state used. Focused on 3 areas - supervisory reviews, services provided to families, and engagement with families. It looks at all cases but does a condensed review. Supervisors are immediately notified if you are low in one of the key areas. Performance is not as important as the correction. The intention is to correct before the case is closed. A measurement scale of 1-3 will be utilized. (3 did it all, 2 did some of it, 1 did none of it.) A dashboard will show a snapshot of the case status at all times.

Case Manager Project - Hiring and retention is a huge problem – Marion case load is 20 while other counties are around 14. No one aspires to be a case manager in school, nor do you hear of Case Management as a career path in school or college. KCI usually hires right out of college (and those hires don't stay very long). However, almost

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70% of workers had child protective services experience before coming to case management. Most leave job due to low pay and case load. Brad volunteered to go to state legislature to sell the results of our FSU study/recommendations.

Employee Survey Results -

- SWOT Analysis – Extensive list of Strengths was reviewed. At the top is our Community-based prevention and diversion programs, sibling placement, relative placement rate, Education Programs and support. As for weaknesses, inadequate and inequitable funding topped the list with Number of children in care, caseloads (Marion), and case manager recruitment/retention coming in second. For Opportunities, the court tracking system in Mindshare, Adopting Well-Supported FFPSA interventions, Medicaid claims for FFPSA, and Operationalizing AART topped the extensive list of 22 items. FFPSA has become the strongest question/Threat due to capacity for in-patient non-separated substance abuse services for families and a lack of information/clarity from DCF surrounding FFPSA implementation (state plan has not been submitted/approved by ACF/CB)
- FY 21/22 Priorities – Getting ready for FFPSA tops this list of 8 items(State will no longer pay for kids in group care). Redesigning our scorecard based on DCFs new contract measures, and Case Management workforce recruitment follow closely thereafter. We are trying to increase salaries further, but need appropriation for that to happen.

❖ Adjourned for lunch at 12 noon

The meeting resumed at 1:13pm with the May 2021 KCI Board Meeting following the Lunch break.

I. Chairman's Remarks -

- a) Approval of Board Minutes from March 2021 – This item was deferred to the next Board meeting in July.
- b) Executive Committee Minutes from April 15, 2021– review was deferred until July board meeting.
- c) Distribution of Annual Forms for Board Member update (Board Service Responsibility Statement, Conflict of Interest Statement, Confidentiality Agreement, Code of Ethics, Florida Sunshine Law, and Form 990 Governing Body/Key Employee Questionnaire)– Paula Distributed forms and requested completion today if possible. Return completed forms to Paula (Paula to follow up with those who were not present today, to ensure all forms are collected).
- d) 2021/2022 Slate of Officers- Kevin Scheilley announced this was his last board meeting. He had announced last year that he would only serve 1 more year. The Board discussed the new slate nominations during lunch, and all agreed to the following proposal: Mike Jordan will be the Chairman for one more year, Janice Johnson will become Vice Chair, and Mark Imes will be the Secretary/Treasurer. A formal vote will be taken at the next Board meeting in July.

II. President's Report

- a) Legislative Update

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- a. SB 80 – creates new face-sheet for Case Managers – The entry will be automated in FSFN and includes information on each child. Creates multidisciplinary teams (MDT) and requirements of those teams. John commented that this should shift at least some of the liability from KCI to DCF, as DCF appears to be removing decisions from KCI. There was also be a Special Hearing at age 16 for preparation for aging out of system, and we must be in an active search for kids who have already aged out to let them know the services that are available to them.
- b. SB 92 - Provides detail on procedures for the Hotline, and other upfront procedures, calls for CAC (Children’s Advocacy Center) participation in rapid response review teams when death of a child occurs, and also requires more DCF committee involvement when Foster Parent reports occur. More detail from Shalonda will be provided at next Board meeting.
- b) DCF contract update – We received a 6-month extension to our contract as DCF is not ready to proceed. This holds up our new building contracts for YFA as the landlord wants to see our new contract with DCF to proceed with the investment in building improvements we requested.
- c) COVID-19 Update
 - a. RTO – staggered returns begin the first week of June.
 - b. COVID Survey Results – We can require the vaccine per attorney presentation (see item c below) but KCI does not want to force it. KCI completed an employee survey after John sent email letter of encouragement. Less than half of KCI staff has committed to getting the vaccine. KCI has decided that if an employee has been vaccinated when they come to the office they can go without a mask. If not, the employee must wear a mask. Per Kelly, the Marion School board has no mandatory shots, Per Mark Imes at his bank no masks are needed if vaccinated. Kevin stated that CEP is following the same policy, which is if they are vaccinated, no mask is required. John stated that some of our females are young and are concerned about future reproduction effects of the vaccine. John presented the proposal that KCI wants to offer an incentive of 1 additional PTO day for employees who get vaccinated. Kevin moved for a vote in favor of the extra PTO day, seconded by Becky. All were in favor and unanimously approved.
 - c. Employer Vaccination Requirements – Legal Review – Employer can require the vaccine (At-Will employment). There are 2 min ways an employee can avoid a mandatory vaccine (covered under federal anti-discrimination laws (religious belief or disability). An employee can be fired if they don’t fall under one of the exceptions. It would be better to incentivize employees than force. Employer who requires the vaccine and ends up with a sick employee from the vaccine could be held liable (probably through workman’s compensation channel). There is also concern for employers who do not require or encourage the vaccine, so encouragement is the way to go. Per EEOC, inquiring of an employee is vaccinated is not a disability-related inquiry, and is therefore permitted.

III. Finance Items

- a) April Finance Committee Report – John Aitken reviewed the report. Kevin motioned to accept the report. Janice seconded. All were in favor and unanimously approved.
- b) Budget - extended through end of the fiscal year.
- c) February Financials - John Aitken highlighted a few areas of note. Management and general expenses were 4.8% of total expenses. Out of Home Payments were \$43,295 above

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budget but is beginning to decrease. This was due to several very difficult placements during the month. Salaries and Benefits were \$66,920 over budget and explained that the 4% cost of living adjustment effective 1/1/21 was processed in February. The retroactive portion contributed to the variance.

- d) 990 Approval was discussed . Janice moved for approval. Kevin seconded the motion. All were in favor and unanimously approved.

The meeting was adjourned at 2:04pm