

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Wednesday, September 16, 2009

Children's Services Council of St. Lucie County
546 NW University Boulevard, Suite 201 -- Board Room
Port Saint Lucie, Florida 34986

(This meeting directly followed the Tentative Budget Public Hearing)

MINUTES

- I CALLED TO ORDER: 6:10 p.m. by Chairperson Kathryn Hensley.**
- II PLEDGE OF ALLEGIANCE**
- III MISSION STATEMENT** Read by Chairperson Kathryn Hensley; *"The mission of the Children's Services Council is to improve the quality of life for all children in St. Lucie County."*
- IV ROLL CALL:** *(No Roll Call was taken, as it was established at previous meeting and carried over.)* Quorum established. **Ms. Pat Alley was the only addition noted to roll call.**

COUNCIL PRESENT: Chair **Kathryn Hensley** *(School Board Member)*; Vice Chair **H.L. "Vern" Melvin** *(Department of Children & Families)*; Secretary **Garry Wilson** *(Governor Appointed)*; **Pat Alley** *(Governor Appointed)*; **Michael J. Lannon** *(Superintendent of Schools)*; **Queen Townsend** *(Governor Appointed)*; **Paula A. Lewis** *(County Commissioner)*; **Cynthia Angelos** *(Governor Appointed)* and **Dennis Corrick** *(Governor Appointed)*.

COUNCIL ABSENT: **Dwight Geiger** *(Circuit Judge)*.

OTHERS PRESENT: **Sean Boyle** *(Interim Executive Director)*; **Dori DiToro** *(Director of Finance & Human Resources)*; **Jim Dwyer** *(Director of Programming)*; **Ashley Mock** *(Communications Coordinator)*; **Jeannie McColister** *(Program Assistant)*; **Tonya Andreacchio** *(Project Assistant)*; **Anne Arvidson** *(Fiscal & Human Resources Assistant)*; **Erin Craig** *(Fiscal & Human Resources Assistant)*; **Paula Rivera** *(Executive Assistant – Recording)*; **Dee Torres** *(Administrative Assistant)*; **Lara Donlon** *(CSC Attorney)* and 63 members of Public in attendance *(please reference Attendance Sheet for details)*.

NOTICE: *The Children's Services Council of St. Lucie County maintains an audio record of all monthly Council meetings and public hearings. The written summarized minutes of the meetings are concise and become the official minutes after approval by the Council. Any person seeking to appeal any decision by the Children's Services Council, with respect to any matter considered at this meeting, is advised that a record of the proceeding is required in any such appeal and that such person may need to insure that a verbatim record of the proceeding is made including the testimony and evidence upon which the appeal is to be based.*

V PUBLIC COMMENTS

None available, as most public had departed prior to meeting commencement.

VI CONSENT AGENDA

Ms. Pat Alley motioned to approve the Consent Agenda. Ms. Queen Townsend seconded the motion. Motion carried unanimously 9/0.

VII INTERIM DIRECTOR'S REPORT

Interim Executive Director, Mr. Sean Boyle, reported and updated Council as necessary referencing his report which is included in the Council Packet.

Item(s) new to Mr. Boyle's report and/or requiring updates:

CSC Public Hearing: Mr. Boyle reminded Council that the next and Final Budget Public Hearing is scheduled for Wednesday, September 23rd at 6 p.m. Please keep in mind, it is essential we have a quorum for this meeting.

CSC Strategic Plan: It is time again to update CSC's Strategic Plan. Accordingly, Mr. Boyle will be scheduling a meeting with the facilitator we used for our original strategic plan sometime the beginning of 2010. He will advise Council members of the meeting date when those details become available.

2009 Community Report Card: This presentation will be given by Ms. Andreatchio at the Regular Council Meeting in October.

Census: Mr. Boyle informed Council that the US Census Bureau is requesting CSC to be a partner in encouraging the importance of completing the 2010 Census information. *Council consensus is in agreement to limited partnership, having no cost incurred or additional staff time taken for this effort.* Saint Lucie County did really poorly in completing the consensus last year.

Treasure Coast Coordination (TCCC) Legislative Summit: Mr. Boyle encouraged Council members to attend both the workshop and breakfast. Note, the Treasure Coast Coordination Coalition is now formerly changed its name to the Treasure Coast Advocacy Coalition.

New Media: Mr. Boyle informed Council that CSCSLC despite being a small CSC is the fastest growing CSC with regards to its Facebook members. We currently have more Facebook members than our other peers. In regards to new media, Ms. Hensley suggested adding more budgeting detail and minutes to our website, which is currently being revamped. This type of documentation is considered public records information and would relieve us of having to respond individually to some of the recent inquiries CSC has been receiving. *Council consensus is in agreement with the suggestion.* Ms. Mock will take the lead in updating the CSC website accordingly. Stay tuned for the new launching.

Banking: Mr. Boyle informed Council there has been some delay in making amended banking accounts adjustments due to not be able to reach Mr. Edgar who has been out ill. However, CSC plans to move forward with the proposed banking agreement as discussed in the August meeting.

Fiscal Assistant Position: Mr. Boyle introduced the new Fiscal and Human Resources Assistant, Erin Craig, to Council members.

Energy Savings: AC in Server Room: Mr. Boyle informed Council that we have installed a separate AC unit to service the Server Room alone. This expenditure was a total of \$3,000; however, we feel that this

upgrade will conserve energy costs as now we no longer have to cool three additional offices in order to keep the Server Room at an adequate temperature.

VIII OLD BUSINESS

None.

IX NEW BUSINESS

A) Office Space Lease Renewal: Roundtable of SLC

Mr. Boyle summarized the Council Action Item located on page 19 of the Council Packet. Staff recommendation is to continue its lease agreement with the Roundtable of St. Lucie County from October 1, 2009 through September 30, 2010.

Mr. Vern Melvin motioned to approve entering into a lease agreement with the Roundtable of Saint Lucie County, Inc for four offices for October 1, 2009 through September 30, 2010. Chief Garry Wilson seconded the motion. Motion carried unanimously 9/0.

B) Budget Transfer Request: Healthy Start Newborn Home Visitation

Ms. Sylvie Kramer addressed Council members requesting they waive CSC policy of the August 31st deadline for receipt of Budget Requests submission for fiscal year 2008/2009 and accept her late submission of this Budget Request. She humbly accepted responsibility for her oversight of the deadline date and stated that these funds are vital in keeping this program afloat.

Mr. Michael Lannon motioned to accept the Budget Transfer Request for Healthy Start Newborn Home Visitation as an emergency item on today's agenda. Ms. Cynthia Angelos seconded the motion. Motion carried unanimously 9/0.

Mr. Michael Lannon motioned to approve the Budget Transfer Request for Healthy Start Newborn Home Visitation for fiscal year 2008/2009 in the amount of \$11,305.00. Ms. Cynthia Angelos seconded the motion. Motion carried unanimously 9/0.

X COUNCIL & STAFF COMMENTS

Ms. Hensley stated that there is an Interim Executive Director and a transition plan, however next steps must be taken to make an interim a permanent position. Ms. Hensley confirmed the Personnel Committee members as being Mr. Lannon, Chief Wilson, Ms. Angelos and Ms. Hensley. This committee will convene prior to the October meeting with the mission to nominate the permanent party for the Executive Director position.

Ms. Hensley is very excited about the Show a Child Your Care Campaign and wants to encourage this as our mission going forward.

XI FUTURE MEETINGS

- **Public Hearing** – Wednesday, September 23, 2009 at 6 p.m.

Meetings Above Location: Children's Services Council of St. Lucie County, Board Room.

XII ADJOURNMENT: 6:40 p.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

September 16, 2009

MOTIONS PASSED


1. **APPROVED** the **September 16, 2009 Consent Agenda**, which includes the following:
 - A. *The Agenda for September 16, 2009.*
 - B. *The Regular Meeting Minutes for August 13, 2009.*
 - C. *The Cumulative Financial Report for FY 2008/09 as of August 31, 2009 for General CSC.*
 - D. *The Summary of Fund Balance for CSC, as of August 31, 2009.*
 - E. *Transactions Report as of August 31, 2009.*

2. **APPROVED** *entering into a lease agreement with the Roundtable of Saint Lucie County, Inc for four offices for October 1, 2009 through September 30, 2010.*

3. **ACCEPTED** *the Budget Transfer Request for Healthy Start Newborn Home Visitation as an emergency item on today's agenda.*

4. **APPROVED** *the Budget Transfer Request for Healthy Start Newborn Home Visitation for fiscal year 2008/2009 in the amount of \$11,305.00.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

10-8-09