

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting

Thursday, March 8, 2012

Children's Services Council of St. Lucie County
546 NW University Boulevard, Suite 201 -- Board Room
Port Saint Lucie, Florida 34986
Meeting time: 8:30 a.m.

MINUTES

- I CALLED TO ORDER: 8:37 a.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:** Quorum established.

COUNCIL PRESENT: Chairperson **Kathryn Hensley** (*School Board Member*); Secretary **Garry Wilson** (*Governor Appointed*); **Paula A. Lewis** (*County Commissioner*); **Michael J. Lannon** (*Superintendent of Schools*); **Cheri Sheffer** (*Department of Children & Families*); **Queen Townsend** (*Governor Appointed*); **Pat Alley** (*Governor Appointed*).

COUNCIL ABSENT: **Cynthia Angelos** (*Governor Appointed*); **Dennis Corrick** (*Governor Appointed*); and **Mark Klingensmith** (*Circuit Judge*).

OTHERS PRESENT: **Sean Boyle** (*Executive Director*); **Dori DiToro** (*Director of Finance & Human Resources*); **Jim Dwyer** (*Director of Programs*); **Ashley Mock** (*Communications Coordinator*); **Tonya Andracchio** (*Capacity Building Coordinator*); **Erin Craig** (*Fiscal/Human Resources Specialist*); **Jeannie McColister** (*Program Specialist*); **Paula Rivera** (*Office Manager/Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*), and 7 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

Chair called Ms. Freckleton, Project ROCK South to the podium in her request to address Council on the matter of missing the request for proposal deadline. Project ROCK South was several minutes tardy for the imposed noon deadline. The program has undergone two relocations recently and several other transitions within the last several months. Ms. Freckleton expressed her apologies for the tardiness, and requested CSC waive its policy and accept the Project ROCK South proposal for consideration of funding. She added that without CSC funding this program is in jeopardy, and its valuable services to the community would be lost.

Chief Garry Wilson motioned to approve amending the March 8, 2012 CSC Council Agenda to add agenda item Project ROCK South proposal for further discussion. Chair will place this addition under New Business for further discussion. Mr. Michael Lannon seconded the motion. Motion carried 5 in favor/0 in opposition/ 1 abstention. Ms. Townsend abstained as a current Board member of Project ROCK South.

VI CONSENT AGENDA

Commissioner Paula Lewis motioned to approve the Consent Agenda, which includes a Council Action Item with regards to Revision to CSC Personnel Policy, minutes from the Regular Monthly meeting and financials for the month of February. Ms. Queen Townsend seconded the motion. Motion carried unanimously 6/0.

VII EXECUTIVE DIRECTOR'S REPORT

Executive Director, Mr. Sean Boyle, reported and updated Council as necessary referencing his report (Attachment 2 of Council Packet) which is included in the Council Packet.

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

Summer RFPs: Mr. Boyle took this opportunity to acknowledge all of staff's hard work in the receipt, review and recommendation process of the Summer proposals. We received double the requested amount of what CSC actually has budgeted for Summer funding, hence a very detailed, time consuming review was necessary to make an informed recommendation to Council. Hard work, dedication and prioritizing was essential by all; specifically Mr. Dwyer, Ms. DiToro, Ms. Craig, Ms. Andreacchio and Ms. McColister for their deliberation process.

Outstanding Youth Event: Mr. Boyle reminded Council the Outstanding Youth Dinner is scheduled for Monday evening, May 14th. OY nominee applications have been released, and due next Friday from our programs. From these nominations, five youth will be nominated to receive the Outstanding Youth award. Three (3) Council members are required for the OY Selection Committee – Ms. Sheffer, Ms. Townsend and Chief Wilson volunteered to form this committee.

CSC Council Member Seat Terms: Mr. Boyle reminded Council there are three (3) seat appointments which have expired (Angelos, Corrick, Wilson), and suitable applications have been released to the Governor's office for appointments. Mr. Boyle understands that two of the three positions will soon be announced by the Governor's office. As soon as CSC is informed, Mr. Boyle will notify the Council members.

Legislative Update: Mr. Boyle informed Council that Healthy Kids, although maintained current funding is still recovering from a huge funding cut which occurred two years ago. Healthy Start has maintained its current funding, however also took a cut in funding last year and was only partially restored. Early Learning Coalition has maintained its funding level, however logistically has to do some internal adjustments with its federal funding. In the court case regarding the mandatory 3% Florida Retirement System employee contributions effective July 1, 2011, the Circuit Court ruled on March 6, 2012 in favor of the plaintiff (employees). An appeal is expected on the case. If the ruling is upheld,

employee contributions plus interest would have to be returned to employees. Thus, CSC will need to budget for the amount due back to employees.

CSC Coffee Connections: Mr. Boyle informed Council that CSC is holding its first CSC Coffee Connections event, here at the CSC office. This is a program networking opportunity, and will mimic the 'Fort Pierce Coffee with the Mayor' event. CSC will show a brief presentation to all present, however the focus of this event is to network. Sponsors include Starbucks coffee and Wal-Mart donation for food items. Invites will be released to all CSC funded programs, Council members and Roundtable members.

Moms Day Night Out: Mr. Boyle informed Council CSC will sponsor a mall event to occur in May. CSC will be the primary sponsor. Stores will open late, offer discounts and event attendees will receive a CSC bag on this special day. CSCSLC is attempting to solicit CSCMC partnership with this event.

CSC's Funded Programs Budget: Mr. Boyle reminded Council members of the impact CSC has on our funded programs. CSC provides for 50% or more (most weighing in heavier at 75-80%) of the operating costs for forty of the fifty-three programs funded by CSC. CSC is the foundation for our programs, and more importantly the foundation for the children of St. Lucie County.

Ms. Alley (8:43 a.m.) arrived during the Executive Director Report section.

VIII OLD BUSINESS

None presented.

IX NEW BUSINESS

A) Project ROCK South

This item was added to the agenda via a motion made earlier in today's meeting. Project ROCK annual proposal was not received timely and hence a motion was made by Mr. Michael Lannon expressing in favor of waiving policy and accepting this proposal for the purposes of CSC funding consideration. He added this program is vital to the community, and its worth invaluable. Commissioner Lewis was torn in her decision to favor the acceptance of this program due to remaining faithful to policy and the reasons for having a policy in place. Although, torn she chose to support the acceptance of this program for consideration of funding.

Mr. Michael Lannon motioned to accept the Project ROCK annual request for proposal FY 2012/2013 for consideration of CSC funding. Chief Wilson seconded the motion. Motion carried 6/1; Ms. Townsend abstained.

B) Council Action Item: 2012 Summer Requests for Proposal Funding

Mr. Dwyer addressed Council referencing the information related to 2012 Summer Funding Requests (attachment 3 of the E-Packet). He explained that CSC received over \$580,000 in Summer Funding requests, with a CSC budget of only \$240,000 available for disbursement. CSC's priority is to focus on mitigating summer learning loss. Staff held a Summer Program Conference in January and outlined this priority to all attendees. A total of sixteen proposals were received, and after much dedication and review CSC Staff is recommending the funding of ten of those proposals. Geographically the program sites are situated throughout St. Lucie County, covering a variety of populations as well as providing diversity in services and activities. Staff recommendation is to approve the funding of ten summer programs at the amounts recommended, as detailed on the Council Action Item. Chief Wilson addressed an inquiry related to program employee background checks. Mr. Dwyer replied indicating that all of CSC contracts address this subject matter, which is a requirement for the programs. This item is monitored routinely by the random program visits by staff personnel.

Chief Garry Wilson motioned to approve the funding for 2012 Summer Proposals in the total amount of \$242,321, as outlined in the Council Action Item, attachment 2 of the CSC E-Packet. The program

funding will be taken from the Summer 2012 line item, with the surplus of \$2,321 to be pulled from the Special Designation line item to cover the approved amount. Ms. Cheri Sheffer seconded the motion. Motion carried unanimously 7/0.

C) Council Action Item: CSC Executive Director Temporary Succession Plan

CSC Chair informed Council that at her recommendation this item is being presented to Council. A CSC succession plan is necessary and a sound practice in order to ensure continuity of the daily operations of any agency. Mr. Boyle addressed Attachment 4 of the E-Packet, providing a brief synopsis of the Council Action Item related to a temporary succession plan in the event the Executive Director is unavailable to perform his regular assignment. This succession plan will be approved annually at the start of each fiscal year (Oct 1st). The substitute role would be assumed by the Director of Finance and Human Resources, until the return of the Executive Director and/or the Board decide to appoint an Interim Executive Director. Council action requested is to approve the “Executive Director’s Temporary Plan of Leadership Succession” effective through September 30, 2012.

Mr. Michael Lannon motioned to approve the Executive Director’s Temporary Plan of Leadership Succession effective through September 30, 2012. Ms. Queen Townsend seconded the motion. Motion carried unanimously 7/0.

D) Council Action Item: Office Space Request – Guardians for New Futures (GFNF)

Mr. Boyle addressed Attachment 5 of the E-Packet, providing a brief synopsis of the Council Action Item related to request for office space. Guardians for New Futures is the non-profit arm for Guardian ad Litem, which is a state agency. Originally, the CSC building was built for growth. Unfortunately, due to the economic climate growth didn’t occur, hence we do have space available for occupancy. GFNF is requesting two offices, approximately 400 square feet, and a value of about \$10,000 annually in the business market. CSC is leasing this space at \$1.00 annually, with utilization of phone, fax and other business services at additional cost, billable separately by the Lessor. Inclusive of this partnership, GFNF will identify CSC as a partner on all their collateral material and while working in the community. CSC staff recommends entering into a lease agreement with the Guardians for New Futures for two offices from April 1, 2012 through March 31, 2013; with a possible renewal in the future.

Ms. Queen Townsend motioned to approve the office space request for Guardians for New Futures (GFNF) effective April 1, 2012 through March 31, 2013 as cited on the Council Action Item – Attachment 5 of the E-Packet. Commissioner Paula Lewis seconded the motion. Motion carried unanimously 7/0.

E) Council Action Item: Request for Waiver of Audit Late Fee -- Kids Connected by Design

Ms. DiToro addressed Attachment 6 of the E-Packet, providing a brief synopsis of the Council Action Item related to a waiver of the \$500 audit late fee indicating that oversight was due to the fact that the current fiscal year is the first year that CSC has funded a Kids Connected by Design program, hence Kids Connected by Design overlooked the deadline and didn’t give their auditors an audit deadline. Further, CEO is new this fiscal year and didn’t realize that it was the first time that Kids Connected by Design had received funding from CSC. A letter from the Executive Director of Kids Connected by Design has been provided to Council for reference. CSC Staff is charged with following policy; therefore Council must approve any waivers to CSC policy. After much consideration, most agreed that although a difficult decision CSC is a trustee of public funds and is accountable to the public in this regard; subsequently enforcement of policy must take precedence.

Ms. Michael Lannon motioned to deny the request for waiver of the \$500 audit late fee assessed to Kids Connected by Design, and enforce CSC policy. Commissioner Paula Lewis seconded the motion. Motion carried 6/1; Ms. Sheffer opposed.

XI COUNCIL & STAFF COMMENTS

- CSC Chair reminded Council that CSC Election of Officers normally occurs in March, however due to some changes in appointments that are expected very soon, Council will consider this agenda item at the April meeting.
- HANDS is opening an adult dental clinic and will be hosting an open house. All have received copies of the invite via the E-Packet. The adult dental clinic opening is exciting and a much needed community service.

XI FUTURE MEETINGS

- CSC Regular Monthly Meeting – April 12, 2012 at 8: 30 a.m.

XII ADJOURNMENT: 9:22 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY
REGULAR COUNCIL MEETING

March 8, 2012

MOTIONS PASSED

1. **APPROVED** the **March 8, 2012 Consent Agenda**, which includes the following:
 - A. *The Agenda for March 8, 2012.*
 - B. *The Regular Meeting Minutes for February 9, 2012.*
 - C. *The Cumulative Financial Report for FY 2011/12 as of February 29, 2012 for General CSC.*
 - D. *The Summary of Fund Balance for CSC, as of February 29, 2012.*
 - E. *Transactions Report as of February 29, 2012.*
 - F. *Revisions to CSC Personnel Policy: Worker's Compensation, Retirement/Pension Plan, Tuition Instructions, Professional Development*

2. **APPROVED** *amending the March 8, 2012 CSC Council Agenda to add agenda item Project ROCK South annual proposal for further discussion. Chair will place this addition under New Business for further discussion.*

3. **ACCEPTED** *the Project ROCK annual proposal FY 2012/2013 for consideration of CSC funding.*

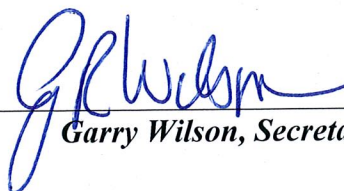
4. **APPROVED** *the funding for 2012 Summer Funding Requests in the total amount of \$242,321, as outlined in the Council Action Item, attachment 2 of the CSC E-Packet. The program funding will be taken from the Summer 2012 line item, with the surplus of \$2,321 to be pulled from the Special Designation line item to cover the approved amount.*

5. **APPROVED** *the Executive Director's Temporary Plan of Leadership Succession effective through September 30, 2012.*

6. **APPROVED** *the office space request for Guardians for New Futures (GFNF) effective April 1, 2012 through March 31, 2013 as cited on the Council Action Item – Attachment 5 of the E-Packet.*

7. **DENIED** *the request for waiver of the \$500 audit late fee assessed to Kids Connected by Design, and enforce CSC policy.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

4-16-12