

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting

Thursday, July 12, 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: 8:35 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**, Vice Chair **Queen Townsend** (*Governor Appointed*); Secretary **Garry Wilson** (*Governor Appointed*); **Paula A. Lewis** (*County Commissioner*); **Marilyn Lawless** (*Governor Appointed*); **Cheri Sheffer** (*Department of Children & Families*); **Pat Alley** (*Governor Appointed*); and **Candice Loupe** (*Governor Appointed*).

COUNCIL ABSENT: **Michael J. Lannon** (*Superintendent of Schools*) and **Mark W. 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 Andreacchio** (*Capacity Building Coordinator*); **Erin Craig** (*Fiscal/Human Resources Specialist*); **Jeannie McColister** (*Program Specialist*); **Paula Rivera** (*Office Manager/Transcriber*); **Glen Torcivia** (*CSC Attorney*), and 1 member 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

There was no commentary from public.

VI CONSENT AGENDA

Ms. Pat Alley motioned to approve the Consent Agenda, which includes minutes from the Regular Monthly meeting and financials for the month of June. Ms. Queen Townsend seconded the motion. Motion carried unanimously 8/0.

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:

2012/2013 CSC Budget Presentation: Mr. Boyle wanted to publicly acknowledge staff's contributions to this presentation, as all contributed in some way to make this presentation possible. A special thanks to Ms. DiToro in her preparation of this budget, as it continues to be a very difficult economic year for number crunching and much research required in order to prepare this extensive documentation.

United Way Community Needs Assessment: Mr. Boyle informed Council that the United Way needs assessment draft is complete. A meeting will be conducted on Friday, July 13th to review this draft. CSC was the second largest contributor behind United Way; CSC contributed \$25,000 in this needs assessment process. There was advanced review of the 430-page document, and CSC does have some concerns with some inaccurate data, inconsistencies in data and the tone/message may be presented in a more positive light. These concerns will be addressed at the meeting on Friday. Council will receive a copy of the Executive Summary (condensed version), once this dialogue/process has been completed.

Professional Counselor Colloquium: Mr. Boyle informed Council that for the last five years, CSC has partnered with Dr. Nicoll from FAU to present the Professional Counselor Colloquium onsite at CSC -- a 1.5 hour, CE credit workshop. Dr. Nicoll provided the continental breakfast, and CSC hosted the venue. Annually 1,000 professionals attended monthly workshops, having local and international speakers on hand via the electronic connection of Skype. Unfortunately, due to FAU closing down its Port Saint Lucie Campus, this partnership will come to an end. CSC is discussing with Dr. Nicoll to the possibility of continuing this training on a quarterly basis. An appreciation plaque was presented to Dr. Nicoll in care of his wife, as he was out ill that day.

Project ROCK North: Mr. Boyle informed Council correspondence was received from Project ROCK North explaining that this program would conclude its services at the end of school year 2012/2013. This being said, they would not be submitting a request for proposal for funding next fiscal year beginning in 2013. This will leave a gap in services for the northern part of St. Lucie County. Mr. Boyle intends to meet with the current program providers 'the Browns' to discuss in more detail, and will provide Council members with an update and CSC's next steps in filling this gap in services. This program has been very successful over the past twelve years, with over 500 kids participating in these services each year.

Realtor's Association: Mr. Boyle reminded Council that the recent presentation at the Realtor's Association went very well. It went so well that they dedicated $\frac{3}{4}$ of a newspaper page to CSC. They included the survey that CSC handed to each of the Realtor's Association members, as well as the answers to the questions. Mr. Boyle also received correspondence from the Association's president with a clipping of the newspaper ad, where she mentioned her dedication to being more involved in CSC's mission come the year 2014.

Chamber Leadership Meeting: Mr. Boyle informed Council that CSC is participating in a panel discussion with non-profits at the upcoming Chamber Leadership's meeting, where CSC has been invited as an analyst. CSC is hoping that this becomes an annual event, and CSC may be able to host future Chamber Leadership events.

Rave Summer Movies: Mr. Boyle reminded Council that CSC is sponsoring this summer movie event, where we offer a free movie to be viewed by the community twice weekly in the summer months. These free movies are being viewed by over 2,000 people weekly. Each adult coming into the theatre receives a small flyer with the movie detail on the front side, and on the flip side information about CSC. There have been inquiries from the public on the flyer, and more hits on Facebook as well.

CSC Staff Member – Dee Torres: Mr. Boyle informed Council that the shoulder surgery recently undergone by Ms. Torres was worse than originally suspected. Surgery went well, however damage was worse than anticipated by the medical physician. As a result, her recovery period will be longer than expected, and her return to work date delayed.

VIII OLD BUSINESS

A) Tentative FY 2012/2013 CSC Budget Presentation

Ms. DiToro provided the updated information as detailed in the 'Overview' section of the first page of the lavender-packet. Basically, CSC gained \$48,000 more than previously projected. A PowerPoint presentation provided members and public with a visual of the CSC 2012/2013 Tentative Budget. Ms. DiToro explained that over the years CSC has become more conservative in their budget numbers for obvious reasons. Property Appraiser values, total expenses are 3.4% lower than the current fiscal year budget. Operating expenses are 7.1% lower and Program Allocations are 2.7% lower than the current fiscal year. Within Operating expenses, Salaries are 2.5% lower than the current fiscal year. Administrative costs are 8.5% lower than current fiscal year. The budget is using \$1,277,665 from the Fund Balance. CSC budget provides for \$751,048 in reserves to supplement income during the continuing economic downturn anticipated through fiscal year 2015/2016.

Chief Garry Wilson motioned to adopt the Tentative Budget Presentation based on a millage rate to 0.4872 for FY 2012/2013 for Children's Services Council of St. Lucie County. Ms. Queen Townsend seconded the motion. Motion carried unanimously 8/0.

IX NEW BUSINESS

A) Council Action Item: Merit Pay & Performance Bonus Policies

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. Although, CSC has an annual performance evaluation process in place; CSC currently doesn't have a policy active for bonuses. Any one time bonus in the form of such items as a turkey gift, one time floating holiday award or any other tangible item may not be issued to an employee based on Florida Statute Section 215.425, unless a policy is in place. To this end, Council is being asked to approve the new policies on Merit Pay and Bonuses. Attachment 3 contains both the current performance policy, and the revised policy staff is recommending Council acceptance. Legal consultation was provided in this new revised policy. Evaluation period will also be adjusted to August 1 through July 31st with an effective date of the merit increase being the first pay date after the start of the fiscal year (October 1st).

Ms. Marilyn Lawless motioned to approve the new Merit Pay and Performance Bonus policy as detailed in Attachment 4 of the E-Packet. Chief Wilson seconded the motion. Motion carried unanimously 8/0.

XI COUNCIL & STAFF COMMENTS

- Mr. Boyle informed Council that in this morning's news it was reported that the Frontline for Kids office was burglarized. Much of the technology was stolen – most of which CSC purchased eight months ago, as was some cash.
- Chief Wilson took this time to complement staff on the clarity of the CSC Budget presentation, and all the hard work placed in advance of this presentation. Their efforts are appreciated.
- Ms. Alley reminded everyone of the Castle's Chili Cook off on Saturday, July 14th. All are invited to come and participate in the festivities. All proceeds will go to the Boys & Girls Club.
- Ms. Alley mentioned that the Lil' Feet project is underway. August 21st there will be a fundraiser 5-course dinner (\$45 per person) event for Lil' Feet at Yellow Tail in Fort Pierce. Lil' Feet is a project that will provide shoes for children in need, ages two through six years of age.
- University of South Florida received a grant from the Ford Foundation. They provide grants for such things as social causes and grass-root organizations. They chose five counties in Florida to evaluate how their community grass-root entities changed such areas as health and sexual education. They were particularly impressed with how St. Lucie County excelled in these areas, and will be back for a future visit to meet and discuss these areas of improvement.
- Ms. Hensley is now a member of the Executive 7/50 Group – which is seven counties with the fifty year planning horizon committee. This will open more avenues of exposure to St. Lucie County.

XI FUTURE MEETINGS

- CSC Public Hearings – Wed, Sept 12, 2012 & Wed, Sept 19, 2012; both occurring in the evening at 5:15 p.m.

XII ADJOURNMENT: 9:11 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

July 12, 2012

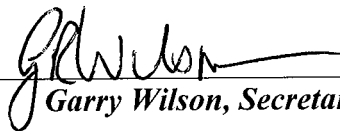
MOTIONS PASSED

1. **APPROVED** the **July 12, 2012 Consent Agenda**, which includes the following:
 - A. *The Agenda for July 12, 2012.*
 - B. *The Regular Meeting Minutes for June 14, 2012.*
 - C. *The Cumulative Financial Report for CSC FY 2012/13 as of June 30, 2012.*
 - D. *The Summary of Fund Balance for CSC, as of June 30, 2012.*
 - E. *Transactions Report as of June 30, 2012.*

2. **ADOPTED** *the Tentative Budget Presentation based on a millage rate to 0.4872 for FY 2012/2013 for Children's Services Council of St. Lucie County.*

3. **APPROVED** *the new Merit Pay and Performance Bonus policy as detailed in Attachment 4 of the E-Packet.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

8-9-12