

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Wednesday, September 19, 2012

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 Final Budget Public Hearing)

MINUTES

- I CALLED TO ORDER: 5:20 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.

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)*; and **Pat Alley** *(Governor Appointed)*.

COUNCIL ABSENT: **Michael J. Lannon** *(Superintendent of Schools)*; **Mark W. Klingensmith** *(Circuit Judge)*; and **Candice Loupe** *(Governor Appointed)*.

OTHERS PRESENT: **Sean Boyle** *(Executive Director)*; **Dori DiToro** *(Director of Finance & Human Resources)*; **Jim Dwyer** *(Director of Programs)*; **Tonya Andreacchio** *(Capacity Building Coordinator)*; **Erin Craig** *(Fiscal/Human Resources Specialist)*; **Paula Rivera** *(Office Manager/Transcriber)*; **Dee Torres** *(Administrative Assistant)*; **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 in attendance.

VI CONSENT AGENDA

Ms. Marilyn Lawless motioned to approve the Consent Agenda, which includes minutes from the Regular Monthly meeting, Tentative TRIM Public Hearing and financials for the month of August. Ms. Queen Townsend seconded the motion. Motion carried unanimously 7/0.

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:

CSC Staff Members: Mr. Boyle welcomed back Ms. Torres from her return of medical leave, after having been away for three months. Also, Ms. Mock is not present with us today for this meeting as she is attending a Chamber event in which CSC is nominated for Business & Industry recognition award. Several CSC Council members, along with Mr. Boyle, are actually headed to this same event after the conclusion of this meeting.

CSC Annual Contracts: Mr. Boyle informed Council that the contractual process is complex and time-consuming involving participation from most if not all members of staff. He took this time to briefly acknowledge everyone's involvement in this process and their efforts in getting contracts released timely, despite the two-position vacancies. The contracts are expected to be in the postal mail by Friday, September 20th.

Program Specialist Position: Mr. Boyle updated Council with regards to the job opening for the position once occupied by Ms. McColister who recently left CSC. This position was not posted publicly; only posted electronically with our partner agencies, including Roundtable and United Way networks. Approximately twenty-six applications were received. Initial interviews were conducted with five strong candidates and second interviews are scheduled this week with three of those candidates. CSC is targeting to have the position filled in early October.

CSC's New Video: Mr. Boyle provided Council with a personal copy of the latest CSC video on DVD format. It is a short video, yet powerful in its message. He encouraged all members to freely circulate the contents among their friends, colleagues and networks.

VIII OLD BUSINESS

A) (none)

IX NEW BUSINESS

A) Council Action Item: HANDS of SLC Request for Waiver of Audit Late Fee

Ms. DiToro provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. Basically policy language states that the provider must submit an audit to Council within seven calendar months of the close of its fiscal year. Non-compliance to this policy results in the assessment of a financial penalty. The HANDS audit was due to CSC on August 1, 2012; however only received on August 29, 2012. CSC imposed the financial penalty at \$126.38, which HANDS is requesting a waiver of due to internal organization issues. CSC is charged with following approved policy. Any waivers to policy must be addressed with Council for consideration. Council members, Ms. Alley in the capacity of Treasurer and Ms. Hensley, disclosed currently serving as board members for the HANDS of St. Lucie

County organization. Ms. Christinia Selph, a representative of HANDS was present for today's meeting and responded to some inquiries made by Council members. With some reluctance, Ms. Townsend motioned to waive the audit late fee reasoning that there are times with new staff that certain flexibility and understanding is required.

Ms. Queen Townsend motioned to approve the request for waiver of the audit late fee in the amount of \$126.38 for HANDS of St. Lucie County as detailed in Attachment 3 of the E-Packet. Chief Garry Wilson seconded the motion. Motion carried unanimously 4 approved/2 abstained/0 opposed. Ms. Alley and Ms. Hensley abstained from vote.

B) Council Action Item: Office Space Request – Roundtable of SLC, Inc.

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 4) of the CSC E-Packet. The Roundtable staff is also employees of CSC. CSC has a longstanding relationship with the Roundtable and has continuously invested a significant amount financially in their mission, which correlates with CSC mission. CSC contributes \$45,000 in membership dues, as well as provides grant funding for the Kids at Hope Initiative. In addition to this significant investment of dollars, CSC currently provides in-kind office space to the Roundtable. Their lease agreement will expire on September 30, 2012. The Roundtable is requesting the use of four offices (approximately 613 square feet) plus access to the office amenities available onsite at no additional cost -- meeting rooms, professional office cleaning, kitchen access, etc. The Roundtable of SLC, Inc. is requesting that Council approve their request for office space and enter into a lease agreement with an in-kind value of \$12,260 with up to four additional renewal periods as a condition of the lease.

Ms. Pat Alley motioned to approve the Office Space Request for the Roundtable of St. Lucie County, Inc for four offices for the period of October 1, 2012 through September 30, 2013 as detailed in Attachment 4 of the E-Packet. Commissioner Paula Lewis seconded the motion. Motion carried unanimously 7/0.

XI COUNCIL & STAFF COMMENTS

- No other commentary.

XI FUTURE MEETINGS

- CSC Monthly Meeting – Thursday, October 11, 2012, CSC Board Room

XII ADJOURNMENT: 5:32 p.m.

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

September 19, 2012

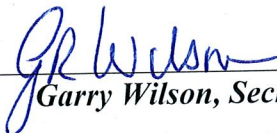
MOTIONS PASSED

1. **APPROVED** the **September 19, 2012 Consent Agenda**, which includes the following:
 - A. *The Agenda for September 19, 2012.*
 - B. *The **Regular Meeting Minutes** for August 9, 2012.*
 - C. *The Tentative TRIM Public Hearing Minutes for September 12, 2012.*
 - D. *The **Cumulative Financial Report** for CSC FY 2011/12 as of August 31, 2012.*
 - E. *The **Summary of Fund Balance** for CSC, as of August 31, 2012.*
 - F. ***Transactions Report** as of August 31, 2012.*

2. **APPROVED** *the request for waiver of the audit late fee in the amount of \$126.38 for HANDS of St. Lucie County as detailed in Attachment 3 of the E-Packet.*

3. **APPROVED** *the Office Space Request for the Roundtable of St. Lucie County, Inc for four offices for the period of October 1, 2012 through September 30, 2013 as detailed in Attachment 4 of the E-Packet.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

11-8-12