

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, November 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: 8:36 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*); **Mark W. Klingensmith** (*Circuit Judge*); **Paula A. Lewis** (*County Commissioner*); and **Marilyn Lawless** (*Governor Appointed*).

COUNCIL ABSENT: **Michael J. Lannon** (*Superintendent of Schools*); **Pat Alley** (*Governor Appointed*); and **Candice Loupe** (*Governor Appointed*). *Note: There is one seat vacancy at present time – Department of Children & Families*

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*); **Sandy Mack** (*Program Specialist*); **Paula Rivera** (*Office Manager/Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*), and 3 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

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 of September and financials for the months of September and October. 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:

Lights on After School: Mr. Boyle briefed Council on the recent event "Lights on After School", which took place at the Treasure Coast Mall on Saturday, October 6th. This will be a joint event with the CSC of Martin County to highlight the after school opportunities available to children in both Martin and St. Lucie counties. Both CSC's solicited nominees from our funded agencies to be considered as a recipient of the Exceptional Volunteer Award. Many applications were received from the agencies. A few of the recipients awarded were unable to make the October 6th event, and are in attendance for today's Council meeting -- Ms. Lynn Rich and Ms. Kay Nichol, both of Big Brothers & Big Sisters. Mr. Boyle read a brief synopsis of each recipient's accomplishments for being awarded this very special acknowledgement of their positive influence with respect to our community children.

Wendy Wolff: CSC Chair also took this time to acknowledge Ms. Wendy Wolff as a Champion for Children in her efforts in child advocacy in St. Lucie County, and also expressed well wishes to her in her new 'stomping grounds' as she relocates out of state. She has been the architect of the Kids at Hope project, and instrumental in the gang assessment for St. Lucie County.

Commissioner Lewis: Mr. Boyle also congratulated Ms. Paula Lewis, our CSC Council Member and newly reappointed Commissioner, on her election win.

Mr. Sandy Mack: Mr. Boyle introduced and welcomed our newest CSC Team member, Mr. Sandy Mack. Mr. Mack is in attendance at his first CSC Council Meeting, and is the Program Specialist (replacement to Ms. Jeannie McColister).

New Outreach Items: Mr. Boyle encouraged members to use the new limited-edition CSC pins located at each member seat location, CSC car magnets and CSC Program Directory (tri-lingual version).

Roundtable/FCC Dues: Mr. Boyle reminded Council that as in previous years, CSC has always been supportive of Roundtable and their mission and will be providing Roundtable with \$45,000 in dues; reduced \$5,000, from \$50,000 dues in last fiscal year. Also, CSCSLC participates in the Children's Services Council of Florida and has current dues payable of \$9,257 developed by the state council. These dues are provided for in the budget.

United Way Needs Assessment: This data assessment has been finalized. As previously expressed, CSC was not satisfied with the way the data was presented in this assessment and vocally addressed this concern with all the investors in this project; CSC being the highest financial contributor in this regard. Community indicators appeared to be better tracked by CSC team member, Ms. Andreacchio, versus this assessment report; Ms. Andreacchio having in her possession longer, more accurate trend data collection

acquired. The United Way will be presenting this data collection to their Board of Directors. In January CSC and the United Way are planning for a formal joint community presentation of this data assessment. CSC will be leading the coordination of this presentation to the community. Unique to the data assessment, it compares St. Lucie County to like counties – as there is no exact match – however, similar counties; it collected telephone interviews and focus groups, which is of great value to us. Future improvements discussed related to this data assessment collection would be to capture more neighborhood, zip code information.

iPads: Mr. Boyle informed Council that eight (8) iPads were purchased, an end of year purchase under the \$5,000 threshold authority of the Executive Director. The purchase intent was diverse, and still under exploration as to the numerous uses of this tool and how it could be valuable in our day to day work environment. They will be utilized by Council Members as a green-friendly viewing tool during the monthly Council meetings, offsite team visits and events, and many other creative approaches that have yet to be defined for this handy tool.

Van Duzer Blood Drive: On Wednesday, November 14th, CSC plans to participate in the Van Duzer Blood Drive and will be stationed at Big Apple Pizza all day with a CSC table. If you wish to donate blood, you may do so in honor of ‘Team CSC’ on this date mentioned, or any other dates/locations under our team name. For more information, you can contact the CSC office.

RFP: Mr. Boyle reminded Council that the RFP annual application template would be an agenda item for the December agenda for the upcoming fiscal year 2013/2014.

Audit Preparation: Mr. Boyle reminded Council that CSC is presently preparing for an independent audit which is conducted annually..

VIII OLD BUSINESS

A) (none)

IX NEW BUSINESS

A) Council Action Item: Volunteer & Intern Policy

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. Mr. Boyle explained that in CSC’s outreach strategies and also when participating in the SWOT analysis, one of the major findings was the need for CSC to utilize volunteers to help spread its message. The limited CSC staff cannot adequately reach our community without the assistance of volunteers. Currently CSC does not have any policy in place regarding the use of volunteers and interns. This developed policy would permit CSC the use of volunteers and interns to assist in these efforts.

Ms. Marilyn Lawless motioned to approve the Volunteer and Intern Policies and Application forms as detailed in Attachment 3 of the E-Packet. Chief Wilson seconded the motion. Motion carried unanimously 6/0.

B) Council Action Item: 2013 Legislative Priorities

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 4) of the CSC E-Packet. Each year CSC compiles a listing of legislative priorities based on its partnership with CSCF as well as local partners including ELC, Healthy Families and Healthy Start to identify legislative priorities at state and local levels. The categories include: Children’s Health, Child Protection, Early Childhood Education, Family Support Services and Juvenile Justice. Staff is requesting Council approve the 2013 legislative priorities of the Children’s Services Council to provide a framework for advocacy and educational efforts for the upcoming legislative session. If approved, these priorities will be presented at the local legislative event that is forthcoming in near future. These priorities will also be discussed with our local legislative delegation so that they are kept privy to CSC’s priorities.

Chief Garry Wilson motioned to approve the 2013 Legislative Priorities as detailed in Attachment 4 of the E-Packet. Ms. Queen Townsend seconded the motion. Motion carried unanimously 6/0.

XI COUNCIL & STAFF COMMENTS

- Ms. Lawless in her history on the CSC Council really valued the times she participated with our former Executive Director, Ms. Basile, on program site visits. It brought a better visual perspective of program services to the Council members who participated. She encouraged all Council members to participate in this special arrangement and she welcomes participating in future program visits as she has done in years past.
- 750 County Meeting is scheduled for next Wednesday, November 14th from 8:30 a.m. to 11:30 a.m. at the Civic Center on Airoso. Ms. Hensley plans to participate in this meeting, and encourages others to attend as well. Three seats have been assigned for St. Lucie County.
- An analysis of the FPL cost savings has been completed for the four-day work week in the summer. It has proven to be a very efficient cost savings measure for CSC during this high peak summer period.
- Save Our Children Conference sponsored by Guardians for New Futures is scheduled for Saturday, with very interesting topics planned.
- It is the time once again for the Executive Director evaluation. Ms. Hensley explained that there are new forms associated with this evaluation process. There is a short form version and the standard form; it is the Council member's option which he/she prefers to use. ***Please complete one of the versions and forward to the CSC Chair's (Ms. Hensley) Office as quickly as possible prior to the Council Meeting in December.*** The Executive Director Evaluation will be an agenda item for presentation at this forthcoming meeting.

XI FUTURE MEETINGS

- CSC Monthly Meeting – December 13, 2012.

XII ADJOURNMENT: 9:14 a.m.

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

November 8, 2012

MOTIONS PASSED

1. **APPROVED** the November 8, 2012 Consent Agenda, which includes the following:
 - A. *The Agenda for November 8, 2012.*
 - B. *The Regular Meeting Minutes for September 19, 2012.*
 - C. *The TRIM Final Public Hearing Meeting Minutes for September 19, 2012.*
 - D. *The Cumulative Financial Report for CSC FY 2011/12 as of September 30, 2012.*
 - E. *Transactions Report as of September 30, 2012.*
 - F. *The Cumulative Financial Report for CSC FY 2011/12 as of October 31, 2012.*
 - G. *The Summary of Fund Balance for CSC, as of October 31, 2012.*
 - H. *The Cumulative Financial Report for CSC FY 2012/13 as of October 31, 2012.*
 - I. *Transactions Report as of October 31, 2012.*

2. **ADOPTED** *the Volunteer and Intern Policies and Application forms as detailed in Attachment 3 of the E-Packet.*

3. **APPROVED** *the 2013 Legislative Priorities as detailed in Attachment 4 of the E-Packet.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

12-13-12