

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Thursday, June 14, 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: 8:30 a.m.** by Chairperson Queen Townsend.
- II PLEDGE OF ALLEGIANCE**
- III MISSION STATEMENT** Read by Vice Chairperson Queen Townsend; *"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:** 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*); **Candice Loupe** (*Governor Appointed*) and **Mark W. Klingensmith** (*Circuit Judge*).

**COUNCIL ABSENT:** **Kathryn Hensley** (*School Board Member*); and **Michael J. Lannon** (*Superintendent of Schools*).

**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 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 public in attendance to provide commentary.

## 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 May. Ms. Marilyn Lawless 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:

**Outstanding Youth Awards Ceremony:** Mr. Boyle referenced the picture slides that were displaying on the monitor as being pictures from the recent Outstanding Youth Awards Dinner celebration. He acknowledged the Champions for Children award recipients as Mr. Vern Melvin and Ms. Denise Sirmons. Ms. Sirmons during her acceptance speech took the liberty of requesting everyone to stand and recite the Kids at Hope pledge. Mr. Boyle also expressed a heartfelt thanks to the Sheriff's office for their sponsorship of the food at this event, and to the coordinators of this event – Ms. Mock and Ms. McColister.

**Dee Torres:** Mr. Boyle mentioned that one of our beloved staff members, Dee Torres, is absent from this meeting due to having shoulder surgery today. She is expected to be out of the office for approximately 3-4 weeks recovering from her surgery. CSC will be short-staffed during this period, and your phone call may be answered by the automated system in lieu of a staff member for this very reason.

**CSC Budget:** Mr. Boyle reminded Council of today's budget presentation that is scheduled on the agenda. He explained that the majority of the budget relates to program expenditures, and appreciated Staff's input in the drafting of this budget model. He stated that this document is even more fluid than has been in previous times due to the economic state of affairs we are presently living.

**Early Learning Coalition:** Mr. Boyle informed Council that the Early Learning Coalition's CEO will be retiring very soon, and that the very time consuming process in acquiring a replacement for her position has been completed. The candidate (Mr. Tony Loupe) that has been chosen by the CEO Search committee will go before the ELC's Board for approval later in the month of June.

**TCAC (a.k.a. Treasure Coast Advocacy Coalition):** Mr. Boyle reminded Council that this organization went through some restructuring, and was formerly known as TCCC. TCAC has not been as successful as its predecessor. However, last year it did seem to kick up some steam locally. CSC is dedicated to making this group a success as its unity is impactful and powerful to local legislation.

**SLC School Board:** Mr. Boyle informed Council that CSC has recently presented at the School Board meeting in June, the Board of County Commission in May, and at the SLC Board of Realtors. All welcomed our presentation, and the SLC Board of Realtors contacted us shortly after requesting copies of the CSC Directory. Chief Wilson, board member of the SLC Board of Realtors, echoed the fact that Mr. Boyle's presentation was outstanding, and brought everyone to their feet.

**Success Story:** Mr. Boyle highlighted a YMCA (Bayshore site) story. Due to loss of their job, a parent was unable to continue to have their children participate in the YMCA. The mother was ecstatic when learning of the scholarships available for low-income, and due to the family's situation she was able to

qualify for the scholarship which enabled her children to continue attending the YMCA. This enabled the mother to continue looking for and finding employment. This is another example of CSC's funding providing stability to working families.

**Site Summaries:** Mr. Boyle reminded Council to review the Site Summaries which are included every month in the packet, or in the Council folder. CSC is onsite at these programs monitoring the programs continuously, and making certain each program is in compliance administratively and with the services they provide for our children in the community.

**Rave Summer Movies:** Mr. Boyle reminded Council of the Summer Movie project CSC has sponsored the last three consecutive summers has officially begun this week, and will continue for the entire summer. Monday and Thursday mornings at 10 a.m. a free movie will be available for viewing for all County residents at the Rave Theatre in St. Lucie West. CSC representation will be available prior to each 10 a.m. movie showing for the entire summer – making the most of outreach to the public. The average of approximately 1,000 people is expected daily at these free events.

**CSC Acknowledgements:** CSC recently received recognition for its funding of the parenting classes for the Journey Forward program. CSC has been partnering with the Public Defender's office since 2004. These classes are provided to inmates with families that are transitioning from county jail back into the community. Ms. Mock went to Orlando earlier this week as part of the HANDS Pediatric Contingency to receive the Davis Productivity Award for recognition of efficiency in government and collaborative partners. A picture of the award is on the CSC Facebook page for your viewing.

**Conference Rooms Utilization:** Mr. Boyle informed Council that the meeting rooms at the CSC office building were used a total of 20 times for the month of May.

**Division of Office Space:** Mr. Boyle informed Council that due to the current economic state, and the original intent in the construction of this building (being to use it to its full capacity), CSC is looking at the possibility of dividing the wings on the second floor by the installation of two doors to separate the East and West sides of the office as well as deactivation of the call box unit. There are currently four empty offices that can be utilized by other prospective tenants. Plans are to relocate CSC staff to one side of the building prior to end of summer, hence preparing the other side for tenant occupancy. This would benefit CSC by possibly providing a means for additional income and build community partnerships while providing office space at a reasonable cost to our partners. The initial quotes received have ranged in the area of \$5,000 for the installation of two doors. Mr. Boyle reminded Council to please keep this improvement in mind when reviewing the budget line items. Chief Wilson mentioned that they may have inmate crews available to assist with this project. He would investigate and get back to Mr. Boyle on the availability and expertise. Relocation of furniture is not included in this estimate, and utilization of Trustees provided by the Sheriff's office would be welcome.

**Staff Incentives:** Mr. Boyle explained that due to the economic situation, CSC has not been able to provide staff with merit increases. Council members have suggested being creative with incentives and/or bonuses. However, in order for CSC to contemplate either a policy must be instituted for this to be executed. A simple gift to staff of a turkey for Thanksgiving would require such a policy be in place. This being said, a policy is currently being drafted for Council vote next month (July) so that such bonuses may be a consideration in lieu of merit increases.

## **VIII OLD BUSINESS**

### **A) Council Action Item: 2012/2013 Program Proposal Final Recommendations**

Mr. Dwyer provided a brief synopsis of the 2012/2013 program proposal submissions, and the extensive review of the 54 submissions. There were no requests for reconsideration of the staff recommendations submitted by agencies. Council members have had the staff funding recommendations in their possession

for review for the past month. There were no inquiries received from Council members. Consequently, Staff recommends approving the program specific allocations totaling \$6,287,783 that has been presented to the Council for fiscal year 2012/2013, as detailed on the Council Action Item Attachment 3 of the E-Packet. These programs are necessary in keeping with Council priorities and the strategic plan for maintaining services and resources in the lives of children and families in St Lucie County while balancing the reality of decreased property values and revenues.

Mr. Torcivia suggested each Council member reveal the boards they serve on and whether they are compensated in any fashion for their membership status on these boards. If there is no compensation provided, then the Council member is able to vote on this business item. If you receive compensation on any of these agency boards, please advise accordingly and abstain from voting for that specific agency. For that reason, each Council member was asked if they were active on any boards, and if so to affirm if there was any compensation provided. Mr. Torcivia recommended the voting of Early Learning Coalition (ELC) should take place separately due to Ms. Loupe's relationship with the newly appointed Executive Director of ELC (Tony Loupe) as to avoid any confusion and conflict of interest.

*Ms. Marilyn Lawless motioned to approve pulling Early Learning Coalition from staff's recommendations of the 2012/2013 Program Funding Allocations; Early Learning Coalition to be voted on separately. Chief Garry Wilson seconded the motion. Motion carried unanimously 8/0.*

*Ms. Marilyn Lawless motioned to approve funding as recommended by Staff for fiscal year 2012/2013 Program Funding Allocations, with the exception of the Early Learning Coalition agency which will be voted on separately. Ms. Pat Alley seconded the motion. Motion carried unanimously 8/0.*

*Chief Garry Wilson motioned to approve funding as recommended by Staff for fiscal year 2012/2013 Program Funding Allocations specifically for Early Learning Coalition agency programs – Child Care Purchasing Pool Local Match in the amount of \$80,000, Early Learning Coalition's Local Match \$200,000 and the Father Child Connection program for \$40,000 respectively. Motion carried 7/1/0 – 7 approved/ 1 abstained (Ms. Loupe) / 0 opposed.*

## **IX NEW BUSINESS**

### **A) Budget Transfer Request: New Horizons Student Assistance Program**

Ms. DiToro provided a brief synopsis of the Budget Transfer Request for the New Horizons Student Assistance program – attachment 4 of the E-Packet. This transfer provides the program budget with more suitable restructuring needed to work within available funding resources. This budget transfer is the second major revision by the program this fiscal year. These revisions indicate a continued strain on economic resources. Program staff should continue to closely monitor program outcomes to make certain in compliance with agency contract. Chief Wilson revealed he is an active New Horizons board member, however receives no compensation. Accordingly, there is no conflict of interest and he is permitted to vote on this business item.

*Commissioner Paula Lewis motioned to approve the Budget Transfer Request for New Horizons Student Assistance program in the amount of \$9,482.30 as reflected in Attachment 4 of the E-Packet. Motion carried unanimously 8/0.*

### **B) CSC Draft Budget Presentation for FY 2011/2012**

Ms. DiToro referenced the 'yellow-colored' documentation material, and provided a PowerPoint presentation with the intent of receiving feedback from the Council. Ms. DiToro started the presentation with 'model two' as was then known and accepted by Council in February as the budget model to move forward with. Several staff meetings took place to develop this draft budget, and even after having met there were new adjustments necessary to align with the Property Appraiser's most updated data received on June 1<sup>st</sup>. It was stressed that in previous fiscal years and to date CSC has managed to hold minimally harmless CSC funded agencies in this unfortunate circumstances of economic state. However, in the upcoming fiscal years inevitably as this economic situation continues, the CSC budget can no longer sustain its funding at current levels and will need to adjust program budgets appropriately. Most significant cuts have been to the categories of operations, administration

and other smaller funding requests such as summer funding, etc. In the month of July, CSC will receive the certified tax numbers per the property appraiser, and we are hoping these numbers will fall in line with the numbers we received in June. Ms. DiToro referenced the important dates coming up on the TRIM calendar, page 18 of the yellow budget packet. Two very important dates when Council member attendance is required are: September 12<sup>th</sup> and September 19<sup>th</sup>, both evening meetings at 5:15 p.m. in the CSC Board room. Chief Wilson expressed his appreciation for Ms. DiToro and CSC Staff in this laborious process, and how difficult it becomes in the continued trimming of the budget where there is less viable options to trim; Council members echoed these sentiments.

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

## **XI COUNCIL & STAFF COMMENTS**

- Ms. Alley reminded everyone present that SLC Education Foundation is holding its Summer Fling on Saturday evening at 6 p.m., June 9<sup>th</sup> at Torrey Pines. The tickets are \$65.
- Ms. Hensley, CSC Chair, is expected to be present and return to her position for the July 12<sup>th</sup> meeting.

## **XI FUTURE MEETINGS**

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

## **XII ADJOURNMENT: 9:18 a.m.**

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

June 14, 2012

MOTIONS PASSED

1. **APPROVED** the **May 10, 2012 Consent Agenda**, which includes the following:
  - A. *The Agenda for June 14, 2012.*
  - B. *The Regular Meeting Minutes for May 10, 2012.*
  - C. *The Cumulative Financial Report for CSC FY 2011/12 as of May 31, 2012.*
  - D. *The Summary of Fund Balance for CSC, as of May 31, 2012.*
  - E. *Transactions Report as of May 31, 2012.*
  
2. **APPROVED** *pulling Early Learning Coalition from staff's recommendations of the 2012/2013 Program Funding Allocations; Early Learning Coalition to be voted on separately.*
  
3. **APPROVED** *funding as recommended by Staff for fiscal year 2012/2013 Program Funding Allocations, with the exception of the Early Learning Coalition agency which will be voted on separately.*
  
4. **APPROVED** *funding as recommended by Staff for fiscal year 2012/2013 Program Funding Allocations specifically for Early Learning Coalition agency programs – Child Care Purchasing Pool Local Match in the amount of \$80,000, Early Learning Coalition's Local Match \$200,000 and the Father Child Connection program for \$40,000 respectively.*
  
5. **APPROVED** *the Budget Transfer Request for New Horizons Student Assistance program in the amount of \$9,482.30 as reflected in Attachment 4 of the E-Packet.*
  
6. **ACCEPTED** *the Draft Budget Presentation based on a millage rate to 0.4872 for FY 2012/2013 for Children's Services Council of St. Lucie County.*

Approved by: \_\_\_\_\_

  
Garry Wilson, Secretary

Date: \_\_\_\_\_

7-12-12