

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Wednesday, September 18, 2013

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: 5:18 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** *(School Board Member)*; Vice Chair **Queen Townsend** *(Governor Appointed)*; Secretary **Garry Wilson** *(Governor Appointed)*; **Genelle Yost** *(Superintendent of Schools)*; **Lorrene Egan** *(Department of Children & Families)*; **Paula A. Lewis** *(County Commissioner)*; **Pat Alley** *(Governor Appointed)*; and **Marilyn Lawless** *(Governor Appointed)*.

COUNCIL ABSENT: **Candice Loupe** *(Governor Appointed)*; and *(Circuit Judge – position vacant)*.

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)*; **Sandy Mack** *(Program Specialist)*; **Paula Rivera** *(Office Manager/Transcriber)*; **Dee Torres** *(Administrative Assistant)*; and *1 member of Public in attendance. Reference attendance sheet for specifics.*

OTHERS ABSENT: **Ashley Mock** *(Communications Coordinator)*.

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

No input received from the public in attendance.

CSC Chair lead the meeting with the amended agenda provided to Council members in advance of the meeting.

VI CONSENT AGENDA

Ms. Townsend motioned to approve the Consent Agenda, which includes minutes from the TRIM Tentative Budget Public Hearing meeting and the Regular Monthly meeting, Council Attendance Record and financials for the month of August 2013. Ms. Alley 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:

Chamber of Commerce Business & Industry Award Event: Mr. Boyle reminded Council members of this evening's Chamber event in which CSC was nominated again this year in the category of non-profit/subsidized business and is a semi-finalist for this category. Ms. Mock has graciously gone ahead to save seats for Mr. Boyle and Ms. Hensley, who will be joining her at the adjournment of this evening's Council meeting.

Community Based Care (CBC): Mr. Boyle informed Council that the community based care contract was awarded to Devereux of Okeechobee and the Treasure Coast. They are presently in a transitional phase – going from United for Families to Devereux. The Department of Children and Families is overseeing this process to be certain that Devereux completes the transitional documentation and protocol accurately. The Alliance had requested to have local representation on the panel for the ITN review and negotiation, which was granted. Now that the ITN (invitation to negotiate) for community based care was awarded, another panel of community leaders – for which a representative has been elected to serve for each county – has been created to monitor the compliance of the transitional phase of this agency. Mr. Boyle will be representing St Lucie County in this respect. Devereux will undergo a CBC readiness assessment. Despite being a national community-based care provider, they are not an established CBC in the state of Florida. The official date of transition to Devereux is scheduled for November 1, 2013.

CSC Council Appointments: Mr. Boyle informed Council that the Board of County Commissioners at yesterday's meeting (Sept. 17th) voted to forward the names of nine (9) applicants to the Governor's office for review and election by the Governor. CSC is expecting the Governor will select three from the nine submissions to fill three seats that have either expired in term, or will be expiring in November 2013. Chief Wilson's seat expired in 2010; Ms. Alley's seat expired in 2012; and Ms. Townsend's seat will expire November of 2013. These three Council members have reapplied for their respective seat positions and their applications were among the nine selected to be forwarded to the Governor's office for the opportunity of re-appointment. Typically CSC is not made aware of the appointments made by the Governor until the actual new Council member initiates contact with CSC. The new Council member is the one who receives the notice directly from the Governor's office on his/her appointment to the CSC Council board. CSC is hoping for a quick turnaround, and will announce the new member(s) appointed as soon as CSC is aware the appointments have been made.

CSC Funded Agency & Parent Concern: Mr. Boyle informed Council of a parent concern that was addressed with CSC related to their child's care while attending a CSC funded program (Frontline). At the present time, there is not much to report on this matter as further investigation and more frequent

regular monitoring (unannounced visits) is being conducted. CSC Team will continue to monitor closely and address the parent concern raised in more detail at the next monthly meeting in October.

CSC Employee Performance Evaluations: Mr. Boyle informed Council that employee performance evaluations have been completed for fiscal year 2012/13. In compliance with state law, the evaluation period was adjusted to reflect a performance duration period that fell within the fiscal year period. Additionally, a one-time monetary acknowledgement of performance was given to each employee warranting such.

SLC Delegation Day: Mr. Boyle reminded Council members that Thursday, September 19th is St. Lucie County Delegation Day. CSC will be presenting with a limit assigned of five (5) minutes; an increase from previous years of two (2) minutes. CSC will address the same legislative priorities as in previous years – supporting Healthy Start, Early Steps, Kidcare and promoting literacy.

Program Site Visits: Mr. Boyle informed Council that CSC will be announcing Program Site Visits in which Council can participate in commencing the month of October. The first three programs being scheduled for these visits are: Ave D Boys' Choir, ALPI's CAT program and Club Pure's Project ROCK North. These dates will be provided to you in advance so that all interested Council members can make arrangements to be present and witness the program in action first-hand.

CSC Success Stories: Mr. Boyle provided a short summary of the newest success story as he referenced the multiple copies of the story provided to each Council member for their perusal and distribution to other colleagues. This story is also featured on the CSC website and Facebook page (in which CSC's FB page is close to 4,000 'likes') as is done each month with a new success story.

CSC Attorney, Mr. Torcivia, arrived during the Executive Director's Report narrative above, 5:28 p.m.

VIII OLD BUSINESS

CSC Chair took this time to read publicly 'Form B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers' submitted by Council Member Ms. Alley at last month's Council meeting. Instructions for compliance include: a public reading of this filing as well as incorporating into the minutes (which has already been done).

IX NEW BUSINESS

A) Council Action Item: Roundtable of St. Lucie County, Inc. Office Space Lease

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. CSC currently contributes \$45,000 in membership dues, as well as being the primary funder for the Kids at Hope Initiative (\$94,800) and in-kind office space to the Roundtable of St Lucie County, Inc – a nonprofit organization whose mission is to build a community that supports the success of children. CSC staff is actively involved in the Roundtable through its many networks as well as being a member of the Roundtable. The current in-kind office space leasing agreement expires on September 30, 2013. The Roundtable is requesting the use of four offices (613 sq. feet) from October 1, 2013 through September 30, 2014. CSC presently invests \$139,800 in the Roundtable, excluding the in-kind office space lease. The Roundtable of St. Lucie County, Inc. is requesting Council approval of this office space lease agreement with an in-kind fair market value of \$12,260 annually.

Ms. Lawless motioned to approve the Roundtable of St. Lucie County, Inc Office Space Lease for the period of October 1, 2013 through September 30, 2014 in the amount of \$1.00 annually as detailed on Attachment 3 of the E-Packet. Ms. Egan seconded the motion. Motion carried unanimously 8/0.

B) Council Action Item: Martin Memorial Medical Center Mother Home Baby Visitation Program

CSC attorney, Mr. Torcivia, explained the legal conflict Martin Memorial Medical Center is having with the current contract language under the 'Indemnification' section of the program contract. Specifically, Martin Memorial implied that the language of 'or funding granted by the COUNCIL, or any action arising out of the operation of this Agreement.' was too broad. CSC and Martin Memorial legal departments communicated and agreed in changing the current contract language to read 'or funding granted by the COUNCIL, or any action arising out of the operation of this Agreement as a result of services performed or not performed, or any negligent act or willful misconduct by the PROVIDER its officers, employees or representatives.' Council inquired whether this new proposed language should be reflected on all annual contracts. The CSC attorney indicated that this amended language is insignificant to the contract terms and may be addressed for the following fiscal year, since contracts have already been released for execution of agency signature. Council also recommended CSC communicate with 'Martin Memorial Medical Center' in regards to clarifying their name as it may have changed to encompass more of an incorporated term.

Ms. Lawless motioned to approve the amended contract language for the Martin Memorial Medical Center Mother Home Baby Visitation program for fiscal year 2013/2014 as detailed on Council Action Item handout from the amended Council agenda. Superintendent Yost seconded the motion. Motion carried unanimously 8/0.

XI COUNCIL & STAFF COMMENTS

- CSC Chair expressed some concerns with the handling of record requests as they can be very broad in nature and the interpretation of the records retention law is lacking and easily misinterpreted. This being said, the School Board Association will hold a workshop to attempt to clarify the current process of records retention, which Ms. Hensley will report back with new information on this matter. CSC attorney added that recently there have been copious record requests received throughout the state of Florida with the intent to address a legal claim against the party if the request is not adhered to timely and efficiently. CSC attorney reminded everyone that although these record requests may be frivolous in nature, they should be given urgency and responded to timely in order to avoid legal consequences.
- CSC Chair expressed there is an urgency to get federal support for mental health for children's aid. New Horizon's concept in thinking is that proactive measure to get assistance for children as early as possible in their diagnosis will assist in reducing costs later in life for the individual in their adulthood. Consequently, reducing costs for the federal government long term.
- CSC Executive Director reminded all that the next meeting will fall back to our standard recurrence of Thursday mornings at 8:30 a.m.

XI FUTURE MEETINGS

- CSC Monthly Meeting – October 10, 2013 at 8:30 a.m.

XII ADJOURNMENT: 5:40 p.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

September 18, 2013

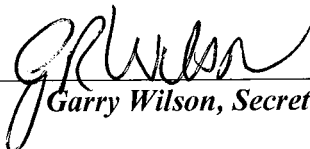
MOTIONS PASSED

1. **APPROVED** the September 18, 2013 Consent Agenda, which includes the following:
 - A. *The Agenda for September 18, 2013.*
 - B. *The Regular Meeting Minutes for August 8, 2013.*
 - C. *The Incorporation of the Memorandum of Voting Conflict (Form B for P. Alley) into the Meeting Minutes for August 8, 2013.*
 - D. *The CSC Council Attendance Record – as of August 8, 2013.*
 - E. *The TRIM Tentative Budget Public Hearing Minutes for September 11, 2013.*
 - F. *The Cumulative Financial Report for CSC FY 2012/13 as of August 31, 2013.*
 - G. *The Program Allocations Report for CSC FY 2012/13 – as of August 31, 2013.*
 - H. *The Summary of Fund Balance for CSC, as of August 31, 2013.*
 - I. *The Transactions Report for CSC, as of August 31, 2013.*

2. **ACCEPTED** *the Roundtable of St. Lucie County, Inc Office Space Lease for the period of October 1, 2013 through September 30, 2014 in the amount of \$1.00 annually as detailed on Attachment 3 of the E-Packet.*

3. **APPROVED** *the amended contract language for the Martin Memorial Medical Center Mother Home Baby Visitation program for fiscal year 2013/2014 as detailed on Council Action Item handout from the amended Council agenda.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

10-10-13