

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, October 10, 2013

Children's Services Council of St. Lucie County
546 NW University Boulevard, Suite 201 -- Board Room
Port Saint Lucie, Florida 34986
8:30 a.m.

MINUTES

- I CALLED TO ORDER: 8:32 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:** *(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)*; **Paula A. Lewis** *(County Commissioner)*; **Candice Loupe** *(Governor Appointed)*; **Pat Alley** *(Governor Appointed)*; and **Marilyn Lawless** *(Governor Appointed)*.

COUNCIL ABSENT: **Lorrene Egan** *(Department of Children & Families)*; 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)*; **Glen Torcivia** *(CSC Attorney)* and 3 members 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.

VI CONSENT AGENDA

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

Council Member – Lorrene Egan: Mr. Boyle announced that CSC Council Member and Department of Children and Families representative, Ms. Egan, is presently transitioning employment to become Director at Devereux in St. Lucie County. CSC is presently waiting on a new Department of Children and Families liaison to be appointed in her place.

Chamber of Commerce Business & Industry Award Event: Mr. Boyle informed Council members of the Chamber's Awards event recently had where CSC was again nominated this year in the category of non-profit/subsidized business. CSC is the proud award recipient for this category; worth mentioning that CSC did not nominate itself for this award, however was nominated by an unknown party.

Upcoming Membership Dues: Although approved and accounted for in the budget detail, Mr. Boyle reminded Council that significant membership dues are due for payment in the coming weeks. They are Roundtable of St. Lucie County at \$45,000 in membership dues to support the infrastructure of the organization; and the Florida Children's Council at \$9,257 in membership dues to support in the efforts of the state representation of all CSCs.

CSC Program Site Visits: Mr. Boyle reminded Council of the program site visits planned for the month of October – scheduled at the request of Council members. Mr. Boyle thanked Ms. Alley for her presence and participation at the Avenue D Boys' Choir program site visit on October 3rd. What was planned to be a short informational tour, resulted in a two-hour stay enjoying the band's tunes under the direction of Ms. Hendricks. Next visit is scheduled for October 14th with the ALPI Computer Assisted Tutorial program, and the last visit for the month of October is scheduled for October 23rd with the Club Pure, Inc. Project Rock North program. All board members are welcome to join Mr. Boyle for this great opportunity to witness the CSC funded programs in action.

CSC Program Parent Complaint: Mr. Boyle provided Council with some additional details in regards to the recent Frontline program parent complaint that addressed the CSC office related to supervision, or lack thereof. Several impromptu visits were made to the program by the CSC team. CSC learned that there are video recordings available of key areas of the program site, and a recording history dating back 21 days from current date. CSC team member went onsite for a detailed review of the taping history. Consequently, observations indicate that program is operating satisfactorily, and only minor improvements are necessary in some areas. It was observed that in the summer months when the program census greatly increases is when there is a possibility for supervision issues. Hence, monitoring the program's population cap more closely has been communicated to Frontline to avoid these issues. The CSC Team is continuously monitoring Frontline and all CSC funded programs as this presents not only

an accountability issue, but also an integrity issue in which CSC continues to fund top-notch, efficient, safe, and quality programs for the children of St. Lucie County.

Council Folders: Mr. Boyle made reference to the contents in the each Council member folder. Included documents were: CSC Talking Points document which basically summarizes clearly the five (5) key focuses of CSC, and helps us in describing to the community in a simplified fashion what CSC does for its residents; and the latest CSC Success Story. This story focused on the success of grandparents as primary caretakers of their grandchildren with the assistance of the Boys & Girls Club. Grandparents play a huge role in many families in the positive development of our community children as the primary caregivers. Consequently, CSC will soon offer a dedicated grandparent class similar to the parenting classes currently being offered by CSC.

Leadership St Lucie: Mr. Boyle informed Council that Ms. Mock's venture with the Chamber's Leadership St. Lucie program will be concluding in November; and Ms. Andreacchio is the newest CSC team member to be accepted for this program and will start the program in January 2014. Ms. Mock will stay on in her new role as Curriculum Chair of the Leadership of St. Lucie program, effective upon graduation from the program.

VIII OLD BUSINESS

(none)

IX NEW BUSINESS

A) Budget Transfer: Club Pure Inc. Project ROCK North Program

Ms. DiToro provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. Club Pure, Inc was first awarded CSC funding in June 2013 for the administration of the Project ROCK North program formerly under Pastor and Mrs. Brown (currently retired). The new agency began program operations in July of 2013 accepting students at the start of the school year in August 2013. As a new program working through staffing needs for the first year of operations, program management reevaluated its staffing and aligning title positions to manage more effectively their staffing needs and client needs. This budget transfer request presents the reallocation of funds in and out of various program positions as detailed on the budget transfer request.

Chief Wilson motioned to approve the Budget Transfer Request for Club Pure, Inc Project ROCK North program dated September 30, 2013 for fiscal year 2013/2014 in the amount of \$9,351.20 as detailed on Attachment 3 of the E-Packet. School Superintendent Yost seconded the motion. Motion carried unanimously 8/0.

B) Council Action Item: CSC Amended Policy - Purchasing Policy

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 4) of the CSC E-Packet. The current purchasing policy allows CSC to identify purchasing limits and required approvals as well as to ensure accuracy of records related to the payment amounts to all vendors and to provide for bids in certain circumstances. However, it does not address situations in which there are limited or sole source vendors. CSC has experienced situations in which three vendors could not be identified to provide quotes. It has also experiences instances where vendor identified did not respond or retracted their rights to bid for services. Accordingly, CSC solicited legal advice from its contracted attorney, Mr. Torcivia, to address these concerns as well as review the current language in an effort to draft a more absolute policy covering this detail. Specific changes were suggested by the CSC attorney, as outlined in Attachment 4 of the E-Packet. CSC Team recommends the approval of the changes recommended by the CSC attorney.

School Superintendent Yost motioned to approve the amended language to the CSC purchasing policy, as detailed in Attachment 4 of the CSC E-Packet. Chief Wilson seconded the motion. Motion carried unanimously 8/0.

C) Council Action Item: CSC 2014 Referendum

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 5) of the CSC E-Packet. Due to the 2010 legislation change, CSC will be on the ballot in 2014 for referendum. CSC has to provide its intention for terms of the reauthorization at least nine months prior to being on the ballot. This being said, the Council is being asked to approve and allow the CSC attorney to approach the governing body of the county (Board of County Commissioners) with the intention that the Children's Services Council of St. Lucie County seek to be reauthorized to continue in existence, unless it is dissolved by either the Board of County Commissioners or by special act of the Legislature.

Chief Wilson motioned to approve permitting the Children's Services Council attorney to approach the governing body of the county (BOCC) with the intention that the CSC of St. Lucie County seek to be reauthorized to continue in existence, unless it is dissolved by either the BOCC or by special act of the Legislature, as detailed in Attachment 5 of the CSC E-Packet. Ms. Alley seconded the motion. Motion carried unanimously 8/0.

D) Council Action Item: CSC Budget 2013/2014: Outreach Plan & Budget

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 6) of the CSC E-Packet. Mr. Boyle mentioned that for the last couple of years CSC has made it a high priority to broaden its outreach strategy and promote awareness about CSC funded programs utilizing cost effective measures to draw community attention to issues related to children. The survey in 2011 stressed the importance in this outreach, as its results acknowledged that CSC as well as the agencies and programs CSC funds were unknown to the general public. In addition to this survey, the disconnect between the public and CSC and the services available was very obvious when performing the 'listening tour' – visiting over thirty of our public schools – to outreach to the local community that CSC was unfamiliar to most. This being fact, CSC has worked diligently over the last two years to increase awareness of our organization and our funded programs working on such initiatives as the Directory of Funded Programs and airing a weekly radio show have all contributed greatly in this effort. Accordingly, in continuing in this effort the CSC team has prepared an outreach plan which details the proposed allocation of the \$120,000 in the current budget. The Council is being asked to approve the outreach plan and budget for future planning and expenditure purposes. The major difference in this budget plan versus last year's budget plan is the addition of billboard advertising. Research shows that this type of outreach is highly effective, as it is a long-standing message. Council suggested exploring splitting the billboard with the owner or another lessee and/or sponsorships with billboard owners in order to reduce costs. CSC is also working on getting brief video clips running at our local community buildings where there is often public foot traffic in lines for services, which would increase awareness of programs available through the CSC.

Ms. Townsend motioned to approve the outreach plan and budget for fiscal year 2013/2014, as detailed in Attachment 6 of the CSC E-Packet. Ms. Loupe seconded the motion. Motion carried unanimously 8/0.

E) Council Action Item: Waiver Request for Late Fee – Family Preservation Services

Ms. DiToro provided a synopsis of the Council Action Item (Attachment 7) of the CSC E-Packet. Ms. DiToro relayed the policy of reimbursements when due to the CSC office monthly. She also explained the chronology of events to Council, as listed on the Council Action Item. The reason for the tardy given by the agency was a computer virus causing the delay. The fee for the August 2013 reimbursements from Family Preservation Services Strengthening Families Program was assessed at \$320.75, which was 5% of their August reimbursement balance. Family Preservation Services is requesting a waiver of the late fee totaling \$320.75 for its tardy August reimbursement.

Ms. Lawless motioned to decline the Family Preservation Services' request for waiver of late fee due to its August reimbursement tardy submission and enforce CSC policy of assessment fee totaling \$320.75, as detailed in Attachment 7 of the CSC E-Packet. Chief Wilson seconded the motion. Motion carried unanimously 8/0.

XI COUNCIL & STAFF COMMENTS

- CSC Chair expressed the importance of being cognizant of committee meetings that are being conducted in our local community, and how they may affect future legislation as it relates to our children.

XI FUTURE MEETINGS

- CSC Monthly Meeting – November 14, 2013 at 8:30 a.m.

XII ADJOURNMENT: 9:00 a.m.

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

October 10, 2013

MOTIONS PASSED

1. **APPROVED** the **October 10, 2013 Consent Agenda**, which includes the following:
 - A. *The Agenda for October 10, 2013.*
 - B. *The TRIM Final Budget Public Hearing Minutes for September 18, 2013.*
 - C. *The Regular Meeting Minutes for September 18, 2013.*
 - D. *The CSC Council Attendance Record (final for FY 2012/2013) – as of September 18, 2013.*
 - E. *The Cumulative Financial Report for CSC FY 2012/13 as of September 30, 2013.*
 - F. *The Program Allocations Report for CSC FY 2012/13 – as of September 30, 2013.*
 - G. *The Summary of Fund Balance for CSC, as of September 30, 2013.*
 - H. *The Transactions Report for CSC, as of September 30, 2013.*
 - I. *The Cumulative Financial Report for CSC FY 2013/14 as of October 1, 2013.*

2. **APPROVED** *the Budget Transfer Request for Club Pure, Inc Project ROCK North program dated September 30, 2013 for fiscal year 2013/2014 in the amount of \$9,351.20 as detailed on Attachment 3 of the E-Packet.*

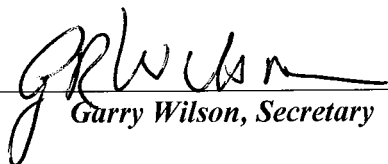
3. **APPROVED** *the amended language to the CSC purchasing policy, as detailed in Attachment 4 of the CSC E-Packet.*

4. **APPROVED** *permitting the Children's Services Council attorney to approach the governing body of the county (BOCC) with the intention that the CSC of St. Lucie County seek to be reauthorized to continue in existence, unless it is dissolved by either the BOCC or by special act of the Legislature, as detailed in Attachment 5 of the CSC E-Packet.*

5. **APPROVED** *the outreach plan and budget for fiscal year 2013/2014, as detailed in Attachment 6 of the CSC E-Packet.*

6. **DECLINED** *the Family Preservation Services' request for waiver of late fee due to its August reimbursement tardy submission and enforce CSC policy of assessment fee totaling \$320.75, as detailed in Attachment 7 of the CSC E-Packet.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

11-14-13