

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, December 13, 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*); **Michael J. Lannon** (*Superintendent of Schools*); **Pat Alley** (*Governor Appointed*); **Candice Loupe** (*Governor Appointed*); **Mark W. Klingensmith** (*Circuit Judge*); **Paula A. Lewis** (*County Commissioner*); and **Marilyn Lawless** (*Governor Appointed*).

COUNCIL ABSENT: **Lorrene Egan** (*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*); **Lara Donlon** (*CSC Attorney*), and 0 members of Public in attendance.

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.

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 November. Ms. Candice Loupe seconded the motion. Motion carried unanimously 6/0.

Commissioner Paula Lewis, Mr. Michael Lannon and Judge Mark Klingensmith arrived while the Executive Director Report was in session, respectively. Final quorum established at nine Council members.

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:

New CSC Board Member: Mr. Boyle reminded Council that Ms. Cheri Sheffer has vacated her position with the Department of Children & Families; resulting in a seat vacancy on the CSC Council board. However, an alternate representative of Department of Children & Families has been assigned to the CSC Council seat vacancy. Her name is Ms. Lorrene Egan, who is the Child Protective Investigation Operations Manager for the Department of Children & Families.

CSC's Sounds of the Season Concert: Friday, December 14th CSC will host its second annual concert at the Sunrise Theatre in Fort Pierce; a theatre holding 1,200 seats. Mr. Boyle has very limited tickets available for this event; it has been a very popular event.

CSC Independent Audit: Mr. Boyle reminded Council that CSC is currently hosting the auditor onsite this week performing audit services. Hats off to Ms. DiToro and Ms. Craig, as well as all team members that contributed to the preparatory work involved in this audit process.

CSC East/West Wing Division: Mr. Boyle mentioned that CSC Council member, Chief Wilson, has been instrumental in connecting CSC with the Treasure Coast Builders' Association for the in-kind contracting services in the planned remodel of the separation of East and West office wings. The purpose of the remodel is to separate CSC team members to one side of the building (East); therefore, vacating the West side of the building for profitable tenant occupancy. Keeping the two areas separated would allow for more privacy and security of CSC's team and tenants. In soliciting quotes to provide these contracting services, CSC received estimates as high as \$10,000 for door installations excluding electronic door scanners expense. Mr. Robert DeRocher, of Circle D Enterprises and member of the Treasure Coast Builder's Association, was onsite at the CSC office evaluating the project and has taken the initiative to work with the Fire Department and Planning/Permitting departments to work on the technicalities of getting this project underway. The Fire Department was invited onsite to evaluate the future project, and while here Fire Inspector Michael Matthy performed an impromptu fire inspection of our building. CSC didn't pass the fire inspection for some faulty batteries that needed replacing in several of the Exit signs. CSC was given approximately a month's timeframe to get these batteries replaced, prior to a re-inspection in January 2013 and possible fine if we fail again. Nonetheless, Mr. Boyle wanted to acknowledge and thank Chief Wilson for his part in having the Treasure Coast Builder's Association take on CSC's remodel as an in-kind project.

Keynote Speaker: Mr. Boyle mentioned that Chief Wilson had the opportunity to be one of the keynote speakers at the Save Our Children Conference, sponsored by the Guardians for New Futures. Mr. David Lawrence also participated as the lead speaker for this conference. During his speech Chief Wilson addressed the benefits of having CSC in St. Lucie County, the positive impact CSC has had in our local community and the referendum vote in 2014 to keep CSC active in our community.

Senator Negron Meeting: Mr. Boyle informed Council that Sara Gosney, Mr. Heaton (Executive Director, CSCMC) and he met with Senator Negron. Meeting although brief went very well. The meeting was primarily focused on three topics of discussion: State support of Early Steps, Healthy Kids and Healthy Start.

CSC Team Member – A. Mock: Mr. Boyle announced that today's meeting would be the last meeting for Ms. Mock for the coming year. Ms. Mock is not separating with CSC; however she does have a meeting conflict. She will be participating in the Chamber Leadership meetings beginning in January which occur at the same time as the CSC Council Meetings.

CSC Updated Website: Mr. Boyle took the liberty of forwarding this part to Ms. Mock, who will take the lead in introducing Council to the newly updated CSC website. Ms. Mock via the display monitor walked Council through the new website features. New provider is Swiss Mango, who assisted greatly in this user friendly website design. Along with the new design it is more interactive, and includes new backend capabilities that can now be done in-house, therefore streamlining a lot of the work productivity. Wi-Fi was not so cooperative during the monitor-presentation; however Council was very impressed with the new layout. Some highlights include a calendar of events, which allows public registration via the website; Success Stories easy tab; and Our Impact which includes a history of trends and statistics that CSC has been recording.

Project Rock North: Mr. Boyle informed Council that he attended a meeting yesterday with the Project Rock North Board to clarify the board and program's future. He reminded Council that several months ago, CSC was notified that Ms. Brown was terminating in her role as Executive Director and the program site would no longer be available for program services. There was some discussion with regards to legalities in the Board remaining active would result in the responsibility of finding a new Executive Director and site location befalling on the Board. If the Board is dissolved, then this responsibility would fall on CSC to open up these program services for bidding to the public in locating the same or similar program services. The Project Rock North board voted unanimously to dissolve the board after the current school year and turn over the search for new program services to CSC. Plans are to address Council in February with a request for proposal for replacement program services. Ms. Brown will continue to be accessible for guidance and support during this transitional phase.

Internship: Mr. Boyle informed Council that CSC has retained its first intern, who is scheduled to start on January 7, 2013. Nanette is a Capstone student at IRSC who is getting her degree in Human Services. She is energetic and very excited about starting with us, and will be interning with CSC for 16 hours weekly.

CSC Office Closing: Mr. Boyle mentioned to Council that CSC will be closing its office for business during the Christmas week, from December 24th through January 1, 2013; reopening for business on Wednesday, January 2nd. Mr. Boyle closed his report wishing all Happy Holidays!

VIII OLD BUSINESS

A) (none)

IX NEW BUSINESS

A) **Council Action Item: Program Proposal Application for FY 2013/2014**

Mr. Boyle provided a synopsis of the Council Action Item (Attachment 3) of the CSC E-Packet. Mr. Boyle explained the request for proposal will be released to all our currently funded programs. This does not guarantee their acceptance of funding, merely an invite for application submission. Obviously due to budget limitations, there will be more scrutiny of applications as well as program's rapport with CSC playing a role in the decision making process recommendations to Council. The release of the application is scheduled for December 20th; reference the CAI for additional timetable details.

Chief Wilson motioned to approve the Program Proposal Application for FY 2013/2014 as detailed in Attachment 3 of the E-Packet. Ms. Pat Alley seconded the motion. Motion carried unanimously 9/0.

B) Council Action Item: 2013 Summer RFP Application

Mr. Dwyer provided a synopsis of the Council Action Item (Attachment 4) of the CSC E-Packet. For over ten years, CSC has been funding additional opportunities for summer program services. Last year CSC funded an additional ten summer programs in the amount of \$242,321 which benefited over 400 youth. CSC's budget this year is more limited in summer funding dollars, only having \$200,000 allocated for this funding purpose. Last year CSC turned its focus to a more summer learning loss mitigation element to its program funding, providing for a more academic focused program and allowing children to retain a continuum of education during the summer recess period. The application timetable is reflected in the Council Action Item. It is released early with the intent to allow the programs to organize their efforts with sufficient timing to prepare internally for its program services to the children. CSC encourages a balance of academics and recreation in these summer program services as to keep the children attracted enough to return to the program regularly.

Ms. Marilyn Lawless motioned to approve the 2013 Summer RFP applications as detailed in Attachment 4 of the E-Packet. Ms. Queen Townsend seconded the motion. Motion carried unanimously 9/0.

C) Council Action Item: CSC Outreach Budget Plan

Ms. Mock provided a synopsis of the Council Action Item (Attachment 5) of the CSC E-Packet. In 2011 a community survey was conducted, of which the results stated that less than 10% of our community could correctly identify the Children's Services Council of St. Lucie County and the programs associated with CSC. In addition to that, shortly after the CSC team members went on a 'Listening Tour' and addressed the schools and other local groups and entities, this tour resonated the same results. In the last couple of years major effort has been made on public exposure and branding. The Council Action Item brought before Council today, allows for a more structured plan and budget for future planning and expenditure purposes.

Ms. Queen Townsend motioned to approve the CSC Outreach Budget Plan as detailed in Attachment 4 of the E-Packet. Ms. Marilyn Lawless seconded the motion. Motion carried unanimously 9/0.

D) Council Action Item: Executive Director Evaluation & Contract 2013

Ms. Hensley informed Council she had received input from all Council members; most via the appropriate forms, some verbally. Ms. Cheri Sheffer also provided her feedback as well. Everyone thought Mr. Boyle is doing a satisfactory job in his performance as an Executive Director. All Council members have received a copy of his current contract. It is noteworthy recognizing, Mr. Boyle has expanded his role as a community leader in acquiring such positions as the Chair of the State Organization, Interim Chair of the Early Learning Coalition of St. Lucie County, and the Vice Chair of the Roundtable. Mr. Boyle serves as a very positive example of what CSC's mission is about, and takes the lead in demonstrating a positive driving spirit to the CSC team.

Ms. Pat Alley motioned to approve the Executive Director Contract renewal as detailed in the supporting documentation presented in Council folders. Commissioner Paula Lewis seconded the motion. Motion carried unanimously 9/0.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

December 13, 2012

MOTIONS PASSED

1. **APPROVED** the December 13, 2012 Consent Agenda, which includes the following:
 - A. *The Agenda for December 13, 2012.*
 - B. *The Regular Meeting Minutes for November 8, 2012.*
 - C. *The Cumulative Financial Report for CSC FY 2011/12 as of November 30, 2012.*
 - D. *The Cumulative Financial Report for CSC FY 2012/13 as of November 30, 2012.*
 - E. *The Summary of Fund Balance for CSC, as of November 30, 2012.*
 - F. *Transactions Report as of November 30, 2012.*


2. **APPROVED** *the Program Proposal Application for FY 2013/2014 as detailed in Attachment 3 of the E-Packet.*

3. **APPROVED** *the 2013 Summer RFP applications as detailed in Attachment 4 of the E-Packet.*

4. **APPROVED** *the CSC Outreach Budget Plan as detailed in Attachment 4 of the E-Packet.*

5. **APPROVED** *the Executive Director Contract renewal as detailed in the supporting documentation presented in Council folders.*

Approved by: _____


Garry Wilson, Secretary

Date: _____

2-14-13