

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Thursday, March 13, 2014

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: 8:30 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** (*School Board Member*); Secretary **Garry Wilson** (*Governor Appointed*); **Genelle Yost** (*Superintendent of Schools*); **Paula A. Lewis** (*County Commissioner*); **Amy Gregory** (*Department of Children & Families*); **Pat Alley** (*Governor Appointed*); **Marilyn Lawless** (*Governor Appointed*); **Candice Loupe** (*Governor Appointed*); and **Jason Matson** (*Governor Appointed*).

**COUNCIL ABSENT:** **Charles A. Schwab** (*Circuit Juvenile Judge*).

**OTHERS PRESENT:** **Sean Boyle** (*Executive Director*); **Jim Dwyer** (*Director of Programs*); **Ashley Mock** (*Communications Coordinator*); **Sandy Mack** (*Program Specialist*); **Paula Rivera** (*Office Manager/Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*) and 15 members of Public in attendance. Reference attendance sheet for specifics.

**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.*

*CSC Chairperson postponed public comment to later in the meeting as the topics public wished to address were related to business items already on the agenda for discussion at today's meeting.*

*Council Member Pat Alley arrived at the meeting during the reading of the memorandums of voting conflict. Quorum of eight members established.*

## **V CONSENT AGENDA**

Prior to addressing motion to approve meeting minutes for February 13<sup>th</sup> CSC Chairperson, Ms. Hensley, read into record the two memorandums of voting conflict for Ms. Alley and Judge Schwab. The memorandums of voting conflict will now be filed with the respective minutes, as to remain in compliance with Florida Statutes.

***Ms. Loupe motioned to approve the Consent Agenda, which includes meeting minutes, Council Attendance Record, financials for the month of February 2014; and a Lease Agreement for Guardians for New Futures. Chief Wilson seconded the motion. Motion carried unanimously 8/0.***

*Council Member Marilyn Lawless arrived at the meeting during the Executive Director's report narrative. Quorum of nine members established.*

## **VI 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:

**Outreach Campaign:** Mr. Boyle addressed everyone's attention to the current postcards CSC is currently promoting 'Ensuring Everybody Has a Healthy Baby's and listing all the programs funded by CSC that focus on the support of newborns and their development. Last month's postcards were similar with a different focus on after school programs. At the last Council meeting the faith-based campaign was mentioned in which 12-15 churches were participating in assisting CSC with getting these postcards in the hands of children and families who really need the services in our local community. To date, CSC has 37 churches that are participating in this faith-based outreach effort. Aztec Graphix will be assisting us with the printing of these postcards, as the number in participation increases so does the need for more postcards. In partnership with Aztec Graphix, they are willing to print these postcards for free, adding their logo to the card. CSC is hopeful to get these postcards in the hands of as many local families as possible, in doing so we hope to continue the growth in participating churches in our local area.

**Acknowledgements:** Mr. Boyle expressed his thanks for the job well done by Mr. Dwyer and his committee of Summer proposal reviewers – Ms. DiToro, Mr. Mack, Ms. Craig and Ms. Andreacchio. There were over \$450,000 of summer funding requests received and a limited CSC budget of only \$200,000 – quite a big undertaking of responsibility fell on the shoulders of these individuals to review thoroughly and provide input in this lengthy detailed discussion and decision making process. Obviously, because of the limited funding not all will be content with the decisions made, specifically those proposals that were declined for funding and even those proposals that are being funded but at amounts less than requested.

**FCC Conference:** Mr. Boyle provided some highlights of the recent trip to Tallahassee with Ms. Hensley where they participated in the Florida Children's Council Conference, and met with some legislative delegates. One of the most interesting conversations was regarding what the House and Senate are proposing for the Department of Children & Families – including a change in the formation of the alliance. In addition to the extra investment of dollars being recommended in this arena, essentially much

needed screening and training is required to be certain that systematically it is improved. Some other topics discussed -- Healthy Kids is the frontline for kids' success including Pediatric Dental and mental health components.

**Program Site Visits:** Mr. Boyle thanked both Mr. Matson and Ms. Gregory for their participation in the recent site visits to Easter Seals and PACE Center for Girls. Both Council members left impressed at the process/visit they witnessed.

**Acknowledgements:** Mr. Boyle expressed appreciation for Chief Wilson who obtained several PSAs for CSC with the *St. Lucie/NY Mets*. CSC has released a script to the Mets so that it may be recorded, and announcements aired at upcoming games. He also expressed thanks for Ms. Alley's efforts in enrolling CSC in the annual Grapefruit Squeezing Contest. Three participants are required for this team volunteering are the following: Wendy, CSC intern; Ashley and her husband, Rob for the roles of cut, squeeze and pouring of grapefruit.

**Outstanding Youth Event:** Mr. Boyle informed Council members that CSC's signature dinner event – Outstanding Youth (OY) – will take place at the IRSC in the Public Safety Training Complex, the evening of May 19<sup>th</sup>. Council and team members are asked to schedule this in their calendars to support this event with their participation. This venue is being given to CSC free of charge; catering will be additional cost. Three Council members – Ms. Alley, Ms. Lawless and Ms. Loupe – were solicited to form the Review Committee for the Outstanding Youth nominee applications. Each Council member will review and score the applicants, afterward the CSC team will calculate scoring to identify the top five applicants. The formal award presentation to each will be delivered at the OY Dinner.

## **VII PUBLIC COMMENTS**

CSC Chair called Ms. Jan Swink, CEO for Family Preservation Services, to the podium to address her tardy submission of the Strengthening Families Budget Proposal; which was rejected by team members at the door per CSC policy. She started by providing some history of funding with CSC and acknowledging they are a top ranked program nationally. Ms. Swink explained that after speaking with Ms. Theresa Garbarino-May, it was decided that Family Preservation Services will no longer seek funding for the coming fiscal year 2014/2015. The Strengthening Families component handled by Family Preservation Services will cease to exist effective the end of this current fiscal year, as it was determined this is in the best interest of the organization and program as a whole. Ms. Swink did respectfully request that the dollars that were slated for Family Preservation Services remain invested in the Strengthening Families program umbrella as it is a valuable program, a nationwide best practice and worthwhile investment.

CSC Chair called Ms. Mary Hendricks, Executive Director for Ave D Boys & Girls Choir, to the podium to address her tardy submission and reconsideration of acceptance for the grant proposal for Ave D Boys & Girls Choir. She expressed that this program has been in existence currently for ten years with the support of CSC since their inception. Ms. Hendricks explained her tardiness in grant submission due to her Office Manager's extreme chronic illness. Her Office Manager became dependent on a third party to deliver the grant to the CSC office; consequently this delivery was tardy having been delivered passed the noon deadline by approximately 7-10 minutes. Hence, the CSC Team was unable to accept the grant proposal due to CSC policy. The Office Manager has been in and out of the hospital due to her illness. This is the first incident reported of tardy RFP submission for this agency and there was a baseball game occurring during this particular afternoon which also affects vehicle traffic to our office location.

***Ms. Pat Alley motioned to accept the Ave D Boys & Girls Choir annual RFP for fiscal year 2014/2015, despite it being a tardy submission. Mr. Jason Matson seconded the motion. Motion carried unanimously 9/0.***

## VIII OLD BUSINESS

*(none)*

## IX NEW BUSINESS

### **A) Election of CSC Board Officers: Chairperson, Vice Chairperson, Secretary**

The CSC Chair informed Council members that the officer positions Board Chair, Vice Chair and Secretary are up for election. Current seats are occupied as follows: CSC Chairperson is Ms. Hensley; CSC Vice Chairperson is vacant as was formerly occupied by Ms. Townsend whose board term expired, and Secretary is Chief Wilson. Individual motions were taken for each position.

*Ms. Marilyn Lawless motioned to approve Ms. Kathryn Hensley to continue in her current role as Chairperson. Ms. Candice Loupe seconded the motion. Motion carried unanimously 9/0.*

*Chief Garry Wilson motioned to approve Ms. Pat Alley for the role as Vice Chairperson. Ms. Candice Loupe seconded the motion. Motion carried unanimously 9/0.*

*Ms. Pat Alley motioned to approve Chief Garry Wilson to continue in his role as Secretary. Ms. Marilyn Lawless seconded the motion. Motion carried unanimously 9/0.*

### **B) 2014 Summer Program Funding Recommendations**

Mr. Dwyer provided a brief synopsis of the background of this agency and history of the current Council Action Item (CAI), known as Attachment #3 of the CSC e-Packet. Mr. Dwyer informed that this type of funding has been available for the last fourteen years. However, in recent years due to budget constraints the funding amounts available have shrunk considerably with the current year (Summer 2014) having \$200,000 in funding available. There were a total of fifteen proposals submitted for consideration of funding; representing a total of over \$478,000 in requested funding. As was relayed at the Proposers' Conference, there would be mixed emotions with the final CSC decision in funding. Some agencies would be content, while others may be upset or even angry with the decisions in funding. After much careful detailed discussion, the CSC Team is recommending a total of seven programs be funded at the respective funding amounts as detailed on the CAI Attachment #3.

*Ms. Genelle Yost motioned to approve 2014 Summer funding recommendations in the amount of \$199,941.00, as detailed in the Council Action Item Attachment #3 presented to Council Members. Ms. Marilyn Lawless seconded the motion. Motion carried unanimously 9/0.*

### **C) CSC Texting Policy**

Mr. Boyle provided a brief synopsis of the current situation related to using personal cell phones for business utilization as reflective in the current Council Action Item (CAI), known as Attachment #4 of the CSC e-Packet. While employees are remote, this is a valuable tool used in facilitating communication with our co-workers on business related matters. Recent issues with local governments have highlighted the need to examine instituting a texting policy for the agency. This being said, CSC Team worked diligently with CSC legal counsel to develop a texting policy to be certain we remain compliant with Florida Public Records Law.

*Ms. Marilyn Lawless motioned to approve the new Text Messaging Policy language as detailed in the CAI Attachment #4. Ms. Candice Loupe seconded the motion. Motion carried unanimously 9/0.*

### **D) Budget Transfer Request: Boys & Girls Club Core Program**

Mr. Dwyer provided a brief synopsis of the background of this agency and history of the current Council Action Item (CAI), known as Attachment #5 of the CSC e-Packet. The budget transfer is for the Boys & Girls Core Program and in the amount of \$17,908 for the purposes of reinstating the Chief Operating Officer position which in previous years had been deleted, and readjustments in the organizational

structure to allow for a more efficient running program throughout the various local club sites, and support of safety concerns in recent increased violence neighborhoods.

***Chief Garry Wilson motioned to approve the Budget Transfer Boys & Girls Club Core Program in the amount of \$17,908, as detailed in the Council Action Item #5 presented to Council Members. Ms. Genelle Yost seconded the motion. Motion carried unanimously 9/0.***

**E) Budget Transfer Request: Boys & Girls Club Teen Outreach Program**

Mr. Dwyer provided a brief synopsis of the background of this agency and history of the current Council Action Item (CAI), known as Attachment #6 of the CSC e-Packet. The budget transfer is for the Boys & Girls Teen Outreach Program and in the amount of \$7,500 for the purposes of accommodating a change in increased teen population participation at the Garden Terrace Unit. The population change at the unit requires the efforts of a Teen Director to provide programming to the new teen population.

***Ms. Marilyn Lawless motioned to approve the Budget Transfer Boys & Girls Club Teen Outreach Program in the amount of \$7,500, as detailed in the Council Action Item #6 presented to Council Members. Ms. Candice Loupe seconded the motion. Motion carried unanimously 9/0.***

**F) CSC Year End Recap and Year Ahead Presentation**

Mr. Boyle explained that the year's accomplishments and the budget projections for the year ahead will be summarized using a PowerPoint presentation. Mr. Boyle also explained that an Annual Report will be generated in-house and distributed to the community. CSC funded agencies were invited to this presentation as well to gain a better understanding of the current CSC budget picture and future perspective. Ms. Hensley reiterated that advanced planning on the part of the CSC board and team members permitted a surplus in the budget that allowed for CSC funded programs to be held as minimally harmless to the effects of the current economy as possible. This advanced planning has proven to be a positive factor in permitting CSC programs to operate without significantly feeling the impact of the current debilitating economy.

CSC Board members have been provided with hard copies of three (3) budget scenarios for easier viewing capability. Mr. Boyle explained that in 2008 property value collapsed. Prior to the collapse, CSC had \$9.5M in revenue in 2007 for funding of 57 programs. CSC currently has less than \$7M for funding of 53 programs. Without the fund balance available, the scale of the budget decline would have been more significant and a detrimental impact to our funded programs. The three budget scenarios in the possession of Council for consideration are – Scenario A: Maintain current millage of .4872 and no cuts to the budget, 1% growth for FY 14/15 and 2% growth for FYs 15/16-17/18; Scenario B: Rollback Rate for FY 14/15, .4872 for FYs 15/16-17/18, 0% reductions, 1% growth for FY 14/15, 2% growth for FYs 15/16-17/18; and Scenario C (more conservative): Rollback Rate for FY 14/15, .4872 for FYs 15/16-17/18, 0% reductions, 1% growth FYs 14/15-17/18. Mr. Boyle provided an overview of the slide presentation and highlighted significant positive improvements, as well as the details on the current fund balance. He then addressed the three scenarios in more detail before requesting direction from Council members on which budget projection to consider. CSC Team suggests leaning toward scenario B or scenario C. Council consensus is to work towards Scenario B. Ms. Hensley summarized in saying despite the turmoil in the economic climate in recent years, St. Lucie County still remained and remains positive in its indicators.

*Council Members Marilyn Lawless and Chief Garry Wilson departed during the Year End Recap & Budget Model Projections Presentation, respectively. Quorum of seven members remains.*

**X COUNCIL & TEAM COMMENTS**

- Mr. Matson thanked the Team for the clear picture via the PowerPoint presentation, specifically for a newcomer to this process.

- A few Council Members expressed that State and Federal trend indicators appear to be scaling positively and we continue to be hopeful that these indicators will continue in this positive trend.

**XI FUTURE MEETINGS**

- CSC Monthly Meeting – April 10, 2014 at 8:30 a.m.

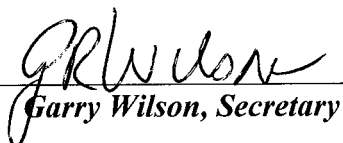
**XII ADJOURNMENT: 9:44 a.m.**

**CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY**  
**REGULAR COUNCIL MEETING**  
**March 13, 2014**

**MOTIONS PASSED**

1. **APPROVED** the **March 13, 2014 Consent Agenda**, which includes the following:
  - A. The **Agenda** for March 13, 2014
  - B. **Minutes** for CSC Regular Council Meeting for February 13, 2014
  - C. **Minutes Addendum**: Memorandum of Voting Conflict – P. Alley – February 13, 2014
  - D. **Minutes Addendum**: Memorandum of Voting Conflict – C. Schwab – February 13, 2014
  - E. CSC Council **Attendance Record** FY 2013/14 – as of February 13, 2014
  - F. **Cumulative Financial Report** FY 2013/14 – as of February 28, 2014
  - G. **Program Allocations Report** FY 2013/14 – as of February 28, 2014
  - H. **Summary of Fund Balance** – as of February 28, 2014
  - I. **Transactions Report** – as of February 28, 2014
  - J. **Lease Agreement** for Guardians for New Futures – Effective April 2014
  
2. **ACCEPTED** the Ave D Boys & Girls Choir annual RFP for fiscal year 2014/2015, despite it being a tardy submission.
  
3. **APPROVED** Ms. Kathryn Hensley to continue in her current role as Chairperson.
  
4. **APPROVED** Ms. Pat Alley for the role as Vice Chairperson.
  
5. **APPROVED** Chief Garry Wilson to continue in his role as Secretary.
  
6. **APPROVED** 2014 Summer funding recommendations in the amount of \$199,941.00, as detailed in the Council Action Item Attachment #3 presented to Council Members.
  
7. **APPROVED** the new Text Messaging Policy language as detailed in the CAI Attachment #4.
  
8. **APPROVED** the Budget Transfer Boys & Girls Club Core Program in the amount of \$17,908, as detailed in the Council Action Item #5 presented to Council Members.
  
9. **APPROVED** the Budget Transfer Boys & Girls Club Teen Outreach Program in the amount of \$7,500, as detailed in the Council Action Item #6 presented to Council Members.

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

  
*Garry Wilson, Secretary*

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

4-10-14