

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting

Thursday, May 8, 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*); **Charles A. Schwab** (*Circuit Juvenile Judge*); **Candice Loupe** (*Governor Appointed*); and **Jason Matson** (*Governor Appointed*).

**COUNCIL ABSENT:** **Marilyn Lawless** (*Governor Appointed*).

**OTHERS PRESENT:** **Sean Boyle** (*Executive Director*); **Dori DiToro** (*Director of Finance and Human Resources*); **Jim Dwyer** (*Director of Programs*); **Ashley Mock** (*Communications Coordinator*); **Erin Craig** (*Fiscal/Human Resources Specialist*); **Paula Rivera** (*Office Manager/Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*) and 5 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.*

*Quorum of eight members established.*

## **V PUBLIC COMMENTS**

*There was no public in attendance wishing to address the board.*

## **VI CONSENT AGENDA**

***Ms. Loupe motioned to approve the Consent Agenda, which included meeting minutes, Council Attendance Record, and financials for the month of April 2014. Chief Wilson seconded the motion. Motion carried unanimously 8/0.***

*Council Member Paula Lewis arrived at the meeting following the consent agenda vote. Quorum of nine members established.*

*Due to a few Council members having to depart the meeting earlier than adjournment, CSC Chair opted to restructure sequence of meeting agenda and proceeded with voting-required business items under New Business prior to the Executive Director narrative.*

## **VII NEW BUSINESS**

### **A) Council Action Item: Office Lease Agreement for Henderson Behavioral Health**

Mr. Boyle provided a brief synopsis of the Council Action Item (CAI), known as Attachment #3 of the CSC e-Packet. Mr. Boyle explained that due to lack of anticipated CSC Team expansion the CSC building does have space available for tenant leasing. Presently, CSC has two tenants occupying space: Guardians for New Futures and the Roundtable of St. Lucie County. Mr. Boyle received a referral from a former CSC Council member, Ms. Sheffer, in regards to a need for office space required by Henderson Behavioral Health who recently partnered with Devereaux. Henderson Behavioral Health (HBH) is a non-profit organization located in Lauderdale Lakes, Florida and expanding north to this region. HBH was awarded a grant to provide case management services to families in Indian River, Martin, Okeechobee and St. Lucie counties. HBH is interested in leasing three offices and a cubicle from CSC to establish a Treasure Coast hub for their new case managers. A total of seventeen HBH team members will be stationed here, however most of the HBH team will require very little time at the CSC offices since they primarily work in the field. There will be no clinical services provided onsite, as this location is intended solely as their hub location. The total square footage to be leased is 613 square feet and CAM space of 636 square feet for a total rental cost of \$980 per month, plus additional costs for utilization of phones, internet, and multifunctional peripheral (MFP). Mr. Boyle recognized Ms. Rivera's efforts and time invested in the preliminary preparation for this new tenant, and her continued efforts in this process as the tenant prepares for occupancy. Consequently, CSC Team is requesting that Council approve the lease agreement for three (3) office spaces and one (1) cubicle at a rate of \$980 per month, plus amenities based on utilization costs. HBH has been made aware of the reauthorization vote of CSC scheduled for November 2014 and there are provisions in the lease accordingly. The proposed lease agreement from June 1, 2014 through May 31, 2015 was included in the e-packet for advanced review.

***Ms. Yost motioned to approve the Commercial Lease Agreement for Henderson Behavioral Health effective June 1, 2014 through May 31, 2015. Judge Schwab seconded the motion. Motion carried unanimously 9/0.***

## **VIII 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:

**Roundtable of St. Lucie County:** Mr. Boyle reminded Council members of the open position of Executive Director for the Roundtable. The advertisement for this position has been released, and the Roundtable is presently accepting resume submissions through the deadline of May 14<sup>th</sup>. The Roundtable is currently working to update its comprehensive strategy since the current plan expires at the end of this year. The plan includes targeting such concern areas as violence, child abuse and reading by third grade level, CSC has adopted these same concern areas as part of its funding strategy. Hence, many times when the Roundtable discusses their accomplishments, they very much mirror those of the CSCSLC as we have invested totally in this same strategy. The first Steering Committee meeting on the update of the comprehensive strategy was well attended by a very impressive group of community leaders. Ms. Andreacchio, a CSC team member, is the Vice Chair of the Roundtable Steering Committee and Mr. Boyle recognized her efforts thus far and her continued role being instrumental in this strategy planning formulation.

**Budget Planning FY 2014/2015:** Mr. Boyle informed Council members that CSC has begun the budget planning for the following fiscal year. Moving forward with Council's consensus of 'no cuts' budget, CSC management is in process of developing a 'flat-lined' budget. Mr. Boyle acknowledged Ms. DiToro's efforts in this regard, and applauded her for accuracy and thoroughness historically in this process every year.

**CSC Annual RFPs:** Mr. Boyle acknowledged Mr. Dwyer's efforts in spearheading this process, as much time and detailed review line item by line item was involved in the recommendation results that will be presented later at this meeting. Mr. Boyle expressed his disappointment in the request for proposal application completion as many submissions received were not up to par in several aspects including lacking accuracy in both program detail and budget detail. Presently, and in past years it has been a continuing grant application, consequently lacking competition, and perhaps this may be an explanation of the lackadaisical approach from our agencies. However, the entire annual RFP process will be reevaluated and a more competitive proposal process will be implemented.

**Summer 2014 Movies:** Mr. Boyle was pleased to announce that CSC has once again negotiated with local movie theatres to provide select movie viewings at discounted or no charge to local residents, making certain families have something to do during the school summer recess. The theatres in partnership with CSC are: Nova Cinema at Sabal Palm in Fort Pierce and Regal Cinema at Treasure Coast Mall. CSC is the sole sponsor of the movies at Nova Cinema; and a co-sponsor with Tobacco Free of Martin County at the Regal Cinema as this is a multi-county (St. Lucie County/Martin County) population that attends this theatre. Nova Cinema will be free admission, while Regal Cinema will be discounted at \$1 admission fee. CSC did not pursue partnership with Carmike's Theatre in St. Lucie West, because Carmike was not willing to entertain this type of deep discounted admission.

**Outstanding Youth Awards Ceremony: CSC's Signature Dinner:** Mr. Boyle reminded Council members of the upcoming annual signature event – Outstanding Youth (OY) Awards Dinner scheduled for Monday evening, May 19<sup>th</sup> at the IRSC Public Safety Training Complex, Baily Auditorium. Mr. Boyle acknowledged his appreciation for Council members' participation in this event, particularly those that have volunteered to introduce the OY award recipients. Mr. Boyle also gave recognition to Ms. Mock who has spearheaded the coordination of this event.

**CSCSLC Reauthorization Flyer:** Mr. Boyle referenced a flyer in Council members' folders providing funding details related to the programs at risk of losing CSC funding if the reauthorization of CSC is unsuccessful. Many of these funded programs count on CSC for over 50% of their operational budget. Such programs as Big Brothers Big Sisters, Castle, and the matching for the Healthy Families program are at high risk of continued existence if CSC should fail reauthorization – a potential tragic outcome indeed.

There are additional copies of this flyer available for Council members to share with their colleagues, friends and all potential voters in St. Lucie County.

**Recognition Announcements:** Mr. Boyle expressed his appreciation to Chief Wilson, Ms. Hensley, and Superintendent Yost who addressed community leaders at a recent Roundtable meeting about the importance of CSC in the community and the crisis it would present to the community if CSC were non-existent. Roundtable of St. Lucie County has coordinated some presentations for CSC including a meeting with the IRSC's student government and appearing on the School Board TV show. CSC has also scheduled a standing presentation at the monthly Coffee with the Port St. Lucie Council.

*CSC Attorney, Mr. Torcivia, arrived during the Executive Director's narrative above.*

*CSC Council member, Judge Schwab, departed the meeting at 8:43 a.m. following the Executive Director's narrative. Quorum of eight CSC members remains.*

**IX OLD BUSINESS**  
*(none)*

**X NEW BUSINESS (continuation)**

**B) 2014/2015 Program Proposal Recommendations**

Mr. Dwyer provided a brief synopsis of the Council Folder meeting handouts. One landscape-version 'funding at a glance' comparison of what is currently funded and the projected recommendation funding for next fiscal year; the other handout is a memo-version providing similar information and including a briefing of the programs' services. CSC funded programs were provided advanced notice that at best level-funding would be the typical funding level. Each proposal received was thoroughly assessed by line item. Family Preservation Services Strengthening Families program component did withdraw their proposal for funding, explaining they will be concluding their contract at the end of the current fiscal year, however not in a position to reapply for next fiscal year funding. The other Strengthening Families program components offered by respective agencies have offered to submit a supplemental recommendation to cover those services in the Port St. Lucie area that were being provided by Family Preservation Services. CSC has agreed to entertain this supplemental proposal, which was \$4,000 less than the amount granted to Family Preservation Services. Another change noteworthy of mention was that in previous years CSC has had two separate contracts with Boys & Girls Club – Core Clubhouse program and Teen Outreach program. Due to some Boys & Girls Club internal organizational restructuring changes, the Core Clubhouse program will now assume all services, including those services once provided by Teen Outreach program. Consequently, the merging of these two programs has resulted in the submission of one proposal for consideration of funding. This merging has resulted in an agency requested amount reduction of \$116 less than the two contract submissions from last fiscal year. In summary, the bulk of funding was kept at level-funding; representing a 0.1% decrease in bulk funding recommendation, or equivalent to \$6,116.00 less than last fiscal year's recommendation amount. CSC's different funding categories will be reevaluated and plans are to open a category each fiscal year for annual grant proposals to allow for equal opportunity to all public and make the process more competitive going forward. In order to allow sufficient time internally to prepare for this open grant proposal by category as well as the completion of community strategy, the Council consensus was to delay this process until fiscal year 2016/2017. In conclusion, Mr. Dwyer reminded Council members to review the proposal recommendations thoroughly and if there are any inquiries he is available for clarification. Agencies have also been given notice of the CSC's Team funding recommendations to Council members, and will have a two-week rebuttal period to address their justifications formally (in writing) as to the grounds for reconsideration of funding. Final recommendation of funding will be presented and voted on at the Council meeting in June. Accordingly, Council members should be prepared to vote on these proposal recommendations. Inquiry was made at to the availability of training for Grant Writing 101, Mr.

Boyle having been the trainer in past years. Mr. Boyle explained that training will certainly be offered; however not before the entire grant proposal process is evaluated and streamlined for efficiency.

### **C) Guardian Ad Litem (GAL) Presentation**

Mr. Vern Melvin, Director of the 19<sup>th</sup> Judicial Circuit Guardian Ad Litem program, and a former CSC Council member began his presentation by first showing a two-minute video which provided a visual of the little faces that are in reality the clientele GAL services. GAL is a government organization advocating for abused and neglected children, providing them a voice and a chance for a better life. Mr. Melvin explained that there are about 1,100 children presently in the four-county judicial system and over 600 children in St. Lucie County. GAL currently represents 450 of those 600 children, which means they are lacking in volunteers to represent this remaining number of children in the court system. When going into dependency court the parents and state respectively have attorney representation, however the child lacks representation – this is GAL’s mission to provide that child with a voice. Mr. Melvin then introduced the GAL recruiter, Ms. Gail Griffith, to continue with the presentation. Ms. Griffith provided some additional detail on her responsibilities and efforts for GAL, and then requested Council members’ participation in a group exercise. Aside from a GAL recruiter, Ms. Griffith referenced herself as a ‘treasure hunter’ and feels strongly in the Kids at Hope philosophy that ‘all children are capable of success’; she being not only a treasure hunter of children, but of adults. Ms. Griffith searches for community members who have ‘hearts of gold, who are strong as diamonds and as precious as rubies.’ GAL works in tandem with the court system, providing the judge with the insight necessary for making the best decision for the child. In order to get a better understanding of what it is like to be a child in the court system, a group exercise was performed. Ms. Griffith instructed everyone to write down the five things they are each connected to in their life. Step by step everyone was asked to give up one item, until all that remained was one item on their list of five. In conclusion, the last thing remaining on most if not all of their individual notes was the reference to ‘family.’ Ms. Griffith noted that family is the first thing that is taken from children who are removed from their family and clearly the last thing any of us wish to give up. Ms. Griffith concluded her presentation in encouraging Council members to volunteer and/or bring awareness to others to this need. She provided all with information on the upcoming Open House event and the GAL Facebook page. Mr. Melvin appreciated the opportunity to present at the Council meeting, and the support in being ambassadors for the GAL program.

## **XI COUNCIL & TEAM COMMENTS**

- None

## **XII FUTURE MEETINGS**

- CSC Monthly Meeting – June 12, 2014 at 8:30 a.m.

## **XIII ADJOURNMENT: 9:23 a.m.**

**CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY**  
**REGULAR COUNCIL MEETING**  
**May 8, 2014**

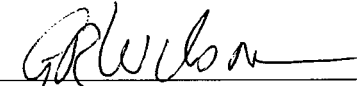
**MOTIONS PASSED**

1. **APPROVED** the **May 8, 2014 Consent Agenda**, which includes the following:

- A. The **Agenda** for May 8, 2014
- B. **Minutes** for CSC Regular Council Meeting for April 10, 2014
- C. CSC Council **Attendance Record** FY 2013/14 – as of April 10, 2014
- D. **Cumulative Financial Report** FY 2013/14 – as of April 30, 2014
- E. **Program Allocations Report** FY 2013/14 – as of April 30, 2014
- F. **Summary of Fund Balance** – as of April 30, 2014
- G. **Transactions Report** – as of April 30, 2014

2. **ACCEPTED** the Commercial Lease Agreement for Henderson Behavioral Health effective June 1, 2014 through May 31, 2015.

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

  
*Garry Wilson, Secretary*

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

*6-12-14*