

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Thursday, May 14, 2015

Children's Services Council of St. Lucie County  
546 NW University Boulevard, Suite 201 -- Board Room  
Port Saint Lucie, Florida 34986  
Commencement: 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*); Vice Chair **Pat Alley** (*Governor Appointed*); **Genelle Yost** (*Superintendent of Schools*); **Paula A. Lewis** (*County Commissioner*); **Amy Gregory** (*Department of Children & Families*); **Candice Loupe** (*Governor Appointed*); **Eric S. Finkel** (*Governor Appointed*); and **Marilyn Lawless** (*Governor Appointed*).

**COUNCIL ABSENT:** **Charles Schwab** (*Circuit Juvenile Judge*); and **Jason Matson** (*Governor Appointed*).

**OTHERS PRESENT:** **Sean Boyle** (*Executive Director*); **Jim Dwyer** (*Director of Programs*); **Dori DiToro** (*Director of Finance & Human Resources*); **Erin Craig** (*Fiscal/Human Resources Specialist*); **Sandy Mack** (*Program Specialist*); **Ashley Mock** (*Communications Coordinator*); **Tonya Andreacchio** (*Capacity Building Coordinator*); **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.*

## V PUBLIC COMMENTS

No comment from public in attendance.

## VI CONSENT AGENDA

*Ms. Alley motioned to approve the Consent Agenda, which includes meeting minutes from the Regular Monthly meeting, Council Attendance Record for fiscal year 2014/2015 and Financial Reports. Ms. Loupe seconded the motion. Motion carried unanimously 7/0.*

*Commissioner Lewis arrived during the Executive Director narrative at 8:41 a.m. Quorum established at eight members.*

## VII EXECUTIVE DIRECTOR'S REPORT

Executive Director, Mr. Sean Boyle, reported and updated Council as necessary referencing his report which was released in advance via the Council e-Packet.

Item(s) new to Mr. Boyle's report and/or requiring updates:

**CSC's Outstanding Youth Dinner:** Mr. Boyle reminded board members of CSC's annual signature event. The Outstanding Youth Dinner is scheduled for Monday evening, May 18<sup>th</sup>, 6 p.m. at the William & Helen Thomas Counseling Center, in the Hospice of the Treasure Coast building, 500 Dunn Road (off Midway Rd). Mr. Boyle reminded board members whom are presenting the OY recipients their award to be certain to personally connect with them prior to the event start time. Special recognition to Ms. Mock in the planning and coordination of this event's details, including the required videotaping in advance of the OY recipients.

**CSC Funded Agency: Frontline for Kids:** Mr. Boyle updated the board on the recent concerns with lack of supervision and background screening having been relayed to the board last month. In recent monitoring of the program, both announced and impromptu visits, the program was found to be satisfactory. Supervision protocol has been adjusted and programming appears more specific. CSC will continue to monitor this program closely, as it does with each funded program. Not only with respect to program services, but the fiscal end of the program as well.

**Guardians for New Future (GFNF):** Mr. Boyle informed board members of the new tenant layout on the second floor of our office. GFNF resided in a larger office space to the southwest corner of the building. Effective June 1, 2015 GFNF will downsize to a smaller office space to the northwest side of the building. Originally, GFNF came to us as a start-up organization which CSC partnered with and provided for in-kind space lease of a monetary fee of \$1 annually. The residents occupying this space were originally for two GFNF team members. However, due to one team member mainly occupying space, as the other team member basically working remotely this was quite a large office space for them. The in-kind lease equates to less than \$2,000 per year, which would fall within the jurisdiction of the Executive Director to authorize. Mr. Boyle expressed appreciation to Ms. Torres and Ms. Rivera for their coordination of this relocation; and specifically Ms. Rivera for the managing of the entire tenants' move process.

**Florida Children's Cabinet:** Mr. Boyle shared with board members that he had an opportunity to address the Florida Children's Cabinet just yesterday. This highly regarded group of individuals is made of the heads of organizations working closely with Florida's children (i.e. Dept. of Children and Families; Dept. of Juvenile Justice; Surgeon General, etc.). Mr. Boyle addressed the board by sharing CSC's successes and the CSC partnership it has with the state. Mr. Boyle spoke on the Healthy Babies category; Health Insurance – Uninsured; CSC's partnership with the Roundtable. In summary, Mr. Boyle made an impressionable speech to this cabinet of members, and they also followed with many questions of interest.

Representative Harrell facilitated this audience by scheduling this event locally at IRSC. Ms. Hensley provided some detail on the origin and mission of this group of members. Mr. Boyle added that this group appreciated CSC's Annual Report data aka CSC's Impact Report, in it is a clear format and easily understood.

**Circulation of Some Items:** Mr. Boyle circulated a rather large customized Thank You card from Treasure Coast Hospice for the CSC funding of its Good Grief program which came accompanied with the Memory Treasure book. Mr. Boyle reminded board members of CSC's recurring public notices normally sent electronically to all which include the CSC Newsletter (includes CSC success stories) and CSC's Resource Bulletin (most current information and research as it relates to children). Mr. Boyle circulated the latest bulletin around the table.

## VIII OLD BUSINESS

*(none)*

## IX NEW BUSINESS

### **A) Council Action Item: Office Lease Renewal/Expansion for Henderson Behavioral Health**

Mr. Boyle provided a synopsis of the Council Action Item Attachment #2 of the CSC e-packet. Mr. Boyle mentioned that in June of 2014, CSC entered into a negotiated office lease with Henderson Behavioral Health (HBH) for about a third of the office space located in the West Wing of the second floor of the CSC building. In January of 2015, HBH inquired as to the opportunity to expand within our building, as they were applying for more grant funds to provide additional services to our area resulting in a need for expansion. Assessment of their needs resulted in the addition of one large office and alcove area, which was the office space once inhabited by the tenant Guardians for New Futures. The new lease renewal effective for June 1, 2015 being presented to the board today for approval reflects the expansion and includes a total of four (4) offices; one (1) alcove area and one (1) cubicle space at a lease fee of \$14 per square foot; a very competitive lease rate for the current market in this area. The HBH total rent due will become \$1,498.00 monthly; which includes \$5 CAM fee per square foot. The CSC Team is in favor of this new lease effective June 1, 2015 through May 31, 2016 as it utilizes all the CSC interior space efficiently and generates some revenue for CSC.

*Ms. Lawless motioned to approve the Office Lease Renewal/Expansion for Henderson Behavioral Health in the annual amount of \$17,976.00 to be paid in monthly installments, as described in Council Action Item Attachment #2. Ms. Gregory seconded the motion. Motion carried unanimously 8/0.*

### **B) Council Action Item: Unpaid Leave Policy**

Ms. DiToro provided a synopsis of the Council Action Item Attachment #3 of the CSC e-packet. Ms. DiToro stated that CSC currently has an unpaid leave policy that gives the Executive Director discretion to approve unpaid leave for up to twenty days (20) per fiscal year based on circumstances including length of leave, job performance, attendance, punctuality, purpose of leave, position requirement and expectation of return to work date. Current employee circumstances required reference to the policy and led to review, analysis and interpretation of the policy. After consultation with the CSC attorney, it was determined that clarifications and adjustments would improve the policy. Suggestions made are detailed on the Council Action Item in the e-packet. The Council is being asked to approve the new language in the CSC Unpaid Leave Policy as presented in the Council Action Item and on the supporting documentation.

*Ms. Alley motioned to approve the amended language to CSC's Unpaid Leave Policy, as outlined on Council Action Item Attachment #3 of the CSC e-packet. Ms. Gregory seconded the motion. Motion carried unanimously 8/0.*

### **C) 2016/2016 Annual Program Proposal Recommendations**

CSC Chair permitted Mr. Finkel to address his concerns related to the board consensus drawn at last month's board meeting as it relates to the review and monitoring of programs and community needs. This board consensus resulted from a rather lengthy discussion related to CSC Investment Strategies which outlined that *a four-year funding rotation cycle would be pursued with our funded programs, would exclude the established systems of care for Every Baby is a Healthy Baby programs from this rotation schedule, as well as the release for targeted funding as community need arises predicated on budget.* Mr. Finkel expressed that most Florida CSC's aim to model what CSCSLC is presently doing in the review and monitoring protocol of our funded programs, which we appear to have much success with. That said, we are discussing changing our protocol to follow another CSC's model concept which appears to be a step backwards. In summary, it appears what CSCSLC presently has in place as a model is what we should continue doing, as historically it has proven to work best for our programs and CSC's partnership with them. Mr. Finkel is concerned with the four-year formal review process becoming a deterrent for our programs in losing focus of their excellence in program services, and taxing on the CSC team having to exercise more man hours dedicated to this process. He is concerned with this process adding much more time, energy and expense and it being unnecessary and counterproductive as CSCSLC is already doing this on a more regular basis with proven success statistically than the formality of four-year rotation cycle. Ms. Hensley expressed perhaps adding a line item for the investment in start-up programs in order to build capacity would serve more practical versus a rotation cycle review. Mr. Boyle provided a better outlook on what the current picture is in that presently CSCSLC has about \$20,000 for the entire fiscal year available for open funding – basically any type of specialty requests that come in throughout the fiscal year. There have been instances where the CSC team has met with individuals having good program concepts; however CSC not having sufficient funds to provide them the financial partnership they are seeking. Obviously the economy's downturn in past years has contributed considerably to this low amount in the budget being available. CSC's roster of programs is well balanced with a combination of grass roots programs and nationally recognized programs working well together to create a stellar blend of program services. However, the challenge lies in how to fund new program concepts and build capacity. Commissioner Lewis expressed her view on the four year rotation cycle not being contradictory to our current process, or unproductive in nature. She elaborated that CSCSLC could be a front-runner as it relates to the monitoring of our funded programs; however it can still learn and adopt processes from our counterpart CSCs to overall improve its program strategy. Ms. Loupe concurred with Commissioner Lewis' perception of this challenge. *Mr. Boyle requested clarification on the board consensus reached last month and if there were any adjustments to this consensus based on today's discussion. CSC Chair expressed that we would re-evaluate the program rotation cycle to provide for more clarity at a future Strategic Planning session planned for later this year (in the month of August).*

Mr. Dwyer proceeded with the agenda item at hand for annual proposal recommendations for fiscal year 2015/2016. Mr. Dwyer referenced two documents located in each Council folder – a portrait-style document detailed by program category; a landscape-style document clearly identifying the financial investments for each program. Thorough individual preparedness for group meetings is essential and performed annually in this process by our CSC Team members. After individual reviews, the group convenes and collectively provides their input on each program and a collaborative recommendation is issued. Mr. Dwyer informed the board that these documents represent this very thorough collaborative recommendation and each board member can review at their leisure the listing for the next thirty (30) days and are welcome to call the CSC office with any inquiries they wish. This agenda item will be on the board agenda on June 11<sup>th</sup> for board vote. In the interim, the CSC Team will be communicating with each program's executive personnel to inform them of the CSC Team recommendation brought before the board today. The program's executive personnel will then have the option of appealing the recommendation by addressing written correspondence with their reason(s) for contesting. These written rebuttals, if any, must be received by the CSC office no later than two weeks prior to the board meeting in June. Each appeal will be reviewed by the CSC Team and addressed at the board meeting in June with any adjustments to CSC Team recommendations.

## **XI COUNCIL & STAFF COMMENTS**

- CSC Chair expressed optimism in the real estate market, and with that said we anxiously wait on the Appraiser's office for its tax numbers.
- Ms. Lawless expressed her accolades to the CSC Team in their thorough review and presentation of the annual programs recommendations. All other board members concurred.
- CSC Team will work to coordinate a facilitator for the future Strategic Planning session. It is anticipated that we will tag the Strategic Planning session to a future monthly board meeting resulting in an extended meeting duration.

## **XI FUTURE MEETINGS**

- CSC Monthly Meeting – June 11, 2015 at 8:30 a.m.

## **XII ADJOURNMENT: 9:19 a.m.**

**CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY**

**REGULAR COUNCIL MEETING**

**May 14, 2015**

**MOTIONS PASSED**

1. **APPROVED** the **May 14, 2015 Consent Agenda**, which includes the following:
  - A. *The Agenda for May 14, 2015.*
  - B. *The Regular Monthly Meeting Minutes for April 9, 2015.*
  - C. *The CSC Council Attendance Record – as of April 30, 2015.*
  - D. *Cumulative Financial Report FY 2014/15 – as of April 30, 2015.*
  - E. *Program Allocations Report FY 2014/15 – as of April 30, 2015.*
  - F. *Summary of Fund Balance – as of April 30, 2015.*
  - G. *Transactions Report – as of April 30, 2015.*
  
2. **APPROVED** *the Office Lease Renewal/Expansion for Henderson Behavioral Health in the annual amount of \$17,976.00 to be paid in monthly installments, as described in Council Action Item Attachment #2.*
  
3. **APPROVED** *the amended language to CSC's Unpaid Leave Policy, as outlined on Council Action Item Attachment #3 of the CSC e-packet.*

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

*Candice Loupe*

**Candice Loupe, Secretary**

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

*6/17/15*