

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Wednesday, June 17, 2015

Children's Services Council of St. Lucie County
546 NW University Boulevard, Suite 201 -- Board Room
Port Saint Lucie, Florida 34986
Commencement: 12:30 p.m.

MINUTES

- I CALLED TO ORDER:** 12:30 p.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*); **Genelle Yost** (*Superintendent of Schools*); **Amy Gregory** (*Department of Children & Families*); **Jason Matson** (*Governor Appointed*); **Candice Loupe** (*Governor Appointed*); **Eric S. Finkel** (*Governor Appointed*); and **Marilyn Lawless** (*Governor Appointed*).

COUNCIL ABSENT: Vice Chair **Pat Alley** (*Governor Appointed*); **Charles Schwab** (*Circuit Juvenile Judge*); and **Paula A. Lewis** (*County Commissioner*).

OTHERS PRESENT: **Sean Boyle** (*Executive Director*); **Jim Dwyer** (*Director of Programs*); **Dori DiToro** (*Director of Finance & Human Resources*); **Erin Craig** (*Fiscal/Human Resources 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

Ms. Lisa Michener, representative for Castle Valued Visits program, asked Council to reassess the recommended allocation amount of \$30,473 for fiscal year contract 2015/2016. This program is currently funded by CSC at \$29,875 for fiscal year 2014/2015. Castle Valued Visits program did request a total of \$50,000 funding for fiscal year contract 2015/2016. Ms. Michener indicated that this program supports almost 300 children in providing supervised visitation for safely monitored visits between child and non-custodial parent. Ms. Michener explained that Castle is losing funding from Devereux; consequently the reason for the increased gap in funding from current fiscal year to next fiscal year. This program is essential in this community and with only the recommended amount allocated to the program, it would require the program make adjustments in its services and hours. The recommended level of funding would result in decreased service hours available and perhaps less clients served, as one weekly service day would be cut from the program. In summation, Ms. Michener is requesting reconsideration by the board and that Castle's original requested dollar amount of \$50,000 be granted. CSC Chair expressed that this item would be considered under the Old Business segment of this meeting.

VI CONSENT AGENDA

Ms. Lawless 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.

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:

Board Lunch: Mr. Boyle made a public announcement for the record; the sandwich lunch provided today for board members was not purchased with CSC funds or taxpayer monies.

CSC Budget: Mr. Boyle took a moment to acknowledge the whole team for their input into the CSC budget, and formal recognition to Ms. DiToro who takes that input and generates an understandable and informational budget presentation with that data. This budget presentation is on the agenda and will be viewed at today's board meeting.

Program Accountability Report: Mr. Boyle informed board members an individual copy of this report is included in their Council folder for review at their leisure. It is a formal document produced twice per year and published on our website. It is a transparent report which provides such data as program's description of services, children and families served and contract goals' achievement progress. Mr. Boyle assured board members that close monitoring continues with each program and team members work closely with those programs that are falling short in their statistics. This is not uncommon specifically during this time of the year when summer is in session and program numbers tend to decrease. CSC Funded Summer programs are in full swing, having opened their camps last week if not earlier. The CSC Team is out in the field and presently visiting these programs.

Summer Movie Series: Mr. Boyle reminded board members that the partnership with Regal Cinemas and Nova Cinemas is active, and each summer week there is the option of two movie showings playing simultaneously on both Tuesday and Wednesday at 10 a.m. The cost of the movie ranges from \$0.00 to \$1.00 maximum per showing, depending on the theater. A great perk and heavily utilized by our summer camps as well as all local youth who wish for the distraction on a wet rainy day, or deflect from the hot muggy heat. Carmike theatre in St. Lucie West was unwilling to negotiate from its \$4 per showing charge and the purchase of soda and popcorn. As a result, CSC did not partner with Carmike.

Home Nurse Visitation Program at Lawnwood: Mr. Boyle informed board members that there has been some discussion with Lawnwood Regional Medical Center in reference to their resistance to continue using their on-staff nurses for the purposes of nurse home visitation program. This program provides for professional nurse visit at the hospital directly following the birth of the child to orient the new mother on her new role as well as a follow up voluntary education home visit at the newborn's home. This program is available in both local hospitals Lawnwood Regional Medical Center and St. Lucie Medical Center. Lawnwood Regional Medical Center is presently under contract with Healthy Start Coalition to provide these services with their own staff nurses through the end of June 2015. However, there has been resistance in the hospital continuing to use their staffed nurses for this purpose. Lawnwood Medical Center is seeking to release their nurses from this service and has suggested Healthy Start hire a third party agency to provide these services. Mr. Boyle will be meeting with Lawnwood Regional Medical Center management in the following week and will provide more updated information after this meeting. The concern in this change is that if a third party nurse is practicing at Lawnwood Regional Medical Center and performing this service they will not have the same hospital access as would a staffed Lawnwood Regional Medical Center nurse would and this would affect service delivery and as a result negatively impact program goals. Presently, there are no issues with St. Lucie Medical Center providing their own nurses for this service.

CSC Partnerships: Mr. Boyle informed board members of the upcoming Sundaes in the Park annual event hosted by CSC. Rather than holding this event in the month of August – due to the extreme heat index factor experienced – CSC has scheduled this event for Saturday, September 5th. CSC is presently negotiating a sponsorship with PNC and Wal-Mart as a means to assist in funding this event and the purchase of children's books for this event. This partnership with these two entities would also include a literacy book club sponsorship for Healthy Families Kids. If the partnership is successful, children participating in book club (birth to five years old) would receive one book monthly. This would mimic the nationally known Jumpstart Literacy program.

VIII OLD BUSINESS

A) Council Action Item: 2015/2016 Program Proposal Final Recommendations

CSC Chair mentioned the earlier plea from the Castle Valued Visits program and stated that this item could be addressed at this time. CSC Chair welcomed Mr. Boyle to provide some history on the program's start and CSC's partnership of it. He then proceeded with the program's current situation in that Devereux has opted to retract its funding of this program leaving this financial gap to fill. Having learned this funding would create a gap for the Castle Valued Visits program, Mr. Boyle was proactive in his attempt to communicate with Castle and advise them of the CSC recommendation and the protocol in appealing if they so desired to do so. The appeals process is not a new item and is clearly stated in the RFP application which was completed by all CSC grant funded agencies including Castle. The CSC Team presents its recommendation to the board in the month of May. The program then has the right to appeal the recommendation in writing within two weeks of the (May 14th) board meeting which would have been May 28th. As mentioned the appeals process is clearly stated on the RFP grant application, nonetheless the funding recommendation was verbally communicated to Castle by several of the CSC team members. There was no written appeal received from the Castle by May 28th. Just for clarification purposes, Ms. Hensley explained that before the board could even consider the request for appeal from Castle it would require a motion to waive the established written appeals policy due to the program having missed the deadline for the appeals process. There was no motion made by board members to waive the appeals policy; therefore it remains in effect. Consequently, there is no jurisdiction to further discussion as it relates to the consideration of additional funding allocation dollars for Castle Valued Visits program. CSC Chair then continued with the regular agenda item for discussion, motion and vote. Mr. Dwyer proceeded with a synopsis of the Council Action Item Attachment #2 of the CSC e-packet. Mr. Dwyer reminded board members that the CSC Team recommendations were provided to each of them at last month's board meeting. There were no appeals received, therefore the CSC Team

recommendations remain the same. There is a slight increase in total funding amount of 1.18% (\$72,232) from last fiscal year's amount. CSC Team is supportive of these recommendations having reviewed thoroughly all proposal applications and budget documents. CSC Team is recommending funding of forty-nine total proposal applications; a financial investment of \$6,218,283.

Ms. Yost motioned to approve the CSC Team recommendations of funding forty-nine annual proposal applications for fiscal year 2015-2016 in the amount of \$6,218,283.00 via reimbursement process, as described in Council Action Item Attachment #2. Ms. Loupe seconded the motion. Motion carried unanimously 7/0.

IX NEW BUSINESS

A) Council Action Item: CSC Grants Management System (software purchase)

Ms. Andreacchio provided a synopsis of the Council Action Item Attachment #3 of the CSC e-packet. Ms. Andreacchio explained that CSC has been exploring the concept of an online grants management system. It provides for a more seamless and efficient style of grants management delivery and receipt. Extensive evaluation was done in regards to features CSC is seeking in the software, reporting flexibility, internal/external user ease, and what other local entities are using and their feedback. This software would encompass an online application process, quarterly reporting and fiscal reimbursements. Three different vendors were interviewed in this process of acquiring the best customizable online grant software for CSC. Seabrooks was the vendor preferred due to its most comprehensive, user-friendly set of features coupled with a focus on community impact reporting. They also demonstrated a high level of knowledge as it relates to local grant making while others exhibited a more foundation-focused perspective. The Council is being asked to approve the purchase of the Seabrooks e-CImpact grants management system in the total cost of \$12,774; this includes an implementation cost of \$7,999 and annual subscription fee of \$6,558. In order to facilitate this purchase, a budget transfer is necessary in the amount of \$9,600 (as delineated in the CAI) which the Council is also being asked to approve. This would cover the 2014/2015 cost for implementation and subscription fee. Thereafter, an annual subscription fee would recur of \$6,558 which is dependent on the number of users accessing the system. United Way is also purchasing the same software, which CSC denotes as a community collaborative as CSC and United Way have various same funders. For the record, none of the funding for this new grants system is being pulled from programming budget dollars. Mr. Matson inquired as to the subscription fee fluctuating in cost. Ms. Andreacchio responded in that the fee is based on the number of users accessing the system and CSC can proficiently manage its number of users by adding and deleting as they no longer require access on the system. The software is three-tier scaled with CSC having purchased the most inexpensive tier; CSC doesn't anticipate the need for upgrading in the next two years.

Ms. Lawless motioned to approve the grants management software purchase for a total cost of \$12,774 inclusive in motion is the CSC Budget Transfer amount of \$9,600 to facilitate this purchase, as described in Council Action Item Attachment #3. Ms. Yost seconded the motion. Motion carried unanimously 7/0.

B) Council Action Item: Fort Pierce PAL – Funding of Passenger Van

Mr. Dwyer provided a synopsis of the Council Action Item Attachment #4 of the CSC e-packet. Mr. Dwyer provided some history in CSC's long term relationship with the Fort Pierce PAL organization. In past, CSC has supported PAL through the funding of summer programs, support for van purchase, and the refinishing of the gym floor at their new location. Thus, providing funding for these enhancements has enabled Fort Pierce PAL to attract more than 200 youth to become involved in PAL programs over the past two years. Expanded population has put a strain on transportation services and a new van is required to support the program's efforts. Adding a new van will allow for an increase in their fleet to three vehicles providing sufficient local transportation for their summer programs and year round efforts which now include flag football. The Special Designation request is for \$9,223.16 in support of purchasing a van at a cost of \$29,223; which has been significantly discounted from its \$37,825 price tag.

Due to the Special Designation request falling outside the \$5,000 Executive Director threshold for approval, it is coming before the board for review and approval today. CSC Team recommends the approval of this Special Designation request in the amount of \$9,223.16 for the support in van purchase to address their transportation needs. Fort Pierce PAL will be responsible for the van maintenance and its associated costs. Their fleet of vans does provide for a mobile advertisement of CSC in carrying its logo, and the purchase of the new van will reflect the same. CSC Chair emphasized the need for a clear understanding from the agency on the safety of its vans and its occupants, as well as having knowledgeable, well trained drivers for its fleet.

Ms. Loupe motioned to approve the Special Designation request from Fort Pierce PAL in the amount of \$9,223.16 towards the purchase of a passenger van in efforts to provide sufficient transportation to their programs, as outlined on Council Action Item Attachment #4 of the CSC e-packet. Ms. Lawless seconded the motion. Motion carried unanimously 7/0.

C) Presentation: 2015/2016 Draft Budget Overview

Ms. DiToro addressed board members' attention to their Council folder where they would find the detail on today's draft budget presentation. She explained the PowerPoint presentation pages reference page numbers that can be cross referenced on the more detailed larger budget document. Ms. DiToro explained the Ad Valorem Revenues are influenced by property values. As of June 1st the estimated property values from the Property Appraiser were up 3.93% from which the budget for FY 2014/2015 was developed. For reference, this budget presentation is based on a millage rate of .4765 mills. Ms. DiToro briefly explained each of the seventeen PowerPoint slides to the board members. The last page reflecting the TRIM calendar and including the proposed public hearing dates – which are normally scheduled Wednesday evenings and require quorum be met. Mr. Boyle highlighted the differences between administrative and program expenditures slide with regards to CSC employees; there are some CSC employees (Program Dept – Jim, Sandy and Tonya) whose salaries would fall under program funding as their roles specifically involve working directly with the programs in the programs' operational efficiency in the community. Referencing the Comparison of Financial Activities slide, Ms. DiToro pointed out that the FY14/15 Budgeted Ad Valorem Revenues number increased in FY 15/16 proposed number due to an increase in property values, and not influenced by the millage rate as this has remained the same. Program Funding slide, Ms. DiToro mentioned that the Target Allocations line item increased by \$75,000 to provide for community initiatives such as gang violence, literacy and other targeted funding that may arise. This increase resulted from the recent board consensus on providing for more targeted community funding. FY 2014/15 versus 2015/16 captures fiscal years by comparison of dollars to percentage. Some of this information is redundant and mentioned in previous PowerPoint slides, however this slide provides a clearer depiction of fiscal year comparison. Ms. DiToro did provide a slide reflecting Ad Valorem Revenue History since 2005/06 fiscal year to present. Based on the example of an average home value of \$108,000 with a homestead exemption of \$50,000 the CSC tax withheld for that property owner would be \$27.64 annually; the same home value with no homestead exemption would allow for a CSC tax withheld at \$51.46. This scenario is utilizing millage rate of .4765. Potential changes which would affect the CSC Budget would include the Property Appraiser certified taxable value on July 1, 2015; change in millage rate; use of fund balance and updated expense estimates. July 1st, CSC will receive updated numbers from the Property Appraiser's office which we will then update the board members at the July board meeting. Ms. DiToro emphasized the two evening public hearings which will be held on Wednesday evenings at 5:15 p.m. CSC Chair closed this section by inquiring of board members if there were any questions on the budget detail; and strongly suggested to contact the CSC office prior to the next board meeting with any inquiries that may arise once they have reviewed the budget at length as it will be on the agenda for motion and vote in July.

Ms. Yost motioned to approve the 2015/16 Draft Budget, as presented at today's board meeting and reflects in the budget documentation provided. Ms. Loupe seconded the motion. Motion carried unanimously 7/0.

XI COUNCIL & STAFF COMMENTS

- CSC Chair acknowledged Ms. Yost, Superintendent of Schools for her service and dedication for the past two years in her role on the CSC board. She will be retiring the end of June 2015; consequently her role with CSC board will also terminate. She was awarded with a recognition plaque.
- CSC Chair mentioned that Tallahassee is still under an extended legislative session; and there are several items still pending. Friday, June 19th after voting more detail will be known.
- Mr. Boyle mentioned that Big Brothers Big Sisters (a CSC funded program) is facing a \$4M cut in the state budget; approximately a \$300,000 impact at a local agency level. Boys & Girls Club was also another agency who is facing a significant cut in budget. These factors will no doubt affect services in our local area.

XI FUTURE MEETINGS

- CSC Monthly Meeting – July 9, 2015 at 8:30 a.m.

XII ADJOURNMENT: 1:15 p.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

June 17, 2015

MOTIONS PASSED

1. **APPROVED** the **June 17, 2015 Consent Agenda**, which includes the following:
 - A. *The Agenda for June 17, 2015.*
 - B. *The Regular Monthly Meeting Minutes for May 14, 2015.*
 - C. *The CSC Council Attendance Record – as of May 14, 2015.*
 - D. *Cumulative Financial Report FY 2014/15 – as of May 31, 2015.*
 - E. *Program Allocations Report FY 2014/15 – as of May 31, 2015.*
 - F. *Summary of Fund Balance – as of May 31, 2015.*
 - G. *Transactions Report – as of May 31, 2015.*

2. **APPROVED** *the CSC Team recommendations of funding forty-nine annual proposal applications for fiscal year 2015-2016 in the amount of \$6,218,283.00 via reimbursement process, as described in Council Action Item Attachment #2.*

3. **APPROVED** *the grants management software purchase for a total cost of \$12,774 inclusive in motion is the CSC Budget Transfer amount of \$9,600 to facilitate this purchase, as described in Council Action Item Attachment #3.*

4. **APPROVED** *the Special Designation request from Fort Pierce PAL in the amount of \$9,223.16 towards the purchase of a passenger van in efforts to provide sufficient transportation to their programs, as outlined on Council Action Item Attachment #4 of the CSC e-packet.*

5. **APPROVED** *the 2015/16 Draft Budget, as presented at today's board meeting and reflects in the budget documentation provided to board members.*

Approved by: _____

Candice Loupe

Candice Loupe, Secretary

Date: _____

7-9-15