

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Thursday, October 8, 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*); **Michael C. Heisey** (*Circuit Juvenile Judge*); **Wayne Gent** (*Superintendent of Schools*); **Paula A. Lewis** (*County Commissioner*); **Marilyn Lawless** (*Governor Appointed*); **Amy Gregory** (*Department of Children & Families*); **Candice Loupe** (*Governor Appointed*); and **Eric S. Finkel** (*Governor Appointed*).

**COUNCIL ABSENT:** Vacant Position of **Jason Matson** (*Governor Appointed*).

**OTHERS PRESENT:** **Sean Boyle** (*Executive Director*); **Jim Dwyer** (*Director of Programs*); **Dori DiToro** (*Director of Finance & Human Resources*); **Tonya Andreacchio** (*Capacity Building Coordinator*); **Sandy Mack** (*Program Specialist*); **Ashley Mock** (*Communications Coordinator*); **Paula Rivera** (*Office Manager / Transcriber*); **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. Shaniek Maynard, Executive Director for the Roundtable of St. Lucie County addressed the CSC board members to express her appreciation for CSC's significant investment in the Roundtable, and the recent approval of the In-Kind Office Space lease and the Employment Services contract. Ms. Maynard provided some history on the origin of the Roundtable of St. Lucie County and acknowledged CSC as being one its founding members. Ms. Maynard informed board members that the Roundtable of St. Lucie County was recently invited to Scotland to speak on community collaborations and partnering. Due to CSC's partnership and that of other community partners, Roundtable of St. Lucie County has been operational for over twenty years. She expressed her utmost appreciation for CSC's continued partnership, and welcomed board members to attend Roundtable's monthly meetings the first Friday of every month at their convenience.

*CSC Chair, Ms. Hensley took an opportunity to acknowledge CSC employee, Mr. Jim Dwyer, for twenty years of service and dedication to the CSCSLC. Ms. Hensley presented Mr. Dwyer with a dedication plaque and an anniversary gift of a CSC logo watch. Ms. Mock served as photographer snapping pictures as a memoir of the occasion.*

## VI CONSENT AGENDA

Prior to motion of the approval of consent agenda, the CSC Chair read into record three separate Memorandum of Voting Conflict forms. Two forms representing disclosure of interest for Judge Michael C. Heisey involving motions related to the board meetings of September 9, 2015 and September 16, 2015 respectively. One form representing disclosure of interest for Ms. Kathryn Hensley involving motion related to the board meeting of September 16, 2015. After formal reading, these three forms are now officially incorporated into the meeting minutes for these particular meeting dates.

*Ms. Alley motioned to approve the Consent Agenda, which includes meeting minutes from the Regular Monthly meeting, Memorandum of Voting Conflict forms, Council Attendance Record for fiscal year 2014/2015 and Financial Reports. Ms. Loupe seconded the motion. Motion carried unanimously 9/0.*

## 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:

**Thank You:** Mr. Boyle expressed his appreciation to each individual Council member for carving time from their busy calendar to meet with him individually in preparation for the Strategic Direction discussion topic that will be considered later today on this morning's agenda.

**Status with Home Visitation Program:** Mr. Boyle had informed board members a couple of months ago that the Lawnwood Regional Medical Center was unwilling to renew its contract term for the Home Visitation Program funded by CSC resulting in Healthy Start having to search for a third party nursing agency to administer these services at Lawnwood. There was a positive development in a recent meeting with Lawnwood, and they have decided to continue providing the Nurse Home Visitation Program services and plan to renew their contract accordingly.

**Re-Opening of the CAT Program:** Mr. Boyle and Mr. Mack recently attended a Grand Opening event for the CAT Program (formerly located at Club Utilitas; ALPI; St. Paul AME). The program has relocated a few times in their efforts to attract more children to the program. They partnered with Garden City Early Learning Academy where this geographic location reflects a need for after-school programs. They recently had the Grand Opening parent orientation event and there are high hopes that this new

home is most suitable for the program. They will serve children in grades k-8 and are planning for the enrollment of forty children with expansion possible for an additional forty more children. CSC is assisting the CAT Program in promoting its services and if you are aware of any children in need of services, CAT currently has openings.

**CSC Coffee Connections/25<sup>th</sup> Anniversary Celebration:** Mr. Boyle reminded board members that CSC will be inviting all its funded programs to set up a small kiosk-style display at this network celebration event, scheduled for 8:30 a.m. on Friday, October 30<sup>th</sup>. October 2<sup>nd</sup> marks CSC's 25<sup>th</sup> Anniversary; consequently we will be combining this milestone celebration on Friday, October 30<sup>th</sup> as well. Invites have been released to community leaders and partners, and we look forward to having the support of board members present as well. This event will be a great opportunity to meet and greet with fellow colleagues; and familiarize you with our program services. Light refreshments will be served. CSC Chair reminded board members of the recent re-authorization results which were resoundingly positive in favor of keeping the CSCs operational and their program services available to the community.

**CSC Program Funded Site Visit:** Mr. Boyle reminded board members that regular site visits have been scheduled with CSC's funded programs as an opportunity for board members to familiarize themselves with the programs and witness first-hand the services rendered to our children. The next program visit is scheduled for the morning of October 14<sup>th</sup> with Project Rock North – School Suspension Program. He welcomed all that are available to join him for this visit.

## VIII OLD BUSINESS

(None)

## IX NEW BUSINESS

### **A) Program Allocations Transfer: BBBS Family Support Services**

Ms. DiToro referenced Attachment number 2 of the e-packet and provided a brief synopsis of this CAI. This program has been funded by CSC since year 1997. While this program has been operated by Big Brothers Big Sisters, the population served includes clients from Big Brothers Big Sisters and Boys & Girls Club of St. Lucie County. The program provides for group counseling services. Due to recent funding restraints, BBBS reviewed this program partnership with the Boys & Girls Club of St. Lucie County. BBBS requested the assistance of Boys & Girls Club in funding the costs associated with services delivered at Boys & Girls Club which are not covered by the funds provided through CSC. Boys & Girls Club was not able to oblige on this request for funding; consequently BBBS will be serving only the BBBS population effective October 1, 2015. BBBS has revised their funding proposal to CSC to exclude these services and amended the budget accordingly resulting in a reduction of \$19,194 from their originally submitted proposal. A Budget Transfer Request has been prepared to move these funds from the BBBS Family Support Services Program to the Undesignated Allocations budget. The board is being asked to approve the budget transfer of \$19,194 from BBBS Family Support Services Program to the Undesignated Allocation budget, as detailed on the attached Budget Transfer Request form.

***Ms. Alley motioned to approve the Program Allocations Transfer Request to transfer \$19,194 from the BBBS Family Support Services Program to CSC's Undesignated Allocation budget. Ms. Gregory seconded the motion. Motion carried unanimously 9/0 in favor.***

### **B) Program Allocations Transfer: BBBS Reading Bigs Program**

Ms. DiToro referenced Attachment number 3 of the e-packet and provided a brief synopsis of this CAI. This program has been funded by CSC since year 2002. The program addresses early academic failure through reading mentoring that promotes school success, healthy behaviors, and building literacy skills and resiliency in young children with the help of caring adult volunteers. BBBS is requesting a budget transfer in the amount of \$36,272 due to changes in funding streams and specifically a large cut in State funding. This has resulted in the need for restructuring of administrative and program positions. The

Council is being asked to approve a Budget Transfer in the amount of \$36,272 as described in detail on the CAI.

***Superintendent Gent motioned to approve the Big Brothers Big Sisters Reading Bigs Budget Transfer Request for the amount of \$36,272 as detailed on the CAI. Ms. Loupe seconded the motion. Motion carried unanimously 9/0 in favor.***

**C) 2015/2016 Community Outreach Plan**

Ms. Mock reminded the board that in year 2011 CSC conducted a community survey to gain a better level of understanding of the community's knowledge of CSC and our services. The results from this survey indicated that less than 10% of the local public recognized and understood CSC's role in our community or its services available. Since this survey was performed, CSC has worked to broaden public awareness of CSC and its services by means of different outreach communication methods. In our efforts to continue to maintain this public awareness and education, the FY 2015/16 Outreach Plan Budget is detailed before Council for approval of plan and budget for future planning and expenditure purposes.

***Ms. Alley motioned to approve the 2015/2016 Community Outreach Plan in a total amount of \$70,000. Ms. Loupe seconded the motion. Motion carried unanimously 9/0 in favor.***

**D) Strategic Direction Discussion**

Mr. Boyle commenced by briefing board members on the history of continuation of funding, and the five categories these programs investments fall under. A new strategy will be implemented in that CSC will begin a rotation of funding categories every four years to provide for a competitive platform and allow the opportunity for new program concepts to apply. Ms. Kathleen McGinn, Executive Director Strategic Planning & Central Services for the School Board of St. Lucie County is present today and will be the facilitator for today's discussion. Today's discussion focus will be on the developing the strategic direction; not necessarily the strategic plan. Once the direction is established, the CSC Team will work on developing the strategic plan to meet your direction. Recently, Mr. Boyle met with each board member to review some history and data in preparation for today's discussion. This was done to facilitate this session and attempt to keep the duration of this part of the meeting to a one hour effective dialogue between board members. Ms. McGinn will guide board members in this process. Mr. Boyle did provide a detailed handout to assist in discussion. ***Dialogue was productive and key areas of direction noted were in the continuation to raise public awareness of CSC and its funded program services; support for school nurses; a continued focus on early intervention and the building of strong family units and maintaining family support throughout preteen/teen years where gang influence is heavy; providing for more services in the area of mental health. It is imperative that CSC begin tracking individual data/specific return on investment statistics to have this valuable information available for future discussions.***

**X COUNCIL & STAFF COMMENTS**

CSC Chair closed the meeting welcoming Ms. Sara Frahm, Program Manager for the CSC funded program Castle's Strengthening Families Program to share a recent experience at one of her program sites. She began by expressing her appreciation for CSC's funding of the program and relayed her program experience. Ms. Frahm specifically shared her experience at one of the mainly Spanish-speaking client sites that work mostly with migrant worker families. The children at this site created a custom thank you card with comments addressed to the board which Ms. Frahm presented at the board meeting.

**XI FUTURE MEETINGS**

CSC Monthly Meeting – November 12, 2015 at 8:30 am.

**XII ADJOURNMENT: 9:46 a.m.**

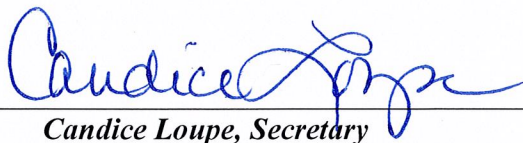
**CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY**  
**REGULAR COUNCIL MEETING**

**October 8, 2015**

**MOTIONS PASSED**

1. **APPROVED** the **October 8, 2015 Consent Agenda**, which includes the following:
  - A. *The Agenda for October 8, 2015.*
  - B. *The Tentative Budget Public Hearing Meeting Minutes for September 9, 2015.*
  - C. *The Memorandum of Voting Conflict Form B – M. Heisey for September 9, 2015.*
  - D. *The Final Budget Public Hearing Meeting Minutes for September 16, 2015.*
  - E. *The Memorandum of Voting Conflict Form B – M. Heisey for September 16, 2015.*
  - F. *The Regular Monthly Meeting Minutes for September 16, 2015.*
  - G. *The Memorandum of Voting Conflict Form B – K. Hensley for September 16, 2015.*
  - H. *The CSC Council Attendance Record Final for FY 2014/2015 – as of September 16, 2015.*
  - I. *Cumulative Financial Report FY 2014/15 – as of September 30, 2015.*
  - J. *Program Allocations Report FY 2014/15 – as of September 30, 2015.*
  - K. *Summary of Fund Balance – as of September 30, 2015.*
  - L. *Transactions Report – as of September 30, 2015.*
  
2. **APPROVED** *the Program Allocations Transfer Request to transfer \$19,194 from the BBBS Family Support Services Program to CSC's Undesignated Allocation budget.*
  
3. **APPROVED** *the Big Brothers Big Sisters Reading Bigs Budget Transfer Request for the amount of \$36,272 as detailed on the CAI.*
  
4. **APPROVED** *the 2015/2016 Community Outreach Plan in a total amount of \$70,000.*

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

  
**Candice Loupe, Secretary**

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

*11/12/15*

