

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, November 12, 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:** 8:31 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 no (0) 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 public comment, as there was no public in attendance.

VI CONSENT AGENDA

Commissioner Lewis motioned to approve the Consent Agenda, which includes meeting minutes from the Regular Monthly meeting, Council Attendance Record for fiscal year 2015/2016 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:

CSC 25th Anniversary/Coffee Connections: Mr. Boyle expressed his appreciation to those board members making an appearance at this recent CSC event, and explained what a successful event it was. There was also a 'Mr. Jim face' cake in commemoration of this CSC employee's 20th anniversary.

Strategic Direction: Mr. Boyle informed board members that the CSC Team is working diligently in this respect, taking on the newest direction given by board members and focusing efforts on the four priorities relayed in recent strategic discussions. Presently in discussions with school nurses and the possibility of drawing down a grant match. In regards to Mental Health, CSC is in the process of discussions with several entities: School Board; CSC was invited to the Mental Health Workgroup meeting; and the Tykes & Teens Program. CSC Team is aggressive in this focus, and realizes that its investment in this area must demonstrate significant results.

Just Start to Literacy (Larry Lee legislative bill): Mr. Boyle reminded board members about the history of this bill, its passing, and its purpose to target 2-3 year olds for a five year project to address literacy skills. The concept being if we expose children at an earlier age to literacy and continue in that progression with childcare and school focused literacy programs we can make a huge impact on their reading levels. The Early Learning Coalition is the lead agency on this project and the request for proposals was just released. CSC is participating in this collaborative effort; it will be a home visitation based program influenced with best practices and including parental support. Mr. Boyle will continue to keep board members abreast of new developments associated with this program.

Purchase of CSC Building Offer: Mr. Boyle informed board members that CSC was again approached by our neighbor, Ambrosia, who own ¼ of our building (with CSC owning the majority of the building). Ambrosia is interested in taking ownership of the entire building and has stated they would pay premium dollar (vague statement as amount never mentioned). Mr. Boyle asked board members if they had any desire to explore this repetitive offer. He also provided a brief history of the extensive work, effort and time consuming process of the real estate search and acquisition of this building. At that time, it was believed this area to be logistically the best geographical location for CSC to reside, and board members consensus today remains the same. That said it seems a moot point to entertain this offer at this time, unless there is certainty of a profitable gain and a desirable move-in ready property in this local area. The original plan in this building purchase was with the intent for growth in a 20-year lifespan. Due to referendum focus and other priorities, the growth plan has not proceeded as planned. Consequently, CSC has obtained tenants to occupy the unused portion of the building. This is by no means a negative aspect, as CSC has obtained rental income. Additionally, if CSC would contemplate the purchase of a building with smaller square footage, we would need to evaluate whether it would be a short or long term stay as growth would need to be considered with respect to this purchase. As the building ages, it will require

more of an investment in maintenance; however this would be the scenario with any building purchase/ownership.

Devereux Holiday Toy Drive: Mr. Boyle reminded board members that CSC is participating in Devereux's Holiday Toy Drive for local needy families, as we have in previous years. Participation is voluntary; if you wish to donate an unwrapped toy please deliver it to the CSC office no later than December 11th. Devereux will be scheduling toys pick up at this location after that date.

CSC's Sounds of the Season Concert: Mr. Boyle reminded board members CSC will be putting on its 5th Annual Sounds of the Season Concert scheduled for 7 pm on December 18, 2015 at the Sunrise Theatre in historic downtown Fort Pierce. Featured performances at this concert by our funded programs: Ave D Boys & Girls Choirs, Boys and Girls Clubs, Future Generations and YMCA of the Treasure Coast. Tickets are free and go quickly so please don't delay in making your request for tickets. Tickets may be picked up at the Sunrise Theatre, WFLM station and the CSC office; simply a donation of an unwrapped gift is your cost for the concert entry. CSC Team members, Ms. Mock and Mr. Boyle, will be hosting this amazing show with a possible guest host of Larry Lee.

CSC Holiday Closing: Mr. Boyle reminded board members that the CSC office will close from December 24th through January 3rd for the extended Christmas/New Year's holidays. CSC will resume normal business operations on Monday, January 4th. However, during this time if you require any assistance Mr. Boyle will be available by cellular phone.

Items in the Council Folder: If any board member is interested in possessing a CSC board member name badge, please complete the voucher in the folder. New name badges will be produced containing the edited logo, making this an opportunity to offer name badges to board members as well.

VIII OLD BUSINESS (None)

IX NEW BUSINESS

A) Council Action Item: Continuing Program Proposal FY 2016/2017 RFP

Mr. Dwyer referenced Attachment number 2 of the e-packet and provided a brief synopsis of this CAI. He explained that as a result of the strategic direction discussion, CSC is releasing two proposals. First, the Continuing Program Proposal for FY 2016/2017 and second, the rotational (targeted) category for Keeping Kids Off Drugs, Alcohol and Other Risky Behaviors. In the e-packet there is a paper version of the application that will be released electronically via CSC's new grant management software system. The application has been updated; not as generic as previous years, more focused on key questions that would pertain to continuing programs. In the application timetable provisions for one paper copy of the RFP has been requested just as a security measure since this is the first application pilot of this new software. As we begin the receipt of these RFPs and gain a comfort with the process we may determine if the paper copy is necessary, and retract it from the submission process. The Council is being asked to approve the 2016-17 Request for Continuing Program Proposals application which consists of three documents (Program Proposal Instructions; Program Proposal Narrative; and Program Proposal Budget).

Ms. Loupe motioned to approve the 2016-17 Request for Continuing Program Proposals application, as presented in CAI attachment #2. Ms. Lawless seconded the motion. Motion carried unanimously 9/0 in favor.

B) Council Action Item: Summer Funding Proposal FY 2016 RFP

Mr. Boyle referenced Attachment number 3 of the e-packet and provided a brief synopsis of this CAI. For more than ten years CSC has released a competitive Summer Program Funding application. This application is specific to new offerings and/or new locations; as our continued funding application allows

for programs to include their summer program as part of their annual program plan. Last year, CSC funded seven summer programs serving over 400 youth in the amount of \$240,000. In the 2015-16 budget, \$250,000 has been allocated for 2016 Summer Program funding. These programs are required to have a literacy component for younger youth to prevent summer learning loss; and a career exploration and job readiness component for teens. Additionally, program should include physical/recreational activities and be operational five days per week for a minimum of eight weeks. The Council is being asked to approve the 2016 Summer Learning Program Funding application which consists of three documents (2016 Summer Learning Program Instructions; 2016 Summer Learning Program Narrative; and 2016 Summer Learning Program Budget). This RFP process will be done via the traditional hard copy submission versus the grant management software system. CSC will streamline the RFP process into the new electronic system gradually as we are being cautious in the piloting of this new software.

Ms. Lawless motioned to approve the Summer Funding Proposal FY 2016 RFP as detailed on the CAI. Superintendent Gent seconded the motion. Motion carried unanimously 9/0 in favor.

C) CSC Budget Amendment

Ms. DiToro referenced Attachment number 4 of the e-packet and provided a brief synopsis of this CAI. Ms. DiToro reminded the board of the Florida Statute 189.016(6) states that a governing body of a special district may amend a budget for the current fiscal year at any time within that fiscal year or within 60 days following the end of that fiscal year as stipulated in the CAI. CSC has received grant funding that is not provided for in the current fiscal year budget and acceptance of this grant funding increases revenue and total appropriations for expenditures. As required by Florida Statute, the addition of revenues and expenses related to new grant funding not already provided for in the budget must be adopted by the Council by resolution vote. The grant funding to be amended to the CSC budget for fiscal year 2015/2016 is \$2,500 in addition to the \$5,000 already budgeted for literacy events and books and is available from foundation funding administered through the Florida Children's Council. The CSC fiscal year 2015/16 budget would need to be amended by: 1. Increasing the Grant Revenue line by \$2,500; 2. Increasing the Community Events Expenditures line by \$2,500. The Council is being asked to approve Resolution 16-01 to amend the CSC fiscal year 2015/2016 budget as required by Florida Statute. This allows for amendment of the CSC budget pursuant to Florida Statute and provides the opportunity to utilize grant funding for children in the St. Lucie County community.

Mr. Finkel motioned to approve the Resolution 16-01 to amend the CSC fiscal year 2015/2016 budget as required by Florida Statute. Ms. Gregory seconded the motion. Motion carried unanimously 9/0 in favor via Roll Call vote.

X COUNCIL & STAFF COMMENTS

CSC Chair reminded board members to complete their evaluation of the CSC Executive Director's evaluation form timely, return to Ms. Hensley's office and a summary of findings would be considered at the board meeting in December.

Mr. Boyle mentioned there are some administrative concerns with the CSC funded program Project ROCK South. The CSC Team is monitoring this program closely and allowing this program some time to mend its issues. The CSC Team will keep Council informed of the results and if further action is required. CSC has experienced similar issues with some other grassroots agencies in the past. With some guidance we are hopeful that this current situation will be adequately resolved.

XI FUTURE MEETINGS

CSC Monthly Meeting – December 10, 2015 at 8:30 am.

XII ADJOURNMENT: 8:50 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

November 12, 2015

MOTIONS PASSED

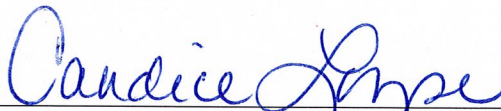
1. **APPROVED** the November 12, 2015 Consent Agenda, which includes the following:
 - A. *The Agenda for November 12, 2015.*
 - B. *The Regular Monthly Meeting Minutes for October 8, 2015.*
 - C. *The CSC Council Attendance Record Final for FY 2015/2016 – as of October 8, 2015.*
 - D. *Cumulative Financial Report FY 2014/15 – as of October 31, 2015.*
 - E. *Program Allocations Report FY 2014/15 – as of October 31, 2015.*
 - F. *Summary of Fund Balance – as of October 31, 2015.*
 - G. *Cumulative Financial Report FY 2015/16 – as of October 31, 2015.*
 - H. *Program Allocations Report FY 2015/16 – as of October 31, 2015.*
 - I. *Transactions Report – as of October 31, 2015.*

2. **APPROVED** *the 2016-17 Request for Continuing Program Proposals application, as presented in CAI attachment #2.*

3. **APPROVED** *the Summer Funding Proposal FY 2016 RFP as detailed on the CAI.*

4. **APPROVED** *the Resolution 16-01 to amend the CSC fiscal year 2015/2016 budget as required by Florida Statute.*

Approved by: _____


Candice Loupe, Secretary

Date: _____

12/10/15

