

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, December 10, 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*);; **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: **Wayne Gent** (*Superintendent of Schools*), **Vacant Position of Jason Matson** (*Governor Appointed*).

OTHERS PRESENT: **Sean Boyle** (*Executive Director*); **Jim Dwyer** (*Director of Programs*); **Tonya Andreacchio** (*Capacity Building Coordinator*); **Sandy Mack** (*Program Specialist*); **Ashley Mock** (*Communications Coordinator*); **Erin Craig** (*Fiscal & Human Resources Specialist*); **Paula Rivera** (*Office Manager / Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*); and five 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. Kathy Derringer, representative for the Helping People Succeed's B.R.A.I.N. program which is a universal home visitation program, was excited to inform the board members that it won a second place award for Innovative Strategies for Accessing Families for Prevention and Early Intervention Services. Ms. Derringer acknowledged CSC's partnership in both the awards banner she brought with her and our mutual success in making this honor possible. Second place was no easy task as it required three levels of judging. B.R.A.I.N. is a unique Treasure Coast program that has been given its well-deserved recognition.

Ms. Lisa von Seelen, representative for Healthy Start, came to honor our very own CSC Chairperson, Ms. Kathryn Hensley, and presented her with the annual Sylvie Award for her excellence in leadership and advocacy in maternal child health. Typically, this award is presented at Healthy Start's annual luncheon, however because Ms. Hensley could not attend it is being awarded to her this morning.

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 2015/2016 and Financial Reports. Ms. Loupe seconded the motion. Motion carried unanimously 8/0.

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 Audit: Mr. Boyle informed board members that the CSC audit is underway with auditor stationed onsite this week.

CSC's Sounds of the Season Concert: Mr. Boyle reminded board members the CSC annual holiday concert is scheduled for Friday, December 18th with tickets going fast. Please be sure to grab your tickets quickly before they disappear; 1,100 tickets have already gone. Admission is free with a ticket; simply an unwrapped toy is all that is requested of each as an entry fee. Unwrapped toys will be divided between the Fort Pierce PAL organization, who services all three law enforcement agencies to provide for those families in need; and Larry Lee from our local radio station who has partnered with CSC for the Sounds of Season concert event, he will be servicing toys to the VanDuzer's First Step program. CSC has reserved front seating for board members who plan to attend this event. Please see a CSC Team member to escort you there. Several CSC funded programs are participating as part of the entertainment. These children ranging in ages five to eighteen years old are excited about their participation in the program, and we are hopeful all will receive a warm standing ovation for their performances.

CSC's Grants Management System: Mr. Boyle informed board members that the newly inceptioned grants management system is progressing well. Ms. Andreacchio is spearheading this new software system implementation in which CSC will go live on Friday, December 18th. The CSC Continuing Program proposal will be released on December 18th, the first grant proposal to be released electronically. Mr. Boyle also acknowledged Ms. Craig and Mr. Dwyer in this preparation. Obviously, as with any new implementation glitches are expected, however the CSC team is hoping to minimize these as much as possible.

FCC Conference in Tallahassee: Mr. Boyle informed board members that the CSCs statewide convened in Tallahassee. Efforts were made to meet with heads of state agencies both on an individual level and jointly. At these meetings it was very apparent that there is a lack of communication between

the heads of state agencies resulting in a lack of coordination and organization. In conversations, it was observed they were less guarded and more direct as opposed to previous years. Ms. Hensley recommended improvements in technology that would allow for state agencies to communicate with each other across boundary lines; allowing for a more effective streamlined shared system of data communication. This type of system is essentially needed if we are going to be successful in the progress and development of Florida's children. Particularly in the area of nutrition, several agencies are collaborating in this effort to bring positive innovative ideas to the table.

CSC Strategic Direction Update: Mr. Boyle reminded board members that at the recent meeting on CSC's strategic direction, exploring mental health concerns came across as a priority in this discussion. Consequently, the CSC Team has been hard at work in gaining insight in this priority and has been joining meetings on this subject, including infant mental health, to acquire more understanding and the need of our community. CSC is focusing on the concerns of parent interactions with the child, as this obviously will affect the infant's developmental growth; the biggest impact being 0 through 3 years of age. The CSC Team has also been in communication with the Health Department in reference to school nurses.

Lawnwood Nurse Home Visitation: Mr. Boyle informed board members that CSC became aware of a vacant nurse position at Lawnwood Regional Medical Center (LRMC) that remained dormant in respects to the advertising and hiring process. However, a new development in respect to this position, according to Ms. von Seelen LRMC has recently advertised the position; a positive step in making certain the Nurse Home Visitation program remains in good standing as this program is dependent on nurses being available and equipped to visit these new mothers. The CSC Team will keep you posted on any new developments. Coincidentally, CSC has come to learn that LRMC's board chair is also CSC's auditor.

Early Learning Coalition: Mr. Boyle was happy to report that the Early Learning Coalition did get the Jumpstart Literacy grant. A great effort was made to apply for this grant, and great to hear that the application was accepted, as the community will reap the benefits.

Lincoln Park Ministerial Association: Mr. Boyle informed board members that two members of the CSC Team met with the Lincoln Park Ministerial Association to request 'little libraries' in the local churches. An inventory of books would be delivered to each church participating to encourage reading with our local children. As a result of this meeting presentation, eleven faith institutions have expressed interest in participating in this 'little libraries' pilot program.

CSC Name Badges: Mr. Boyle mentioned to those board members having placed an order for a name badge, it was received and left at their desk location today. All are highly encouraged to utilize these name badges whenever out in public.

PSL Chamber Board Meeting: Mr. Boyle informed board members at a recent PSL Chamber Board Meeting the mention of FSA (formerly FCAT) was a true measure of schools. In reality, it is *not* a true indicator of schools; it is an indicator of how grade levels test once annually. Along the lines of this discussion came about what truly makes Saint Lucie County unique are the resources that are available. Evidence in this regard was in the earlier presentation of the award won by HPS's B.R.A.I.N. program; other programs demonstrate a similar unique status i.e. Healthy Families Early Steps, etc. Many of those initiatives and/or resources are either funded by CSC or have been initiated by conversations CSC has had with these partners. Mr. Boyle highlighted CSC's role in truly making our community a unique community. CSC does need to be more proactive in promoting our role in this effort to not only our program partners, but to such community organizations as the Chamber and CDC. CSC Chairperson, Ms. Hensley, aggregated Saint Lucie County's uniqueness in school population at 70% free and reduced lunch with over 62 different languages and dialects in our schools. FSA's will be performed in March 2016; School Board has been closely monitoring these indicators for some time which again reflect individuality

in state statistics. Despite these obstacles our partnerships have allowed for a continuous positive direction across the board.

VIII OLD BUSINESS

(None)

IX NEW BUSINESS

A) Council Action Item: Castle Valued Visits

Mr. Dwyer referenced Attachment number 2 of the e-packet and provided a brief synopsis of this CAI. The Special Designation from CASTLE is requesting a budget increase in the amount of \$19,527 seeking increases in salaries, benefits and other Contract security supports to enable an increase from one day of services per week in SLC to two days per week. He explained the original proposal review process was extensive and thorough. This said, the CSC Team recommended the current level of support in May 2015 as part of the established program budget for fiscal year 2015/2016. While understanding the value of the program, CSC Team believes that this is an unfunded mandate issue and has encouraged CASTLE to seek potential legislative support which includes exploring how this issue is being addressed in other communities. All the factors outlined in CASTLE's Special Designation request were considered when the CSC Team made its fiscal year 2015/2016 funding recommendations in May. The CSC Team recommendation continues in support of the current program budgeted amount, and declines the request for additional funding. Mr. Boyle did express that this issue was addressed with state leaders while in Tallahassee. However, the issue needs to be made a statewide concern before legislation will take any action. There is ground work necessary locally for this issue to be made a priority at legislative level.

Mr. Finkel motioned to accept the CSC Team's recommendation at CASTLE's current program budgeted amount for fiscal year 2015/2016 and decline this request for additional funding, as presented in CAI attachment #2. Ms. Loupe seconded the motion. Motion carried unanimously 8/0 in favor.

B) CAI: Priority Funding for Keeping Kids Off Drugs, Alcohol & Other Risky Behavior FY 2016 RFP

Mr. Boyle referenced Attachment number 3 of the e-packet and provided a brief synopsis of this CAI. As a result of the strategic direction discussions, the board decided to release a funding category for open competition each year while remaining programs will complete the Request for Continuing Program Proposals grant application. The priority funding category to be released for open competition for funding for fiscal year 2016-17 is "Keeping Kids off Drugs, Alcohol and Other Risky Behaviors". This request for proposal will be released electronically, although each board member was equipped with a hard copy of the application in their respective e-Packet for review and reference at today's meeting. This is an open competition funding proposal and we are requiring from both new applicants and CSC's current funding program applicants to demonstrate how their proposed program's main focus and program impact/outcomes are directly aligned with at least one of these community indicators – alcohol, marijuana, cigarettes, binge drinking and/or teen pregnancy. If this direct link cannot be demonstrated, the application is void. The application will be released on January 15, 2016. The timetable details follow on the CAI, with board funding decision on June 9, 2016.

Ms. Loupe motioned to approve the Priority Funding for Drugs, Alcohol and Other Risky Behavior FY 2016 Priority Funding proposal instructions, narrative and budget, as detailed on the CAI. Ms. Gregory seconded the motion. Motion carried unanimously 8/0 in favor.

C) Budget Transfer: ARC After School & Summer Program

Mr. Dwyer referenced Attachment number 4 of the e-packet and provided a brief synopsis of this CAI. Mr. Dwyer explained that this program provides after school and summer activities for children and teen ESE students who have school system individualized education plans (IEP) or individualized support

plans (ISP) that documents an established disability. The program assists parents with family management by facilitating the continuity of their work routine and assists children in acquiring developmental assets needed for greater independence. ARC is requesting this budget transfer in the amount of \$8,340 which provides for reallocation of salaries between two ASP Coordinator positions to ASP Instructor position. The ASP Coordinator position from which funds will be taken is presently vacant, and the program has determined that additional funding for the instructors is a priority over a second coordinator position. The restructure in the budget allows for better utilization in CSC funding dollars. The board is being asked to approve a Budget Transfer of \$8,340 as described in the CAI.

Ms. Alley motioned to approve the Budget Transfer Request for ARC After School & Summer Program in the amount of \$8,340, as detailed on the CAI. Ms. Gregory seconded the motion. Motion carried unanimously 8/0 in favor.

D) Evaluation Summary & Contract Renewal for the CSC Executive Director

CSC Chairperson, Ms. Hensley, informed board members that she is in receipt of board members' completed Executive Director's evaluation forms, respectively. Mr. Boyle received 'outstanding' across the board with a grading scale average of 4 (scale is 1-4 = Outstanding). Mr. Boyle's contract is also up for renewal. Ms. Hensley reminded board members that since Mr. Boyle has taken this position he has not received a pay increase. His new contract will reflect a well-deserved 5% merit increase effective January 2016; with all other contract items remaining the same as previous contract. Completed evaluation forms will be filed in Mr. Boyle's human resources file and available for review if interested. Mr. Boyle expressed his appreciation for working with a great group of leaders and the CSC team, and his gratitude for the pay increase.

Ms. Lawless motioned to approve the Executive Director's contract renewal at a 5% merit increase effective January 2016 with all other contract items remaining the same. Ms. Loupe seconded the motion. Motion carried unanimously 8/0 in favor.

X COUNCIL & STAFF COMMENTS

CSC Chair mentioned that we are closely monitoring the progress of Senator Nancy Detert's Legislative Bill in regards to guardianship, reunification and biological parents' rights. The bill is getting significant traction, and this bill will provide more leverage for those in authority over the case to make the informed decision in the best interest of the child.

SLC School District was awarded a multi-year, multi-million dollar grant for 21st Century for after school program and tutoring. Florida After School Network will be coordinating a meeting with several leaders in the community, including CSC, to assess these in the system and make provisions to fill these gaps with this grant funding.

XI FUTURE MEETINGS

CSC Monthly Meeting – January 14, 2015 at 8:30 am.

XII ADJOURNMENT: 9:15 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

December 10, 2015

MOTIONS PASSED

1. **APPROVED** the **December 10, 2015 Consent Agenda**, which includes the following:
 - A. *The Agenda for December 10, 2015.*
 - B. *The Regular Monthly Meeting Minutes for November 12, 2015.*
 - C. *The CSC Council Attendance Record Final for FY 2015/2016 – as of November 12, 2015.*
 - D. *Cumulative Financial Report FY 2014/15 – as of November 30, 2015.*
 - E. *Program Allocations Report FY 2014/15 – as of November 30, 2015.*
 - F. *Summary of Fund Balance – as of November 30, 2015.*
 - G. *Cumulative Financial Report FY 2015/16 – as of November 30, 2015.*
 - H. *Program Allocations Report FY 2015/16 – as of November 30, 2015.*
 - I. *Transactions Report – as of November 30, 2015.*

2. **ACCEPTED** the CSC Team's recommendation at CASTLE's current program budgeted amount for fiscal year 2015/2016 and decline this request for additional funding, as presented in CAI attachment #2.

3. **APPROVED** the Priority Funding for Keeping Kids Off Drugs, Alcohol and Other Risky Behavior FY 2016 Priority Funding proposal instructions, narrative and budget, as detailed on the CAI.

4. **APPROVED** the Budget Transfer Request for ARC After School & Summer Program in the amount of \$8,340, as detailed on the CAI.

5. **APPROVED** the Executive Director's contract renewal at a 5% merit increase effective January 2016 with all other contract items remaining the same.

Approved by: _____


Candice Loupe, Secretary

Date: _____

