

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Thursday, February 11, 2016

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*); **Michael C. Heisey** (*Circuit Juvenile Judge*); **Wayne Gent** (*Superintendent of Schools*); **Paula A. Lewis** (*County Commissioner*); **Amy Gregory** (*Department of Children & Families*); **Candice Loupe** (*Governor Appointed*); and **Eric S. Finkel** (*Governor Appointed*).

**COUNCIL ABSENT:** Vice Chair **Pat Alley** (*Governor Appointed*); **Marilyn Lawless** (*Governor Appointed*); **Vacant Position of Jason Matson** (*Governor Appointed*).

**OTHERS PRESENT:** **Sean Boyle** (*Executive Director*); **Dori DiToro** (*Director of Finance & Human Resources*); **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 *four 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. Sara Frahm, associated with the Castle High Hopes program, addressed the board to appreciate her gratitude for CSC's mission and the programs funded through our organization. Castle being one of these privileged organizations funded via CSC. Ms. Frahm circulated a scrapbook (a thank you gift to CSC) and some individual evaluations worthy of a detailed review in how progress has been accomplished.

Mr. Gayman, affiliated with Frontline for Kids program, addressed the board to thank them for their work in the community and specifically with the fifteen years of support for the Frontline for Kids program. Mr. Gayman circulated some data in reference to graduates of the program which began with the program starting at third grade school level and are now at the point of high school graduation. Mr. Gayman also mentioned the exploration of a new program to cover the gap of weekends and holidays when standardly there is no program open and available to service these children. A pilot of this program is due to commence the summer of 2016. Mr. Gayman left a children's portrait as a token of his appreciation. He concluded by expressing individual student success stories that have run through the Frontline for Kids program.

## 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 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:

**CSC Team (noticeable) Absences:** Mr. Boyle informed board members that Ms. Andreacchio and Mr. Dwyer were absent at today's meeting due to a conflict with another meeting pertaining to Roundtable's Steering Committee Comprehensive Strategy Planning. CSC is heavily invested in this strategic plan, consequently the reason for the absences. The topics of Substance Abuse and Mental Health were on the agenda for discussion at this planning session today.

**CSC Audit:** Mr. Boyle informed board members the exit interview for the CSC audit was done in the month of January. However, the audit completion is delayed due to unavailability of pension liability data from the Florida Retirement System. The auditor anticipates that the audit will be presented at the March or April board meeting (normally it is presented in February). In the Exit Interview with the auditor, the auditor expressed there would be 'no findings' which represents a positive remark in that it is a clean audit. The independent audit is expected well in advance of CSC's policy related to timely receipt of independent audits.

**Bidders' Conference for Priority Funding:** Mr. Boyle informed board members that the priority funding category conference – Keeping Kids off Drugs, Alcohol & All Risky Behaviors – is scheduled for tomorrow. All of our currently funded programs in this category are registered, as well as another five new entities have registered for the conference. This new proposal is being piloted through the new electronic grants management system.

**Community Partnerships:** Mr. Boyle reminded board members of his recent discussions related to a mental health organization called Southeast Behavioral Health (aka managing entity for New Horizons) who currently invests in New Horizons Student Assistance program, as does CSC. This entity receives federal grant funding for substance abuse prevention. Southeast Behavioral Health has funding in the

amount of \$180,000 which will expire the month of June 2016. Southeast Behavioral Health is willing to absorb a portion (\$180,000) of the funding that CSC has allocated to the New Horizons Student Assistance program (allocated \$350,000). CSC will release itself from the funding obligation of New Horizons Student Assistance program effective now through the month of June. Moving forward Southeast Behavioral Health is committed to absorbing an additional \$120,000 annually for the New Horizons Student Assistance program, under the stipulation that they continue to receive the federal grant funding. Consequently, this frees up a significant portion of CSC monies in this particular budgeted program allocation. This will allow CSC to invest more monies -- \$120,000 -- towards its initiatives discussed earlier with board members. At present, CSC is awaiting the formal confirmation from New Horizons that this new funding has become awarded to them. Once CSC is in receipt of this confirmation, the CSC Team will adjust the program's budget accordingly and bring this amendment to the board for approval. Mr. Boyle clarified that this fiscal year it is \$180,000 in funding that is being released from this program; however in subsequent years it will be \$120,000 recurring amount.

**Proposal for Summer Funding:** Mr. Boyle reminded board members that proposals for summer funding deadline was last Friday. The budget allocated for this effort is in the amount of \$250,000 with over \$550,000 of applications proposals received – the new released monies of \$180,000 from the New Horizons Student Assistance program could become valuable in this effort.

**Strategic Direction – Infant Mental Health:** Mr. Boyle informed board members that another option of investment of the \$180,000 could be towards the Infant Mental Health initiative. CSC recently had a meeting with the executives of the Early Learning Coalition and Tykes & Teens to explore a potential system of care in this field. ELC being the ‘feeder’ in this system of care, as normally that is the age bracket when the issues are detected and taking measures to monitor children at an early age.

**Outstanding Youth Event:** Mr. Boyle reminded board members that CSC's signature dinner – Outstanding Youth – is in its planning stage. Mr. Boyle explained the process, as there are new board members that may not be fully knowledgeable of the process. An application is released to CSC's funded programs – students from freshman to junior year – high school students are eligible. These youth candidates are nominated for acknowledgement of leadership, achievements and/or volunteerism. Five youth are nominated each year from the applications received. The Outstanding Youth Dinner is in their honor at which time CSC presents each youth with a \$1,000 scholarship; administered through the Education Foundation and provided to them upon graduation from high school for any education pursuits thereafter. A CSC volunteer board panel determines the five youth that are worthy of this recognition. CSC Chairperson, Ms. Hensley, provided some additional information on the history of this event for the newer board members. This annual dinner has become a signature event which requires extensive planning and organization on the part of the CSC Team; and requires community sponsorships to make it possible as the food is an expensive item mainly absorbed by CSC's sponsorships. In the past our main sponsors have been three: Post Insurance Agency, Sheriff's Office and TD Bank. This year the United Methodist Church of Fort Pierce has contributed \$1,200 which CSC will apply towards this dinner's food expenses. The CSC Team is again seeking a minimum of three CSC board volunteers to assist in the review and judging of the youth applications – Ms. Loupe; Ms. Gregory; and Ms. Alley. In addition to the Youth Award, there are also two community members that receive acknowledgement for their efforts in long-term advocacy of children via the Champion for Children's Award. Since this is a CSC signature event, we encourage all board members and team members to participate. This year's dinner is planned for the evening of Monday, May 16, 2016.

## **VIII OLD BUSINESS**

**(None)**

## **IX NEW BUSINESS**

**A) Council Action Item: Waiver of Late Fees Request for Daniel M. Foundation**

Ms. DiToro referenced Attachment number 2 of the e-packet and provided a brief synopsis of this CAI. CSC policy provides for late fees of audits and reimbursements submitted after the deadline established respectively. The late fee is \$500 or 5% of the approved reimbursement amount, whichever is less. Daniel M. Foundation's December 2015 request for reimbursement expenses was received at the CSC office on January 28, 2016, a total of six business days past the final deadline which included a 5-day grace period. A reimbursement late fee of \$460.07 was assessed on the December 2015 reimbursement package. Additionally, the Daniel M. Foundation audit for its fiscal year ended June 30, 2015 was due to CSC on February 1, 2016. The audit was not received timely, and has yet to be received. Daniel M. Foundation will be subject to an audit late fee on their January reimbursement request which is due by February 22, 2016. CSC has received a request for waiver of both the reimbursement and the audit late fees expressing the delay was due to personal issues as outlined in the letter which is included in the board packet for your review. A history of late fee assessments is also included in the board packet. Additionally, audit late fee assessments will continue until the audit is received. Gregory Melton, Executive Director of Daniel M. Foundation Inc. was present at this meeting and available for inquiries. There was board discussion regarding waiver of this policy. Due to the extenuating circumstances, the board unanimously approved the waiver of policy in this unique instance. Mr. Melton added that the agency is in the process of hiring an Executive Director who will assume responsibility for the administration of this program, as his and his wife's (Linda Melton) future plans is to ultimately retire from this work and have the program continue successfully. The program has recently relocated to a larger venue with the plans of being able to offer more children the opportunity to attend the program.

***Mr. Finkel motioned to approve waiver of CSC late fee policies and grant the request for waiver of penalties incurred by the Daniel M. Foundation program for the tardiness of both the December reimbursement package and the audit, as presented in CAI attachment #2. Ms. Gregory seconded the motion. Motion carried unanimously 7/0 in favor.***

**B) CAI: Authorization for Electronic Signatures**

Mr. Boyle referenced Attachment number 3 of the e-packet and provided a brief synopsis of this CAI. The grants management system recently implemented for CSC and the solicited proposals requires the use of electronic signatures in the submission of grant applications. Subsequently, at the acceptance of funding the grant applications, program contracts are then executed which will also require electronic signatures. Upon legal consultation, it was advised that CSC team get the approval of electronic signatures by the CSC board first; and then proceed with communicating with the Agency for State Technology to determine if CSC meets the required technology statute. At this time the board is being asked to approve the use of electronic signatures for the purposes of execution of provider agreements with ultimate parameters being established in consultation with the Agency for State Technology. CSC Team is in support of the use of electronic signatures and including incorporating appropriate language into the provider agreements.

***Superintendent Gent motioned to approve the authorization of use of electronic signatures and proceed with the secondary step to consult with the Agency for State Technology, as detailed on the CAI. Ms. Loupe seconded the motion. Motion carried unanimously 7/0 in favor.***

**C) CAI: Emergency Situations On/Off Site Threat Policy**

Mr. Boyle referenced Attachment number 4 of the e-packet and provided a brief synopsis of this CAI. Mr. Boyle explained that the CSC Team has been reviewing its current policies and procedures related to disasters and emergency situations. In light of recent world events and building tenants who have had servicing of clientele onsite and encountered an at-risk situation it was determined that a threat policy should be considered to address onsite (active shooter/violence) and offsite (bomb) threats. CSC legal has reviewed the policy and CSC Team recommends the approval of the Emergency Situations Onsite/Offsite Threat Policy.

*Ms. Loupe motioned to approve the Emergency Situations Onsite/Offsite Threat Policy, as detailed on the CAI. Mr. Finkel seconded the motion. Motion carried unanimously 7/0 in favor.*

**X COUNCIL & STAFF COMMENTS**

No comments from CSC Team or Council.

**XI FUTURE MEETINGS**

CSC Monthly Meeting – March 10, 2016 at 8:30 am.

**XII ADJOURNMENT: 9:07 a.m.**

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

February 11, 2016

MOTIONS PASSED

1. **APPROVED** the **February 11, 2016 Consent Agenda**, which includes the following:
  - A. *The Agenda for February 11, 2016.*
  - B. *The Regular Monthly Meeting Minutes for December 10, 2015.*
  - C. *The CSC Council Attendance Record Final for FY 2015/2016– as of January 2016.*
  - D. *Cumulative Financial Report FY 2014/15 – as of December 31, 2015 & January 31, 2016.*
  - E. *Program Allocations Report FY 2014/15 – as of December 31, 2015 & January 31, 2016.*
  - F. *Cumulative Financial Report FY 2015/16 – as of December 31, 2015 & January 31, 2016.*
  - G. *Program Allocations Report FY 2015/16 – as of December 31, 2015 & January 31, 2016.*
  - H. *Transactions Report – as of December 31, 2015 & January 31, 2016.*
  - I. *Summary of Fund Balance – as of January 31, 2016.*
  
2. **APPROVED** waiver of CSC late fee policies and grant the request for waiver of penalties incurred by the Daniel M. Foundation program for the tardiness of both the December reimbursement package and the audit, as presented in CAI attachment #2.
  
3. **APPROVED** the authorization of use of electronic signatures and proceed with the secondary step to consult with the Agency for State Technology, as detailed on the CAI.
  
4. **APPROVED** the Emergency Situations Onsite/Offsite Threat Policy, as detailed on the CAI.

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

*Candice Loupe*  
Candice Loupe, Secretary

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

*3/10/14*