

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting

Thursday, May 12, 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:** 8:32 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*); **Paula A. Lewis** (*County Commissioner*); **Marilyn Lawless** (*Governor Appointed*); **Michael C. Heisey** (*Circuit Juvenile Judge*); **Amy Gregory** (*Department of Children & Families*); **Candice Loupe** (*Governor Appointed*); and **Eric S. Finkel** (*Governor Appointed*).

COUNCIL ABSENT: Vice Chair **Pat Alley** (*Governor Appointed*); **Wayne Gent** (*Superintendent of Schools*); and **Vacant Position of Jason Matson** (*Governor Appointed*).

OTHERS PRESENT: **Sean Boyle** (*Executive Director*); **Dori DiToro** (*Director of Finance & Human Resources*); **Jim Dwyer** (*Director of Programming*); **Sandy Mack** (*Program Specialist*); **Tonya Andreacchio** (*Capacity Building Coordinator*); **Erin Craig** (*Fiscal & Human Resources Specialist*); **Paula Rivera** (*Office Manager / Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*); and eight 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

Representatives from the Multicultural Resource Center (MRC) program were in attendance and took this opportunity to inform the board of the program's recent accomplishments and achievements. Dr. Christine Allen, first MRC representative who spoke on the academic component of the before-care program reported that along with jumpstarting the academic day of those who attend this before-care program, MRC has added an environmental component to this program. The curriculum stems from the Project Learning Tree and Project Wild; where one environmental topic is selected per month including interactive lessons for student participation. Presently working with the St. Lucie Aquarium on lessons that include marine biology, coral reefs and the Indian River Lagoon. Also in discussions with Heathcoat with plans for collaborating on community service efforts and learning of the general environment they reside in. Children also get to participate in the butterfly garden and are exposed to regular speakers that come in to speak on environmental career opportunities. Ultimately the goal is to have students think and act global-friendly. Second MRC representative, Ms. Wendy Zuniga, spoke about their literacy program and the strides they are making in fluency with participants who complete this unit. Struggles with fluency lead to struggles with comprehension. A one on one curriculum is done with the student two to three times weekly and assessments take place regularly. Children who have participated have significantly elevated their reading fluency within a nine week period. MRC periodically monitors student grades via Skyward. The program has achieved a high success rate in getting student participants to a 2.0 GPA or higher. Third MRC representative, Marcus Dixon, spoke on the program's Adaptive Learning curriculum which was implemented in January 2016. This curriculum has assisted the children in preparing for the common core standard testing attributing to their academic success. Mr. Boyle acknowledged that Ms. Zuniga, of MRC was the first recipient of the CSC Community Impact Award.

Ms. Perez-Ebrahimi, representative from Henderson Behavioral Health (HBH), approached the board to express thanks for the tenant space they presently occupy in the CSC building.

CSC Attorney arrived at 8:40 am during the Public Comments segment.

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 2016/2017 and Financial Reports. Ms. Lawless seconded the motion. Motion carried unanimously 6/0 in favor.

Commissioner Lewis motioned to approve the execution (signatory) of the minutes for the meeting of April 14, 2016 by the Chairperson, in lieu of the Secretary who was absent. Ms. Lawless seconded the motion. Motion carried unanimously 6/0 in favor.

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:

Lee County Exploring Implementation of CSC: Mr. Boyle reminded board members that he had mentioned travel to Lee County assist and guide Lee County in the exploration of implementing a CSC entity. Mr. Boyle was there two days and spoke to three separate groups – County Commissioners, a working board and a community forum. There was positive press received – both news and television coverage. Mr. Boyle observed that this group was not efficiently organized or disciplined and left doubts as to whether the implementation of a CSC would be successful. Mr. Boyle did receive an update indicating that the County Commission recently had a workshop and is planning to place CSC on the ballot for year 2018. The local press intends to sponsor a few baseball games as fundraisers in

preparation for this ballot item. It appears to be headed in a positive direction, and Mr. Boyle did mention the local team spearheading this concept is grateful that he was able to travel to Lee County to help navigate this effort.

FCC Statewide Association Conference: Mr. Boyle informed board members FCC recently held a statewide association conference in Cocoa Beach. The first day focused on a presentation delivered by United Way ALICE (Asset Limited, Income Constrained, Employed) Project and ThinkSpot consulting group which spoke to racial equity, demographics and poverty. Grant funding strategy was also a topic working with organizations like Wellspring Advisors and Kellogg Foundation in the developing of a transitional scale for families that were eligible for funding at one point and due to improved financial circumstances funding was dropped. The second day of the conference primarily focused on business items at hand. Everyone had the opportunity to meet the new President & CEO of the Children's Trust of Miami-Dade County, Jim R. Haj – a twenty-five year veteran of the school district.

CSC RFPs: Mr. Boyle reminded board members that CSC presently has solicited 'letters of intent' for both specialty fields -- the Infant Mental Health and the Children; and Youth with Emotional or Behavioral Disorders Afterschool & Summer (replace the former Daniel M. Foundation program) programs. There has been one response received for the Infant Mental Health specialty field so far. Upon qualification of recipient letters, CSC will look to release the specialized field RFP for their completion. With a timeline planned for board vote at the board meeting in July or August and a program services contract effective date of August/September 2016.

Healthy Kids of St. Lucie County: Mr. Boyle reminded board members that Healthy Kids of St. Lucie County Healthy Kids health insurance coordinator has relocated out of town and the Healthy Kids board has determined not to continue these services and re-hire in this position resulting in an immediate cease of contract services. CSC has met with health insurance representatives from the Treasure Coast Food Bank and SE Florida Health Council to gain a better understanding of what is necessary in exploring a new health insurance navigator. These associations have onsite based health insurance navigators versus the mobile field navigator that Healthy Kids had formerly employed – this was a definite advantage in outreach efforts. In this investigation, CSC also concluded there is a big gap in the Creole-speaking language; all the current health insurance navigators are fluent in Spanish and English. Further exploration is necessary, however the CSC Team will plan to put forward an RFP release for board vote at the next board meeting in June. CSC has a placeholder of \$69,000 allotted towards this coordinator placement effort. CSC would like to obtain a partnership to split the cost in this effort.

e-Impact Grants Management System Demo: Mr. Boyle welcomed Ms. Andreacchio to present a brief demonstration on CSC's new grants management system to board members. This system will facilitate the board member's review of the forty+ proposals for the 2016/2017 fiscal year. At today's meeting, each board member was provided a business card with login information to access this online system. Each member will be able to access the online system at their leisure for the review of each proposal. Ms. Andreacchio briefly reviewed the e-Impact instructions via an internet-connected monitor screen format. The board members have the ability to submit comments to the CSC Team via this online system. Along with the application, the agency's required documents i.e., Certificate of Liability Insurance, organizational chart, audit, etc. are accessible. Any inquiries you may have pertinent to online system navigation and/or a particular agency application, please do not hesitate to contact the CSC office for assistance.

CSC Employment Celebration Pins: Mr. Boyle requested Ms. Andreacchio, Ms. Mock and Ms. Rivera approach the podium for the acknowledgement of employment years of service by means of gifting each with a 10-year celebration pin and a photo-op moment. Ms. Andreacchio and Ms. Mock having ten years of service respectively; and Ms. Rivera marking thirteen years of service. Mr. Boyle expressed his

appreciation for consistency and longevity and the stronghold this provides as a whole team, and these three members are examples of such.

VIII OLD BUSINESS

(None)

IX NEW BUSINESS

A) Presentation: CSC Professional Audit as of September 30, 2015

The CSC Chair welcomed Mr. J.W. Gaines of Berger, Toombs, Elam, Gaines & Frank to present the Annual Financial Report for the fiscal year ended September 30, 2015. Mr. Gaines commenced his audit presentation by explaining the delay in the audit presentation by several months due to an accounting pronouncement that was released which related to retirement plans. Due to a delay in receipt of retirement data from the State of Florida, the auditor was unable to complete the CSC audit for its presentation in the month of February. Mr. Gaines referenced pages one and two the auditor 'opinion' located on page two of the Annual Financial Report, of which each board member had a personal copy. CSC received an 'unmodified' opinion which is considered favorable in an audit defining that everything stated is materially correct. He proceeded with page fourteen – Statement of Net Position – which is a snapshot of the financial picture as of September 30, 2015. Mr. Gaines pointed out the amount of \$390,726 representing the 'net pension liability' which means that the State of Florida pension plan is NOT 100% funded. The assets of the pension plan do not equal the liabilities of the pension plan. The difference between that is defined as the 'net pension liability'. At the statewide level this amount is in the millions; however CSC board's pro-rata portion of this plan is \$390,725. Due to this state plan not being fully funded, the state may adjust future contribution percentages (possibly increase % contribution) until the state reaches fully funded status. Moving forward to page fifteen – Statement of Activities – a motion picture of how CSC actually operated for the fiscal year. Page sixteen reflects the Balance Sheet – General Fund, basically how the district operates in current assets and liabilities. Mr. Gaines continued with a brief review on subsequent audit pages. He highlighted the Independent Auditor's Report on pages forty-four and forty-five and was pleased to report there were no internal control or compliance issues found in CSC's reporting. Pages forty-six and forty-seven Mr. Gaines explained this Management Letter document as mandatory by the Auditor General and again was pleased to report no negative findings. Mr. Gaines expressed his gratitude to Ms. DiToro and the CSC Team for their cooperation and detail supplied during this audit process.

Ms. Finkel motioned to accept the Annual Independent Auditor's report for CSC's fiscal year ended September 30, 2015, as presented to the Council by the auditor Berger, Toombs, Elam, Gaines & Frank. Ms. Lawless seconded the motion. Motion carried unanimously 6/0.

B) Budget Transfer Request: New Horizons Student Assistance

Ms. DiToro provided a brief synopsis of the program's history and the Budget Transfer Request, attachment #2 of the e-Packet contents. This agenda item relates to the New Horizons Student Assistance Program. A program which CSC began funding in year 1992. New Horizons is seeking a budget transfer of \$11,944.26 basically to provide for increases in various line items to cover projected shortfalls, purchase of t-shirts and books and to provide for summer camp utility incentives. Decreases in various line items are possible due to projected costs less than anticipated and due to a change in summer camp incentives. A detailed explanation is provided on the Council Action Item (CAI) included in the e-Packet. The CSC Team recommends approval of this Budget Transfer Request.

Ms. Gregory motioned to approve the Budget Transfer Request for New Horizons Student Assistance Program in the amount of \$11,944.26, as presented in the Council Action Item. Mr. Finkel seconded the motion. Motion carried unanimously 6/0 in favor.

C) Office Space Lease: Henderson Behavioral Health

Mr. Boyle provided a brief synopsis of the tenant history and current renewal, as reflected in the CAI Attachment #3 of the e-Packet contents. CSC is presently renting four offices, alcove area and cubicle space on the West end of the building to Henderson Behavioral Health (HBH). HBH has been a building occupant for the past two years at a rental rate of \$17,976 annually, or \$1,498 monthly. In addition to their leased space, this amount includes amenities such as Common Area Maintenance (CAM), building security, electric and cleaning services, and conference room services. A \$14.00 per square foot cost for leased space, plus \$5.00 per square foot cost for CAM space; a cost below the \$15 per square foot current market value in St. Lucie West area. The lease language provides for a 3% per square foot increase at renewal; however HBH formally requested their lease rate not increase as program services are currently running on a deficit which they hope to adjust based on added services. The CSC Team has taken this under consideration in their recommendation to enter into a renewal with HBH from June 1, 2016 through May 31, 2017 at the same current rental amount of \$17,976 annual fee. CSC will look to apply the 3% increase at the following renewal year, if renewal is granted.

Mr. Finkel motioned to approve the Henderson Behavioral Health office lease agreement in the amount of \$17,976 annually (paid \$1,498.00 monthly), as presented in the Council Action Item. Commissioner. Lewis seconded the motion. Motion carried unanimously 6/0 in favor.

D) Request for Late Fee Waiver: Children's Home Society

Ms. DiToro provided a brief synopsis of this program's history and current situation, as reflected in the CAI Attachment #4 of the e-Packet contents. Children's Home Society (CHS) was late with their March reimbursements; CSC having received the reimbursements on April 21, 2016. A reimbursement late fee was assessed on each of the three CHS programs – Teen Life Choices; Truancy and Heart Gallery. CHS submitted a request dated April 28th for a waiver of late fees for all three programs, a total of \$903.76; indicating that the FedEx overnight delivery was not fulfilled timely due to inclement weather. The CSC Team included a history of late fees provided with all funded programs, CHS being a previous offender of such policy. The CSC Team is charged with following approved CSC policy and supports the Council approved policy. Ms. Sabrina Sampson, representative for CHS, addressed the board explaining that CHS has regional administrative functions which limit the time that CHS has produce these reimbursement packages. Ms. Sampson indicated that CHS has reviewed their processes in an effort to improve timely submission of reimbursements. In summation, Ms. Sampson was apologetic and pleaded with the board to consider waiving the late fees.

Ms. Gregory motioned to accept Children's Home Society request for late fee waiver and waive the penalties associated with policy in the amount of \$903.76, as presented in the Council Action Item. Commissioner Lewis seconded the motion. Motion carried unanimously 5/1 in favor. Ms. Lawless voted against.

E) 2016/2017 Annual Program Proposal Recommendations

Mr. Boyle provided a brief synopsis of the history related to program proposal recommendations, and mentioned this is the first year in some time that CSC has looked to increasing its investment dollars into the programs based on a presumed increase in property values. This recommendation is by all means fluid and contingent on this presumption. The property values data is expected to be received in the month of June, at which time CSC will know better where it stands in terms of financial investment. Based on real estate trends, everything favors positive that this will be the case. Mr. Dwyer explained the various viewing documents available for board members basically providing the same detail in different viewable styles. There are a several placeholders attached with this recommendation which includes Healthy Kids navigator position, Infant Mental Health pilot program and an after school program for specialized behavioral population; and Mr. Dwyer explained these in detail. A thorough review of forty-one program funding requests was conducted by the CSC Team. These recommendations come before the board for review in detail, and for vote at the meeting in June. Board members are encouraged to review each program online via the grants online system, and contact the CSC office with any inquiries prior to next month's board meeting vote.

X COUNCIL & STAFF COMMENTS

Due to an out of town meeting conflict Board Chair, Ms. Hensley, will not be available to attend the board meeting in June. Another meeting date may be required to establish a quorum, as there were a few board member conflicts for the next meeting on June 9th.

Mr. Boyle reminded board members that the Outstanding Youth Dinner is scheduled for this coming Monday evening, and the CSC Team looks forward to having all, if not most, board members present.

XI FUTURE MEETINGS

CSC Monthly Meeting – June 9, 2016 at 8:30 am.

XII ADJOURNMENT: 9:40 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

May 12, 2016

MOTIONS PASSED

1. **APPROVED** the **May 12, 2016 Consent Agenda**, which includes the following:
 - A. *The Agenda for May 12, 2016.*
 - B. *The Regular Monthly Meeting Minutes for April 14, 2016.*
 - C. *The CSC Council Attendance Record Final for FY 2015/2016– as of April 2016.*
 - D. *Cumulative Financial Report FY 2014/15 – as of April 30, 2016.*
 - E. *Program Allocations Report FY 2014/15 – as of April 30, 2016.*
 - F. *Cumulative Financial Report FY 2015/16 – as of April 30, 2016.*
 - G. *Program Allocations Report FY 2015/16 – as of April 30, 2016.*
 - H. *Transactions Report – as of April 30, 2016.*
 - I. *Summary of Fund Balance – as of April 30, 2016.*

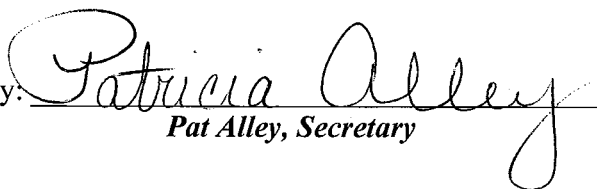
2. **ACCEPTED** the Annual Independent Auditor's report for CSC's fiscal year ended September 30, 2015, as presented to the Council by the auditor Berger, Toombs, Elam, Gaines & Frank.

3. **APPROVED** the Budget Transfer Request for New Horizons Student Assistance Program in the amount of \$11,944.26, as presented in the Council Action Item.

4. **APPROVED** the Henderson Behavioral Health office lease agreement in the amount of \$17,976 annually (paid \$1,498.00 monthly), as presented in the Council Action Item.

5. **ACCEPTED** Children's Home Society request for late fee waiver and waive the penalties associated with policy in the amount of \$903.76, as presented in the Council Action Item.

Approved by:


Pat Alley, Secretary

Date:

