

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Monday, June 20, 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:** 8:30 a.m. by Council Member Candice Loupe.
- II PLEDGE OF ALLEGIANCE**
- III MISSION STATEMENT** Read by Council Member Candice Loupe; *"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 pending.

**COUNCIL PRESENT:** Vice Chair **Candice Loupe** (*Governor Appointed*); Secretary **Pat Alley** (*Governor Appointed*); **Wayne Gent** (Superintendent of Schools); **Paula A. Lewis** (*County Commissioner*); **Amy Gregory** (*Department of Children & Families*); and **Eric S. Finkel** (*Governor Appointed*).

**COUNCIL ABSENT:** Chairperson **Kathryn Hensley** (*School Board Member*), **Marilyn Lawless** (*Governor Appointed*); **Michael C. Heisey** (*Circuit Juvenile Judge*); and **Vacant Position of Jason Matson** (*Governor Appointed*).

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

There was no public commentary.

*Council agenda was rearranged from original sequence due to quorum pending.*

## VI 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:

**Big Thank You Greeting Card:** Mr. Boyle shared with board members the custom made Treasure Coast Hospice Camp Good Grief greeting card expressing gratitude for CSC's sponsorship of their camp.

**Public Hearing Dates:** Mr. Boyle informed board members of the upcoming public hearing dates scheduled for the CSC Public Hearings this fiscal year which normally fall out of the standard recurrence schedule. The dates have been scheduled as to not conflict with the BOCC dates. These dates are: Wednesday, September 7<sup>th</sup> and Wednesday, September 14<sup>th</sup> – evening meetings beginning at 5:15 pm as to permit public to attend. The September 14<sup>th</sup> meeting will be a combined meeting to include the CSC monthly board meeting following the public hearing. Summer months are challenging in acquiring quorum for meetings; that said, please take note that public hearings follow the same policy in that the establishment of a quorum is required in order to vote on business.

**CSC RFPs:** Mr. Boyle reminded board members that CSC presently has two RFPs released to the public. The pilot program for Infant Mental Health in which CSC has received three letters of intent to participate. CSC then released a Request for Proposal to two qualified agencies. CSC invited the two agencies, namely Hibiscus Children's Center and Tykes & Teens to complete the full application which is due to CSC no later than June 23<sup>rd</sup>. The second release is related to an Out of School Time Program for Children with Emotional & Behavioral Disorders; searching for a replacement organization for Daniel M. Foundation's Camp Holiday program which has officially closed operation. One letter of intent was received for this specialized program from Helping People Succeed. They are also in the process of completing the RFP application which is due June 23<sup>rd</sup>.

**CASTLE Valued Visits Program:** Mr. Boyle informed board members that CSC is in receipt of a letter notifying us that Castle intends to suspend their Valued Visits program effective July 1, 2016. Valued Visits program assists with providing a safe environment for supervised visitation for court ordered cases. Domestic violence being the major cause of this court ordered referrals. There have been several discussions with the local partners in attempts to find alternative providers for continuation of these program services. There has also been discussions with Keiser University in reference to replicating a model of a similar program in Leon County in which interns are utilized along with paid staff at the university site location using campus security to assist in the mitigation of security costs. This model will be suggested to the court system, as these services presently affect three counties in the Treasure Coast.

**Comprehensive Strategy:** Mr. Boyle acknowledged Ms. Andreacchio for her efforts related to St. Lucie Hand in Hand Community Assessment Report. Superintendent Gent also participated in this assessment. Five areas were thoroughly reviewed in this assessment as detailed as to zip code level.

**United Way School Supplies:** Mr. Boyle reminded board members that CSC provided United Way with \$2,000 last fiscal year for school supplies for needy children in our community. CSC plans to provide funding again this fiscal year for the same purposes. In order to maximize these efforts CSC will be matching up to \$2,000 to United Way from their total donations received at their school supplies night

scheduled for July 13<sup>th</sup> from 5 pm to 8 pm at the Big Apple Pizza in Fort Pierce. This should motivate many donations on the part of the public and maximize the CSC partnership in this process.

*Commissioner Lewis arrived at 8:35 am during the Executive Director's Report narrative. Quorum of five established.*

## **VII CONSENT AGENDA**

***Ms. Alley 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. Superintendent Gent seconded the motion. Motion carried unanimously 5/0 in favor.***

## **VIII OLD BUSINESS**

### **A) Council Action Item: 2016/2017 Annual Program Proposal Final Recommendations**

In the absence of Mr. Dwyer, Ms. Andreacchio provided a brief synopsis of the Council Action Item, referenced as attachment #2 of the e-Packet. 2016/2017 program funding allocations were submitted to the board members at the board meeting in May. Included in the packet was narrative information which provided details on the team recommendations for forty-one continuing programs. CSC Team is presenting adjusted funding allocation recommendations for these programs. There was one written request for appeal and reconsideration, that of Castle Safe Families. Upon the review of the request and further discussion with the Castle organization, the CSC Team agreed to make some adjustments in their original recommendation to board members for this particular organization. BBBS requested a budget transfer from their Reading Bigs program to the AmeriCorp Florida Reads program in order to better maximize match funding provisions. Revised proposals were completed accordingly. The Castle has decided to terminate the Valued Visits program in all three counties as of July 1<sup>st</sup>. Consequently, the CSC Team recommends a placeholder in the amount of \$33,000 in hopes of locating another entity that will provide these needed services. These changes described in the CAI now total \$5,440,916 allocation recommendation which is a 5.6% (\$290,012) increase from FY 2015/2016. These program allocations are in alignment with discussion at prior Council meetings regarding the rolling 4 year budget models and support of current programs and services. Board members today are being asked to approve the program funding recommendation as outlined in the CAI. The CSC Team has revised their total program recommendations from those submitted to the Council at the May meeting to reflect the changes indicated in this CAI. CSC Team recommends approval of the forty-one programs specific allocations, including the placeholders for Healthy Kids, Infant Mental Health Pilot, Emotional Social Behavioral Afterschool programs totaling \$5,440,916 that have been presented to the board members for fiscal year 2016/2017. Early Learning Coalition's programs was exempted from the bundle of 2016/2017 programs and voted on separately, due to a possible conflict of interest with a board member's association to this agency.

***Ms. Alley motioned to approve the 2016/2017 Annual Program funding allocations specific to the Early Learning Coalition programs as recommended by the CSC Team, and as presented to the Council via the Council Action Item. Mr. Finkel seconded the motion. Motion carried 4/1. One abstention – Ms. Loupe – due to possible conflict of interest.***

***Mr. Finkel motioned to approve the 2016/2017 Annual Program funding allocations for the remaining programs including program placeholders as recommended by the CSC Team, and as presented to the Council via the Council Action Item. Commissioner Lewis seconded the motion. Motion carried unanimously 5/0.***

*Ms. Gregory arrived at 8:43 am following the above motions. Quorum of six established.*

## **IX NEW BUSINESS**

### **A) Council Action Item: Procurement of Banking Services Policy**

Mr. Boyle provided a brief synopsis of the Council Action Item, referenced as attachment #3 of the e-Packet. In order to comply with Florida Statute, the Children's Services Council needs to develop a policy in regards to procurement of banking services. With the guidance of the CSC attorney, a policy regarding procurement of banking services has been drafted and was included in the e-Packet contents for board members' review prior to today's meeting. The CSC Team is recommending the approval of the Procurement for Banking Services Policy.

***Superintendent Gent motioned to approve the Procurement for Banking Services Policy, as presented to the Council via the Council Action Item. Mr. Finkel seconded the motion. Motion carried 5/1. One abstention – Ms. Loupe – due to possible conflict of interest.***

**B) Council Action Item: Auditing Services**

Ms. DiToro provided a brief synopsis of the Council Action Item, referenced as attachment #4 of the e-Packet. Ms. DiToro explained that the current audit contract was procured on year 2008 and was for a three year term; since that time CSC has been receiving annual audit extensions with this same firm – Berger, Toombs, Elam, Gaines & Frank. The audit for the fiscal year ended 09.30.15 has been completed and was presented to the board at the May 12, 2016 Council meeting. It is time to consider another extension with this same firm which would require fee negotiation; or place a new request for proposal for auditor. The CSC Team remains neutral in this regard and accepts the recommendation of board members.

***Ms. Alley motioned to approve retention of the current auditing firm Berger, Toombs, Elam, Gaines & Frank at a negotiated fee, as presented in the Council Action Item. Mr. Finkel seconded the motion. Motion carried unanimously 6/0 in favor.***

***Mr. Finkel motioned to approve board member Ms. Alley to serve as the liaison for the CSC Council to negotiate auditing services fees with Berger, Toombs, Elam, Gaines & Frank, as presented in the Council Action Item. Ms. Gregory seconded the motion. Motion carried unanimously 6/0 in favor.***

**C) Council Action Item: Healthy Kids Outreach Services**

Mr. Boyle provided a brief synopsis of the Council Action Item, referenced as attachment #5 of the e-Packet. CSC is presently searching for a replacement Outreach Coordinator. Due to the vacancy of an outreach coordinator and the resignation of Healthy Kids of St. Lucie County to administer these services going forward a request for proposal process is required to identify and contract for Healthy Kids Outreach Services effective October 1, 2016. The Council is being asked to approve the request for proposals process for Healthy Kids Outreach Service to begin services effective October 1, 2016. A placeholder is in the proposed FY 2016/2017 budget in the amount of \$69,000. The CSC Team is recommending the approval of the request for proposals for Healthy Kids Outreach Services. This need for a multi-lingual mobile coordinator (speaking Creole & Spanish) is required in St. Lucie County to aid in providing assistance to families in enrolling and renewing health insurance coverage as well as being an advocate for families.

***Superintendent Gent motioned to approve the Healthy Kids Outreach Request for Proposals timeline and process, as presented in the Council Action Item. Mr. Finkel seconded the motion. Motion carried unanimously 6/0 in favor.***

**D) Council Action Item: Special Designation - School Nurse**

In the absence of Mr. Dwyer, Ms. Andreacchio provided a brief synopsis of the Council Action Item, referenced as attachment #6 of the e-Packet. Currently, CSC provides match money in the amount of \$75,000 that supports three school nurses. There was an additional special designation funding request received from the St. Lucie County Health Department in the amount of \$16,899.68 for the training and support of one school nurse beginning July 1, 2016; and a related budget transfer request transferring

\$16,899.68 from the \$43,302 available in the Community Initiatives line item to support this new hire. According to the recent Strategic Direction discussion in May 2015 one of the top community priorities identified by the Council was increasing the number of school nurses. For the coming fiscal year 2016/2017, St. Lucie County Health Department has requested double its current funding totaling \$150,000 for the support of a total of six school nurses. The CSC Team supports this increased funding amount for FY 2016/2017. The CSC team recommends the approval of the Special Designation request for one additional school nurse position for the period of July through September 2016. Recommendation includes the support of the CSC Budget Transfer in the amount of \$16,899.68 from Community Initiatives line item to amend the FY 2015/2016 contract with the St. Lucie County Health Department. This additional funding provides an increase in services to more public schools and improves the nurse to student ratio. It also ensures nurse readiness for the start of the new school year.

***Ms. Alley motioned to approve the Special Designation from St. Lucie County Health Department request in the amount of 16,899.68 and the related CSC Budget Transfer Request in the amount of \$16,899.68 to facilitate this additional nurse position, as presented in the Council Action Item. Commissioner Lewis seconded the motion. Motion carried unanimously 6/0 in favor.***

**E) Council Action Item: New Horizons' Student Assistance Program Contract Amendment**

Mr. Boyle provided a brief synopsis of the Council Action Item, referenced as attachment #7 of the e-Packet. Both CSC and Southeast Florida Behavioral Health Network (SEFBHN) fund New Horizons' Student Assistance Program which provides substance abuse prevention services in middle and high schools. The SEFBHN had \$180,000 of federal substance abuse prevention funding that needed to be exhausted prior to June 30, 2016, or federal funding would be lost. SEFBHN agreed to increase its current funding with New Horizons by \$180,000 thus reducing CSC's investment by this same amount. This agreement allows SEFBHN to utilize the federal grant funding in the St. Lucie County community while reducing CSC's investment in this program now and in future years providing for investment of these funds elsewhere. A contract amendment will be required to reduce the original contract amount of \$370,929 to \$190,929; reflecting a reduction of \$180,000 which SEFBHN will fund. The time lapse between the actual letter notification in February and this contract amendment in June is intentional in that CSC wanted to be certain funding was secured for the New Horizons' Student Assistance Program. The Council is being requested to approve the attached contract amendment and approve the transfer of the \$180,000 back into the CSC budget into three line items: \$20,000 to Equipment/Building Maintenance; \$80,000 to Community Initiatives; and \$80,000 to Undesignated Allocations.

***Mr. Finkel motioned to approve the New Horizons' Student Assistance Program Contract Amendment from \$370,929.00 to \$190,929.00 for fiscal year 2015/2016, as presented in the Council Action Item. Superintendent Gent seconded the motion. Motion carried unanimously 6/0 in favor.***

***Superintendent Gent motioned to approve the CSC Budget transfer (from New Horizons' Student Assistance Program allocations) in the amount of \$180,000 (reallocated to Equipment/Building Maintenance; Community Initiatives; Undesignated respectively), as presented in the Council Action Item. Ms. Alley seconded the motion. Motion carried unanimously 6/0 in favor.***

**F) Budget Transfer Request: Castle Strengthening Families**

Ms. DiToro provided a brief synopsis of the Council Action Item, referenced as attachment #8 of the e-Packet. CSC since year 2005. Castle is requesting a budget transfer in the amount of \$13,848 as summarized on the Budget Transfer Request provided in the e-Packet. The transfer provides for reducing the Program Manager and Facilitator Salaries, FICA and Life/Health Insurance to provide for increases in various operating line items. The Council is being asked to approve the budget transfer of \$13,848 as described in the Council Action Item. The CSC Team is in favor of this transfer request.

*Ms. Gregory motioned to approve the Budget Transfer Request for Castle Strengthening Families in the amount of \$13,848.00, as presented in the Council Action Item. Mr. Finkel seconded the motion. Motion carried unanimously 6/0 in favor.*

**G) Council Action Item: 2016/2017 Priority Funding Keeping Kids off Drugs, Alcohol and Other Risky Behaviors**

In the absence of Mr. Dwyer, Ms. Andreacchio provided a brief synopsis of the Council Action Item, referenced as attachment #9 of the e-Packet. At the strategic discussions earlier this year, it was determined to open a priority funding category each year to ensure a competitive funding process. The Council identified the priority area of Keeping Kids off Drugs, Alcohol and Other Risky Behaviors as the area of funding to be released first. The grant process was released on January 15<sup>th</sup> with applications due on April 15<sup>th</sup>. The nine priority funding proposals received were reviewed in the month of May. Of the nine proposals received, seven are being recommended for funding; five of these recommendations are for established programs already part of the CSC funding network. The remaining two proposals are new to CSC and target specialty populations in need of particular approaches. The total for FY 2016/2017 investment for this priority funding area is in the amount of \$1,157,751; an increase of \$109,566 or 10% over the 2015/2016 approved funding. Two new proposals were not recommended by the CSC Team due to funding and reasoning provided in the attached narrative recommendation which is included with the Council Action Item support documentation. CSC Team recommends approval of seven open proposal specific allocations totaling \$1,157,751 that have been presented to the Council for FY 2016/2017. These proposals will bring the 2016/2017 annual programs budget to \$6,598,667 for an overall increase of \$399,578 or 6.4%.

*Mr. Finkel motioned to approve the 2016/2017 Priority Funding Keeping Kids off Drugs, Alcohol & Other Risky Behaviors in the total amount of \$1,157,751 allocated to a total of seven programs respectively, as presented in the Council Action Item. Ms. Gregory seconded the motion. Motion carried unanimously 6/0 in favor.*

**H) Presentation: 2016/2017 Draft Budget**

Ms. DiToro commenced by addressing board members' attention to the hard copies of the presentation and the hard copies of the draft budget documentation which was placed in each board member's Council folder at their assigned seat location. Ms. DiToro began her report by acknowledging special appreciation to Mr. Boyle, Mr. Dwyer, Ms. Craig, and Ms. Andreacchio for their participation in this process. Property values have increased over 6% from the current fiscal year 2015/2016 budget at a current millage rate of .4765. The 2016/2017 Draft Budget Presentation of today is also based on this same millage rate of .4765. Based on these new increased property values and millage rate the estimated Ad Valorem revenues is \$7,932,751; an increase of \$447,840 from the current budgeted revenue. Ms. DiToro then began the review of her PowerPoint slides presentation – an eighteen slide presentation. Ms. DiToro highlighted specific information in each slide, ensuring board members were comfortable with the data being presented. She reminded board members of the Public Hearing dates – evenings of September 7<sup>th</sup> and September 14<sup>th</sup> – meetings commencing at 5:15 pm respectively.

*Superintendent Gent motioned to approve the 2016/2017 CSC Draft Budget Presentation, as presented in the Council Action Item. Commissioner Lewis seconded the motion. Motion carried unanimously 6/0 in favor.*

**X COUNCIL & STAFF COMMENTS**

Ms. Alley reminded everyone that the Lil' Feet Campaign is in full swing. Following meeting, she would provide more details to the CSC Executive Director for release to board members.

Mr. Boyle expressed his appreciation for board members' flexibility in meeting change for today.

**XI FUTURE MEETINGS**

CSC Monthly Meeting – July 14, 2016 at 8:30 am.

**XII ADJOURNMENT: 9:14 a.m.**

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

**REGULAR COUNCIL MEETING**

**June 20, 2016**

**MOTIONS PASSED**

1. **APPROVED** the **June 20, 2016 Consent Agenda**, which includes the following:
  - A. *The Agenda for June 20, 2016.*
  - B. *The Regular Monthly Meeting Minutes for May 12, 2016.*
  - C. *The CSC Council Attendance Record Final for FY 2015/2016 – as of May 2016.*
  - D. *Cumulative Financial Report FY 2015/16 – as of May 31, 2016.*
  - E. *Program Allocations Report FY 2015/16 – as of May 31, 2016.*
  - F. *Summary of Fund Balance – as of May 31, 2016.*
  - G. *Transactions Report – as of May 31, 2016.*
  
2. **ACCEPTED** the 2016/2017 Annual Program funding allocations specific to the Early Learning Coalition programs as recommended by the CSC Team.
  
3. **APPROVED** the 2016/2017 Annual Program funding allocations for the remaining programs including program placeholders as recommended by the CSC Team.
  
4. **APPROVED** the Procurement for Banking Services Policy, as presented to the Council via the Council Action Item.
  
5. **APPROVED** retention of the current auditing firm Berger, Toombs, Elam, Gaines & Frank at a negotiated fee, as presented in the Council Action Item.
  
6. **APPROVED** board member Ms. Alley to serve as the liaison for the CSC Council to negotiate auditing services fees with Berger, Toombs, Elam, Gaines & Frank, as presented in the Council Action Item.
  
7. **APPROVED** the Healthy Kids Outreach Request for Proposals timeline and process, as presented in the Council Action Item.
  
8. **APPROVED** the Special Designation from St. Lucie County Health Department request in the amount of \$16,899.68 and the related CSC Budget Transfer Request in the amount of \$16,899.68 to facilitate this additional nurse position, as presented in the Council Action Item.
  
9. **APPROVED** the New Horizons' Student Assistance Program Contract Amendment from \$370,929.00 to \$190,929.00 for fiscal year 2015/2016.
  
10. **APPROVED** the CSC Budget transfer (from New Horizons' Student Assistance Program allocations) in the amount of \$180,000 (reallocated to Equipment/Building Maintenance; Community Initiatives; Undesignated respectively), as presented in the Council Action Item.
  
11. **APPROVED** the Budget Transfer Request for Castle Strengthening Families in the amount of \$13,848.00, as presented in the Council Action Item.



- 12. **APPROVED** the 2016/2017 Priority Funding Keeping Kids off Drugs, Alcohol & Other Risky Behaviors in the total amount of \$1,157,751 allocated to a total of seven programs respectively, as presented in the Council Action Item.
  
- 13. **APPROVED** the 2016/2017 CSC Draft Budget Presentation, as presented in the Council Action Item.

Approved by: Patricia Alley Date: 2/14/14  
*Pat Alley, Secretary*







**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Candice Loupe, hereby disclose that on June 20, 2016.

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A motion came before this board to award monetary funding to the Early Learning Coalition of St. Lucie County organization. I presently have a personal relationship (spouse) with the Executive Director to the Early Learning Coalition of St. Lucie County organization. Although I do NOT stand to gain or profit in any measure by voting for or against this motion, I have opted to abstain, after having disclosed this possible conflict.

At this same board meeting, another motion came before this board to implement a Florida state required policy regarding procurement for banking services. Due to my position associated with a banking organization, PNC Bank, I have opted to abstain from voting although I do NOT seek to gain or profit in any measure by voting for or against this motion.

6/20/16  
Date Filed

Candice Loupe  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

