

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting
Thursday, May 11, 2017

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:** 8:35 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 **Candice Loupe** (*Governor Appointed*); Secretary **Pat Alley** (*Governor Appointed*); **Marilyn Lawless** (*Governor Appointed*); **Wayne Gent** (*Superintendent of Schools*); **Amy Gregory** (*Department of Children & Families*); **Eric S. Finkel** (*Governor Appointed*); and **Linda Bartz** (*County Commissioner*).

COUNCIL ABSENT: **Michael C. Heisey** (*Circuit Juvenile Judge*); **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*); **Ashley Mock** (*Director of Community Engagement*); **Tonya Andreacchio** (*Capacity Building Coordinator*); **Erin Craig** (*Finance & HR Specialist*); **Paula Rivera** (*Office Manager / Transcriber*); **Dee Torres** (*Administrative Assistant*); **Glen Torcivia** (*CSC Attorney*); and one (1) member 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

(None of the public in attendance wished to address the board.)

VI CONSENT AGENDA

Ms. Alley motioned to approve the Consent Agenda, which includes meeting minutes, Council Attendance Record for fiscal year 2016/2017, Financial Reports and 2017 Summer Funding Revised Recommendations. 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:

CSC Council Appointments Status: Mr. Boyle informed board members that the BOCC did submit an updated listing of nominees for CSC's open board positions to the Governor's Office, as per Governor's instructions. The listing of nominees the BOCC had originally submitted last year is the same listing resent to the Governor's Office, as original applicants are still interested in serving. CSC is hopeful that within forty-five days, which is the statute, appointments will be received from the Governor's Office.

CSC's Annual Outstanding Youth Dinner: Mr. Boyle reminded board members of CSC's Outstanding Youth Dinner scheduled for this Monday evening. We have secured our five board members to introduce the Youth Award recipients, and are hopeful that all board members will be in attendance for this most special evening of recognition.

Florida Chamber Foundation: Mr. Boyle made reference to a document left at each board member's seat location entitled Florida Chamber Foundation Less Poverty, More Prosperity: The Florida Fiscal Cliffs Report. He informed board members that this organization is different than the Florida Chamber. It is driven by CSC's statewide association, the Florida Children's Council and identifies the fiscal cliffs that families experience when attempting to pull themselves from the poverty level. Services once provided to them at no expense or minimal expense such as subsidized child care and other services, become that much more difficult to budget as they increase in cost dramatically making their situation unaffordable to obtain the services. There is no sliding scale for these services causing a very difficult financial burden on a family attempting to make strides in their financial situation. This document identifies those pitfalls and the concept of community partnerships that may be able to address this situation more positively from a policy and funding standpoint. Mr. Boyle mentioned that the Florida Children's Council is heavily invested in this initiative.

Slide into Reading Event: Mr. Boyle reminded board members that the Slide into Reading Kick-off Event is scheduled for 5 pm on Friday, June 2nd with food and refreshments provided. RSVP is required, as your name will need to be on the roster to obtain access to the open air suite. The venue for this event is at the open air suite of the St. Lucie Mets First Data Field in Port Saint Lucie. At 5:30 pm CSC will be handing out free books to children attending the event, and free game tickets for the families attending that evening's game.

St. Lucie Reads Campaign: Mr. Boyle informed board members that CSC submitted a CSAP plan (grant application form), which has been approved making St. Lucie County a Grade Level Reading community based on all the resources the community provides. The official announcement from St. Lucie County will probably come sometime the month of July.

iCare Magazine: Mr. Boyle referenced the iCare publication left at each board member's seat location expressing that this publication is distributed widely over 40,000 copies throughout our community – Walgreens, CVS, local hospitals and direct-mail. CSCSLC is featured as the cover for the May/June edition and also has an inside article featuring the nurse home visitation program. Relating the article to Mothers' Day and the importance of mothers getting a nurse home visit and BRAIN visit scheduled.

VIII OLD BUSINESS

A) CAI: Tenant Lease Renewal – Henderson Behavioral Health (HBH)

Mr. Boyle provided a brief synopsis and history of the Council Action Item, Attachment #2 included in the e-Packet contents. CSC is presently under lease with HBH which expires May 31, 2017. HBH occupies offices on the southwest side of CSC. They presently pay a \$1,498 monthly in rent. This renewal is being presented to board members at the same rental rate of \$1,498 per month for the next twelve months; with a provision to terminate lease by either party with a three-month notice. CSC Team is recommending no increase for this renewal period as the organization is attempting to stay afloat as a non-profit with valuable services in the community. Accordingly, HBH has provided a letter of appreciation to the board for this consideration. The renewal period is from June 1, 2017 through May 31, 2018.

Superintendent Gent motioned to approve the Tenant Lease Renewal for Henderson Behavioral Health for the period of June 1, 2017 through May 31, 2018, as detailed in the Council Action Item. Ms. Gregory seconded the motion. Motion carried unanimously 6/0 in favor.

B) CAI: Tenant Lease Renewal – Roundtable of St. Lucie County

Mr. Boyle provided a brief synopsis and history of the Council Action Item, Attachment #3 included in the e-Packet contents. CSC is presently under lease with the Roundtable of St. Lucie County which expires May 31, 2017. Roundtable occupies offices on the northwest side of the CSC building. Roundtable presently pay a \$1.00 annually for its leased space. CSC is heavily invested in this organization, providing membership dues in the amount of \$45,000 annually, funding several initiatives including Kids at Hope and Restoring Youth and carrying two Roundtable employees under CSC payroll. This renewal is being presented to board members as they currently reside in over 600 square feet of lease space at a market value of over \$8,000 annually making it over the approval threshold authorized by the Executive Director position. For this reason, CSC Team is presenting this renewal to the board for motion and approval. The renewal period is from June 1, 2017 through May 31, 2018, agreement having a provision to terminate lease by either party with a three-month notice.

Superintendent Gent motioned to approve the Tenant Lease Renewal for Roundtable of St. Lucie County for the period of June 1, 2017 through May 31, 2018, as detailed in the Council Action Item. Commissioner Bartz seconded the motion. Motion carried unanimously 6/0 in favor.

IX NEW BUSINESS

A) CAI: CSC Flooring Replacement Recommendation

Mr. Boyle provided a brief synopsis and history of the Council Action Item, Attachment #4 included in the e-Packet contents. He expressed this flooring project has been managed and coordinated under the direction of the Office Manager, Ms. Rivera. The budget allows for \$20,000 in flooring renovations; money that was once designated to programs which have located other sources of funding, consequently releasing CSC funding dollars. A total of five contractors were contacted for interviews of which four responded to our solicitation for proposals. Two options of flooring were considered, porcelain tile for its long-term durability and vinyl planks. The porcelain product was significantly higher in cost and exceeded the \$20,000 allocated for this project. Floors Direct is the contractor that is being recommended as they were significantly lower in price and were the selected contractor used for the flooring installed on CSC's first floor. CSC is recommending the Floors Direct proposal for the vinyl product installation at a total of \$17,257.25 with the possibility of some unanticipated costs associated

with floor preparation that may bring up the actual cost slightly. Some floor prep cost is included in the proposal, however as with all of the contractors it is unknown what the actual floor preparation will warrant until the removal of the current flooring has been done and a visual of the cement block is available. CSC expects the grand total to stay below the \$20,000 benchmarked for this renovation. CSC Chair did acknowledge that the CSC Team worked diligently in attempting to locate a local vendor that could perform the work, and at the same time remain cognizant of taxpayers' dollars as it relates to the expense of this project. Mr. Boyle expressed that this project is being done with minimal disruption to the business operations of CSC's tenants and the CSC Team in that most of the project will be handled during the long Memorial Holiday weekend, and hoping that only minor work will need completion at occupants' return back to the CSC building.

Ms. Lawless motioned to approve the CSC Flooring Replacement Recommendation of the contractor Floors Direct with vinyl plank installation in the amount of \$17,257.25 as detailed in the Council Action Item. Ms. Gregory seconded the motion. Motion carried unanimously 6/0 in favor.

Ms. Gregory departed the meeting at 8:47 am, as she had another commitment. Quorum continued at five board members present.

B) Recommendation: 2017/2018 Continuing Funding

Mr. Dwyer provided a brief synopsis and history of the Continuing Funding documents that were placed at each board member's seat location for review this morning. The CSC Team reviewed 38 continuing program funding requests. Two document versions encompass the CSC Team recommendations for this Continuing Funding agenda item. One document is a more detailed 7-page outline which provides information on each program's services, the program budget for the current fiscal year of 2016/2017; the program's requested budget for fiscal year 2017/2018 and the CSC Team recommendation for fiscal year 2017/2018. The narrative is broken down by CSC priorities: Making Sure Every Baby is a Healthy Baby; Keeping Kids in School; Keeping Kids Off Drugs, Alcohol & Other Risky Behaviors; Keeping Kids Off the Street; and Preventing Child Abuse/Building Strong Families. The second document is an excel format which more clearly defines the program's funding amounts and changes in percentage of funding listed by CSC priority area. As is customary the CSC Team was very diligent in reviewing all details related to each program's proposal and their specific history and circumstances. Increases were stringently reviewed by line item to be certain they were aligned with CSC's policy. Mr. Dwyer made reference to the first (written narrative) document referencing page #7, which listed three changes related to 1. CHS's Heart Gallery Program – a placeholder of \$17,255 was included in the budget and part of today's recommendation; 2. Tykes & Teens Infant Mental Health Program – noted a considerable increase in funding as it compares to CSC's first year of funding this program. This Mental Health program has been very successful in working with families and accordingly has added a third therapist position to the program being the main reason for the significant increase in funding; 3. Castle's Valued Visits Program was terminated in June 2016. CSC had been hopeful that other community partners would step up to the plate to assume these program services and consequently had a placeholder of \$33,000 anticipating this course. However, no other partners have been identified for this program and the placeholder for this program will be released. Fiscal year 2016/2017 CSC funded over \$6.6M in programs. For fiscal year 2017/2018 CSC received requests in funding in a total amount of \$7.7M; an increase of over \$1M in requested funding. The CSC Team recommendations for 2017/2018 Continuing Funding is in the amount of \$6.9M; an overall increase of 4.7%. The priority having the highest increase was the category released for competition 'Preventing Child Abuse Before it Starts / Building Strong Families' which had a 10.3% increase. This information is provided to board members for consideration until the next board meeting of June 8th when a final CSC Team recommendation will be presented to the board for motion and vote. If there are any inquiries from the board, please do not hesitate to contact the CSC office to discuss, and board members also have access to the e-CImpact software to review details on each program proposal received. In the interim, the CSC Team will notify the programs of today's CSC Team recommendations on funding, at which point the program will have the opportunity to submit a rebuttal notice for reconsideration of funding prior to the next board meeting in June. If any such rebuttals are received, they will be considered and submitted with the final CSC

Team recommendation at the board meeting in June. *CSC Board Chair requested the trend data for adoptions for the Heart Gallery Program be sent to her office. Mr. Boyle reminded board members to expect an email from the CSC Team with instructions on how to login to eC-Impact software providing board members with a more thorough view of the program proposal details.*

X COUNCIL & STAFF COMMENTS

(None)

XI FUTURE MEETINGS

CSC Monthly Meeting – June 8, 2017

XII ADJOURNMENT: 8:54 a.m.

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

May 11, 2017

MOTIONS PASSED

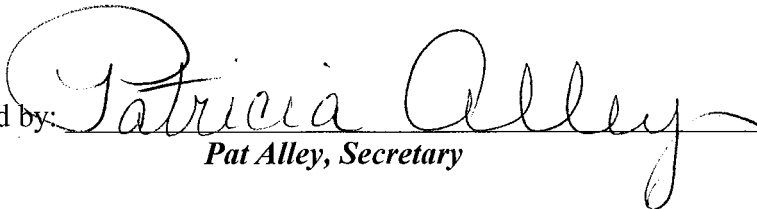
1. **APPROVED** the May 11, 2017 Consent Agenda, which includes the following:
 - A. *The Agenda for May 11, 2017.*
 - B. *The Regular Monthly Meeting Minutes for April 13, 2017.*
 - C. *The CSC Council Attendance Record for FY 2016/2017– as of April 2017.*
 - D. *Cumulative Financial Report FY 2016/17 – as of April 30, 2017.*
 - E. *Program Allocations Report FY 2016/17 – as of April 30, 2017.*
 - F. *Transactions Report – as of April 30, 2017.*
 - G. *Summary of Fund Balance – as of April 30, 2017.*
 - H. *2017 Summer Funding Revised Recommendations*

2. **APPROVED** the Tenant Lease Renewal for Henderson Behavioral Health for the period of June 1, 2017 through May 31, 2018, as detailed in the Council Action Item.

3. **APPROVED** the Tenant Lease Renewal for Roundtable of St. Lucie County for the period of June 1, 2017 through May 31, 2018, as detailed in the Council Action Item.

4. **APPROVED** the CSC Flooring Replacement Recommendation of the contractor Floors Direct with vinyl plank installation in the amount of \$17,257.25 as detailed in the Council Action Item.

Approved by:


Pat Alley, Secretary

Date:

6/8/17