

September 14, 2023

Opening

The board meeting of the Children's Services Council of Saint Lucie County was called to order at 5:12 p.m. on September 14, 2023 presided over by CSC Chair Bartz. CSC Chair lead with the Pledge of Allegiance and followed with reading of the CSC Mission Statement.

Attendees

Voting members in attendance included: P. Alley; L. Bartz; R. Del Toro; E. Finkel; A. Gregory; D. Hawley; and C. Izzo. The final quorum was established at seven members.

Members Absent: M. Lawless; M. Linn; and J. Prince.

Public in attendance: *reference the 'Public in Attendance Sign-in sheet' for details.*

Public Comments

- There were no members in attendance.

Approval of Consent Agenda and Consent Documents

The consent agenda for today's meeting, including previous month's meeting minutes, board attendance record, and month-end financial statement was unanimously approved as distributed. ***Mr. Del Toro motioned to approve; Ms. Hawley seconded motion; motion carried unanimously 7:0.***

CEO's Report

CSC Board -- Mr. Boyle kindly acknowledged the attendance of Council members at this evening's meeting realizing the board members' sacrifices made to be present; however, it is a meeting which requires a quorum to conduct business and vote on CSC's new fiscal year's budget.

Van Duzer 'Read to Succeed' Program – Mr. Boyle provided some information on this local program; and Scott Van Duzer's request for CSC's partnership. The mission was to encourage reading while dining at his food establishments in Saint Lucie County (Big Apple Pizzeria) aligning with Saint Lucie Reads initiative. Mr. Van Duzer would provide a book to the youth interested, and if they could prove that they had read the book he would provide a reward. CSC is providing the books for the youth patrons at the food establishments to enjoy reading and encouraging them to keep the book to add to their home libraries. The School Board has also partnered in this literacy campaign setting up a \$10,000 reward for the Saint Lucie School that reads the most books. Logistics on rules are still being worked out. CSC is responsible to make sure books are available and replenished at the

Disclosure

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 ensure that a verbatim record of the proceeding is made including the testimony and evidence upon which the appeal is to be based.

Big Apple establishments. Evening events are being planned to encourage participation and generate excitement in this literacy contest.

CSC Public Hearings – Mr. Boyle expressed that CSC has received some concerns, as well as interest or curiosity in CSC and its mission since the tax bills were released to homeowners, as CSC appears as a line item in the tax bill. Although there was one member from the public that was present at last week’s public hearing to express their concerns about millage rates and overall inflation; most that made contact with CSC were mainly curious about our mission and/or in support of our mission and satisfied with the reply given to them. Some even expressing the concern that does CSC have a sufficient budget in place to support all the youth programs required for our growing county.

Chamber of Commerce Luncheon – Mr. Boyle reminded board members that November 8th at noon, CSC will host its update and awards luncheon in partnership with the Chamber of Commerce Luncheon. This event will take place at the IRSC Pruitt Campus, STEM building.

CSC’s Holiday Concert – Mr. Boyle reminded board members of CSC’s annual holiday concert scheduled for Friday evening, December 15th at the Sunrise Theater in Fort Pierce. New performance by Lindsay School of the Arts is scheduled.

CSC’s Transparency & Communication – Mr. Boyle mentioned that CSC is always striving to do better in its transparency and communication with our community, and our funded programs. Hence, CSC is articulating exactly what is expected of an agency when it is they are interested in applying and receiving funding from CSC – all those details will be provided at the CSC Funding Information session (scheduled for October 13th) and Fiscal Reimbursement Bootcamp sessions also scheduled for October.

Old Business

(none – placeholder)

New Business:

- A. CAI: Provisions for Audit Services --** Mr. Jefferson provided a brief synopsis of the CAI, known as New Business, Item A on the agenda. Berger, Toombs, Elam, Gaines & Frank has been the independent financial audit firm that CSC has contracted with annually since year 2008 by means of annual extensions of the original contract upon mutual consent of the Council and the Auditor. The audit for fiscal year end September 30, 2022 has been completed and presented to the board. Current situation being presented to the board is either to propose an extension with the current auditor, Berger, Toombs, Elam, Gaines & Frank; or prepare a request for proposal to contract with another auditor firm. Dependent on the board’s decision taken in the options presented above, the board would then need to appoint a representative(s) to either negotiate an extension with Berger, Toombs, Elam, Gaines & Frank; or serve on an audit committee to pursue the proposal process of auditor selection from the new proposals received.

Motion was approved to allow for a contract extension with current auditor (Berger, Toombs, Elam, Gaines & Frank); and board member Alley was designated to negotiate contract terms with the financial auditor firm, as detailed in the CAI of today. Ms. Alley motioned to approve; Assistant Chief Del Toro seconded motion; motion carries unanimously 7:0.

B. Budget Transfer Request: Healthy Families -- Mr. Jefferson provided a brief synopsis of the CAI, known as New Business, Item B on the agenda. Healthy Start Healthy Families program is requesting to move funds between line items. This is not new monies; however, funding which already exists within their budget. The agency wishes to reduce funding in the Health Insurance and Travel line items; and move funds to various line items as detailed in the CAI. The expenses align with the agency's goals and their budget with expenses for the remainder of the fiscal year. The CSC Team recommends approval of the Budget Transfer Request in the amount of \$19,679.

Motion was approved for Healthy Start Healthy Families Budget Transfer Request in the amount of \$19,679 for FY 2022/23, as detailed in the CAI of today. Ms. Gregory motioned to approve; Mr. Izzo seconded motion; motion carries unanimously 7:0.

C. CAI: FY 2023/2024 Program Contract Agreement Language -- Mr. Boyle provided a brief synopsis of the CAI, known as New Business, Item C on the agenda. Each year CSC enters into contractual agreements with its funded programs. Prior to the start of the new fiscal year the contract language is reviewed by the CSC Team and CSC attorney. Based on this review, edits were recommended for some sections of the contract; particularly, section II. Payment to the Provider; section V. Monitoring, Required Records and Reports; and section VI. Sharing of Information. Contract language with edit tracking was provided in the e-packet. The CSC Team is in support of these contract edits.

Motion was approved for FY 2023/24 Program Contract Agreement language edits, as detailed in the CAI of today. Ms. Alley motioned to approve; Ms. Gregory seconded motion; motion carries unanimously 7:0.

Program Presentation:
(none – placeholder)

Final Comments from CSC Council/CSC Team

- CSC Chair Bartz concluded with a final reminder that a quorum is required for monthly board meeting scheduled the morning of October 12th.

Motion was made to adjourn the meeting at 5:28 p.m. and carries unanimously.

The next board meeting is scheduled on October 12, 2023, in the CSC Board Room.

Summary of Motions

APPROVED the September 14, 2023 Consent Agenda, which includes the following:

- a. The Agenda for September 14, 2023.*
- b. CSC Regular Monthly Meeting Minutes – Aug 10, 2023.*
- c. CSC Council Attendance Record Fiscal Year 2022/2023 – As of Aug 31, 2023.*
- d. CSC Monthly Financials Fiscal Year 2022/2023 – As of Aug 31, 2023.*

APPROVED *to allow for a contract extension with current auditor (Berger, Toombs, Elam, Gaines & Frank); and board member Alley was designated to negotiate contract terms with the financial auditor firm, as detailed in the CAI of today.*

APPROVED *for Healthy Start Healthy Families Budget Transfer Request in the amount of \$19,679 for FY 2022/23, as detailed in the CAI of today.*

APPROVED *for FY 2023/24 Program Contract Agreement language edits, as detailed in the CAI of today.*

Minutes respectfully transcribed & submitted by: Paula Rivera, CSC Office Manager