

October 8, 2020

Opening

The board meeting of the Children's Services Council of Saint Lucie County was called to order at 8:30 a.m. on October 8, 2020 *via Zoom session* presided over by CSC Chairperson, Ms. Kathryn Hensley. 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; W. Gent; A. Gregory; E. Finkel; K. Hensley; C. Izzo; M. Lawless; and R. Meadows. Final quorum established at ten voting members.

Voting members absent: none.

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

Public Comments

No members of the public in attendance wished to comment.

Approval of Consent Agenda and Consent Documents

The consent agenda for today's meeting including previous month's meeting minutes, board attendance record, financial reports; Budget Transfer Request and voting conflict (form 8B) for Bartz was unanimously approved as distributed. *Ms. Lawless motioned to approve; Judge Meadows seconded motion; motion carried unanimously 9:0.*

Commissioner Bartz joined the virtual session after the approval of consent items for a quorum established at ten board members.

Executive Director's Report

Phase III of Reopening – Mr. Boyle reminded board members that the State of Florida has recently transitioned to Phase III of reopening and that today's meeting will most likely be the last virtual meeting. In accordance with Phase III, future board meetings are anticipated to be in-person at the CSC office. When in-person meetings commence the necessary precautions will take place to keep everyone safe.

CARES Federal Funding – Mr. Boyle expressed accolades for the effort and detail of the CSC Team in its monitoring and processing of the Learning Launchpad documents required by federal government. By means

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

of this same funding, CSC may be entitled to be reimbursed for some expenses related to COVID such as PPE and technology. Special thanks to team members – Tonya, Jessy, Xerox and Thomas.

Board Appointments– Mr. Boyle provided an update in regards to CSC Board appointments namely that of Mr. Finkel and Ms. Lawless which seats have expired. BOCC sent appointment nominations to the Governor’s Office over a year ago with no response. There was a vacancy at the Governor’s Office which was partially the reason for this extended delay; recently the position has been filled and board appointments are being processed. CSC’s statewide are waiting on appointments as well, we are hopeful that the appointments will soon begin being filled.

CSC 30th Anniversary – Mr. Boyle reminded the board that CSC’s anniversary is here – officially October 2, 1990. A 30th Anniversary video was released on CSC’s Facebook page and Mr. Boyle welcomed all to view it when they have a moment. CSC Team has also been distributing 30th anniversary shirts within the community and to the CSC board members in celebration of this milestone anniversary. Board member Izzo proudly wore his anniversary shirt with the message of ‘community over everything’ and the back of shirt displays the CSC anniversary logo.

CSC Employee Anniversary – Mr. Boyle announced that on October 23rd Mr. Dwyer will be celebrating his 25th work-anniversary at CSC. Mr. Boyle thanked Mr. Dwyer for his years of service, specifically in being the ‘architect’ in the systems of care that CSC has developed in this community. Mr. Dwyer shared some words of appreciation and contentment in his work and accomplishments in this position.

New Business

- A. CAI: Provisions for Audit Services** – Mr. Jefferson provided a brief synopsis of the Council Action Item (CAI), including history and the purpose of this current situation being brought before Council today. Since 2008, CSC has contracted annually with Berger, Toombs, Elam, Gaines & Frank for fiscal year-end independent audit services and has continually extended its contract with this firm for subsequent years. The audit for fiscal year ending September 30, 2019 has concluded and was presented to Council at the March 12, 2020 board meeting. The question before the board is whether CSC will continue another extension with the current audit firm Berger, Toombs, Elam, Gaines & Frank; or release a request for proposal (RFP) for these services to obtain competitor quotes. Since drafting this CAI, an engagement letter from Berger, Toombs, Elam, Gaines & Frank has been received by CSC reflecting a renewal with no price increase for independent audit services for fiscal year ending September 30, 2020. The cost for audit services in this renewal are in the amount of \$13,500.

Motion was approved for an extension of contract with Berger, Toombs, Elam, Gaines & Frank independent audit services for fiscal year ending September 30, 2020 in the amount of \$13,500.00 as presented in the CAI. Commissioner Bartz motioned to approve; Ms. Alley seconded motion; motion carries unanimously 10:0.

B. Presentation: 2020 Strategic Direction Survey Results & Discussion – Mr. Boyle presented a PowerPoint presentation by sharing his screen with the meeting audience. He began by showing a summary of the board’s individual survey responses broken down in categories of – strengths; weaknesses; opportunities; and threats. Normally a table discussion among board members would occur; however, due to the COVID pandemic and restrictions on in-person meetings resulted in this format of a formal survey to each individual member. Mr. Boyle welcomed an interchange of feedback between the board members while in the process of reviewing the PowerPoint. *Strengths* highlighted was that of CSC working with our funded programs and involvement in community outreach. Also, showing up as both a *strength* and a *weakness* was community awareness; showing that there is room for growth in our recognition with the community. Low staffing levels and enhancement in partnerships also reflected as *weaknesses*. Although for the most part, CSC funded programs expend their budgets, this area was noted as an *opportunity* for CSC to continue working with our programs in aligning budget allocations correctly to maximize spending within program budgets. Increasing partnerships was defined as an *opportunity*, specifically partnering with the Department of Children and Families in a closer working relationship together to leverage federal dollars. In the category of *threats*, or in other words to remain relative is to stay abreast of the changing needs within the community. This becomes even more crucial in a constantly priority-changing pandemic situation as the one we are facing now. Parent training and education was also listed under this category, and having a mindset that CSC continually needs to improve. With regards to *level of importance*, that of which is the primary reason we serve as a CSC is basically for the needs of children and families; and the lowest ranking (but still important) was the transparency in operations. Internal Operations pressing issues highlighted was maintaining high quality employees. In recent years there has been some turnover with retirements (i.e, Director of Finance & HR; Admin. Asst). Unfortunately, due to the current pandemic the Administrative Assistant position is still vacant. Presently, the CSC Team is re-evaluating the position to better align with the current needs of daily operations. In addition, the implementation of ‘The Process’ which will streamline our operations significantly and impact employee job responsibilities greatly will go live October 2021. Survey asked if ‘you were proud to be a board member’ and if ‘you believe our current priorities should remain our priorities’ responses to each of these questions was a ‘yes’ from all board members. Survey question posed ‘do you agree with share of distribution of resources to each priority?’; the response was 88% Yes. Keeping in mind that CSC released a Priority funding RFP annually this provides for a more focused attention to a particular category. Consequently, the distribution in resources varies in categories. Also, the services vary in operation costs; ensuring healthy babies (specifically medical expenses) costs significantly more than servicing kids in after school programs. There is much overlap in all the categories; a program may easily suit more than one category. Under the classification of short-term funding the question was posed on what areas CSC should continue making priority; Mental Health was scored as number one, with FATES Addressing the Cliff in second place. Strategic Direction 2020 Next steps highlighted were: Continue Opportunities for Leveraging Funding; Respond to COVID-19 Issues; CSC Time Study of Team’s Talent Allocation; Impact from The Process (technology upgrade); Expand Partnerships; Continue/Increase

Engagement/Outreach; Including Parent and/or Fatherhood Education; Identify New Outreach Opportunities; Operationalize and Strategic Short-Term Funding Priorities. During this presentation, Mr. Boyle periodically paused for input from board members. There was not much dialogue during this presentation as the presentation provided had incorporated that dialogue from board members already. There was general consensus to move forward with the Strategic Short Term Funding as presented.

Final Comments: CSC Council & CSC Team

- CSC Chair mentioned office elections coming up on November 3, 2020 could affect CSC seat positions for Ms. Hensley as well as Commissioner Bartz on the future of the CSC board.

Adjournment

Meeting was adjourned at 9:16 a.m. by CSC Chairperson, Ms. Kathryn Hensley. The next meeting is scheduled at 8:30 p.m. on November 12, 2020, in the CSC Board Room.

Summary of Motions

APPROVED the October 8, 2020 Consent Agenda, which includes the following:

- a. *The Agenda for October 8, 2020.*
- b. *CSC Regular Council Meeting Minutes – Sep 16, 2020*
- c. *CSC Tentative Budget Public Hearing Meeting Minutes – Sep 30, 2020*
- d. *CSC Council Attendance Record for FY 2019/20– As of Sep 30, 2020*
- e. *Cumulative Financial Report FY 2019/20 – As of Sep 30, 2020*
- f. *Program Allocations Report FY 2019/20 – As of Sep 30, 2020*
- g. *Summary of Fund Balance – as of As of Sep 30, 2020*
- h. *Transactions Report – As of As of Sep 30, 2020*
- i. *Form 8B – Bartz – 09162020*
- j. *Form 8B – DelToro – 08132020*
- k. *CSC Final Budget Public Hearing Meeting Minutes – Sep 16, 2020*

APPROVED *an extension of contract with Berger, Toombs, Elam, Gaines & Frank independent audit services for fiscal year ending September 30, 2020 in the amount of \$13,500.00 as presented in the CAI.*

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