

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Regular Meeting
Monday, June 27, 2005, 10:00 a.m.

MINUTES

Having a quorum, Samia Ferraro, Chair, called the meeting to order at 10:10 a.m.

Council Members present: Samia Ferraro (Chair) Laurie Gaylord
Karen Ripper (Vice Chair) Anthony George, Jr.
Marian Carpenter Laurel Hopper
Michael DiTerlizzi Dr. Sara Wilcox

Absent Council Members: Debbie Crowder and Hon. Steven Levin

Public present: Danny Lyons, Executive Director, Boys & Girls Clubs of Martin County
Stephanie Gray, Boys & Girls Clubs of Martin County
Anne McCormick, Boys & Girls Clubs of Martin County
Boys & Girls Clubs of Martin County: Teen Center Palm City
participants including: Lorraine Cherisol, Maurice Rivers III,
Riodin Packy, Monique Johnson, Gregory Cherisol,
Karissa Ferguson, Fabiola Cherisol, Brittany Cooney,
Bria Dotson, and Julia Smith
Keith Muniz, Executive Director, The ARC of Martin County
Peter Karlan, The ARC of Martin County
Susan Perez, United Way Success By 6
Jill Taylor, The Palm Beach Post

Staff present: Harry A. Yates (Executive Director), Scott Berry (Manager of Research and Evaluation), Rebecca Galante (Executive Assistant), Genevieve Guido (Director of Administrative Services), David Heaton (Director of Planning), Frances Kaleta (Administrative Assistant), Ellen Pethic (Systems Financial Analyst), Elizabeth Whittles (Director of Program Development), and Johnathan Ferguson (Legal Counsel)

Invocation was given by Marian Carpenter, and the Pledge of Allegiance was recited.

A motion was made by Michael DiTerlizzi and seconded by Dr. Sara Wilcox to adopt the Agenda after moving up Item E. (Boys & Girls Clubs' SMART Leaders Targeted Funding Budget Amendment) of V. New Business directly after III. Approval of Minutes. The motion passed unanimously.

A motion was made by Marian Carpenter and seconded by Laurie Gaylord to approve the Minutes of May 23, 2005, as presented. The motion passed unanimously.

New Business

- E. The Boys & Girls Clubs' SMART Leaders Targeted Funding Budget Amendment was presented by their Executive Director, Danny Lyons. Staff recommendation was denial of this request to transfer over 40% of their total program award to this request. Marian Carpenter disclosed that she is on the Corporate Board of the Boys & Girls Clubs, and Michael DiTerlizzi stated that he serves on their Community Board in Palm City and his wife is on the Board of Directors. However, neither Council Members profit from their involvement with the Boys & Girls Clubs. According to Attorney Johnathan Ferguson, these two Council Members were still able to vote on this request. Michael DiTerlizzi stated that it was not a lack of planning on the Boys & Girls Club's part but on the Board of County Commissioners not approving the Palm City site use until recently.

A motion was made by Michael DiTerlizzi and seconded by Karen Ripper to approve the Boys & Girls Clubs' request to transfer \$30,500 from Salaries and Fringe, Educational Materials, Other, Travel and Phones to Equipment in their 2004/05 program budget. (6) Council Members voted in favor of the motion and (2) Council Members were opposed to the motion. The motion carried.

A second motion was made by Michael DiTerlizzi and seconded by Laurel Hopper for CSCMC staff to work with the Boys & Girls Clubs to ensure that CSCMC conditions on the purchase of special equipment are met. The motion passed unanimously.

A third motion was made by Michael DiTerlizzi and seconded by Laurie Gaylord to grant a 30-day extension to the existing SMART Leaders contract, which currently terminates on 06/30/2005, to allow the Boys & Girls Clubs time to comply with CSCMC conditions. The motion passed unanimously.

Old Business:

- A. The Performance Review Committee's (PRC) report was given by Karen Ripper for the evaluation of Harry A. Yates for the period of 01/01/2004 to 12/31/2004. The Performance Review Committee consisted of Karen Ripper (Chair), Debbie Crowder, Samia Ferraro, and Michael DiTerlizzi. Ms. Ripper stated that the PRC met and made recommendations regarding the Executive Director's salary, dependent benefit premiums, and the need to have appraisal sessions quarterly. A detailed Council discussion ensued regarding the evaluation process, revising the cumbersome evaluation instrument, and a final meeting being given to the Executive Director to respond to the PRC's recommendations before a report is given for Council's approval. **A motion was made by Tony George and seconded by Marian Carpenter to postpone this item to the July Agenda until the PRC can meet with Harry A. Yates and resolve issues presented in the Executive Director's 9-page response to the PRC Report. The motion passed unanimously.**

New Business:

- A. Assigning a Building Committee was presented by Samia Ferraro to research and work with Martin County on the possibility of building a CSCMC office on county-owned property versus CSCMC paying rent on current office space. Building a new office would come from existing funds in the Research & Development and Undesignated Funds (totaling approximately \$1.2 million). Michael DiTerlizzi reported that the Acting County Administrator Dan Hudson requested that we hold off making a request for the Smith parcel because no CSCMC building plan exists. The legal parameters of building on county property will be researched by Attorney Johnathan Ferguson, as he recalls that some issues are unique to CSCs and their abilities to use monies for buildings. Mr. Ferguson recalls that CSCMC did not explore if there are any other legal vehicles (such as Certificates of Participation, etc., that skirt those financing issues), as we were focused on a very specific plan collaborating with United Way and Tri-County TEC. As not to waste time, Samia Ferraro wants notes from the former committee reviewed first. After Mr. Ferguson reviews the legal aspects, the group will meet to form possible options, pros/cons of building versus remaining in current lease, and costs involved. Building Committee Members will include: Michael DiTerlizzi, Samia Ferraro, and Harry A. Yates.
- B. A request to assign an Audit Committee was presented by Genevieve Guido. An RFP for auditors will be provided to Council at the July meeting for approval. Audit Committee Members will include: Karen Ripper (Chair), Tony George, and Dr. Sara Wilcox.
- C. A request to assign additional check signers was given by Samia Ferraro, as two signatures are required for every CSCMC check written. Additional check signers will include: Marian Carpenter and Dr. Sara Wilcox. Frances Kaleta will provide paperwork required by the bank.
- D. The 2006 tentative budget was presented by Genevieve Guido. Three budget proposals were provided for Council review and approval (Budget A: .3337 millage rate {same as current millage}, Budget B: .3068 millage rate {+5.0%}, and Budget C: .2997 millage rate {3.5%}), as requested at the 06/13/2005 budget workshop. It was noted that Budgets B and C did not produce sufficient revenues to fund all of the programs that were presented in Budget A. Council had a detailed discussion on the proposed budgets and continuing to implement the approved CSCMC 5-year plan (given as handout at meeting; currently in the second year) to serve more children and families. The final property appraisal will be given to CSCMC after July 1, and the final budget will be set in August that will be presented to the public.

- A motion was made by Marian Carpenter and seconded by Laurel Hopper to approve setting a tentative budget, as proposed in Budget A with a millage rate of .3337 (proposed expenditures \$8,479,826). (5) Council Members voting in favor of the motion included Samia Ferraro, Karen Ripper, Marian Carpenter, Michael DiTerlizzi, and Laurel Hopper; (3) Council Members opposed to the motion included Tony George, Laurie Gaylord, and Dr. Sara Wilcox. The motion carried.**
- F. The Planned Parenthood (La Promesa Program) application for additional funding was presented by David Heaton. **A motion was made by Karen Ripper and seconded by Laurel Hoper to approve staff's recommendation of funding Planned Parenthood's request to increase funding by \$25,000.00, which increases the total award for the La Promesa Program to be \$51,065.00 (with special conditions remaining as recommended in the original award). (7) Council Members voted in favor of the motion, and (1) Council Member was opposed to the motion. The motion carried.**
- G. The United Way's Success By 6 funding request was given by David Heaton. Staff has requested that Success By 6 deliver a set of (4) measurable objectives (attached to request). Scott Berry corrected measurable objective #4 to state, "Success By 6 will be responsible for educating 25 additional businesses in Martin County on the value of the Child Care Executive Partnership during the 2005/06 Funding Period." Susan Perez of Success By 6 answered Council questions. **A motion was made by Tony George and seconded by Dr. Sara Wilcox to approve staff's recommendation to fund Success By 6 with an annual award of \$11,500.00, which included \$3,500.00 coming from unallocated funds and the balance of \$8,000.00 coming from partnership funds in the 2006 CSCMC budget. The motion passed unanimously.**
- H. The draft of the School Health Request for Proposals (RFP) for School Nurses was presented by David Heaton, as \$120,000 has been budgeted for two School Nurses in the 2005 CSCMC budget. At the 06/28/2005 Martin County Commission meeting, Michael DiTerlizzi will address the Health Department to ensure that they do not reduce their involvement in staffing or funding of School Nurses. Dr. Sara Wilcox reported that the School Board did approve funding for one (1) School Health Nurse position at the 06/07/2005 meeting. **A motion was made by Dr. Sara Wilcox and seconded by Laurie Gaylord to approve the Request for Proposals (RFP) for the School Health Request, as presented. The motion passed unanimously.**
- I. Postponing the Northland presentation was requested by Scott Berry until the July meeting, due to the length of the presentation. **A motion was made by Karen Ripper and seconded by Marian Carpenter to table the Northland presentation until the 07/25/2005 Council Meeting. The motion passed unanimously.**

Staff Reports:A. Executive Director/Staff Report:

The Executive Director/Staff Report was given by Harry A. Yates. Under Item IX., Marketing/Media Relations, Harry and Elizabeth Whittles added that Hometown News has agreed to give CSCMC a regular column in their newspaper to address local and state issues of children and families. This will be accomplished by working collaboratively with other CSCs to cover Hometown News' entire readership area from Brevard to Palm Beach Counties. A meeting with the Hometown News' Editor has been scheduled to talk about what that commitment will involve.

B. Financial Reports:

The Financial Reports were given by Genevieve Guido. No Council comments or questions were given.

For Your Information (FYI):

- A. The Whole Child Progress Report was distributed to Council by Scott Berry. This printing incorporated the initial stage of The Whole Child Project, which was used in developing the CSCMC 5-year strategic plan. This report contains a snapshot of the demographic characteristics of the population of Martin County and the in-depth analysis of the (14) different indicators of need and wellness of children in our community. The Whole Child Progress Report is also being distributed to local governmental organizations, the Workforce Development Board, the business community, and providers with Scott Berry conducting presentations to the various groups. Samia Ferraro recommended that Scott speak to the Economic Council, Business Development Board, and civic/neighborhood organizations. Elizabeth Whittles reported that CSCMC wanted to take this report to a broader area than just the typical audience to reach those who do not always get exposed to these issues. The local newspapers have been contacted. In addition, copies were also distributed to the Florida Delegation Members attending the Stuart/Martin County Chamber of Commerce Legislative Luncheon.
- B. Healthy Kids and KidCare local match notification was reported by Harry A. Yates. Because of the funding provided by CSCMC, Martin County, and United Way of Martin County, no net local match is due for 2005-06 fiscal year.

Council Member Comments:

Laurie Gaylord stated that, as public awareness does not fully understand everything accomplished in public school, she has been pondering the realization of the extent of what CSCMC does. As a new Council Member with the bigger picture of all CSCMC areas of involvement coming together in her mind, Ms. Gaylord realizes the vast array of areas that CSCMC assists children, which occurs starting before their birth. She is amazed at the opportunity that exists for the community to take advantage of to help children and families. It just struck her today on just how much CSCMC does and what opportunities are provided for the community. Ms. Gaylord thought hats off to CSCMC for making those things available to the community.

Regarding the PRC evaluation of the Executive Director, Dr. Sara Wilcox stated that she did not feel that Harry A. Yates comparing his salary with Palm Beach and St. Lucie Counties CSCs was a good comparison, so she brought a copy of the School Board's salary schedule of their administrators and provided it to the Performance Review Committee. She reported that when the School Board did salary studies, they do a comparison of like positions outside of a school district.

Samia Ferraro invited all Council Members to provide samples of good, clear evaluation forms/instruments to be used at CSCMC. Although this is the second revision of the evaluation form used, Ms. Ferraro felt the need to address revising our current evaluation instrument.

Michael DiTerlizzi requested that staff contact Linda Skelton at the Martin County Administration Office for a copy of some of their evaluation forms, which are person specific. Mr. DiTerlizzi stated that she would also be able to provide information on which county comparisons are used for Martin County salary surveys. He also requested that, when examples were given for the tax cost of a household, the rate not only be based on a house costing \$125,000.00 but also a number given based on an average value of a house in Martin County.

Public Comments:

Susan Perez stated that Success By 6 works with the Human Resources Management Association (HRMA) who could assist CSCMC. Ms. Perez also thanked Council for the \$11,500.00 in funding. She wished that when she received her tax bill that the dollar amount allocated for uplifting our children would be more than the money that is spent on picking up our garbage. Ms. Perez also reported their literacy council were collecting books for children up to 18 years of age and would be making book shelves to give to children.

Keith Muniz, Executive Director of ARC of Martin County, and Peter Karlan, their Administrator of Special Projects, provided Council with a proposal for an equine therapy program for (25) special-needs children, costing \$9,577, to be incorporated in their summer camp (July 11 to August 5) in this year's funding cycle. This request would amend their current contract. Council consensus was to table this request until they had proper time to review the request; Council also wants ARC to work with staff regarding the CSCMC contract amendment process and have staff present a recommendation to Council on this request.

As no further Council comments or questions were made, the meeting adjourned at 12:27 p.m.

Samia Ferraro, Chair

harry a. yates, Executive Director