

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Meeting
Monday, February 28, 2011, 10:00 a.m.

MINUTES

After taking roll and having a quorum, Rob Ranieri, Chair, called the meeting to order at 10:00 a.m.

Council Members Present: Rob Ranieri (Chair) Anthony George, Jr.
John M. Lass (Vice-Chair) Vern Melvin
Judith Weber (Treasurer) Doug Smith
Elmira Gainey

Council Members Absent: Hon. Sherwood Bauer, Jr., Michael Busha, and Nancy Kline

Public Present: Robyn Vanover, Martin County School District
Jeff Ralicki, Executive Director, Tykes & Teens
Darcy Flierl, Tykes & Teens
Dot Brooking, Tykes & Teens, Project Northland
Scott R. Berry, Executive Director, Martin County Healthy Start Coalition
Nicole King, Executive Director, Whole Child Connection
Donna Hosang, CSCMC Contracted Staff
TJ Leahy, Proctor, Crook, Crowder & Fogal
Jacki Jackson, Executive Director, Early Learning Coalition (ELCIRMO)
Jim Simoneau, Big Heart Brigade
Jim Hagen, American Red Cross
Bill Schobul, Martin County Fire-Rescue

Staff Present: Elizabeth Barbella (Director of Policy and Operations), Pamela Chamberlain (Contract Specialist), Rebecca Galante (Executive Assistant), Genevieve Guido (Director of Finance and Human Resources), Laura Haase (Contract Specialist), Frances Kaleta (Administrative Assistant I), Stephanie Macera (Executive Assistant), Ellen Pethic (Manager of Finance), Sandra Shepherd, Ph.D., (Research Analyst) and Tyson Waters (Legal Counsel)

Invocation was given by John M. Lass, and the Pledge of Allegiance was recited.

A motion was made by Doug Smith and seconded by Elmira Gainey to adopt the agenda, as amended with New Business order switching with Items D, E, and C before Item A. The motion passed unanimously (7-0 vote).

A motion was made by John M. Lass and seconded by Doug Smith to approve the minutes of January 24, 2011, as presented. The motion passed unanimously (7-0 vote).

Public Comments:

No public comments were made.

Old Business:

- A. The Building Committee Report was presented by Attorney Tyson Waters, informing Council that the Mortgage Lender to Unity Church has approved the Easement Agreement with a few minor changes, so now it has to go back to the Unity Church Membership for final approval of the agreement.

- B. The Quality Assurance Committee Report was given by Elizabeth Barbella who reported on the launching of the new CSCMC logo. Funded Providers will be given a banner with the Children's Services Council's information to be hung in their offices or used at their special functions. All current supplies with the old logo will be used before orders are made with the new logo. The website has already been changed to the new logo format. Elizabeth introduced Donna Hosang who retired as liaison with Martin County School District and the Shared Services Network Facilitator and is now helping CSCMC with the CSCMC social media. Donna helps with Constant Contact, Facebook, and maintaining the website's "What's New" section to raise the community's level of awareness of the Children's Services Council and all of the good work that our funded Providers are able to do. Donna thanked Council for the opportunity and reported that every post, article, and comment are being tracked on the social media outlets to increase usage of our website. Donna also stated that she is working closely with the Providers to get them to feed us critical information to portray their efforts on our website and social media connections.

- C. The Swim Project was reviewed by Elizabeth Barbella regarding an application that was submitted by the American Red Cross to take the leadership role on swim safety in a new voucher program for approximately 240 children. Eventually, an educational piece will be built around the importance of water safety awareness in the community. Elmira Gainey thanked staff and the outside agencies involved in getting this swim project together. Jim Simoneau of Big Heart Brigade, Bill Schobul, Fire Chief of Martin County Fire-Rescue, and Jim Hagen of American Red Cross made comments to Council about the newly funded CSCMC swim project.

A motion was made by Vern Melvin and seconded by Judith Weber to approve staff's recommendation to fund the American Red Cross Palm Beaches-Treasure Coast Region for the American Red Cross Swim Project in the amount of \$15,000 from Program Reserve funds for fiscal year 2010-11. The motion passed unanimously (7-0 vote).

New Business:

- A. The Council Member Committee assignments were presented by Rob Ranieri who reviewed a PowerPoint presentation to address Council concerns, regarding the committee around the executive leadership and strengthening the involvement and working knowledge of the rest of the CSCMC Officers. Mr. Ranieri reviewed the seven objectives of the Council Member Committee assignments. Mr. Ranieri detailed the layout of the five 2011 proposed Council Committees, which included Executive Committee, Budget, Performance Review, Nominations, and Building, and Mr. Ranieri named the proposed 2011 Committee Members to each of the five committees.

Council had a detailed discussion on the presentation of committee assignments. The former Quality Assurance Committee was rolled into the Executive Committee (consisting of Chair, Vice-Chair, and Treasurer and include Communications and the Speakers Bureau) to reduce the number of Council committees and strengthen the involvement and working knowledge of all of the CSCMC Officers. The Executive Committee's structure would comply with the Sunshine Law by utilizing the same protocol of making meetings available to the public, like all committees, and the power of the Executive Committee would be to meet to handle some of the elements of the Quality Assurance Committee. As always, all major changes would go to the full Council for a vote. The Performance Review Committee that evaluates the Executive Director annually has not changed; all Council Members contribute to the annual evaluation with their completion of the Management Performance Appraisal Form. After the scores are tallied, the Performance Review Committee meets three times to put together the Performance Review Report and Executive Director's upcoming year's goals and objectives for the full Council at the August meeting.

A motion was made by John M. Lass and seconded by Doug Smith to approve the proposed 2011 CSCMC Committees with the following changes: 1) Members of the Nominating Committee excludes the Officers of the Board; 2) The Building Committee sunsets after receipt of the Certificate of Occupancy; 3) Performance Review Committee would not be established but is part of the Executive Committee; 4) Add a Communications Committee, apart from the Executive Committee, to communicate the general goals, mission, and responsibilities of the Children's Services Council to the community and take over all oversight of staff's work on social media, website, printed matters, Annual Report, and Speakers Bureau.

Council discussed the Nominating Committee not including current Officers and sunsetting the Building Committee when the construction of the new building is complete. Also discussed was the Performance Review Committee including two at-large members and not the Executive Committee of Board Officers to reflect the entire Council. The Council discussed taking advantage of technology by not traveling to meetings and use in scheduling meetings. Council reported that scheduling technology only works if all parties participate and respond quickly, plus the value of meeting in person to resolve issues effectively was important. Attorney Tyson Waters cautioned that electronic meetings have to be made available for public access and comment. Council also discussed if there is a need for so many committees for such a small group, due to challenges of meetings attendance.

Another motion was made by John M. Lass and seconded by Doug Smith to approve the proposed 2011 CSCMC Committees in the following fashion:

- 1) Executive Committee consists of three members: Chair, Vice-Chair, and Treasurer;**
- 2) Create a Communications Committee, chaired by the Vice-Chair and apart from the Executive Committee, to communicate the general goals, mission, and responsibilities of the Children's Services Council to the community and oversee staff's work on marketing communication, such as social media, website, printed matters, Annual Report, and Speakers Bureau (same as former Quality Assurance Committee);**
- 3) Budget Committee chaired by Treasurer and four at-large members for the Program and General Government Budgets;**
- 4) Performance Review Committee to evaluate the Executive Director annually shall consist of five members, including the Executive Committee (chaired by the Chair) and two at-large members;**
- 5) Nominations Committee consists of three members to include one by position, one Governor appointee, and one at-large member, excluding the standing Council Officers;**
- 6) Building Committee is chaired by Vice-Chair and two at-large members and sunsets with receipt of the new building's Certificate of Occupancy.**

The motion passed unanimously (7-0 vote).

- B. The CSCMC By-Laws amendment will be reviewed at the March meeting in lieu of changes made to Council Committees. The By-Laws had been formerly reviewed and amended with Council's approval on June 28, 2010. Tony George pointed out that the first sentence in the By-Laws under Article V - Finance, Section 3. - Committees, needs to be amended to state, "Standing committees may be established by majority vote of the Council."—instead of by motion.

A motion was made by John M. Lass and seconded by Tony George to postpone the New Business, Item E. (CSCMC By-Laws Amendment) to the March Council meeting. The motion passed unanimously (7-0 vote).

- C. The Auditor's draft report for the year ending September 30, 2010, was presented by T. J. Leahy, Audit Partner of Proctor, Crook, Crowder & Fogal assigned to lead the CSCMC annual audit that applied the provisions of the Governmental Accounting Standards Board (GASB). Mr. Leahy thanked the entire staff, especially Genevieve Guido, Ellen Pethic, and Frances Kaleta for all of the hard work that was put into this audit and the wonderful job that they did.

Regarding the independent auditor's report (Pages 1 & 2), Mr. Leahy stated that it was an unqualified opinion, which is the highest level of assurance that can be provided on a set of audited statements. Mr. Leahy stated that Pages 3-12 (Management's Discussion and Analysis) is management's outlook on how Council is doing, some comparative issues, and where CSCMC is going in the future, which is good information for the public. The government-wide portion on Page 13 is the full accrual basis, similar to what is seen in private industry; whereas, the fund statements are more a traditional government approach that focuses on current resources and is called the modified accrual basis (Page 14).

Mr. Leahy highlighted the audit summary for Council regarding: monies due from the taxpayers' office; Restricted Investments improved with the Florida State Board of Administration (SBA) portfolio being more liquid and not as risky as was reported a few years ago (see Page 21); capital assets increased due to Phase 1 and 2 of the new office building construction (however, on the funds statements the construction is shown as expense, so shows as a loss). On Page 14, Program Revenues is a new line item because of the monies gained through the Medicaid grant by the Whole Child Connection Program.

Mr. Leahy reported for the public's knowledge that the governing statute of the Children's Services Council was amended in 2010 that will require a ballot referendum to retain or dissolve the Council by November 2014. Everything else on the summary of significant accounting policies remained unchanged with no violations of state statute of expenditures up and above approved amounts. Mr. Leahy was happy to report that there were no findings again, this year, from an internal control standpoint since no material weaknesses were identified from this audit. From a compliance standpoint, the auditors are not aware of Council's failure to comply with all of the rules, regulations, and grant agreements that they have. From an Auditor's General standpoint, there were no findings, so everything looks very good.

Mr. Leahy confirmed that this year's audit was very clean like last year, and staff does a wonderful job in providing Council with quality information that is very reliable in order for sound decisions to be made. Financial reporting and controls are good, and no material weaknesses were found as a governing body.

Council consensus was to share this good audit with the public in some fashion such as a press release, on the website, sent to the Board of County Commissioners and/or Delegation.

A motion was made by Vern Melvin and seconded by Elmira Gainey to approve the draft Auditor's Report for year ending September 30, 2010, as recommended by the Auditors of Proctor, Crook, Crowder & Fogal. The motion passed unanimously (7-0 vote).

- D. A motion was made by John M. Lass and seconded by Judith Weber to approve the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc.'s Budget and Contract Amendment Request for the Child Care Executive Partnership Program to remove the special condition that directed \$12,116.00 to be spent on children residing at SafeSpace domestic violence shelter because of underutilization and be reallocated from Other/Miscellaneous to Other/Contact budget line, as recommended by staff. The motion passed unanimously (7-0 vote).**

Vern Melvin left the meeting at 10:20 a.m.

E. Elizabeth Barbella reported that changes could be seen with the goal of improving youth health and well-being indicators, where Martin County fell below the state levels by the good work of our Provider programs through CSCMC funding. CSCMC-funded program/provider presentations included:

1. **Martin County Healthy Start Coalition** was given by their Executive Director, Scott Berry, who stated that their mission was for every baby born in Martin County to be born healthy. This goal can be realized by getting mothers into prenatal care early by utilizing The Bellybutton Project, the Prenatal Care for the Uninsured, Community Health Education, and Healthy Mothers/Healthy Babies Programs. In 3 years, Martin County pregnant women entering prenatal care went from dead last to being ranked at 43, increasing 23 places in the state ranking or 15% improvement. This improvement was due to 3 factors: Children's Services Council of Martin County funding for The Bellybutton Project, the opening of the Prenatal Care Outreach Center, and increase of efficient flow into the Martin County Health Department. 77% of Healthy Start mothers enter prenatal care in their 1st trimester versus 73% overall for Martin County. Regarding low birthweight babies, Martin County has fluctuated over the last three years but is lower than the state average. Although 8% of Martin County babies are born with low birthweight, only 3% of babies whose mothers participated in Healthy Start had low birthweight. In the past three years, Martin County has improved dramatically in cutting the infant mortality rate in half, being the fifth best county in the state. The best result is that mothers participating in Healthy Start had no infant mortality (3.4 overall for Martin County).
- 2a. **Martin County School District's Youth Substance Use Statistics** was given by Robyn Vanover who reviewed the Florida Youth Substance Abuse Survey Martin County 2010 that is a collaborative effort between the Florida Departments of Health, Education, Children and Families, Juvenile Justice, and the former Governor's Office of Drug Control. 2010 overall improvements included: lower percentage of high school youth report using alcohol at age 13 or younger, fewer middle and high school youth report using alcohol in the past 30 days, fewer high school youth report binge drinking, fewer middle and high school youth report using cigarettes in the past 30 days, and fewer high school youth report using marijuana in the past 30 days. Robyn reported that the longer the first use of alcohol is delayed, the more successful in preventing alcoholism, vandalism, and the other destructive behaviors that come with teenage alcohol and drug use. Also, more Martin County youth are choosing not to use alcohol and other drugs: 68.6% did not use alcohol in the past 30 days, 82.4% did not participate in binge drinking, 88.8% did not use cigarettes in the past 30 days, and 83.4% did not use marijuana in the past 30 days! These positive results have occurred by using science-based programs and having the Shared Services Network that plays a huge role by operating as the prevention coalition in Martin County. 56.2% youth who reported drinking alcohol are reporting that they are drinking alcohol in another person's home. Council encouraged Robyn to take her show on the road to both the public and the local delegation to tie the positive results and funding connection to CSCMC, so that the community has a better understanding of what the Children's Services Council does.

- 2b. **Tykes & Teens' Prevention Services - Project Northland/Community Prevention Program** was presented by Darcy Flierl, Director of Prevention, who was excited by the results of the above survey because it shows the positive affects of the program and how it's impacting Priority 2 (After-School Care) of the CSCMC Strategic Plan by decreasing the portion of youth who begin using substance before the age of 13 or younger (Goal 2.3) and lowering the 30-day use rate for alcohol for all 10-14 year olds in Martin County (Goal 2.4). Darcy reviewed the 14 principles of effectiveness. Since receiving Children's Services funding in 2006, the program has reached approximately 8,000 Martin County Students and potentially their parents; hundreds of citizens, youth, and adults participate in Project Northland's school and community events each year; and Project Northland's Gold Card is given to 4,000 middle school students each year. According to the Florida Substance Abuse Survey, the age of first use of alcohol for Martin County middle school age youth has improved 2.7% from 2008 to 2010, and early regular alcohol use at age 13 or younger improved 3% from 2008 to 2010. Also, pre-tests versus post-tests indicate knowledge gained across all grade levels. Beginning in the 2010-11 school year, a Project Northland curriculum checklist was given to the teachers to ensure that implementing each piece of the curriculum to ensure continued success of the Project Northland Program. Darcy reviewed eight areas of Prevention Services to draw public awareness on the importance against underage drinking to change the culture of the community.

Doug Smith left the meeting at 11:50 p.m.

3. **The Whole Child Connection** presentation was moved to March 28 council meeting in order to reach more Council Members.

Staff Reports:

- A. The Executive Director/Staff Report was presented by Elizabeth Barbella who discussed the CSCMC Community Education Tour 2011 and the 2011-12 CSCMC Community Advisory Panel.
- B. The Financial Reports were given by Genevieve Guido who informed Council that tax collection was at 80%, which was better than last year. No Council comments were made.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

Judith Weber praised the CSCMC Ping Pong Challenge article.

As no further discussion existed, the regular meeting was adjourned by Rob Ranieri (Chair) at 12.06.m.