

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Meeting
Monday, April 25, 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
Michael Busha Doug Smith
Elmira Gainey

Council Members Absent: Hon. Sherwood Bauer, Jr., Nancy Kline, and Judith Weber (Treasurer)

Public Present: Steve Hooks, President of Hooks Construction
Jeff Ralicki, Executive Director, Tykes & Teens
Jim Mayfield, The Stuart News Reporter
Jacki Jackson, Executive Director, Early Learning Coalition (ELCIRMO)

Staff Present: David Heaton (Executive Director), Elizabeth Barbella (Director of Policy and Operations), Pamela Chamberlain (Contract Specialist), Rebecca Galante (Executive Assistant), Laura Haase (Contract Specialist), Frances Kaleta (Administrative Assistant I), Stephanie Macera (Executive Assistant), Ellen Pethic (Manager of Finance), and Noreen Dreyer (Legal Counsel)

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

A motion was made by John M. Lass and seconded by Elmira Gainey to adopt the agenda, as presented. The motion passed unanimously (7-0 vote).

A motion was made by Elmira Gainey and seconded by Vern Melvin to approve the minutes of March 28, 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 David Heaton who discussed the contract amendment with Hooks Construction to build the new CSCMC building to take advantage of sales tax exemption cost savings on large purchases and additions to the CSCMC Procurement Policy. These savings would be reflected in a deductive change order and go into the CSCMC Contingency Fund to be used as Council sees fit. Attorney Noreen Dryer reviewed each change made to both the original Design-Build Agreement and additions to the CSCMC Procurement Policy. David reported that CSCMC missed one sales tax savings opportunity with the concrete delivery for the underground drainage and control feature, since this contract amendment was not in place; however, Steve Hooks, President of Hooks Construction, reported that no delays occurred in the construction process.

A motion was made by John M. Lass and seconded by Tony George to approve revisions to the CSCMC Procurement Policy to reflect the sales tax exemption savings requirement, based on Section 212.08(6) Florida Statutes and Rule 12A-1.094 of the Florida Administrative Code with the presented additions to the CSCMC Procurement Policy's II. Method of Procurement, 2) g) Sales Tax Savings, as recommended and presented by CSCMC legal counsel, except amending section A. (2) to CSCMC (which replaced the word County). The motion passed unanimously (7-0 vote).

A motion was made by Elmira Gainey and seconded by Tony George to approve recommendations made and presented by staff and CSCMC legal counsel regarding Amendment No. 1 to the Design-Build Agreement between the Children's Services Council of Martin County and Hooks Construction to incorporate:

- 1) Correction to the Contractor's name;**
- 2) Adding a provision to incorporate the ability for CSCMC to issue direct purchase orders for larger construction material purchases to save sales tax in accordance with state law;**
- 3) Additional provision that adds another layer of Council protection that the materials were delivered and labor was completed before payment is authorized with the contractor providing a sworn statement to CSCMC.**

The motion passed unanimously (7-0 vote).

Rob Ranieri discussed the Building Committee's discussion on the new CSCMC building groundbreaking. Staff wants the event documented for historical purposes and to include current and past Council Members, whether it is a small or large event, and would prefer the children to be involved later at the building dedication. Council had a detailed discussion to weigh in on their positions on a groundbreaking ceremony versus dedication/ribbon-cutting grand opening and when to have children's involvement and current and former Council Members' participation in the event(s). Our messaging points should revolve around the cost savings that will occur with the completion of this new building and its economical sense by allowing former rental fees to be put toward children's programs. CSCMC should be proud of this accomplishment and the work that CSCMC does for the children.

- B. The Communications Committee Report was given by Elizabeth Barbella who pointed Council to the communications section of the Executive Director/Staff Report and highlighted that CSCMC is continuing to work on social media and getting press releases out. CSCMC has been partnering with Martin County Shared Services Network on alcohol awareness month and establishing CSCMC's leadership role of advocating for children's issues. CSCMC is continuing community presentations at PTA and our funded Providers' meetings. Staff is looking to give presentations to non-typical audiences, such as gated communities and other places to reach taxpayers and voters who may not know about the Children's Services Council and educate the community.
- C. The American Red Cross Contract for the Swim Program was presented by David Heaton and Elizabeth Barbella with an anticipated early May start date to coincide with the end of school. Elizabeth will be holding a meeting this week with the American Red Cross and the other partners, such as Big Heart Brigade. The grant application includes the cost per voucher, where the lessons will be held, the duration of the program, and the ages of the participating children. Only 235 vouchers exist for this initial CSCMC funding amount, and the swim project has an eligibility requirement attached to it. The swim program is being called S.P.L.A.S.H., which stands for Swimming Provides Learners with Aquatic Safety and Health. One target population is teen African-American males, as they are the highest at risk for not knowing how to swim.

A motion was made by Michael Busha and seconded by Elmira Gainey to authorize the Executive Director and CSCMC Legal Counsel to execute the contract with the American Red Cross for the Swimming Provides Learners with Aquatic Safety & Health (S.P.L.A.S.H.) Program. (6) Council Members voting in favor of the motion included Rob Ranieri (Chair), John M. Lass (Vice-Chair), Michael Busha, Elmira Gainey, Vern Melvin, and Doug Smith; (1) Council Member opposed to the motion was Tony George. The motion passed (6-1 vote).

Council will be provided with a copy of the executed contract as an FYI Item in the May Council Packet. Rob Ranieri requested that staff focus on a media opportunity regarding the result of the program with the number of children reached and differences that were made for future voucher swim programs. Elizabeth Barbella will handle getting a story out after the project ends.

New Business:

- A. The 2011-12 CSCMC program funding allocation recommendations were reviewed by Elizabeth Barbella. Elizabeth reported that applications received were from eligible providers who are in good standing as a result of the CSCMC 2009-10 end-of-year performance reports and current mid-year monitoring with CSCMC staff working with each funded program in a fiscal and program capacity. Currently, staff is working on Providers' measurable objectives, and budgets are being submitted from the Providers on programs previously approved for funding by Council.

A motion was made by Doug Smith and seconded by Elmira Gainey to approve the 2011-12 CSCMC Program Funding Allocations for (29) programs in the amount of \$4,796,497.00 presented in the final funding matrix, as recommended by staff. The motion passed with a 6-0 vote with John M. Lass abstaining from the vote in accordance with Florida Commission on Ethics' Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers (Form 8B).

- B. Waiver requests to the CSCMC Application for Funding from the City of Stuart Community Services Department and the Martin County Board of County Commissioners were presented by Elizabeth Barbella. Although historically the waivers have been granted every year for 18 years to both government entities, David Heaton stated that having this policy gives Council the discretion to re-evaluate these contracts on an annual basis to ensure that it is in the best interest of the Council. Elizabeth reported that CSCMC has paid for staffing and supplies, the government entities provide in-kind supervisory capacity and facilities usage, but they cannot sustain the after-school programs without CSCMC funding. John M. Lass would like staff to readdress this waiver requirement on a philosophical issue and whether other agencies could fulfill running these programs. Council discussed the need for the City of Stuart and Martin County to budget accordingly to fund these after-school programs on their own without drawing from the CSCMC funding pool. Council wants staff to bring back a policy that initiates a conversation among Council with staff weighing the impacts of Council's different decisions and having staff take a position on the subject. Tony George stated that the policy needs to be completely updated, since Council has been acting against its own policy by historically granting these waiver requests annually.

A motion was made by Tony George and seconded by Doug Smith to approve the waiver requests to the CSCMC Application for Funding, as recommended by staff, for the City of Stuart Community Services Department and the Martin County Board of County Commissioners for the CSCMC-funded after-school programs with the request for CSCMC staff to bring back policy language to Council with the amendment to remove the waiver requirement so that the policy reflects 18 years of Council Action with staff's clarification on options and recommendation. The motion passed unanimously (7-0 vote).

Staff Reports:

- A. The Executive Director/Staff Report was presented by David Heaton who spoke of the Whole Child Connection's Family FunFest Day that would take place on May 7, showcasing all of CSCMC-funded Providers. CSCMC is a primary sponsor and this would become a signature event for CSCMC.

Elizabeth Barbella reported on the local funding partners getting together to participate in a data assessment project on a much grander scale than what occurred eight years ago when CSCMC decided to have an in-house research position. This data collection project should take 12-18 months, and staff will utilize focus groups and surveys to enable our Council to make future funding decisions.

- B. The Financial Reports were given by Ellen Pethic who reported on the Fund Balance Allocation as of September 30, 2010, that resulted as a new standard released by the Government and Finance Association for fund balance reporting. It will be included along with the monthly financial statements. Fund Balance currently is \$7,239,899 with 1,901,000 being restricted for new building construction, \$4,091,017 being allocated for children's programs, and \$145,194 not currently assigned.

For Your Information:

Council reviewed and discussed the information provided.

Council Member Comments:

Elmira Gainey congratulated staff for hosting the LEADERSHIP luncheon at CSCMC because it was a great way to get out information regarding what's happening at CSCMC. Ms. Gainey also congratulated Elizabeth Barbella for being a recipient of the 2011 Kathryn A. Basile Community Service Award to Stop the Tears.

Michael Busha thanked David Heaton and Elizabeth Barbella for the CSCMC orientation this morning.

As no further discussion existed, the regular meeting was adjourned by Rob Ranieri (Chair) at 11:11 a.m.

Rob Ranieri, Chair

David L. Heaton, Executive Director