

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Meeting
Monday, February 22, 2016, 10:00 a.m.

MINUTES

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

Council Members Present: Bill Tulko (Chair) Laurie Gaylord
Deena Messinger (Vice-Chair) Laurel Hopper
Christia Li Roberts (Treasurer) Anne Scott
Jody Bond

Council Members Absent: Hon. Judge Barbara Bronis and Elmira Gainey

Public Present: Heidi Soares, CFO, Boys & Girls Clubs of Martin County
Darmonique Butler, City of Stuart East Stuart Youth Initiative
Mike James, City of Stuart East Stuart Youth Initiative
Bob Zaccheo, Executive Director, Project L.I.F.T.
Sarah Torres, Boys & Girls Clubs of Martin County
Scott R. Berry, Executive Director, Martin County Healthy Start Coalition
Deanna Deakins, Martin County Parks & Recreation Department
Shannon Nazzal, Martin County Parks & Recreation Department
Kathy Derringer, Helping People Succeed
William P. Bee, Jr., President/CEO of Big Brothers Big Sisters
Patrick Coolidge, Big Brothers Big Sisters Program Participant
T. J. Leahy, Auditor, Proctor, Crook, Crowder & Fogal
Tom Barr, CASTLE
Leah Bowzer, Florida Department of Health - Martin County
Yvette Flores, Big Brothers Big Sisters
Jeff Shearer, Executive Director, Tykes & Teens
Dr. Agnieszka Marshall, Tykes & Teens
Karlette Peck, Administrator, Florida Department of Health - Martin County
Phil Barnes, Grants Manager, Boys & Girls Clubs of Martin County
Jennifer Manning, Martin County Board of County Commissioners
Stephanie Merle, Martin County Board of County Commissioners
Roger Baltz, Assistant County Administrator, Martin County Board
of County Commissioners

Staff Present: David Heaton (Executive Director), Rebecca Galante (Executive Assistant), Sarah Gosney (Director of Policy and Operations), Genevieve Guido (Director of Finance and Human Resources), Laura Haase (Manager of Program Services), Frances Kaleta (Administrative Assistant I), Stephanie Macera (Executive Assistant), Ellen Pethic (Manager of Finance), and Annette Sparling (Research Analyst)

A motion was made by Jody Bond and seconded by Laurel Hopper to adopt the revised agenda of February 22, 2016, as presented. The motion passed unanimously (7-0 vote).

A motion was made by Jody Bond and seconded by Christia Li Roberts to approve the minutes of January 25, 2016, as presented. The motion passed unanimously (7-0 vote).

Introduction of Council Meeting Attendees and Public Comments:

All meeting participants introduced themselves to Council.

Public comments were given by Jeffrey Shearer.

Old Business:

A. The Chair's 2016 CSCMC Committees list was reviewed by Bill Tulko.

No motion required.

New Business:

A. The Auditor's draft report of financial statements ending September 30, 2015, for the Children's Council of Martin County was presented by T. J. Leahy, Audit Partner of Proctor, Crook, Crowder & Fogal. Mr. Leahy thanked staff, especially Dave Heaton, Genevieve Guido, Ellen Pethic, and Frances Kaleta for their participation and support on the audit process. Mr. Leahy reviewed the entire audit in detail with Bill Tulko and Christia Li Roberts.

Mr. Leahy highlighted the four reports included in the auditor's report: 1) the Independent Auditor's Report on the financial statements ending September 30, 2015, where an unmodified opinion was issued, which is the highest level of assurance that can be given on a set of financial statements that the numbers and disclosures are materially correct in accordance with the accounting principles generally accepted in the United States; 2) report in accordance with the Government Auditing Standards, where no material weaknesses in internal controls and non-compliance findings were found that would need to be reported; 3) Management Letter in accordance with the Auditor General's Office, where no findings required to be reported were found; and 4) Compliance Requirements Report in accordance with the AICPA Professional Standards, Section 601, regarding compliance requirements in accordance with Chapter 10.550, rules of the Auditor General (Florida Statutes 218.415), that deals with investments and policies, where no findings existed.

Mr. Leahy reported, during the Financial Condition Analysis of the organization as required by the Auditor General's Office, he found that Council, once again, has outperformed benchmarks with a strong performance in both income/expense and financial conditions perspectives, which puts Council in a strong position in relation to benchmarks and year-to-year performance.

Jody Bond was pleased with the audit findings and staff's accountability and credibility.

After reviewing the audit, Bill Tulko was appreciative of the financial condition of CSCMC and staff's internal control, especially with Genevieve Guido, Ellen Pethic, and others involved. Mr. Tulko reported that in addition to this audit performed, a separate auditor reviewed the audit completed by Proctor, Crook, Crowder & Fogal, which double reinforces Council's financial strength. Also, Mr. Tulko informed Council that we may have to conduct a study regarding post-employment benefits other than pension (OPEB) as required by GASB 45. CSCMC does not pay for retiree benefits; therefore, any liability to the Council would be immaterial. Staff is working on finding someone to calculate OPEB costs. An Actuary may charge \$3,000-\$5,000 for this service.

A motion was made by Jody Bond and seconded by Laurel Hopper to approve the draft Auditor's Report of the Children's Services Council of Martin County for year ending September 30, 2015, as presented by T. J. Leahy of Proctor, Crook, Crowder & Fogal. The motion passed unanimously (7-0 vote).

The approved 2015 Audit Report will be posted on the Children's Services Council's website.

- B. The CSCMC-funded provider presentation was on Big Brothers Big Sisters of Palm Beach and Martin Counties' (BBBS) Start Something Program.

Bill Bee, Jr., BBBS President/CEO, introduced Patrick Coolidge who has been his "Little Brother" for 11 years and will age out of the program next month. Patrick addressed Council on being in the program since age seven and his future goals.

Yvette Flores Acevedo, BBBS Vice President of Programs, gave the presentation and answered Council's questions.

Yvette reported that wait time was significantly reduced by 51% with about 30 currently being on the wait list. Stuart and Palm City children are matched quicker because the adult mentor pool is smaller in outlying areas, such as Indiantown.

The Start Something Program provides at-risk children (ages 6-17) with a screened and trained volunteer mentor who is matched with a child to act as a positive role model. To supplement the matches, small group curriculum-based sessions are offered to high-risk teens. BBBS has been in Martin County for 30 years, and 195 children were served last year.

CSCMC funded the Start Something Program at \$152,146 annually for contract year 2014-15 under the Funding Category: Success in School and Life - Youth Development/Academic Support.

No motion required.

- C. Martin County Board of County Commissioners' (MCBOCC) Parks and Recreation Department's reimbursement request was reviewed by Sarah Gosney on back-up information provided by Genevieve Guido for the county's CSCMC-funded programs: PLACE, REACH, and ASOS.

During Council's audit preparation for the period ended September 15, 2015, staff recorded \$43,296.06 as the total billed for these three programs for the above three months. Payments were made to the county on November 12 and 18 of 2015. Staff was not advised of any additional outstanding expenses for the period listed above. It was not until meeting with the Martin County staff on 01/12/2016 that CSCMC staff was told the amount due for these contracts was \$23,976. However, Council's payment of \$43,296.06, as reflected in CSCMC's audit work papers, was believed to be the total amount due, based on the reimbursement requests received by CSCMC.

Genevieve Guido stated that the original reimbursement request was for \$5,000 when staff met with county staff. Then, it grew to \$23,976 and upward to \$52,583.80, making it a fluid number. Late payments were already included in the audit just approved by Council.

The Program Committee (consisting of Council Members Jody Bond, Laurel Hopper, Christia Li Roberts, and Bill Tulko; Elmira Gainey was absent) met on February 9, 2016, to review the request for reimbursement of expenditures covering July, August, and September 2015 and the quandary Council faced making a reimbursement after the 2015 fiscal year books were closed that would reflect negatively on CSCMC's audit and funds would have to be removed from the account (Fund Balance) that could be used for future program requests.

Points made were: Council has tremendous credibility and accountability on how funded programs are monitored. CSCMC likes to get positive audits to inform our taxpayers that Council is doing the best job possible to fund these children's programs. Council is very satisfied with how these programs serve the children, but MCBOCC needs to modify its process to ensure bills are submitted in a timely manner, and CSCMC is notified of pending payments so this does not happen in the future.

David Heaton reported that granting this request would set precedent. A request is made near the end of the September 30 contract year to all of Council's funded agencies to tie out their end-of-year expenses and forward any expenses that would straddle in during the next fiscal year, so CSCMC funds could be booked forward and obligate these expenses. However, this did not happen with the county's expenses. Moving forward, David wanted everyone to work on a solution so this does not happen again. David informed Council that this is the first funded organization that did not notify CSCMC to book sufficient resources forward to cover their expenses against the last CSCMC fiscal year. Council's decision is required on how to handle this challenge.

County staff reported that this circumstance was due in part by the temporary staffing agency not billing the county in a timely fashion. However, the county staff did not inform CSCMC staff of these pending costs so CSCMC could properly book them until after the Council's audit process was already completed.

Council had a detailed discussion on this challenge, and MCBOCC staff answered questions. The following MCBOCC staff spoke and addressed Council's questions about these late reimbursement requests, circumstances that lead up to this outcome, and assurance that future requests for payments or notification of pending reimbursement requests would be submitted in a timely fashion:

Roger Baltz, Assistant County Administrator
Shannon Nazzal, Martin County Parks & Recreation Department
Stephanie Merle, Senior Financial Analyst, MCBOCC
Jennifer Manning, Budget Director, MCBOCC

Kevin Abbate, MCBOCC Parks Director, was not able to attend the meeting because he was out sick.

A motion was made by Jody Bond and seconded by Christia Li Roberts to reject Martin County Board of County Commissioners' Parks and Recreation Department's February 8, 2016, reimbursement request of \$52,583.80 for CSCMC contract year ended September 30, 2015, based on staff's recommendation. The motion passed with a 6-1 vote (For the motion: Jody Bond, Laurie Gaylord, Laurel Hopper, Deena Messinger, Christia Li Roberts, and Bill Tulko; Against the motion: Anne Scott).

- D. Helping People Succeed's Urgent Need Funding request for a Lactation Counselor was presented by Sarah Gosney.

Kathy Derringer, Vice President of Helping People Succeed, addressed Council on their need and answered questions.

Karlette Peck, Administrator, Florida Department of Health - Martin County, confirmed this funding request was due to federal cuts to the WIC program, and she answered Council questions. FDOH - Martin County will be submitting a 2016-17 CSCMC Request for Proposal - Healthy Children Application for the continuation of this position.

A motion was made by Jody Bond and seconded by Laurel Hopper to approve Helping People Succeed's Urgent Need Funding request in the amount of \$22,719.00 for the 2015-16 BRAIN program contract in order to subcontract with the Florida Department of Health - Martin County for the Lactation Counselor position for the period of March 1, 2016, to June 30, 2016, as recommended by staff. The motion passed unanimously (7-0 vote).

- E. The draft of the new CSCMC Tenant Lease for Big Brothers Big Sisters of Palm Beach and Martin Counties was given by David Heaton. This would fill the last vacant tenant space at CSCMC.

A motion was made by Laurie Gaylord and seconded by Laurel Hopper to approve the draft of the new CSCMC Tenant Lease for Big Brothers Big Sisters of Palm Beach and Martin Counties, effective March 1, 2016, to February 28, 2017, as recommended by staff. The motion passed unanimously (7-0 vote).

Laurel Hopper left the meeting at 11:28 a.m.

Staff Reports:

- A. The 2015 Child Health and Well-Being Report Card on how Martin County is doing on children's health indicators, compared with the State of Florida, was reviewed in detail by Annette Sparling. Council questions were answered. Council discussed trends/results on the report card and why prevention programs are so important.
- B. The Executive Director/Staff Report was presented by David Heaton, who reported the 2016 Legislative Session can be followed on Florida Children's Council's e-newsletter that is e-mailed to Council Members by CSCMC staff.

Sarah Gosney and Annette Sparling are conducting the mid-term monitoring visits in April for the Partnership grants. Bill Tulko will accompany Annette on the SafeSpace Prevention Program monitoring. Should any Council Member want to attend the monitoring visits for the Father & Child Resource Center or Project L.I.F.T., please contact Sarah (sgosney@cscmc.org).

- C. The Financial Reports were provided by Genevieve Guido. Bill Tulko noticed that a lot of cash flow was coming in for property tax payments, and the budget was progressing well.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

Laurie Gaylord reported that Martin County Schools received an A Grade District from the Florida Department of Education and are tied for third in the state for total points for our district. Also, on the new Florida standards assessment, Martin County 10th graders were third highest in the state for math last year. Ms. Gaylord thanked the Council and everything that goes on in the community for such a fabulous job. She was very moved when she attended the recent CASTLE event, which was very sombering but a reality check that we have child deaths locally as a result of abuse. Ms. Gaylord noted that Council being proactive by supporting our provider agencies makes for a better Martin County.

Jody thanked staff for a great job and hopes staff comes up with some more great programs as the Council moves forward so we can do even more the children.

Christia Li Roberts asked that staff provide Commissioner Anne Scott with the funded program list and CSCMC end-of-year reports.

Deena Messinger asked if we heard any word on Governor Scott filling our vacant Council Member position. Rebecca Galante will send Ms. Messinger and Ms. Bond the link for the Governor's Questionnaire. Although terms end 12/16/2016, Bill Tulko stated that the four current Governor-appointed Council Members would temporarily stay on until the Governor issued new appointments to keep, so the Council would not fall apart.

With no further business, the meeting was adjourned by Bill Tulko (Chair) at 11:14 p.m.