

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

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

MINUTES

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

Council Members Present: William Tulko (Chair)
Christia Li Roberts (Treasurer)
Deena Messinger (Vice-Chair)
Jody Bond
Elmira Gainey
Sarah Heard
Laurel Hopper

Council Members Absent: Hon. Judge Laurie Buchanan and Laurie Gaylord

Public Present: Cara Gabrielson, Big Brothers Big Sisters – Martin County
Denise Natalizio Waninger, Devereux Community Based Care (CBC)
Dr. Anastasia Legukis CASTLE
Dr. Agnieszka Marshall, Tykes & Teens
Sarah Torres, Boys & Girls Clubs of Martin County
Jennifer Joyce, Girl Scouts Southeast, FL
Scott Berry, Executive Director, Martin County Healthy Start Coalition
Annette Jones, Martin County Parks and Recreation
Karlette Peck, Administrator, Florida Department of Health – Martin County
Jeff Shearer, Executive Director, Tykes & Teens
Deanna Deakins, Martin County Parks and Recreation

Staff Present: David Heaton (Executive Director), Jennifer Ahern (Manager of Outreach and Communications), 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 Elmira Gainey to adopt the agenda as presented. The motion passed unanimously (7-0 vote).

A motion was made by Jody Bond and seconded by Sarah Heard to approve the minutes of June 27, 2016, as presented. The motion passed unanimously (7-0 vote).

Public Comments:

None given.

Old Business:

- A. Ratification of 2016-17 CSCMC Budget – Certified Property Values were reviewed by William Tulko and provided by Genevieve Guido. The certified property values have increased by 5.09% and were previously shared with the CSCMC Finance Committee. The Finance Committee consisted of Council Members Christia Li Roberts (Committee Chair), Jody Bond, Sarah Heard, and William Tulko.

A motion was made by Jody Bond and seconded by Laurel Hopper to approve the preliminary 2016-17 CSCMC budget of \$11,435,209 with the millage remaining at the current rate of .3618, as recommended by the CSCMC Finance Committee and staff. The motion passed unanimously (7-0 vote).

New Business:

- A. The CSCMC-funded provider presentation was given by Scott Berry, Executive Director of Martin County Healthy Start Coalition. Scott recapped their mission, history, critical community stakeholders, and array of services accessible to Martin County families to promote healthy growth and development of children. Council questions were answered.

Two of the three Martin County Healthy Start Coalition's programs that CSCMC funds include:

1. Healthy Start Matching Funds with an award of \$37,796 in the CSCMC Funding Category of Healthy Children. The program advocates, assesses, and educates maternal and child health needs, as well as funds and monitors specific service providers.
2. Healthy Start Services with an award of \$279,445 in the CSCMC Funding Category of Healthy Children includes:
 - **The Bellybutton Project** focuses on increasing early entry into prenatal care and improving risk-screening rates. The grant is a principle funder of the Prenatal Outreach Center.
 - **Community Health Education** targets women at risk for poor birth outcomes by providing two educational programs: Inter-Conception Care to women who have had high-risk births and Baby Basics to first-time mothers.
 - **Prenatal Nutrition Program** provides nutritional education and support to pregnant women who have a body mass index of 25 or more at their first prenatal appointment.
 - **Prenatal Care Program for the Uninsured** provides prenatal care, along with labor and delivery management services, to uninsured pregnant women and their newborns. The program represents collaboration between Florida Community Health Centers, Children's Services Council of Martin County, United Way of Martin County, Hobe Sound Community Chest, and Martin Health System.

Council requested Scott come back to report on disparities and break them down by area. Council also wants this presentation taken to the local community. Karlette Peck, Administrator of Florida Department of Health – Martin County, addressed Council on a town hall meeting that took place on this matter in East Stuart at the 10th Street Recreation Center with the African-American community; such meetings will continue.

No motion required.

- B. The 2016-17 TRIM (Truth in Millage) calendar was provided by Genevieve Guido.

A motion was made by Jody Bond and seconded by Elmira Gainey to approve the 2016-17 TRIM (Truth in Millage) calendar, as recommended by the CSCMC Finance Committee and staff. The motion passed unanimously (7-0 vote).

- C. The results of the Auditor RFP process were reviewed by William Tulko and Genevieve Guido. Six proposals were received in response to CSCMC Requests for Proposals for Audit Services (RFP 16-001). The CSCMC Audit Selection Committee consisted of William Tulko, Christia Li Roberts, Kevin Youngblood (CPA and Martin County resident), David Heaton, and Genevieve Guido. Mr. Tulko commended Ms. Roberts for creating a detailed spreadsheet to effectively compare all proposals. All candidates submitted very good proposals of high quality, so the decision came down to pricing. Selected for audit services was Berger, Toombs, Elam, Gaines & Frank PL.

A motion was made by Elmira Gainey and seconded by Jody Bond to approve the CSCMC Audit Selection Committee's recommendation for the Council's annual auditing services to be performed by Berger, Toombs, Elam, Gaines & Frank PL. The motion passed unanimously (7-0 vote).

- D. Post-Employment Benefits – Actuarial Valuation for the addition to the CSCMC Employee Handbook was given by Genevieve Guido. Council had a detailed discussion on this topic.

A motion was made by Jody Bond and seconded by Christia Li Roberts to approve the CSCMC Employee Handbook addition to include Section 5.25, Insurance Upon Retirement, with the retiring employee paying all premium costs, as recommended by staff. The motion passed unanimously (7-0 vote).

- E. The Performance Review Committee Report was reviewed by William Tulko on the annual evaluation of Executive Director David Heaton for the evaluation period of June 1, 2015, to May 31, 2016. The Performance Review Committee consisted of William Tulko (Chair), Deena Messinger (Vice-Chair), and Christia Li Roberts (Treasurer), who worked through a thorough evaluation process by meeting to review Council Members' comments and finalize the 2015-16 Performance Review Committee Report.

William Tulko reported that this review took three committee meetings to evaluate the Council Members' scores and comments (all of which were favorable) on the completed evaluation form and developing the Executive Director's 2017 goals and objectives. Mr. Tulko felt David Heaton was doing an excellent job of which Council agreed.

A motion was made by Jody Bond and seconded by Laurel Hopper to:

- 1) Approve the Performance Review Committee Report for Executive Director David Heaton's evaluation for the period of June 1, 2015, to May 31, 2016;**
- 2) Approve the Executive Director Goals and Objectives for 2017;**
- 3) Retain Executive Director David Heaton for another budget year;**
- 4) Give a merit increase of 2.75% to the Executive Director, effective October 1, 2016.**

The motion passed unanimously (7-0 vote).

Staff Reports:

- A. The Executive Director/Staff Report was presented by David Heaton. David reported SAMIS 2.0 (Services and Activities Management Information System) would be rolled out at the end of October 2016, making the system more user friendly on any device (cell phones, tablets, laptops, computers). This is a huge undertaking with such a small CSCMC staff because all CSCMC-funded providers must be trained on usage on entering their budgets and reimbursement requests.

Jennifer Ahern provided Council with a copy of the 2015-16 CSCMC Annual Report, which is also on our website and sent out by e-mail. Jennifer reported on initiatives with Martin Reads!; speaking engagements being set up at different Chambers of Commerce; a book drive for Martin Reads! at Barnes and Noble; working on creating a Martin County PTA Council for collaboration on initiatives and a voice with the Martin County School District. Before school started, Jennifer participated in the East Stuart Back-to-School Bash and gave out a new book (over 400) and school supplies to all participants. Jennifer also has several upcoming events in East Stuart. Jody Bond requested that Jennifer try speaking at a Martin County School District board meeting. Commissioner Sarah Heard asked Jennifer to share her PowerPoint presentation, summarizing the CSCMC Annual Report, with Martin County Board County Commissioners to see if it could be added to their agenda items.

As a follow up on the CSCMC Emergency Operations Plan, Sarah Gosney reported that Dennis Root would be presenting a workplace violence program this afternoon for our staff and tenants. William Tulko will also be in attendance.

- B. The Financial Reports were provided by Genevieve Guido. She informed Council that formatting adjustments had to be made to the financial statements because new accounts were added. Also, 100% of the 96% of property taxes have been collected.
- C. The 2016-17 Mid-Year Program Site Visit Schedule was given by Laura Haase. Laura presented Council Members' sign-up opportunities to join monitoring visits with her and provided them with a sample monitoring report of the program's observation.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

Deena Messinger said it was a pleasure working on the Executive Director's evaluation committee and seeing all of the positive Council comments.

With no further business, the meeting was adjourned by William Tulko, Chair, at 11:16 a.m.