

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

**Regular Meeting/Budget Discussion
Monday, June 26, 2017, 10:00 a.m.**

MINUTES

Having a quorum, William Tulko (Chair) called the meeting to order at 10:00 a.m. and took roll.

Council Members Present: William Tulko (Chair)
Laurel Hopper (Vice-Chair)
Christia Li Roberts (Treasurer)
Susan D. Burrows
Laurie Gaylord
Angela Hoffman

Council Member Absent: Sarah Heard and Hon. Judge Michael J. McNicholas

Public Present: Susan Horn, Easter Seals/Early Steps
Marva Shaw, Easter Seals/Early Steps
Kathy Derringer, Helping People Succeed
Phil Barnes, Boys & Girls Clubs of Martin County
Dr. Agnieszka Marshall, Tykes & Teens
Claudia Worley, WIC
Xenobia Poitier-Anderson, Citizen
Karlette Peck, Florida Department of Health – Martin County
Bob Zaccheo, Executive Director, Project L.I.F.T.

Staff Present: David Heaton (Executive Director), Jennifer Ahern (Manager of Outreach and Communications), Jody Bailey (Accountant), Rebecca Galante (Executive Assistant), Christine Georges (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), and Annette Sparling (Research Analyst)

William Tulko introduced the two (2) new Council Members Susan D. Burrows and Angela Hoffman, appointed by the Governor Rick Scott as of June 9, 2017. William Tulko was also reappointed by the Governor then. William Tulko briefly stated that the Council still has two vacancies.

A motion was made by Laurie Gaylord and seconded by Laurel Hopper to adopt the agenda, as presented. The motion passed unanimously (5-0 vote).

A motion was made by Laurie Gaylord and seconded by Laurel Hopper to approve the minutes of May 22, 2017, as presented. The motion passed unanimously (5-0 vote).

Public Comments and Introduction of Council Meeting Attendees:

No Public Comments were given. All meeting participants introduced themselves.

Christia Li Roberts joined the meeting at 10:10 a.m.

New Business:

- A. The CSCMC-Funded Provider Presentation by Easter Seals/Early Steps, which was the pilot program started in July 2016, was given by Susan Horn, their Team Supervisor, Treasure Coast Early Steps Program. Marva Shaw, Service Coordinator with Early Steps, also addressed Council on the program's success stories. Council questions were addressed.

The Treasure Coast Early Steps Program provides early identification/intervention services to developmentally at-risk children (birth to age 3) through intensive family service coordination, support of parent-child bonding/relationship building, and developmental education. This funding category is concentrating on the success in school and life to prepare children to be ready for school. CSCMC funds the Treasure Coast Early Steps Program with an annual award amount of \$64,036 under the CSCMC Funding Category: Success in School and Life - Ready for School.

Early Steps is in the parent education business, along with educating parents, getting the child integrated, keeping the child integrated, and getting the child ready for school and academic success. To get the word out about the program, Early Steps has cooperative agreements and memos of understanding with multiple agencies; working proactively with 211, physicians, local education affiliates, Martin County School District staff, and outreach. Early Steps serve 200 to 300 youngsters per year. All NICU's must contact Early Steps by mandate. Early Steps is a volunteer program; the parents have the right to opt out.

Children's Services Council of Martin County, State funds, Medicaid, and medical insurance fund the Treasure Coast Early Steps program. Early Steps is a division of Easter Seals. Easter Seals (nationally) receives federal funding through Individuals with Disabilities Education Act (IDEA).

Early Steps takes referrals from Helping People Succeed (HPS) when a child has a delay in development. Kathy Derringer of HPS spoke about the program services offered by HPS. The HPS program concentrates on parent/child interaction and promoting healthy growth and development.

One program that focuses on development is the HPS Developmental Intervention Program. This program is for families with a history of abuse and/or neglect. HPS has a collaborative partnership with Early Steps to refer only if a child shows a delay development. If both programs are involved with the same family, both HPS and Early Steps work together to make a decision with the parents' involvement that would serve the child(ren) best.

Early Steps has five areas that are evaluated: motor skills, communication skills, adaptive skills, cognitive skills, social and emotional skills.

Kathy Derringer spoke about performance measurements for 6 different areas and to empower the parents. HPS serves more of the at-risk children, where Early Steps services more of the complex children.

No motion required.

- B. 2017 CSCMC Amended Tenant Lease for Big Brothers Big Sisters of Palm Beach and Martin Counties was presented by David Heaton because of the addition of one tenant office (CSCMC Office # 155).

A motion was made by Laurel Hopper and seconded by Angela Hoffman to approve staff's recommendation for the 2017 CSCMC Amended Tenant Lease with Big Brothers Big Sisters of Palm Beach and Martin Counties, commencing on July 1, 2017. The motion passed unanimously (6-0 vote).

- C. Finance Committee's 2017-18 CSCMC Preliminary Budget Discussion was presented by William Tulko. The Finance Committee consists of Christia Li Roberts, Chair, William Tulko, and Sarah Heard.

David Heaton and Genevieve Guido presented the Preliminary Budget that will be submitted to the County Commission by July 1, 2017. The final certified property values would come to CSCMC by mid July 2017. The millage rate will remain the same, and the Property Appraiser's Office is currently projecting a 5.3% increase in property taxes. CSCMC is developing this 2017-18 Budget based on the backdrop of a piece of legislature that increases the opportunity for the voters to go back to the polls and decide for an additional \$25,000 Homestead exemption. That has implications for any taxing authority. It is estimated that Martin County taxing authorities can expect an \$8 million decrease in revenue. There is also a possible flattening of property values over the next two years. If CSCMC did not propose leaving the millage the same, there would be an additional draw down from the CSCMC Fund Balance. CSCMC may also need to offset increases in cost shifts from state and federal government entities. The only difference in the Budget was \$70,000 shifted into the fund balance to offset an additional tax increase. In July, CSCMC will publish the Budget again after receipt of final property values from the Property Appraiser's Office. The final decision is made in September when there are two Public Hearings where CSCMC finalizes the 2017-18 Budget.

Genevieve Guido discussed how funds are allocated, the programs that are funded and CSCMC's operating expenses. The Preliminary Budget is slightly more than the current Budget with an increase of \$202,203. CSCMC added more resources for an additional funding program each year, approximately \$309,000.

Sarah Gosney discussed the concept paper asking for additional funds for the Dental Oral Health Coalition (additional full time hygienist, salary & benefits, just under \$93,000). Reinstating the toothbrush program is currently in process. Sarah stated that these additional funds would come out of future program expansion or program reserve. Annette Sparling of CSCMC presented the changes at Light of World Charities; the operations have moved to St Joseph's Parish on E. 10th Street, they are now in a position to expand, the Executive Director

resigned and repositioned the Dentist to be the Dental Practice Manager with emphasis on pediatric oral health. As David Heaton reported Light of the World was looking for a Spanish speaking person to handle their outreach and fundraising. CSCMC will have the opportunity to work through any concerns and will continue to meet with Light of the World quarterly. William Tulko stated that he would like to do a site visit at Light of the World.

Regarding the capital outlay of \$20,000, the capital budget involves landscaping issues, pest control problem, changing fluorescent lighting to LED lighting, and adding gutters where the foundation is being comprised on the Central Parkway side of the building.

A motion was made by Christia Li Roberts and seconded by Laurel Hopper to approve staff's recommendation of the preliminary 2017-18 CSCMC Budget of \$11,625,402, that is an increase of \$202,000 more than last year. The millage rate will remain the same at the current rate of .3618.

The motion passed unanimously (6-0 vote).

- D. Annual Management Performance Appraisal Form for David Heaton, Executive Director, was presented by William Tulko. The two new Council Members, Susan D. Burrows and Angela Hoffman, will be excluded from the appraisal process. The Performance Review Committee for the appraisal process involves William Tulko, Christia Li Roberts, and Laurel Hopper. The Performance Review Committee Report will be presented at the August 2017 Council meeting with David Heaton's Goals and Objectives for next year. Appraisal forms should be returned to Christine Georges, Executive Assistant, by July 14, 2017.

No motion required.

Staff Reports:

- A. The Executive Director/Staff Report was presented by David Heaton.

The Council Summit this year was organized around voluntary pre-school, attempting to increase enrollment. Jennifer Ahren organized the CSCMC Summit along with Kathy Derringer and others, which was attended by about 100 people.

David Heaton, Sarah Gosney, and Kathy Derringer attended the Florida Children's Council on June 12 -13 in Orlando in conjunction with Florida Chamber Learner's to Earners Summit, Florida Afterschool Mayoral Summit. We learned that more engagement of local chambers and business partners are needed and of the importance of early learning for potential workforce.

- B. The CSCMC Financial Reports were provided by Genevieve Guido.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

William Tulko reported that Jody Bond resigned from the Council on June 15, 2017. She served well these past 4 years. Jody was one of the founders of CSCMC.

William Tulko discussed the 2017 CSCMC Committees assignments:

- **Council Liaison to Community Advisory Panel (CAP):**
Christia Li Roberts
- **Emergency Operations Plan (EOP) Committee:**
William Tulko, Chair
Susan D. Burrows
- **Finance Committee:**
Christia Li Roberts, Chair
Susan D. Burrows
Sarah Heard
William Tulko
- **Nominating Committee:**
Laurie J. Gaylord
Laurel Hopper
Angela Hoffman
- **Program Committee:**
Sarah Heard
Angela Hoffman
Laurel Hopper
Christia Li Roberts
William Tulko
- **Executive Committee:**
William Tulko - Chair
Laurel Hopper - Vice-Chair
Christia Li Roberts - Treasurer
- **Performance Review Committee:**
William Tulko - Chair
Laurel Hopper - Vice-Chair
Christia Li Roberts – Treasurer

David Heaton discussed the two vacancies on CSCMC and the inconsistent statutes that are affecting appointment of the qualified applicants that are waiting.

Current Council Members welcomed the two new Council Members.

As no further discussion existed, the meeting was adjourned by William Tulko (Chair) at 11:08 a.m.

William Tulko, Chair

David L. Heaton, Executive Director