

# CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Meeting  
Monday, November 26, 2018 10:00 a.m.

## MINUTES

Having a quorum, William Tulko (Chair) called the meeting to order at 10:05 a.m. and took roll.

Council Members Present: William Tulko (Chair)  
Angela Hoffman (Treasurer)  
Sarah Heard  
Hon. Judge Michael J. McNicholas  
Christia Li Roberts  
Susan Burrows  
James Campo

Council Member Absent: Laurie Gaylord (Vice-Chair)  
Laurel Hopper  
Joshua Ferraro

Public Present: Noreen Dreyer, Dreyer Law Firm  
Roz Johnson, City of Stuart  
Anna Hartnig, Big Brothers Big Sisters Palm Beach/Martin County  
Bryan Buxton, Martin County Parks & Recreation Department  
Jim Chrulski, City of Stuart  
Julie McHenry, East Stuart Youth Initiative  
Kathleen Lannon, Stuart Police Department  
Katie Wunder, Boys Town  
Scott Berry, Hobe Sound Community Chest  
Colleen Phillips, 211 Helpline  
Sarah Cortino, Martin County Parks & Recreation Department  
Katya Lysak, Martin County Parks & Recreation Department  
Annette Jones, Martin County Parks & Recreation Department  
Agnieszka Marshall, Tykes & Teens  
Eric Garza, Tykes & Teens  
Katie Knapfel, Big Brothers Big Sisters Palm Beach/Martin County  
Courtney Buckel, Big Brothers Big Sisters Palm Beach/Martin County  
Laura McBride, Florida Department of Health – Martin County  
Robert Griggs, YMCA  
Pat Houston, Early Learning Coalition Indian River, Martin & Okeechobee  
Rob Ranieri, House of Hope  
Lucia Stanfield, Boys Town  
Jackie Price, Boys & Girls Club of Martin County  
Shalonda Warren, Sickle Cell Foundation/Communities Saving Our Babies

Bridgette Delancy, Sickle Cell Foundation/Communities Saving Our Babies  
Kathy Derringer, Helping People Succeed  
Julie Zygmunt, Helping People Succeed  
Denise Waninger, Communities Connected for Kids  
Claudia Worley, Florida Department of Health – Martin County

Staff Present: David Heaton (Executive Director), Genevieve Guido (Director of Finance & Human Resources), Jennifer Ahern (Manager of Outreach and Communications), Christine Georges (Administrative Services Manager), Sarah Gosney (Director of Policy and Operations), Laura Haase (Manager of Program Services), Mallory Cicarella (Receptionist), and Frances Kaleta (Finance & Human Resources Administrative Assistant).

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to adopt the agenda, as presented. The motion passed unanimously (7-0 vote).**

**A motion was made by Sarah Heard and seconded by Angela Hoffman to approve the minutes of September 24, 2018, as presented. The motion passed unanimously (7-0 vote).**

**Public Comments and Introduction of Council Meeting Attendees:**

Public Comments were given by Rob Ranieri, House of Hope, Mr. Ranieri thanked CSCMC Council and Staff for the continued support. All meeting participants introduced themselves.

**New Business:**

A. CSCMC Funded Provider Presentation by Big Brothers Big Sisters Palm Beach and Martin County (verbal) – given by Katie Knäpfel, Program Manager and Courtney Buckel, Partnership Events Coordinator. Roz Johnson gave presentation of first-hand experience of being a Big Sister.

**No motion required.**

B. CSCMC Funded Provider Presentation by City of Stuart East Stuart Youth Initiative (ESYI) Parks & Recreation (verbal) – given by Julie McHenry

**No motion required.**

C. Budget Transfer #18-001 for Fiscal Year Ending 2018

Presented by Genevieve Guido, Director of Finance and Human Resources

**A motion was made by Sarah Heard and seconded by Susan Burrows to approve staff's recommendation for approval of the Budget Transfer #18-001 for Fiscal Year Ending September 30, 2018 requesting adjustments to expenditure line items where actual expenses were more than budgeted. The motion passed unanimously (7-0 vote).**

D. Program Lapse Funding

Presented by Genevieve Guido, Director of Finance and Human Resources – for Programs that lapse 5% or more in revenue. CSCMC has practice that gives agencies the opportunity to explain why they did not expend revenue that was allocated to the programs.

**No motion required.**

E. 2019 Tenant Lease for Martin County Healthy Start Coalition

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve the 2019 Tenant Lease for Martin County Healthy Start Coalition, commencing on January 1, 2019. The motion passed unanimously (7-0 vote).**

F. 2019 Tenant Lease for Sickie Cell Foundation of Palm Beach County & Treasure Coast, Inc.

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve the 2019 Tenant Lease for Sickie Cell Foundation of Palm Beach County & Treasure Coast, Inc., commencing on January 1, 2019. The motion passed unanimously (7-0 vote).**

G. 2019-20 Request for Proposals – Out-Of-School Programs/Youth Development –

Sarah Gosney, Director of Policy and Operations, presented RFP to Council. Laura Haase, Manager of Program Services presented the opportunity of Prime Time to Council.

**A motion was made by Sarah Heard and seconded by Christia Li Roberts to approve staff's recommendation for approval of the 2019-20 Out-Of-School/Youth Development Request for Proposals, as well as consideration of the proposal from Prime Time of Palm Beach County regarding a quality assurance process for CSCMC's funded out-of-school programs, utilizing the \$338,780.00 from the Future Program Expansion funds in the 2018-19 Fiscal Year budget. The motion passed unanimously (7-0 vote).**

H. 2019 CSCMC Meeting Calendar

**A motion was made by Sarah Heard and seconded by Judge Michael McNicholas to approve 2019 CSCMC Meeting Calendar. The motion passed unanimously (7-0 vote).**

I. Proposed 2019 Slate of CSCMC Officers Verbal Discussion

Nominating Committee, presented by William Tulko, discussed positions available for 2019 slate of CSCMC Officers. The positions are Chair, Vice-Chair and Treasurer. Angela Hoffman will be considered for Chair and Christia Li Roberts for Treasurer. Vice-Chair position is available, however, discussion with Laurie Gaylord, current CSCMC Vice-Chair will be given first opportunity. This is voted on and confirmed in January 2019 at the CSCMC Annual Meeting.

Judge Michael McNicholas announced as of January 2019, Honorable Steven J. Levin will replace Judge McNicholas on CSCMC Council.

**No motion required.**

J. 2018 CSCMC Committee Members (verbal)

Dave Heaton discussed once 2019 new slate of CSCMC Officers are voted in, Council will have the opportunity to join 2019 CSCMC Committees

**No motion required.**

William Tulko addressed Council regarding an email sent to CSCMC Council Members from a staff member of CSCMC. Mr. Tulko stated that CSCMC is actively investigating the issues mentioned in the email and hired outside counsel. The main issue is confidentiality; please do not disclose this issue to anyone. Sunshine Law applies to CSCMC Council Members and please do not discuss until conclusion of investigation. Noreen Dreyer addressed Council to reach her with any questions regarding the matter.

**Staff Reports:**

A. The Executive Director/Staff Report was presented by David Heaton; David announced Brittney Birken has stepped down and the new Chief Executive Officer of Florida Children's Council is Matt Guze.

Jennifer Ahern attended Grade Level Reading Conference.

Sarah Gosney presented the results of the CSCMC provider survey.

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

**For Your Information:**

Council reviewed the information provided.

**Council Member Comments:**

Angela Hoffman recognized Sarah Gosney for her contributions and retirement in December 2018.

As no further discussion existed, the meeting was adjourned by William Tulko (Chair) at 11:13 a.m.

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William Tulko, Chair

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David L. Heaton, Executive Director