

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

**Regular Meeting  
Monday, November 18, 2019 10:00 a.m.**

## **MINUTES**

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

Council Members Present: Joshua Ferraro (Chair)  
James Campo (Vice-Chair)  
Christia Li Roberts (Treasurer)  
Laurel Hopper  
Sarah Heard  
William Tulko  
Susan Burrows  
Hon. Judge Steven J. Levin

Council Member Absent: Laurie Gaylord

Public Present: Robyn Cryer, United States Census Bureau  
HB Barrett, Martin County Citizen  
Katie Knapfel, Big Brothers Big Sisters  
Scott Crumpler, Boys & Girls Clubs – Martin County  
Gloria Patterson, Dunbar Center, Inc.  
Morgen Lozoya, Boys & Girls Clubs Martin County  
Agnieszka Marshall, Tykes & Teens, Inc.  
Pat Houston, Early Learning Coalition Indian River, Martin & Okeechobee  
Laura McBride, Florida Department of Health – Martin County  
Marsha Powers, Early Learning Coalition Indian River, Martin & Okeechobee  
Samantha Suffich, Martin County Healthy Start Coalition, Inc.  
Aubrey Campbell, Martin County Healthy Start Coalition, Inc.  
Drew Gray, Martin County Healthy Start Coalition, Inc.  
Jackie Price, Boys & Girls Clubs – Martin County  
Jodie Knofsky, Boys & Girls Clubs Martin County  
Teresita Cruz, Boys & Girls Clubs Martin County

Staff Present: David Heaton (Executive Director), Laura Haase (Director of Program Operations), Zackery Hackley (Director of Finance), Jennifer Ahern (Manager of Outreach and Communications), Christine Georges (Administrative Services Manager), Chanda Narkiewicz (Manager of Planning, Evaluation and Community Development), Nicole King (Contract Specialist), Cara Good (Contract Specialist), Danyella Lustosa (Administrative Assistant/Receptionist) and Jody Bailey (Finance Manager).

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

**A motion was made by Christia Li Roberts and seconded by Susan Burrows to approve the minutes of October 28, 2019, as presented. The motion passed unanimously (7-0 vote).**

**A motion was made by Laurel Hopper and seconded by Sarah Heard, during discussion of Staff Reports, to amend the minutes of October 28, 2019 to correct Judge Steven J. Levin's name. The motion passed unanimously (8-0).**

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

No Public Comments.

All meeting participants introduced themselves.

**New Business:**

A. Presentation by United States Census Bureau (verbal) – given by Robyn Cryer – Martin County Partnership Specialist for the upcoming 2020 Census.

**No motion required.**

**Hon. Judge Steven J. Levin arrived at 10:23 a.m.**

B. 2019-20 Partnership Funding Recommendations:

1. Martin County Healthy Start Coalition, Inc./The David Cardno Father & Child Resource Center
2. Dunbar Center, Inc./TAP – Tuition Assistance Program

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve staff's recommendation for approval of 2019-20 CSCMC funding for the following programs: 1) Martin County Healthy Start Coalition, Inc. / The David Cardno Father & Child Resource Center - \$25,000 and 2) Dunbar Center, Inc. / TAP – Tuition Assistance Program - \$12,467. Funding source is Support Program/Partnership allocations in the approved 2019-20 CSCMC Budget. The motion passed unanimously (8-0 vote).**

- C. Boys & Girls Clubs of Martin County, Inc. – K-8 Academic Success Program 2019-20 Match Funding Recommendation

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve staff's recommendation for approval of Match Funding to Boys & Girls Clubs of Martin County, Inc. in the reduced amount of \$60,000 for the K-8 Academic Success Program. The Boys & Girls Clubs of Martin County, Inc. may submit a request for the remaining \$30,000 in the Spring of 2020 upon confirmation that the balance of the local match requirement has been secured. The motion passed unanimously (8-0 vote).**

- D. Budget Transfer #19-001 for Fiscal Year Ending 2019

**A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve staff's recommendation for approval of General Fund Budget Transfer #19-001 for Fiscal Year Ended 09/30/2019 Florida Statute 166.241 (4)(a). The motion passed unanimously (8-0 vote).**

- E. Tenant Lease Increase based on Building Operating Cost Comparison

**A motion was made by William Tulko and seconded by Sarah Heard to approve staff's recommendation for approval of Tenant Lease increase to \$17.35 per square foot based on share of cost. The motion passed unanimously (8-0 vote).**

- F. HVAC Renovation – Bid Recommendation

**A motion was made by William Tulko and seconded by Susan Burrows to approve staff's recommendation for execution of contract with CMi Air Conditioning & Electrical or DeBonAir Mechanical, Inc. to commence and complete the replacement of the Tenant HVAC/VRF system by January 1, 2020. Discretion given to Executive Director to negotiate and execute HVAC contract with a cap not to exceed \$121,000.00. The resources necessary for this project are the undesignated fund balance, where the replacement resources have been accumulated for this purpose. The motion passed unanimously (8-0 vote).**

- G. 2020 CSCMC Meeting Calendar (Verbal Discussion)

**No motion required.**

- H. 2019 CSCMC Committee Members (Verbal Discussion)

**No motion required.**

**Staff Reports:**

- A. The Executive Director/Staff Report was presented by David Heaton; Dave announced his election to Chair of the Board of the Florida Children's Council, an Association of Children's Services Councils.

Laura Haase discussed the Needs Assessment and time frame. Council Members and Community Providers will be receiving a Community Needs Survey via Survey Monkey and will be asked to complete. Based on the results of the survey, CSCMC will conduct focus groups with Community Providers, subject matter experts and program participants.

- C. Laura presented 2018-19 End of the Year Reports. There was Council discussion about the data that is included in the End-of-Year Reports. Staff will discuss necessary ways to present data at future Council Provider Presentations.
- B. The CSCMC Financial Reports were provided by Zackery Hackley. Unassigned Fund Balance as of 9/30/2019 is approximately \$2 million. Audit begins 2<sup>nd</sup> week in December. Need to find a strategic way to spend down unassigned fund balance. We are projecting net income to be approximately \$650,000.

Council voted again regarding correction to October 28, 2019 minutes.

**For Your Information:**

Council reviewed the information provided.

**Council Member Comments:**

As no further discussion took place, the meeting was adjourned by Joshua Ferraro (Chair) at 11:19 a.m.

---

Joshua Ferraro, Chair

---

David L. Heaton, Executive Director