

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

**Annual Meeting
Monday, January 27, 2020 10:00 a.m.**

MINUTES

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

Council Members Present: Joshua Ferraro (Chair)
James Campo (Vice-Chair)
Christia Li Roberts (Treasurer)
Sarah Heard
Laurel Hopper
William Tulko
Laurie Gaylord (arrived 10:10 am)
Glen Torcivia, Legal Counsel

Council Member Absent: Susan Burrows
Hon. Judge Steven J. Levin

Public Present: Samantha Suffich, Martin County Healthy Start Coalition, Inc.
Sarah Mahoney, Martin County Healthy Start Coalition, Inc.
Aubrey Campbell, Martin County Healthy Start Coalition, Inc.
Drew Gray, Father & Child Resource Center
Katie Knapfel, Big Brothers Big Sisters
Agnieszka Marshall, Tykes & Teens
DarMonique Butler, City of Stuart, Reach Up
Julie McHenry, City of Stuart
H. B. Barrett, Martin County Citizen
Colleen Phillips, 211 Helpline
Bob Zaccheo, Project Lift
Teresita Cruz, Boys & Girls Clubs of Martin County
Laura McBride, Florida Department of Health – Martin County
Jodie Knofsky, Boys & Girls Clubs of Martin County
David Vaina, Treasure Coast Food Bank
Kathy Derringer, Helping People Succeed
Katya Lysak, Martin County Parks & Recreation

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), Jody Bailey (Finance Manager) and Frances Kaleta (Finance Administrative Assistant).

A motion was made by Sarah Heard and seconded by Christia Li Roberts to adopt the agenda, as presented. The motion passed unanimously (6-0 vote).

A motion was made by Sarah Heard and seconded by Laurel Hopper to approve the minutes November 18, 2019, as presented. The motion passed unanimously (6-0 vote).

Council Organization:

A. Election of Officers

A motion was made by Sarah Heard and seconded by Christia Li Roberts to approve the slate of 2020 CSCMC Officers with Joshua Ferraro as Chair, James Campo as Vice-Chair, and Christia Li Roberts as Treasurer. The motion passed unanimously (6-0 vote).

B. 2020 CSCMC Committee Members

The Chair's 2020 CSCMC Committees list was reviewed by Council Members. Dave Heaton discussed the different opportunities with the CSCMC Committees.

No motion required.

**** Discussion amongst Council needing to add another check signer.**

A motion was made by James Campo and seconded by Christia Li Roberts to approve Joshua Ferraro, Chair, as the additional check signer. The motion passed unanimously (6-0 vote).

C. Annual Council Conflict of Interest Form

All CSCMC Council members were asked to give Conflict of Interest Forms to Christine Georges for public records.

No motion required.

Council Member Laurie Gaylord arrives at 10:10 a.m.

D. 2020 CSCMC Meeting Calendar

A motion was made by Laurel Hopper and seconded by William Tulko to approve the 2020 CSCMC Meeting Calendar. The motion passed unanimously (7-0 vote).

Public Comments and Introduction of Council Meeting Attendees:

No Public Comments were given.

All meeting participants introduced themselves.

New Business:

A. Martin County Healthy Start Coalition, Inc. – Healthy Start Services Budget Amendment Request

A motion was made by William Tulko and seconded by Laurie Gaylord to approve staff's recommendation for Budget Amendment request for Martin County Healthy Start Coalition, Inc. for the Healthy Start Services contract in the amount of \$22,174.52 to be effective February 1, 2020 through June 30, 2020.

The motion passed unanimously (7-0 vote).

B. CSCMC Program and Funding Policies – Proposed Revisions

A motion was made by Laurel Hopper and seconded by William Tulko to approve staff's recommendation for the proposed revisions to the CSCMC Program and Funding Policies document and the SAMIS CSCMC Chart of Accounts.

The motion passed unanimously (7-0 vote).

C. Program Lapse Funding

Zack Hackley discussed 2018-2019 Unexpended Funds \$133,003 as presented to Council. Any programs over 5%, with letters explaining the reasons for the unexpended funds.

No motion required.

D. 2020 Tenant Lease for Big Brothers Big Sisters of Palm Beach and Martin Counties

A motion was made by Sarah Heard and seconded by Laurel Hopper to approve staff's recommendation for the CSCMC Tenant Lease Renewal for Big Brothers Big Sisters of Palm Beach and Martin Counties to commence on January 1, 2020.

The motion passed unanimously (7-0 vote).

E. 2020 Tenant Lease for Sickle Cell Foundation of Palm Beach County & Treasure Coast, Inc.

A motion was made by Sarah Heard and seconded by Laurel Hopper to approve staff's recommendation for the CSCMC Tenant Lease Renewal for Sickle Cell Foundation of Palm Beach County & Treasure Coast, Inc. to commence on January 1, 2020.

The motion passed unanimously (7-0 vote).

F. 2020 Tenant Lease for The First Tee of the Treasure Coast

A motion was made by Sarah Heard and seconded by Laurel Hopper to approve staff's recommendation for the CSCMC Tenant Lease Renewal for The First Tee of the Treasure Coast to commence on January 1, 2020.

The motion passed unanimously (7-0 vote).

G. 2020 Tenant Lease for Treasure Coast Buddhist Cooperative, Inc.

A motion was made by Sarah Heard and seconded by Laurel Hopper to approve staff's recommendation for the CSCMC Tenant Lease Renewal for Treasure Coast Buddhist Cooperative to commence on January 1, 2020.

The motion passed unanimously (7-0 vote).

Staff Reports:

- A. The Executive Director/Staff Report was presented by Dave Heaton; Dave updated Council regarding the HVAC renovation.

Dave provided information on his trip to Tallahassee for the Legislative Delegation Group.

Laura introduced the Community Concerns Survey to Council.

James Campo requested an update for Martin Reads! Laura provided the update as requested.

Laura presented the End-of-Year Reports for the Partnership Contracts to Council.

- B. The CSCMC Financial Reports were provided by Zack Hackley. Discussed 5 accounts found on January 9, 2020 that were misclassified in our accounting software. Adjustments will be made on the January Financial Statements.

Council discussion on Audit letter and Council packet receiving this information in a timely fashion.

- C. Assigned Fund Balance Presentation

A motion was made by Sarah Heard and seconded by Christia Li Roberts to approve staff's recommendation for the assigned Fund Balance as of September 30, 2019, to reflect Building Maintenance Reserves in the amount of \$420,983.

James Campo voted nay. The motion passed (6-1 vote).

For Your Information:

Council reviewed the information provided.

Council Member Comments:

James Campo requested PRC/Executive Committee meeting.

As no further discussion existed, the meeting was adjourned by Joshua Ferraro (Chair) at 10:55 a.m.

Joshua Ferraro, Chair

David L. Heaton, Executive Director