

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

**Council Meeting
Monday, April 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)
Laurel Hopper
William Tulko
Susan Burrows (by phone)
Laurie Gaylord
Sarah Heard
Hon. Judge Steven J. Levin
Glen Torcivia, Attorney

Zoom instructions given by Jennifer Ahern, Manager of Outreach & Communications

Public Present: Public called into the zoom call to attend. Instructions guiding the public on how to participate in the call were provided on the CSCMC website as well as a mass email to providers and funders via Stephanie Macera. The public attendees were muted during the Council Meeting. The public was instructed to submit any public comments via email to cscmc@cscmc.org.

Sixty-six (66) members of the public participated.

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), Fran Kaleta, (Finance Administrative Assistant), Jennifer Carter (Fiscal Specialist), and Stephanie Macera (Executive Assistant, Program Support).

A motion was made by James Campo to modify the agenda to include discussion about the fund balance. The motion did not receive a second, so died.

A motion was made by Laurel Hopper and seconded by William Tulko to adopt the agenda, as presented. The motion passed unanimously (9-0 vote).

A motion was made by Laurel Hopper and seconded by Sarah Heard to approve the minutes of April 13, 2020, as presented. The motion passed unanimously (9-0 vote).

Public Comments and Introduction of Council Meeting Attendees:

All meeting participants were muted during this virtual public meeting and instructed to email any Public Comments to cscmc@cscmc.org.

Keith Fletcher, Boys & Girls Club of Martin County
Laura McBride, Florida Department of Health – Martin County
Samantha Suffich, Martin County Healthy Start Coalition, Inc.
Charles Winn, Martin County Citizen
H.B. Barrett, Martin County Tax Payers Association

New Business:

A. Approval of Funding for Repurposed Staff for Existing Contracts through June 30, 2020

A motion was made by William Tulko and seconded by Susan Burrows to approve staff recommendation to maintain current funding allocations to currently funded programs, whether operating at total or less than contractual levels, for all expenditures: salaries, benefits and other program expenses through June 30, 2020. The motion passed unanimously (9-0 vote).

- B. Coronavirus (COVID-19) Relief and Recovery Fund Applications Status
Approval to spend \$2,000 for the purchase of Personal Protective Equipment (PPE) and other necessary supplies through the COVID-19 Funders Collaborative for non-profit agencies to access.

A motion was made by James Campo and seconded by William Tulko to approve staff recommendation for funding in the amount of \$2,000 for the purchase of Personal Protective Equipment (PPE) and other needed products through the COVID-19 Relief and Recovery Fund. The \$2,000 will be paid to the Community Foundation of Martin-St.Lucie and the supplies will be ordered through Allegany Franciscan Ministries. CSCMC funds will be used from 2019-20 unexpended funds and fund balance. The motion passed unanimously (9-0 vote).

Laura Haase, presented discussion of applications for the COVID-19 Relief and Recovery Fund currently under consideration.

- C. Policy 1.1d Waiver (Taxing Authority) City of Stuart and Martin County Board of County Commissioners (MCBOCC)

A motion was made by James Campo and seconded by William Tulko to approve staff recommendation for a waiver to CSCMC Policy 1.1d of the current CSCMC Program and Funding Policies document that limits funding of the taxing authorities to two years, thereby permitting CSCMC funding for the 2020-21 contract year to the City of Stuart Community Services Department and to the Martin County Board of County Commissioners (MCBOCC). The motion passed unanimously (9-0 vote).

- D. Policy and Contract Waiver – Martin County Board of County Commissioners (MCBOCC) and Florida Department of Health – Martin County

A motion was made by Christia Li Roberts and seconded by Laurel Hopper to approve staff recommendation to modify the MCBOCC's contract language as presented by Christia Li Roberts, *and shall contain a provision that such coverages afforded under the policies shall not have any material change or be cancelled or allowed to expire until at least 30 days prior written notice has been given to the Children's Services Council of Martin County.* Must be presented to Martin County Attorney for approval prior to staff executing the change. For the modifications and waivers requested by Martin County Board of County Commissioners to CSCMC's policies, as stated in the current Program and Funding Policies document, and to CSCMC's standard contract terms for the 2020-21 contract year. The motion passed unanimously (9-0 vote).

A motion was made by Christia Li Roberts and seconded by Laurel Hopper to approve staff recommendation for the modifications and waivers requested by Florida Department of Health – Martin County to CSCMC’s policies, as stated in the current Program and Funding Policies document, and to CSCMC’s standard contract terms for the 2020-21 contract year. The motion passed unanimously (9-0 vote).

E. Staff Reports

NO ACTION TAKEN:. Zack Hackley discussed the financials ending March 31, 2020. Discussion on COVID-19 related chart of expenditures. Zack agreed to email March 2020 financials and balance sheets to Council Members William Tulko and James Campo.

Council Member Comments:

Josh Ferraro, Chair discussed perception issues of the TCPalm article regarding CSCMC. Building reserve \$421,000 that is set aside for unforeseen repair & replacement, general accounting practices, and not a wish list. We are prudently putting money aside. It might be irresponsible if we assume that property values and the economy at large, continue to rise. It is unnecessary to put a limit on a dollar amount to fund COVID-19 related issues. We have very prudently analysed and reviewed each and every request from providers. And asked questions to clarify those requests, and the numbers on those requests. We need to look at this as a long term strategy.

James Campo, Vice Chair started his discussion regarding the budget workshops back in August, roll back rate going back 8 months. Discussion about a reserves policy. Never got that from Dave. Needs to have a reserve policy. I am uncomfortable as a Board Member. We have had an Auditor’s letter that was given to us 50 days after CSC received this letter. Issues in the past with the Florida Commission on Ethics letter. I am uncomfortable as a Board Member. We haven’t had 2 months of financials. We haven’t put together these policies. Council has to do a better job at presenting this information to the public.

Laurie Gaylord, served over 40,000 meals breakfast & lunch, deployed 8,000, and tech support. There are a few students without a Wi-Fi hotspot. Providing a service over the summer to students who may have fallen behind and will need that assistance over the summer.

Bill Tulko, asked James Campo for plan for reserves under Sewell’s Point. Bill asked for a copy to be shared with him. And if it can be sent to Dave & Zack. Discussed how the fund balance was broken down into pieces after that budget workshop. \$421,000 future repairs; 3 months of expenses. Bill also discussed a couple of years ago, projections done 5 or 10 years for the reserve; property values calculations, bullet train, projected numbers were going into the negative. School nurses and dental programs were pulled out of this fund.

Judge Levin, essential court hearings and juvenile drug court is now up and going, by zoom.

Christia LI Roberts, thank all the organizations for all that they are doing, service for the children of Martin County. We are here to support them. Council does need to talk about the Stuart News article. Li states that she was never contacted by the press. When Council Members respond individually to the press, info gets muddled. Article does not give complete picture. Li has asked for better communication by Council Members, if someone is contacted by the press.

Dave Heaton gave an update on the HVAC renovation on the Tenant side of the building. The building will be closed to the public during the month of May. CSCMC's next Council Meeting is scheduled for Monday, May 18, 2020 at 10:00 a.m.

As no further discussion existed, the meeting was adjourned by Joshua Ferraro (Chair) at 11:58 a.m.

Joshua Ferraro, Chair

David L. Heaton, Executive Director