

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Council Meeting
Monday, November 16, 2020 10:00 a.m.

MINUTES

Having a quorum, Joshua Ferraro (Chair) called the meeting to order at 10:16 a.m. and took roll.

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

Council Members Absent: N/A

Council Members In Person: Joshua Ferraro (Chair)
James Campo (Vice-Chair)
Christia Li Roberts (Treasurer)
William Tulko
Sarah Heard
Susan Burrows

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

Public Present: Public joined/called into the zoom meeting to attend. Instructions guiding the public on how to participate during the virtual zoom meeting 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.

Forty-eight (48) members 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), Frances Kaleta (Finance Administrative Assistant), Cara Good (Contract Specialist), Danyella Lustosa (Administrative Assistant/Receptionist), Stephanie Macera (Executive Assistant, Program Support), Jennifer Carter (Fiscal Specialist), and Sarah Ciampi (Intern).

Legal Counsel for Children's Services Council of Martin County, Glen J. Torcivia, discussed the Florida Statute regarding quorum must be physically present.

A motion was made by James Campo and seconded by William Tulko that good cause exists for non-quorum Council Members to appear by zoom, as presented by Council Chair Josh Ferraro, for the purposes of this meeting. The motion passed unanimously (9-0 vote).

A motion was made by James Campo and seconded by Susan Burrows to adopt the agenda, as presented. The motion passed unanimously (9-0 vote).

A motion was made by James Campo and seconded by Susan Burrows to approve the minutes of September 24, 2020 and November 5, 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.

No Public Comments

New Business:

- A. 2020-2021 Partnership Funding Recommendation for the Hibiscus Children's Center, Shelter Literacy Program

A motion was made by Sarah Heard and seconded by James Campo to approve staff's recommendation for the funding of \$25,000 in Partnership Funding for the Hibiscus Children's Center, Shelter Literacy Program. CSCMC funds will be used from 2020-2021 Program Reserve funds. The motion passed unanimously (9-0 vote).

New Business Continued:

- B. 2020-2021 Match Funding Recommendation for QuitDoc Foundation, Tobacco Prevention Program

A motion was made by Sarah Heard and seconded by Susan Burrows to approve staff's recommendation for the funding in the amount of \$11,786 toward the QuitDoc Foundation to be utilized to meet the requirement for a 7% local match from their primary funder and continue to coordinate tobacco prevention efforts with youth in Martin County. CSCMC funds will be used from 2020-2021 Program Reserve funds. The motion passed unanimously (9-0 vote).

- C. Budget Transfer #20-001 for Fiscal Year Ending 2020

Presented by Zack Hackley, Director of Finance

A motion was made by James Campo and seconded by Sarah Heard to approve staff's recommendation for approval of the Budget Transfer #20-001 for Fiscal Year ending September 30, 2020 requesting adjustments to expenditure line items where actual expenses were more than budgeted, as presented. The motion passed unanimously (9-0 vote).

- D. New Accounting Software - Upgrade

A motion was made by Sarah Heard and seconded by William Tulko to approve the upgrade of accounting software to MIP Fund Accounting. The motion passed unanimously (9-0 vote).

- E. 2021 CSCMC Meeting Calendar (Verbal Discussion)

Discussion about moving Council meeting time to 2:00 p.m. on Mondays in lieu of 10:00 a.m.

No motion required.

- F. 2020 CSCMC Committee Members (Verbal Discussion re: 2021)

No motion required.

Staff Reports:

A. The CSCMC Financial Reports ending September 30, 2020 were provided by Zack Hackley.

David Heaton announced Superintendent Laurie Gaylord's retirement and presented an award to Superintendent Gaylord from Staff. Additionally, Mr. Heaton announced Laurel Hopper's retirement and presented an award from Staff.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

Council Member Laurel Hopper discussed stating for the record which Council Members were in person.

As no further discussion existed, the meeting was adjourned by Joshua Ferraro (Chair) at 11:02 a.m.

Joshua Ferraro, Chair

David L. Heaton, Executive Director