



CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY
Annual Meeting
Monday, January 25, 2021, 10:00 a.m.

AGENDA

- I. Call to Order**
 - A. Roll Call
 - B. Invocation
 - C. Pledge of Allegiance
- II. Adoption of Agenda**
 - A. Additions/Deletions/Substitutions
 - B. Adoption
- III. Approval of Minutes**
December 14, 2020
- IV. Council Organization**
 - A. Election of Officers (Verbal Discussion)
 - B. 2021 CSCMC Committee Members (Verbal Discussion)
 - C. Annual Council Conflict of Interest Memo and Form
 - D. 2021 CSCMC Meeting Calendar
- V. Public Comments and Introduction of Council Meeting Attendees**
- VI. New Business**
 - A. 2021-2026 Strategic Plan of Children's Services Council of Martin County
 - B. Scope of Work Agreement with the University of South Florida Training & Technical Assistance Center for the HIPPOY Program
 - C. 2019-2020 Unexpended Funds
 - D. CSCMC Employee Manual
- VII. Staff Reports**
 - A. Financial Reports
- VIII. For Your Information (No Action Required)**
 - A. January 2021 LEADERShip Alumni Newsletter – Volunteers Help Distribute Food (CSCMC Staff Volunteer each year for the United Way of Martin County Holiday Project)
- IX. Council Member Comments**

Next Scheduled CSCMC Meeting:

February 22, 2021, 10:00 a.m.

CSCMC Community Room
101 S.E. Central Parkway, Stuart, FL 34994-5905
772-288-5758 (Phone); 772-288-5799 (Fax); www.cscmc.org (Website)

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

Regular Council Meeting
Monday, December 14, 2020 10:00 a.m.

MINUTES

Having a quorum, Joshua Ferraro (Chair) called the meeting to order at 10:03 a.m. and took roll.

Council Members Present: Joshua Ferraro (Chair)
James Campo (Vice-Chair)
Christia Li Roberts (Treasurer)
William Tulko
Susan Burrows
Robert "Bob" McPartlan
Dr. John D. Millay

Council Members Absent: Sarah Heard
Hon. Judge Steven J. Levin

Public Present: N/A

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

David Heaton, Executive Director, introduced two new Council Members to the CSCMC Council. Robert "Bob" McPartlan representing the Department of Children & Families, and also introduced is the new Martin County School District's Superintendent Dr. John D. Millay. All current CSCMC Council Members introduced themselves to the two new Council Members.

A motion was made by James Campo and seconded by Susan Burrows to adopt the agenda, as presented. The motion passed unanimously (7-0 vote).

A motion was made by James Campo and seconded by Susan Burrows to approve the minutes of November 16, 2020, as presented. The motion passed unanimously (7-0 vote).

Public Comments and Introduction of Council Meeting Attendees:

No Public Comments

New Business:

A. Martin READS! – Budget Transfer

A motion was made by James Campo and seconded by William Tulko to approve staff's recommendation for the transfer of \$300,000 from program reserve to the Martin READS! Future Literacy Program line item in the 2020-2021 Budget. The motion passed unanimously (7-0 vote).

B. Project L.I.F.T. – Request for CSCMC Funds in the amount of \$35,000 for COVID-19 Relief and Recovery Fund Application

A motion was made by Christia Li Roberts and seconded by William Tulko to approve staff's recommendation for the funding in the amount of \$35,000 toward the *Coronavirus COVID-19 Relief and Recovery Fund Application* by Project L.I.F.T. to be utilized to support the increased expense of serving up to 140 more participants over the next 90 days. CSCMC funds will be used from fund balance. The motion passed unanimously (7-0 vote).

C. 2020 CSCMC Meeting Calendar

A motion was made by Christia Li Roberts and seconded by Robert "Bob" McPartlan to approve the 2021 CSCMC Meeting Calendar for 10:00 a.m., as presented. The motion passed unanimously (7-0 vote).

D. 2020 CSCMC Committee Members and Check Signers (Verbal Discussion)

Discussion about CSCMC Committees for 2021 and the three Check Signers for 2021 are Christia Li Roberts, Josh Ferraro and Susan Burrows.

No motion required.

Staff Reports:

- A. Discussion on the 2019-2020 End-of-Year Program Performance Reports. The Council heard from Council Treasurer, Christia Li Roberts presenting an explanation of the End-of-Year Program Performance Reports.
- B. David Heaton announced Council Member William Tulko's resignation from CSCMC Council and presented an award to Mr. Tulko from Staff.

Superintendent Dr. John D. Millay left at 10:59 a.m.

For Your Information:

David Heaton discussed the Auditor's Communication Letter (SAS114). The Council also heard from the Director of Finance, Zack Hackley.

Council Member Comments:

As no further discussion existed, the meeting was adjourned by Joshua Ferraro (Chair) at 11:05 a.m.

Joshua Ferraro, Chair

David L. Heaton, Executive Director

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Memorandum

Date: January 19, 2021

To: CSCMC Council Members

From: Christine Georges, Administrative Services Manager

Re: Annual Council Members' Conflict of Interest Reporting

Attached is the CSCMC Conflict of Interest Form, as required by the Florida Commission on Ethics. It was recommended by CSCMC Legal Counsel that all Council Members complete this form annually for the public record.

Please return your completed form to me for the public records file.

Thank you!



Conflict of Interest Form

I, _____ (printed name), as a voting member of the Children's Services Council of Martin County and in keeping with the intent and purpose of Sections 112.311, 112.313, and 112.3143 of Florida Statutes, concerning conflict/possible conflict of interest, do hereby provide the following information as to agency(ies), organizations(s), association(s), and/or any other profit or non-profit organization(s) with which I am now affiliated, either as an employer, employee, board member, volunteer, or active participant, which said agency(ies), organizations(s), association(s), and/or any other profit or non-profit organization(s) may appear before the Children's Services Council of Martin County for the purpose of soliciting funds to either initiate or continue a program/project identified by the Children's Service Council of Martin County as a need.

1. Agency(ies), organizations(s), association(s), and/or any other profit or non-profit organization(s) from which my spouse, children, and/or I derive any special private gain:

2. Agency(ies), organizations(s), association(s), and/or any other profit or non-profit organization(s) from which my spouse, children, and/or I are a member, board member, volunteer, or active participant in any way:

This list is provided as information only and is not intended to replace Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers. Upon such point in time as a potential conflict of interest may arise, I will follow the guidelines as outlined in Form 8B, complete the form, and file it in the office of the Children's Services Council of Martin County for public perusal.

 Council Member's Signature
 Children's Services Council of Martin County

 Date

2021 Children's Services Council of Martin County (CSCMC) Meeting Calendar

NOTE: Regular Meetings are held every **4th Monday** of the month at 10:00 a.m., unless otherwise noted in red, in the Children's Services Council's Community Room, located at 101 S.E. Central Parkway in Stuart.

January	25	10:00 a.m.	Annual Meeting of the Children's Services Council of Martin County (2021 Election of Officers)
February	22	10:00 a.m.	Regular Monthly Meeting
March	22	10:00 a.m.	Regular Monthly Meeting
April	26	10:00 a.m.	Regular Monthly Meeting
May	24	10:00 a.m.	Regular Monthly Meeting (Memorial Day on May 31)
June	28*	10:00 a.m.	Regular Monthly Meeting/ Budget Discussion
July	26	10:00 a.m.	Regular Monthly Meeting
August	23**	10:00 a.m.	Regular Monthly Meeting
September	13	5:10 p.m.	First Public Hearing, TENTATIVE (pending School Board, Martin County, and City of Stuart's hearing's date/time)
September	27***	5:10 p.m.	Final Public Hearing, TENTATIVE, followed by Regular Monthly Meeting, (pending School Board, Martin County, and City of Stuart's hearing's date/time)
October	25	10:00 a.m.	Regular Monthly Meeting
November	15	10:00 a.m.	Regular Monthly Meeting 3rd Monday (Thanksgiving week Nov 21-27)
December			No meeting for December
January	24, 2022	10:00 a.m.	Annual Meeting

REVISED 11/10/2020

Approved 12/14/2020

* Draft budget adopted.

** Proposed budget adopted and CSCMC Performance Review Committee reports on the evaluation of the Executive Director.



*** Final budget/millage rate adopted.

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Memorandum

Date: January 25, 2021

To: Children's Services Council

From: Laura Haase, Director of Program Operations 
Chanda Narkiewicz, Manager of Planning, Evaluation and Community
Development 

Re: 2021-2026 Strategic Plan of Children's Services Council of Martin County

A copy of the proposed 2021-2026 Strategic Plan of the Children's Services Council of Martin County (CSCMC) is attached for review.

The Strategic Plan includes an overview of the 'needs assessment' process comprised of staff workgroups, focus groups, selected interviews, community-wide surveying, SWOT analysis and compilation of local data, etc. These activities included the Strategic Planning Workshop of the Children's Services Council, held in November of 2020, culminating in the identification of funding priority areas, areas of impact and potential strategic investments.

The proposed 2021-2026 Strategic Plan of the Children's Services Council of Martin County is a foundational document that will guide future opportunities to support the CSCMC mission to enhance the lives of the children of Martin County and enable them to attain their full potential.

Staff Recommendation: To approve the proposed 2021-2026 Strategic Plan of Children's Services Council of Martin County.

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Memorandum

Date: January 19, 2021

To: Children's Services Council of Martin County

From: Laura Haase, Director of Program Operations
Nicole King, Contract Specialist
Chanda Narkiewicz, Manager of Planning, Evaluation & Community Development

Re: Approval of Scope of Work Agreement with the FL HIPPIY Training & Technical Assistance Center (T&TAC) located at University of South Florida

Staff is requesting the approval of the Scope of Work Agreement with FL HIPPIY T&TAC to establish a HIPPIY (Home Instruction for Parents of Preschool Youngsters) Program in Martin County. The HIPPIY program is an evidence-based, parental involvement program that partners with parents to prepare their 2- to 5-year-old children for school success. The specific goals of the HIPPIY Program are to 1) empower parents to view themselves as the primary educator; 2) create an educational environment in the home that encourages literacy; 3) stimulate cognitive development of the child; and 4) improve the interaction between parents and children.


Priority will be given to families who fall under the 200% Federal Poverty Level and reside in the Title 1 school zones with lower-than-average Kindergarten Readiness Rates in Martin County during the 2019-20SY.

In order to establish a HIPPIY Program in Martin County the following will take place:

- Work with USF & CSCMC to identify a local provider who will act as the USF subcontracting agency for the HIPPIY Program.
- Work with CSCMC and the identified provider to select, hire, and train one program coordinator and three home visitors.
- Provide guidance to the program coordinator in obtaining the needed tools, technology, assessments, curriculum for their work, and carrying out necessary measurement protocol.
- Provide guidance to the program coordinator in staff training, data collection, and programmatic protocols.
- Provide guidance to program coordinator in developing strategies for recruiting families, community partnerships, and advisory committee members.

Staff Recommendation: To approve the of Scope of Work Agreement with the FL HIPPIY Training & Technical Assistance Center (T&TAC) located at University of South Florida up to \$275,000 through September 30, 2021.

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Date: January 22, 2021
To: Children's Services Council
From: Zackery Hackley 
Re: 2019-2020 Unexpended Funds **\$369,691**

For the year 2019-2020 there were 6 agencies contacted for an explanation for lapsed funds that were allocated and not fully expended. It has been our practice to contact the programs where the lapsed amount was 5% or more than awarded.

Boy & Girls Clubs (High Yield Learning)	\$217,058
CareerSource Research Coast (Summer of Success)	\$ 14,539
City of Stuart Parks & Recreation) (East Stuart Youth Initiative)	\$ 49,191
Early Learning Coalition, IRMO (Bridge to Continuity)	\$ 23,740
(Match Funds)	\$ 49,744
Hobe Sound Early Learning Ctr. (Hobe Sound ELC)	\$ 6,419
YMCA of the Treasure Coast	\$ 9,000

Copies of our request and the explanations received from the funded programs are provided for your information.

Att:

ZH:fk



Founders

Hays Clark †
Co-Founder
Margaret Cole
Co-Founder

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William F. Whitman, Jr.
Immediate Past Chair
James Riepe
Vice Chair, Treasurer
John R. Reese
Vice Chair
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Kate Nielsen
Kathy Parsons
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Frederick C. Witsell, Jr.

Emeritus Member

Richard Sands

Executive Staff

Keith G. Fletcher
President & CEO

† Deceased

December 9, 2020

Mr. Zachery Hackley, Director of Finance
Children's Services Council of Martin County
101 SE Central Parkway
Stuart, FL 34994-5904

Re: 2019-2020 "High Yield Learning" Program
Unexpended Funds - \$217,058

Dear Mr. Hackley:

\$4,268.31 Regular Contract - Remaining on the Tykes & Teens contract. Due to COVID-19, we closed all Club location in March 2020. This prevented Tykes & Teens from visiting the Clubs and working with staff and youth. They did conduct a few remote trainings utilizing Zoom but not to the frequency we would have originally requested.

\$194,126.23 Extended Contract - Remaining for Summer Program staffing. We did not exceed the CDC recommended ratios in Hobe Sound, Port Salerno and Indiantown so we did not need to hire additional staffing to comply with CDC guidelines.

\$18,663 Extended Contract - Remaining for Summer Supplies & equipment. We did not exceed the CDC recommended ratios in Hobe Sound, Port Salerno and Indiantown and did not need the additional equipment and supplies.

Please let us know if you need additional information.

Regards,

Keith "Fletch" Fletcher, CEO





Founders

Hays Clark †
Co-Founder
Margaret Cole
Co-Founder

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December 9, 2020

Mr. Zachery Hackley, Director of Finance
Children's Services Council of Martin County
101 SE Central Parkway
Stuart, FL 34994-5904

Re: 2019-2020 "High Yield Learning" Program
Unexpended Funds - \$217,058

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Please let us know if you need additional information.

Regards,

Keith "Fletch" Fletcher, CEO





Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Mr. Keith Fletcher, President, CEO
Boys and Girls Clubs
PO Box 910
Hobe Sound, FL 33475

Re: 2019-2020 **"High Yield Learning"** Program
Unexpended Funds - **\$217,058**

Dear Mr. Fletcher:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc: Heidi Soares

ZH:fk

January 8, 2021

Mr. Zackery Hackley
Director of Finance
Children's Services Council of Martin County
101 SE Central Parkway
Stuart, FL 34994-5905

Re: 2019-2020 "Summer of Success" Program Unexpended Funds - \$14,539

Dear Mr. Hackley:

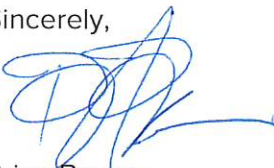
Thank you to the Children's Services Council of Martin County for your continued support of our Summer of Success program. We are responding to your inquiry regarding the unexpended funds from 2019-2020 in the amount of \$14,539.

The 2019-2020 year was the first year of funding for Summer of Success from the Children's Services Council of Martin County. Because those funds were not available until July 1, 2019, we shortened our paid summer internships for that year to four weeks instead of our traditional six weeks. This was necessary to complete the students' internships prior to the start of the 2019-2020 school year. The remaining budget of \$14,539 would have been used for the following summer (2020) to start students earlier in the summer (prior to the July 1, 2020 dispersal of the next year's funds) and allow for a six-week internship. Unfortunately, due to Covid-19, we were forced to cancel Summer of Success in 2020, so those funds were not expended.

If possible, we ask that we may be able to retain those funds to utilize for Summer, 2021, prior to July 1. The July 1 funding dispersal makes it difficult to complete a full summer program without carryover from the prior funding year.

Thank you. Please let me know if you have any questions or concerns.

Sincerely,



Brian Bauer
President/CEO

RECEIVED
JAN 13 2021
CSCMC



Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Mr. Brian Bauer
President/Chief Executive Officer
CareerSource Research Coast
584 NW University Blvd., Suite 300
Port St. Lucie, FL 34986

Re: 2019-2020 **"Summer of Success"** Program
Unexpended Funds - **\$14,539**

Dear Mr. Bauer:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc. Lisa Delligatti, Chief Financial Officer

ZH:fk



Jim Chrulski | Director
Community Services Department
121 SW Flagler Ave. Stuart FL 34994
Phone: 772.288.5383

January 4, 2021

Mr. Zackery Hackley
Director of Finance
Children's Services Council Martin County
101 SE Central Parkway
Stuart, FL 34994

Re: 2019-2020 East Stuart Youth Initiative Program
Unexpended Funds- \$49,191

Dear Mr. Hackley,

This is a letter of explanation for the unexpended funds from the City of Stuart's East Stuart Youth Initiative (ESYI) Program during FY 2019-2020.

Response:

Regular Salaries and Wages: There was **\$24,943.81** in unexpended funds in salaries and wages due to two factors: Over forecasting Recreation Leader hours and COVID-19.

-Over Forecasting and Budgeting for Salaries of Recreation Leaders: At the beginning of the fiscal year, 34 hours a week was budgeted for each Recreation Leader; however, throughout the year it was identified that part-time staff could not go over the 30-hour threshold. Thus, hours were decreased to maintain an average of 25-28 hours per week, which is a decrease of approximately 6 hours per week per staff during most of the fiscal year. As an example, 8 Recreation Leaders X \$13.55 per hour X 6 decreased hours per week X approximate 30 weeks= \$19,512.00

-COVID-19: Due to COVID-19, the ESYI program closed its doors to youth for approximately two months. Though we were fortunate enough to have continued to receive funding from CSCMC, staff hours were decreased not to exceed 25 hours a week and resulted in another decrease of approximately 3 hours per week per staff for approximately 8 weeks. Hours were decreased because the primary role of a Recreation Leader is to run youth groups, and as there were no youth onsite for those 2 months, staff were repurposed as best as possible.

Rectification: Salaries for FY 20-21 were budgeted at 28-30 hours a week which will decrease and eliminate future unexpended funds.

Response:

Office Supplies: There was **\$17.97** in unexpended funds in office supplies. This amount does not need an explanation due to being lower than 5% of the initial requested amount.



Jim Chrulski | Director
Community Services Department
121 SW Flagler Ave. Stuart Fl. 34994
Phone: 772.288.5383

Response:

Other/Contract: There was **\$11,651.36** in unexpended funds in other/contract due to two factors: Program closures and the inability to participate in the budgeted end-of-year (EOY) field trips.

-Due to COVID-19, the ESYI program closed its doors to youth for approximately two months. During this time, the sub-contractors that serve the program were not able to hold their groups. We have seven sub-contractors that come weekly/bi-weekly and are paid at a range of \$55.00-\$100.00 per session. The inability of allowing them to continue their sessions left a large amount of unexpended funds.

- The ESYI program budgeted funds for youth to take a behavior-based EOY field trip. A large portion of the funds would have covered the expense of 2-3 charter buses. Due to COVID-19, the ESYI program youth were not allowed to attend any field trips.

Rectification: Equivalent funds were budgeted for in FY 20-21. Currently, our sub-contractors host sessions without any issues. We are also looking into behavior-based field trips that can be attended with small groups and follow CDC guidelines.

Response:

Program Supplies: There was **\$5,347.52** in unexpended funds due to program closures and the inability to take budgeted EOY field trips.

- Due to being closed for approximately 2 months, there were unexpended funds of program supplies during the months of March and April.

- The ESYI program budgeted funds for youth to take a behavior-based EOY field trip. A large portion of the funds would have covered the admission costs of 50-70 program youth. Due to COVID-19, the ESYI program youth were not allowed to attend any field trips.

Rectification: The ESYI program has successfully reopened, thus we anticipate the standard spending of program supply dollars in FY 20-21. We are also looking into behavior-based field trips that can be attended with small groups and follow CDC guidelines.

Response:

COVID-19 Salaries & Fringe: There was **\$2,346.91** in unexpended funds due to program closures and staff remaining out of work due to COVID-19 issues.

-During the summer program, the 10th Street Community Center site had to end programming for two different groups of youth due to contacts with others who tested positive for COVID-19. The site also had to close programming two weeks earlier than anticipated due to staff testing positive. As a result of the closures and staff remaining out of work, the grant dollars were not spent.

Rectification: If this same issue were to arise in the future, there would be a decreased amount of dollars requested in anticipation of the numerous closures and callouts.



City of Stuart

Jim Chrulski | Director
Community Services Department
121 SW Flagler Ave. Stuart Fl. 34994
Phone: 772.288.5383

Response:

COVID-19 Supplies & Operating Expenses: There was \$4,883.35 in unexpended funds due to over-budgeting for COVID-19 supplies and cleaning. The actual amount needed for cleaning and sanitation was lower than the initial expectation. This was due to program closures and accepting a company with a considerably lower bid for cleaning services.

Rectification: If this same issue were to arise in the future, there would be a decreased amount of dollars requested as the cost for supplies and cleaning would be available.

Should you have any questions, please do not hesitate to contact Julie McHenry, Division Manager at 772-288-5334 or jmchenry@ci.stuart.fl.us.

Sincerely,

Jim Chrulski
Community Services Director



Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Mr. Jim Chrulski
Community Services Director
City of Stuart Parks and Recreation
121 SW Flagler Avenue
Stuart, FL 34994

Re: 2019-2020 "East Stuart Youth Initiative" Program
Unexpended Funds - **\$49,191**

Dear Mr. Chrulski:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc. Judy Browning

ZH:fk

Leigh Giunta, Chair
Missi Campbell
Lisa Chitty
Barbara Clowdus
Donna Doubleday
Linda Halpin
Miranda Hawker
Jody Hays
Franklin Johnson
Pat McCoy
Richard Reilly
Donna Rivett
Gerald T. Roden
Nivea Torres
Carolann Wegener-Vitani
Bill West
Joy Yates

Chief Executive Officer
Marsha B. Powers

Proudly Supported By:



Children's
Services Council
of Martin County

Children's Services
Council of
Okeechobee County



United Way of Lee,
Hendry, Glades &
Okeechobee County

Board of
Commissioners
Martin County



Children's Services
Advisory Committee of
Indian River County

December 7, 2020

Mr. Zack Hackley
Children's Services Council of Martin County
101 SE Central Parkway
Stuart, FL 34994

Dear Mr. Hackley:

In response to your letter dated November 20, 2020, but received by our office on December 7, 2020, the following are the reasons the 2019-20 grants funds referenced below were not expended:

2019-20 "Bridge to Continuity" Program – Unexpended Funds \$23,740

As a result of COVID-19, the Department of Education issued an Executive Order which suspended all redeterminations and added "job search" as a purpose for care. This grant would typically temporarily fund a family that needed extra time to complete a redetermination. In addition, this CSCMC funded grant specifically provides support to families that meet all other eligibility requirements except the work requirement. This grant would have funded up to 90 days of child care while looking for work. Due to the Executive Order, the funding from CSCMC was not needed this year.

2019-20 "ELC Match" Program – Unexpended Funds \$49,744

We spent up to the maximum amount that we received in matching funds from the state. Because there are limited matching funds available statewide, we were not awarded the full amount in matching funds by the state that the CSCMC awarded us.

Please let me know if you have any questions or need additional information.

Sincerely,

Marsha B. Powers
Chief Executive Officer

MBP/lt





Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Ms. Marsha Powers, CEO
Early Learning Coalition of
Indian River, Martin & Okeechobee Counties, Inc.
10 SE Central Parkway, Suite 200
Stuart, FL 34994

Re: 2019-2020 **"Bridge to Continuity"** Program
Unexpended Funds - **\$23,740**

2019-2020 **"ELC Match"** Program
Unexpended Funds - **\$49,744**

Dear Ms. Powers:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc. Sean Lewis

ZH:fk



HobeSoundEarlyLearningCenter
Foundations For A Brighter Future

December 8, 2020

Children's Services Council
101 SE Central Parkway
Stuart, FL 34994

Dear Mr. Hackley,

The Hobe Sound Early Learning Center has a total of \$6,419 of unexpended funds for the year 2019-2020. The explanation for these unused funds is directly related to the current pandemic that the country is experiencing. We had to close our operation for eight weeks and have been dealing with lower enrollments due to parent concerns for their child's safety.

Thank you for the opportunity to help our families work through such difficult times and we hope we can continue this partnership in the coming years.

Warmest regards,

Mary T King



Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Ms. Mary King, Director
Hobe Sound Child Care, Inc.
11580 SE Gomez Avenue
Hobe Sound, FL 33455

Re: 2019-2020 "Hobe Sound Early Learning Center" Program
Unexpended Funds - **\$6,419**

Dear Ms. King:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc: Kathy Cagni

ZH:fk



YMCA of the Treasure Coast
1700 SE Monterey Road, Stuart, FL 34996

December 15, 2020

Mr. Zackery Hackley, CFO
Children's Services Council of Martin County
101 SE Central Parkway
Stuart, FL 34994

Re: Unexpended SPLASH Funds, 2020

Dear Mr. Hackley,

As a result of Covid-19, we experienced a significant decrease in the number of swim lessons that we were able to deliver over the Summer of 2020. We began to re-introduce swimming lessons in mid-June of 2020 but still found enrollment and participation to be low. We worked hard to fit in as many sessions as possible before the end of the grant cycle (Sept 2020), but were only able to service a total of 50 participants during this time period, equaling our \$2,500 reimbursement.

Please let me know if you have any further questions.

Thank you,

Charlene M. Lyons

President/CEO
YMCA of the Treasure Coast
(772) 286-4444 x 235



Council Members

Chair

Joshua D. Ferraro

Vice-Chair

James W. Campo

Treasurer

Christia Li Roberts

Laurel Hopper

Laurie Gaylord

Sarah Heard

Susan D. Burrows

Hon. Judge Steven J. Levin

William Tulko

Executive Director

David L. Heaton

November 20, 2020

Ms. Charlene M. Lyons, SHRM-CP
Interim President/CEO
YMCA of the Treasure Coast, Florida, Inc.
1700 SE Monterey Road
Stuart, FL 34996

Re: 2019-2020 **"SPLASH"** Program
Unexpended Funds - **\$9,000**

Dear Ms. Lyons:

In preparation for our year-end report to the Council, we are requesting a written explanation on the agency letterhead the reason for the unexpended funds listed above for the year 2019-2020.

The information you provide will assist us in planning for our next funding cycle. Thank you for your prompt response to this request.

Zackery Hackley
Director of Finance

cc: Elisha Stoecklin
Robert Griggs

ZH:fk

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

Date: January 25, 2021
To: CSCMC Council Members
From: David L. Heaton, Executive Director
Christine H. Georges, Administrative Services Manager
Re: Draft Update of the CSCMC Employee Handbook

Council staff, under the leadership of Christine Georges have updated the CSCMC Employee Handbook. This document was last updated in 2016. The update was necessary due to changes in the Employee Evaluation process and system, changes to Federal Fair Labor Standards and necessary modifications to a myriad of topics designed to bring the document up to date when compared to similar documents in place at other CSC's.

After thorough review by the management team the document was also reviewed for legal sufficiency by the Council Legal team. Below are the highlights of the updates to the Employee Handbook for quick reference.

1. Added-Core Values; coinciding with the modified Employee Evaluation which includes Core Values – *Pages 3-4*
2. Added-Statement of Employee Responsibility – *Pages 8-9*
3. Added-Tuition Reimbursement Policy. – *Pages 35-39*
4. Added-Public Records Request Policy & Records Management Policy to coincide with these new policies in 2020. – *Pages 16-17*
5. Added-Access to CSCMC IT Equipment Security Policy & enable Working Remotely due to COVID-19 – *Page 23, Pages 30-31*
6. Updated-FLSA; Employee Classifications; Exempt and Non-Exempt – *Pages 11-13*
7. Added-Honesty Policy – *Page 16*
8. Added-Code of Conduct – *Pages 27-28*
9. Added-Accommodation for Nursing Mothers – *Page 32*
10. Added-Maternity/Paternity Leave Policy – *Page 46-47*
11. Added-Staff Recognition – *Page 34*
12. Added-Merit Policy updated & expanded – *Page 55-56*
13. Deleted-FMLA; due to the number of Staff – *Page 46*
14. Change-HR related Leave-Time now on Fiscal Calendar 10/1/21 to 09/30/21- *Pages 40-42*

Staff Recommendation: Staff recommends Council approval of the proposed draft of the 2021 CSCMC Employee Handbook.

Children's Services Council of MC

Balance Sheet

As of

12/31/2020

ASSETS**Cash and Investments**

Cash	\$8,568,299.76
Petty Cash	199.98
Investments SBA	<u>5,105,649.10</u>
Total Cash and Investments	13,674,148.84

Prepaid Expenses

Prepaid Expenses	<u>29,541.50</u>
Total Prepaid Expenses	29,541.50

Accounts Receivable

Total Assets	<u>13,703,690.34</u>
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LIABILITIES**Liabilities and Fund Equity**

Accounts Payable	7,991.25
Grants Payable	427,080.11
Deferred Revenue	1,829.00
Employee Insurance Payable	6,884.47
ED Car Allowance Payable	205.00
Colonial Deduction	<u>369.76</u>
Total Liabilities	444,359.59

Fund Balances

Fund Balance-Non-Spendable	12,000.84
Fund Balance-Assigned	
Grants Carry-over	4,797,705.00
Maintenance Reserve	337,586.00
Future Program Services Expansion	350,000.00
Fiscal Stabilization Reserve	314,486.00
Operating Cash Reserve	363,523.00
Fund Balance-Unassigned	1,556,429.43
Net Profit / Loss	<u>5,527,600.48</u>
Total Fund Equity	13,259,330.75

Total Liabilities and Fund Equity	<u>13,703,690.34</u>
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Statement of Revenue and Expenditures
For the Three Months Ending Thursday, December 31, 2020

	<u>Budget</u>	<u>Current Period</u>	<u>Year to Date</u>	<u>% YTD</u>	<u>Budget Balance</u>	<u>% Balance</u>
REVENUES						
Ad Valorem Taxes-Current	\$8,328,227.00	\$5,792,954.06	\$7,075,238.65	84.95%	\$1,252,988.35	15.05%
Total Taxes	8,328,227.00	5,792,954.06	7,075,238.65	84.95%	1,252,988.35	15.05%
Interest Revenue						
Interest - Seacoast National Bank	40,000.00	174.90	290.21	0.73%	39,709.79	99.27%
Interest - SBA	80,000.00	770.77	2,983.97	3.73%	77,016.03	96.27%
Interest - Tax Collector	1,500.00	0.00	0.00	0.00%	1,500.00	100.00%
Total Interest	121,500.00	945.67	3,274.18	2.69%	118,225.82	97.31%
Grant and Other Revenue						
Intergovt Admin Fees	33,000.00	0.00	0.00	0.00%	33,000.00	100.00%
Donations from Private Sources	0.00	0.00	0.00	0.00%	0.00	0.00%
Miscellaneous Income	0.00	0.00	0.00	0.00%	0.00	0.00%
Rental Income	20,000.00	2,671.91	9,113.13	45.57%	10,886.87	54.43%
Total Grant and Other Revenue	53,000.00	2,671.91	9,113.13	17.19%	43,886.87	82.81%
Total Operating Revenue	8,502,727.00	5,796,571.64	7,087,625.96	83.36%	1,415,101.04	16.64%
Capital						
Interfund Transfer/Capital	20,000.00	0.00	0.00	0.00%	20,000.00	100.00%
Total Operating & Capital Revenue	8,522,727.00	5,796,571.64	7,087,625.96	83.16%	1,435,101.04	16.84%
EXPENDITURES						
Salaries						
Executive Director	121,389.30	14,006.43	28,919.43	23.82%	92,469.87	76.18%
Employer Match	5,000.00	624.99	1,291.65	25.83%	3,708.35	74.17%
Regular Salaries Admin	345,737.56	39,308.47	81,124.01	23.46%	264,613.55	76.54%
Regular Salaries Program	329,940.40	38,627.04	79,740.00	24.17%	250,200.40	75.83%
Total Salaries	802,067.26	92,566.93	191,075.09	23.82%	610,992.17	76.18%
Payroll Taxes and Benefits						
FICA Expense Admin	36,117.70	4,152.90	8,565.91	23.72%	27,551.79	76.28%
FICA Expense Program	25,240.44	2,918.10	6,010.70	23.81%	19,229.74	76.19%
Retirement Admin	70,819.03	7,997.22	16,506.48	23.31%	54,312.55	76.69%
Reitirement Program	49,491.06	5,794.08	11,961.04	24.17%	37,530.02	75.83%
Life/Health Ins Admin	76,958.00	6,631.73	13,745.98	17.86%	63,212.02	82.14%
Life/Health HSA	2,200.00	732.44	1,024.34	46.56%	1,175.66	53.44%
Life/Health Ins Program	76,193.00	5,801.82	6,714.41	8.81%	69,478.59	91.19%
Workers Comp Admin	1,239.00	101.89	305.68	24.67%	933.32	75.33%
Workers Comp Program	916.00	74.19	222.58	24.30%	693.42	75.70%
Unemployment Compensation	0.00	1,787.50	1,787.50	0.00%	(1,787.50)	0.00%
Total Payroll Taxes and Benefits	339,174.23	35,991.87	66,844.62	19.71%	272,329.61	80.29%
Operating Expenses						
Professional Services/Other	40,000.00	939.42	5,205.06	13.01%	34,794.94	86.99%
Professional Services/Legal	14,000.00	2,475.00	3,127.50	22.34%	10,872.50	77.66%
Auditing	16,000.00	0.00	0.00	0.00%	16,000.00	100.00%
Travel	4,350.00	0.00	87.69	2.02%	4,262.31	97.98%
Conference/Training	12,500.00	74.70	374.70	3.00%	12,125.30	97.00%
Travel/Car Allowance	4,200.00	525.00	1,085.00	25.83%	3,115.00	74.17%
Telephone Services	9,500.00	723.67	1,939.15	20.41%	7,560.85	79.59%
Postage	500.00	0.00	90.00	18.00%	410.00	82.00%
Utilities & Electric	20,000.00	0.00	3,112.17	15.56%	16,887.83	84.44%
Water	14,000.00	1,394.00	3,752.37	26.80%	10,247.63	73.20%
Equipment/Rentals/Leases	10,500.00	559.00	1,677.00	15.97%	8,823.00	84.03%
Insurance	30,000.00	2,268.58	8,871.74	29.57%	21,128.26	70.43%
Repair & Maintenance/Equipment	1,000.00	0.00	0.00	0.00%	1,000.00	100.00%
Repair & Maintenance/Buildings	35,000.00	4,039.32	9,617.32	27.48%	25,382.68	72.52%
Printing	3,500.00	0.00	516.39	14.75%	2,983.61	85.25%
Operating Expenses/ Misc	2,000.00	115.96	569.09	28.45%	1,430.91	71.55%
Advertising	5,000.00	0.00	80.37	1.61%	4,919.63	98.39%
Exec Director/Discretionary	750.00	0.00	0.00	0.00%	750.00	100.00%
Communications Services	30,000.00	5,629.04	8,562.41	28.54%	21,437.59	71.46%
Office Supplies	5,000.00	369.04	851.32	17.03%	4,148.68	82.97%
Small Office Equipment/Computer Su...	6,500.00	0.00	13.99	0.22%	6,486.01	99.78%
Operating Supplies/Building	2,500.00	199.67	459.47	18.38%	2,040.53	81.62%
Books/Publications/Subscript	800.00	138.19	1,463.59	182.95%	(663.59)	(82.95%)
Dues/Memberships	20,000.00	0.00	1,293.00	6.47%	18,707.00	93.54%
SAMIS Expense	25,250.00	609.00	11,778.00	46.65%	13,472.00	53.35%
Total Operating Expenses	312,850.00	20,059.59	64,527.33	20.63%	248,322.67	79.37%
Total General Government	1,454,091.49	148,618.39	322,447.04	22.18%	1,131,644.45	77.82%

**Statement of Revenue and Expenditures
For the Three Months Ending Thursday, December 31, 2020**

	<u>Budget</u>	<u>Current Period</u>	<u>Year to Date</u>	<u>% YTD</u>	<u>Budget Balance</u>	<u>% Balance</u>
Other						
Tax Collector Fees	90,000.00	0.00	0.00	0.00%	90,000.00	100.00%
Prop Appraiser Fees	79,000.00	6,369.50	19,108.50	24.19%	59,891.50	75.81%
Special District Fees	175.00	0.00	175.00	100.00%	0.00	0.00%
Contingencies	5,000.00	0.00	0.00	0.00%	5,000.00	100.00%
Medicaid Admin Fees	8,400.00	0.00	0.00	0.00%	8,400.00	100.00%
Assigned Reserves Building	24,597.00	0.00	0.00	0.00%	24,597.00	100.00%
Total Other	207,172.00	6,369.50	19,283.50	9.31%	187,888.50	90.69%
Program Services						
ARC/ABLE	192,869.08	0.00	37,135.49	19.25%	155,733.59	80.75%
Big Brothers/School to Work	79,184.38	11,634.82	22,915.51	28.94%	56,268.87	71.06%
Big Brothers/Start Something	117,509.55	13,680.91	35,707.90	30.39%	81,801.65	69.61%
Boys & Girls Club/High Yielding	227,743.70	0.00	61,060.55	26.81%	166,683.15	73.19%
Boys & Girls Club-HERO	35,124.98	0.00	9,916.68	28.23%	25,208.30	71.77%
Boys & Girls Club-K8 Academic Succ...	86,538.48	0.00	16,096.13	18.60%	70,442.35	81.40%
Boys Town South Florida	139,034.28	0.00	29,156.09	20.97%	109,878.19	79.03%
Career Source - Summer of Success	20,000.00	0.00	0.00	0.00%	20,000.00	100.00%
CDI Head Start	25,000.00	0.00	0.00	0.00%	25,000.00	100.00%
City of Stuart/Parks & Recreation	236,355.61	0.00	42,334.33	17.91%	194,021.28	82.09%
City of Stuart/Police Intervention	36,158.12	5,716.87	13,301.99	36.79%	22,856.13	63.21%
Early Learning Coalition Match	434,707.79	0.00	246,875.02	56.79%	187,832.77	43.21%
Easter Seals/Early Steps	47,150.14	6,860.16	16,003.80	33.94%	31,146.34	66.06%
ELC - Bridge to Continuity	49,673.30	0.00	434.23	0.87%	49,239.07	99.13%
ELC - Literacy Coach	77,000.00	0.00	0.00	0.00%	77,000.00	100.00%
FDOH-MC/Dental Sealant	141,357.92	25,813.40	25,813.40	18.26%	115,544.52	81.74%
FDOH-School Health Prg	218,983.30	83,444.89	83,444.89	38.11%	135,538.41	61.89%
Helping People Succeed/BRAIN	230,701.67	31,039.42	77,757.39	33.70%	152,944.28	66.30%
Helping People Succeed/CBS	112,869.36	11,767.41	28,380.08	25.14%	84,489.28	74.86%
Helping People Succeed/DIP	166,899.17	14,673.34	35,568.56	21.31%	131,330.61	78.69%
Helping People Succeed/HF Match	117,387.32	18,494.41	43,308.90	36.89%	74,078.42	63.11%
Light of the World Charities/Dentistry...	136,591.41	13,317.13	46,276.27	33.88%	90,315.14	66.12%
Martin Reads - Future Literacy Program	125,000.00	0.00	0.00	0.00%	125,000.00	100.00%
MCBOCC/ASOS	283,318.12	0.00	30,881.69	10.90%	252,436.43	89.10%
MCHealthy Start Services	240,698.26	0.00	0.00	0.00%	240,698.26	100.00%
MCHealthy Start/Match	29,216.15	0.00	2,603.45	8.91%	26,612.70	91.09%
Prime Time - Out of School Time	87,440.38	0.00	17,078.25	19.53%	70,362.13	80.47%
Project Lift (Boys)	74,551.16	0.00	36,843.28	49.42%	37,707.88	50.58%
Sickle Cell Foundation PB & TC	77,705.22	8,429.32	25,544.77	32.87%	52,160.45	67.13%
The Banner Lake Club, Inc	33,355.93	0.00	17,497.00	52.46%	15,858.93	47.54%
Treasure Coast Food Bank - WCC	160,497.35	0.00	43,442.93	27.07%	117,054.42	72.93%
Tykes & Teens/ALTOSS	84,979.60	0.00	16,450.07	19.36%	68,529.53	80.64%
Tykes & Teens/Gen Mental Health	363,997.58	0.00	76,668.68	21.06%	287,328.90	78.94%
Tykes & Teens/Little Tykes	56,944.24	0.00	11,982.38	21.04%	44,961.86	78.96%
Tykes & Teens/Prev'n Svcs	116,313.28	0.00	20,930.93	18.00%	95,382.35	82.00%
Tykes & Teens/Youth Enrichment	59,907.47	0.00	10,423.18	17.40%	49,484.29	82.60%
YMCA/OUT-OF-SCHOOL-TIME	74,941.10	0.00	14,246.14	19.01%	60,694.96	80.99%
Total Program Services	4,797,705.40	244,872.08	1,196,079.96	24.93%	3,601,625.44	75.07%
Support Programs & Partnerships						
211 Palm Beach/Treasure Coast	15,000.00	0.00	0.00	0.00%	15,000.00	100.00%
Community Outreach	10,000.00	0.00	0.00	0.00%	10,000.00	100.00%
Dunbar Center (TAP)	12,500.00	0.00	0.00	0.00%	12,500.00	100.00%
Hobe Sound Child Care (TAP)	12,500.00	0.00	2,956.00	23.65%	9,544.00	76.35%
House of Hope	25,000.00	0.00	3,807.09	15.23%	21,192.91	84.77%
MC Healthy Start/FCRC	25,000.00	0.00	1,923.06	7.69%	23,076.94	92.31%
MC Healthy Start/Nurse Family	25,000.00	0.00	1,968.39	7.87%	23,031.61	92.13%
Project Lift (Girls)	25,000.00	0.00	5,448.81	21.80%	19,551.19	78.20%
SafeSpace Prevention Program	25,000.00	0.00	3,561.63	14.25%	21,438.37	85.75%
SPLASH Swim Project	18,000.00	0.00	0.00	0.00%	18,000.00	100.00%
Summer Slide Prevention Program	44,900.00	0.00	0.00	0.00%	44,900.00	100.00%
Temple Beit Hayam (TAP)	12,500.00	0.00	0.00	0.00%	12,500.00	100.00%
Total Support Programs & Partnerships	250,400.00	0.00	19,664.98	7.85%	230,735.02	92.15%
Other Program Svcs						
Future Program Allocations	350,000.00	0.00	0.00	0.00%	350,000.00	100.00%
Program Allocations Paid 1st Qtr.	1,443,358.11	0.00	0.00	0.00%	1,443,358.11	100.00%
Total Other Programs Svcs	1,793,358.11	0.00	0.00	0.00%	1,793,358.11	100.00%
Total Operating Expenditures	8,502,727.00	399,859.97	1,557,475.48	18.32%	6,945,251.52	81.68%
Operating Profit/Loss	0.00	5,396,711.67	5,530,150.48	0.00%	(5,530,150.48)	0.00%
Capital						
Furniture & Equipment	20,000.00	2,550.00	2,550.00	12.75%	17,450.00	87.25%
Total Capital	20,000.00	2,550.00	2,550.00	12.75%	17,450.00	87.25%
Total Operating & Capital Expenses	8,522,727.00	402,409.97	1,560,025.48	18.30%	6,962,701.52	81.70%



Volunteers Help Distribute Food

“The United Way of Martin County Holiday Project would not be possible without the help of our army of volunteers. The continued support of LEADERship Alumni is greatly appreciated. If you want more information on other volunteer opportunities, please visit UnitedWayMartin.org”, stated Tara Zweben (27) Community Outreach Coordinator.



IN THIS ISSUE

VOLUNTEERS HELP 1 United Way	
BOCC CHAIR Hetherington	2
LEAD PLANNER Newfield	2
WREATHS LAID Fields	3
BDB AWARDS 2020 Duvall/Kiehn	3
YOUTH SPEAKS Derrenbacher	4
AFP BOARD 2021 Glynn/King	4
JAN. EVENTS Calendar	4
ALUMNI BOARD Who's On It	5
BULLETIN BOARD Game Winner	5
NEW GAME Free Ad	5
WEB/ADDRESS Information	5
ALUMNI ADDRESS Paying you Dues	5