

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY (CSCMC)

**Annual Meeting
Monday, January 25, 2021 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)
Christia Li Roberts (Treasurer)
Sarah Heard
Robert "Bob" McPartlan
Dr. John D. Millay
Susan Burrows
Glen Torcivia, Legal Counsel

Council Member Absent: James Campo
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), Chanda Narkiewicz (Manager of Planning, Evaluation and Community Development), Nicole King (Contract Specialist), Cara Good (Contract Specialist), Danyella Lustosa (Administrative Assistant/Receptionist), Jennifer Carter (Fiscal Specialist) and Frances Kaleta (Finance Administrative Assistant).

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

A motion was made by Sarah Heard and seconded by Christia Li Roberts to approve the minutes December 14, 2020, as presented. The motion passed unanimously (6-0 vote).

Council Organization:

A. Election of Officers

A motion was made by Christia Li Roberts and seconded by Susan Burrows to approve the slate of 2021 CSCMC Officers with Joshua Ferraro as Chair, Sarah Heard as Vice-Chair, and Christia Li Roberts as Treasurer. The motion passed unanimously (6-0 vote).

B. 2021 CSCMC Committee Members

The Chair's 2021 CSCMC Committees list was reviewed by Council Members. Dave Heaton discussed the different opportunities with the CSCMC Committees.

No motion required.

C. Annual Council Conflict of Interest Form

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

No motion required.

D. 2021 CSCMC Meeting Calendar

All CSCMC Council members will receive 2021 CSCMC Meeting Calendar and 2021 CSCMC Committee Member list from Christine Georges by email.

No motion required.

Public Comments and Introduction of Council Meeting Attendees:

No Public Comments were given.

All meeting participants introduced themselves.

New Business:

A. 2021-2026 Strategic Plan of Children's Services Council of Martin County.

A motion was made by Christia Li Roberts and seconded by Sarah Heard to approve staff's recommendation for the 2021-2026 Strategic Plan of Children's Services Council of Martin County with the addition of school attendance as a metric on page 6 under Community Based Quantitative Data and Related Research.

The motion passed unanimously (6-0 vote).

- B. Scope of Work Agreement with the University of South Florida Training & Technical Assistance Center for the HIPPY Program

A motion was made by Sarah Heard and seconded by Susan Burrows to approve staff's recommendation for the Scope of Work Agreement with the FL HIPPY Training & Technical Assistance Center (T&TAC) located at the University of South Florida up to \$275,000 through September 30, 2021.

The motion passed unanimously (6-0 vote).

Chair Josh Ferraro announced to Council Members regarding new policies for Council to attend Site Visits and notification of attendance at Site Visits must be communicated to Christine Georges, Administrative Services Manager.

- C. Program Lapse Funding

Zack Hackley discussed 2019-2020 Unexpended Funds \$369,691 as presented to Council. Any programs over 5%, attached letters explaining the reasons for the unexpended funds.

No motion required.

- D. CSCMC Employee Manual

A motion was made by Dr. John D. Millay and seconded by Sarah Heard to approve staff's recommendation for the proposed draft of the 2021 CSCMC Employee Handbook.

The motion passed unanimously (6-0 vote).

Staff Reports:

- A. The CSCMC Financial Reports were provided by Zack Hackley. Discussed 5 accounts found on January 9, 2020.

For Your Information:

Council reviewed the information provided.

Council Member Comments:

Dave Heaton announced the Healthy Children category, the first release of CSCMC's Strategic Plan, Request for Proposal is planned for March 2021.

Zack Hackley, Director of Finance, discussed the expected topics for the upcoming Finance Committee Meeting on Tuesday, February 9, 2021.

As no further discussion existed, the meeting was adjourned by Joshua Ferraro (Chair) at 10:22 a.m.

Joshua Ferraro, Chair

David L. Heaton, Executive Director