

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

August 2, 2018, 4:30 p.m.

MINUTES

1. Call to Order

Chair Weber called the meeting to order at 4:35 p.m.

Present:

Thomas Bean

Vince Goodman

James Martz

Vern Melvin

Debra Robinson, M.D.

Jose Luis Rodriguez, Esq.

Thomas P. Weber

Excused: Paulette Burdick; Donald E. Fennoy II, Ed.D.; Tom Lynch

A. Invocation – led by Vince Goodman

B. Pledge of Allegiance – led by Chair Weber

C. Presentations

1. Employee Service Awards – Chair Weber recognized all employees receiving their 5-year, 10-year, and 15-year service awards in June and July.
2. Grade Level Reading Awards – Lisa Williams-Taylor, Ph.D. outlined various honors received by CSC, and presented Literacy Council of Champions awards to the five recipients outlined in the CEO Report.
3. Lutheran Services Florida Provider Presentation – Isandra Zayas, Program Exploration and Implementation Lead; Shelley Parker, Program Officer; Louis Finney, Executive V.P. for Lutheran Services Florida, Executive Director for Head Start; Dr. Julian Serrano, Palm Beach Head Start/Early Head Start Director

**Q: Does Lutheran Services operate the Head Start program outside of Palm Beach County?**

**A:** Yes, we serve clients in Belle Glade, the City of Jacksonville, and we are also in Pinellas County and parts of Tampa.

**Q: Have you considered expanding into other areas?**

**A:** We are looking at different locations. There is a Head Start program in most jurisdictions but they don't operate the exact same way as we do.

**Q: How do you select areas in which to operate?**

**A:** It is based from the community needs, in Palm Beach County we came together for a collaboration. Our focus is not to undertake it alone, we partner with the School District, the Early Learning Coalition or some other private non profits. We look at the churches in the area and come up with a collective group to see what is the best idea for the community. There is a bid process through the federal government for which we have to apply.

**Q: What separates your processes to enable you to be successful?**

**A:** We get additional dollars from CSC. Head Start only pays for 6 hours per child per day, and it does not pay for the summer. With the CSC funding it allows us to provide services for 8 or 9 hours per day (for working parents) and also operate a summer program. Being a part of

the Strong Minds Quality Rating System helps children with their transition to Kindergarten, when Head Start is doing the same thing that the community is doing. In most counties there is not the braiding of funding: this type of local government partnership is beneficial.

Parent involvement in Palm Beach County has enabled us to be successful. When the parents are with you, you are winning. We train the parents to be involved in a child's education.

**Q: How does working with CSC of Palm Beach County compare to your other locations?**

**A:** Working with CSC of Palm Beach County is the best of our locations. Our program has been acknowledged by the State, and in addition we were recognized in Atlanta for our partnerships in Palm Beach County. My philosophy is that Head Start, School District, child care – they are all our kids, and in Palm Beach County that is a unique concept, there is a significant difference in how that works.

**Q: What are your organization's biggest challenges to achieving success?**

**A:** We are successful when our children do well. I look at success one child at a time. There is always an issue with funding, there are also environmental issues that come into play, in particular mental health. There is the opioid crisis that has impacted some of our families and also our children. Finding mental health services is one of the new challenges we are experiencing.

**Q: Can you tell the Council a success story?**

**A:** There is a CSC-funded Early Head Start location in our west campus at Florence Fuller. We have a family with three deaf children who have nowhere else where they could receive comprehensive services. One is in the infant early program, one in the toddler program and one graduated Head Start today, ready to start Kindergarten. We provide a full family support comprehensive program as well as the early learning program, and we can meet the needs of children who come to us with special needs. We are teaching the parents how to use sign language, the family has a genetic disorder they were not aware of previously.

**A:** (Louis Finney) I am the President of the Florida Head Start Association that represents all the programs in the State. Rose Dereme is a member of the Florida Head Start Association Board of Directors, representing the 45,000 parents in the state of Florida. Rose and I travel to Washington DC and advocate in the lobby with each of your Congress people, on behalf of this district. Beyond talking here, she has talked in Washington DC to your congressional delegates, about the work that Palm Beach County and CSC have done in Palm Beach County. This is also a success story because there is no training for Rose in how to talk to the congress people, you speak from your heart.

**A:** Lutheran Services loves to hire parents. I am a former Head Start parent, I was the President of my Parent Committee Board, representative for the Policy Council, and my son was in Head Start with the School District. I am now a Head Start employee. I always explain to my parents to be involved at their center, volunteer, and that they are always looking to hire parents by the program. If there is a referral from a social service worker for any parent, we try to push the parent through.

**A:** They give out real love at Head Start. I am a former Head Start employee and a retired DCF investigator. I've been a juvenile probation officer and an adult probation officer. I am closely connected to Lutheran Services. They want to reach out to their families when there is tragedy and need. There was an incident with an enrolled child, a four-year old put a gun in her mouth and she died. Lutheran were there. Lutheran Services is unique, they are giving what these families need. I will always run to Lutheran when they need me, I give out food, clothing, referral sources, I used to be with BRIDGES in Riviera Beach. Lutheran cares, they are doing what they need to do, they are reaching our folks. They see the need.

**Q: If you had a dream list that you would like to present to our Chair, what would be on the list?**

**A:** We continue to have a waiting list of unmet needs in Palm Beach County, there are infants and toddlers that are eligible but we cannot serve them. There will be federal funding in the near future for expansion, in addition to school readiness dollars. We would like to serve those kids that are currently not being served, particularly in some pockets in the Glades area. Additional funding will help by providing a cash match to the federal government monies.

**A:** I am the Health Manager in Palm Beach County. One of our greatest needs in the community is getting affordable and attainable dental services for children and families. Especially for those families where dental services are regarded as taboo, the parents didn't go to the dentist or they don't believe in dental services. In addition there is a challenge getting pediatric dentists to be willing to open their doors for our youngest clients ages 0 to 5. There is also a challenge providing transportation for families.

**Comment:** The model of Head Start has always been looking at the whole child, not just academics. Lutheran Services appears to be the supreme model for this, for seeing the gifts and talents not only in the child but in the adult family members, and developing them. At June's Planning Session I talked about developing capacity: this is exactly what I was referring to. You recognize skills and talents, meet them where they are, and develop outstanding advocates. I will schedule a meeting once school gets started, because there are some things that Head Start does, especially with family engagement, that I want to show to the School District and inform the School District that it needs to do better.

## 2. Minutes

### A. June 28, 2018 Annual Planning Session

**A motion by Melvin/Martz to approve the Minutes of the June 28, 2018 Annual Planning Session as presented was approved by unanimous vote.**

### B. June 28, 2018 Council Meeting

**A motion by Martz/Robinson to approve the Minutes of the June 28, 2018 Council meeting as presented was approved by unanimous vote.**

## 3. Public Comment – Agenda Items – N/A

#### 4. Council Committees:

- Finance Committee – The Finance Committee met 8/2 and reviewed a report of investment balances dated 6/30/18, which was in accordance with the investment policy. No action was required; all was in compliance. The Finance Committee recommended approval of:
  - Minutes of Finance Committee Meeting of 6/14/18
  - Financial Statements of 5/31/18 & 6/30/18
  - Proposed 2018/2019 CSC Annual Budget: Final increase in tax base was 6.2%, the proposed Millage rate .6403, with a total proposed budget of \$137,681,992. The budget will be subject to the two TRIM hearings in September before becoming final. Staff has, as required by law, notified the Property Appraiser of the first TRIM hearing time, date, and location: 5:01 p.m. – Friday, September 7, 2018, at CSC.
  - Fund Balance Policy requires an annual compliance review during the budget adoption process. The policy was reviewed, and provisions of the policy have been complied with for FY 17/18, as well as the proposed budget for FY 18/19.

**Q: We have allowed \$500,000 for contingency in the budget for FY 18/19. What happened to last year's \$500,000, is that carried over or built into the budget?**

**A:** We build in \$500,000 each year and we often don't use it because it is for emergencies. Each time it is not used, it moves into the fund balance, it doesn't increase, it stays flat at \$500,000.

**Q: What do we do with the contingency fund, who do we help?**

**A:** It is put aside in case, for example, the CSC building is significantly damaged by a hurricane. It's money that we need to have in case of emergencies.

**Q: So that doesn't apply for a disaster in Belle Glade or Pahokee? We don't use that money for those things?**

**A:** When we had the hurricane in 2017 we were able to use underexpenditures to help programs throughout the whole community. We didn't need to use the contingency \$500,000 because we had underexpenditures to use.

**Q: When people ask for the money, do they send an application in?**

**A:** Dollars were provided to our programs to help families.

**Q: On page 27 (of the Finance Committee packet), the item listed as "Other Fringe Benefits" – to what does this refer?**

**A:** There is a Wellness program where employees can earn up to \$1,200 per year, for doing things that contribute to a healthy lifestyle, such as going to a doctor, having a physical, going to a gym. It helps keep CSC's medical costs low.

**Q: On the same page there is a line item "Council Member Travel" for \$2,000. Is that for all Council Members or just the Chair and Vice Chair?**

**A:** If there was an event that a Council member wanted to go to, on behalf of CSC, it is budgeted. Most recently it has been for the Chair to accompany the CEO to Tallahassee.

**Q: It is my concern that CSC staff don't go to meetings alone, they should have a secretary accompany them because of dangerous situations. Have we allocated more money to protect staff and Council, other than the security guard at the reception desk.**

**A:** We only have our security guard(s) who are on duty from 7:00 a.m. to 7:00 p.m. When we know we will have a contentious meeting we have hired additional security (often off-duty policemen) to be present.

**Q: We need to be cognizant of situations that might occur, with the recent trend of public shootings.**

**A:** We have recently changed access by keeping the doors to each floor locked, inaccessible without a badge. There is the Federal Department of Law Enforcement (FDLE) which has office space on the third floor. We also had undercover security in the audience for the contentious meeting mentioned.

**Q: Have we done active shooter training for employees?**

**A:** Yes, it was done by FDLE.

**Q: Do we continue to refresh it, or was it one time only?**

**A:** Yes, we do it every year.

**Q: If we lock the back door and we have a gas leak or a fire, do you have a contingency for this?**

**A:** You can't get in to the building, but you can always get out, there is a break bar on each exit door.

**Q: One recommendation recently given during school security meetings is to harden all the glass so windows become bullet resistant. I would request that CSC meet with other building tenants to perform a security survey or analysis.**

**A:** We have partnered with FDLE and have access to experts that other agencies wouldn't normally have access to. FDLE has access to our security cameras to monitor. They provided an assessment one year ago and gave a good amount of recommendations, most of which have already been implemented. One of those was to give them access to our cameras. We are looking at the most cost-effective ways to keep the facility as secure as possible. There are now many more things to pay attention to, based on recent current events.

We have a security team looking at it again at the current time. Details of recommendations will be shared at a future Council meeting.

**Comment:** **One product our security committee has looked at is a bullet-resistant laminate for the glass windows. The laminate is highly effective, especially if you already have hurricane-proof windows.**

**A motion by Goodman/Robinson to approve the Finance Committee report as presented was approved by unanimous vote.**

- Personnel Committee – N/A

## 5. Consent Agenda

1. Additions, Deletions, Substitutions – N/A
2. Items to be Pulled for Discussion – There were no Agenda items pulled for discussion purposes.
3. Adoption of the Consent Agenda and Walk-in Warrants List

**A motion by Rodriguez/Goodman to approve the Consent Agenda and the Walk-in Warrants list was approved by unanimous vote.**

### A. Program

1. Ratification of Actions from 2018-19 Planning Session – Approved by Consent
2. Resolution #18-014 Authorizing Funding for Mental Health Assistance Program – Approved

by Consent

3. Subcontractors, Child Care Programs Serving Children Receiving CSC Scholarships (Early Childhood & Afterschool), Staffing – For informational purposes only; no action required
4. Sunset of Quality Program Assessment Contract with the Children's Forum – For informational purposes only; no action required

B. Business

1. Warrants List – Approved by Consent
2. Resolution #18-015 Authorizing 2018-2019 Media Expenditures in Excess of Annual Cumulative Total of \$100,000 – Approved by Consent

6. **Non Consent Agenda**

- A. Business – N/A
- B. For Informational Purposes Only – N/A

7. **Walk-In Items** – N/A

8. **Chief Executive Officer's Report**

1. Lutheran Services Florida and Strong Minds Evaluation – The CEO Report contains a follow up from questions raised at June's Council meeting. We are in the process of developing a separate evaluation plan to look at the impact of Head Start on school readiness. It is anticipated that the analysis will be completed at the end of 2018.
2. Great Ideas Initiative Success Story – Thank you cards were distributed to Council members from the Girls on the Run program featured in the CEO Report.
3. Communications Update – outlined in the CEO Report:
  - Summer Pool Parties (were very well attended)
  - Summer Spelling Bee was held July 12<sup>th</sup>
  - Summer BreakSpot Book Giveaway
  - Fourth on Flagler
  - Be My Neighbor Day – Council members were invited to Roger Dean Chevrolet Stadium for the August 4<sup>th</sup> event. Sponsors include CSC's Happily Ever After Begins with Reading campaign, PNC Bank, and WXEL South Florida PBS. Children will be able to meet Daniel Tiger, and a donation of school supplies is encouraged.
4. CSC Selected as the First National Thirty Million Words Demonstration Community – this article was a walk-in CEO Report item which was emailed together with the walk-in Warrants list the day prior to the Council meeting.

The Thirty Million Words Center for Early Learning and Public Health ("TMW") is part of the Research Institute at the University of Chicago. TMW selected Palm Beach County as the first demonstration community. CSC will work together with St. Mary's Medical Center, HomeSafe, Healthy Steps and BRIDGES. CSC is partnering with TMW to fund the project, estimated at \$1.5 to \$2.5 million, over a five year period.

5. CSC Receives 2018 Cigna Well-Being Award – this is a national honor created to recognize an organization that is positively impacting the overall health and well-being of its employees.
6. Employee Achieves PACE Certification – Patti Hahn, Administrative Assistant IV, was recognized for achieving the PACE (Professional Administrative Certification of Excellence) certification.
7. Publication from Birth to 22 United for Brighter Futures – The Birth to 22 United for Brighter Futures publication was provided to Council members at their places. CSC and the County's Youth Services Department are the backbone for the huge county initiative. Beth Halleck from CSC was recognized, in addition to Paul Hotchkins from the School District.
8. Book: "The Deepest Well – Healing the Long-Term Affects of Childhood Adversity" by Dr. Nadine Burke Harris – Copies of this book were made available for Council members. Dr. Williams-Taylor recommended the book, particularly for telling the stories of Dr. Burke Harris's clients, and providing understanding that a family's circumstances are not their fault. The book describes how the families can change their own behaviors to better support their children.

If Council members did not receive a copy of the book and would like one, please let staff know and it will be provided to them.

## 9. Legal Reports

1. September 7, 2018 (Friday) – TRIM Public Hearing at 5:01 p.m., Council meeting following

The importance of a quorum at the TRIM Public Hearings was noted, particularly the September 7<sup>th</sup> date, because two separate polls had been conducted in order to arrive at this date. It was noted that six Council members had confirmed for this date, and if the quorum fell short of this number on September 7<sup>th</sup>, there were not many other alternate days to select from, due to schedule conflicts. Without successfully conducting both TRIM Hearings, the budget could not be approved and there would be no funding to operate the programs.

2. September 27, 2018 (Thursday) – Council meeting 4:30 p.m., TRIM Public Hearing 5:01 p.m.
3. Council Member Term(s)/Expiration – It was noted that three Council members' terms will expire in November, 2018: Thomas Weber, Vincent Goodman, and Thomas Lynch. Those Council members were reminded to get their application in to the Governor's office if they wished to reapply to remain on the Council (at the discretion of the Governor).

## 10. Public Comment – Non-Agenda Items – N/A

## 11. Council Comments

Judge Martz attended Palm Healthcare's Behavioral Health Summit at Tabernacle Baptist Church two weeks previously. He shared some of CSC's work (BRIDGES and other work) with those providers attending, and it had been very well-received. The community attendees placed Post-It notes on various boards to depict the initiatives they thought were the most important, and the ones that the community embraced the most were in those areas where CSC was already working, or working towards providing services.

Vince Goodman was welcomed back. He thanked the Council and staff for their concern and cards.

## 12. Adjournment

The meeting was adjourned at 5:44 p.m.



Vincent Goodman, Secretary



Lisa Williams-Taylor, Ph.D., Chief Executive Officer