

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

April 27, 2017, 4:30 p.m.

MINUTES

1. Call to Order

Vice Chair Bean called the meeting to order at 4:33 p.m.

Present:

Thomas Bean

Paulette Burdick

Vince Goodman

Greg Langowski

Tom Lynch

James Martz

Debra Robinson, M.D

Excused: Robert M. Avossa, Ed.D; Dennis Miles; Thomas P. Weber

A. Invocation – led by Vince Goodman

B. Pledge of Allegiance – led by Vice Chair Bean

C. Presentations – N/A

2. Minutes

A. March 30, 2017 Council Meeting

A motion by Goodman/Burdick to approve the Minutes of the March 30, 2017 Council Meeting was approved by unanimous vote.

3. Public Comment – Agenda Items – N/A

4. Council Committees:

- Finance Committee

The Finance Committee had met that day and recommended approval of the Minutes of the March 30th Finance Committee meeting and the Financial Statements of March 31st, 2017. There was a presentation by PFM regarding investment of Council funds.

The Finance Committee reviewed the proposed budget for 17/18; it was configured using an estimated increase in the tax base of 6.5%, a budget increase of approximately 3% was recommended in order to fund programs and run them effectively.

Jen Diehl, Ph.D., Chief Financial Officer – the Finance Committee recognized that there were unmet needs in the community and would thus like to expand existing programs, meanwhile reducing the millage by 3%. This was based upon an estimated increase of 6.5 % in assessed values.

Dr. Diehl presented a high-level overview of the budget because approval of the proposed budget would take place in June, and it would be voted upon at September's TRIM hearings. The proposed millage rate for 17/18 is .6628 mills. The proposed budget is \$132.2 million, of which 81.9% will go directly to program services. An amount of 7.42% was for program administrative support, and combined they totaled 89.4% of the total budget. There were increases of 4.25% to the program direct services budget, and an increase of 4.18% for

administrative support. The administrative cost was increased by 4.67%, which was reflective of the increase in the total budget.
 The proposed budget for capital expenditures had been reduced to \$262,500. Assumptions (to be presented at the Planning Session) included a projected increase of 10% for health insurance, a 3% increase for merit, and an increase of 0.5% for promotions.
 An overview was given of the rest of the budget outlining the comparison of the current budget side-by-side with the proposed budget, further pages broken down by fund (general fund and special revenue fund, which is the School District programs), further pages broken down by division, with Notes at the end.

A motion by Lynch/Langowski to approve the Finance Committee Report in full was approved by unanimous vote.

- Personnel Committee

<p>The Personnel Committee recommended that the Council authorize the CEO to offer the Voluntary Early Retirement Program (VERP) at any time, based on his/her discretion. Discussion ensued whether it would return to the Council for discussion/decision and it was determined that this was for approval and that it would not return, therefore the recommendation was amended.</p>	
<p>“At his/her discretion” – Would there be criteria so that it (the VERP) didn’t apply to everyone?</p> <p>Can we clarify that the discretionary aspect has to do with the timing, and not regarding the people who may be eligible?</p> <p>A request was made to specify that the “discretion” mentioned in the Motion should be modified to outline that it specifically refers to timing, not eligibility.</p>	<p>There are criteria regarding what qualifies someone for early retirement, and the discretion is regarding timing. The VERP has previously been approved by the Council, but it was for a limited timeframe and it always came back to the Council to approve further offerings. The recommendation is in order for the CEO to be able to offer it at her discretion vs. bringing it back to the Council for approval; each time it had been brought back there had been no changes to the program.</p> <p>The criteria define who is eligible: “A retiree is defined as anyone who separates employment from the CSC with at least 20 years of service, or who is at least 59½ years old with five years of consecutive service with CSC. The employee must meet these criteria in order to be considered a “retiree” and therefore eligible to participate in the VERP. An employee who voluntarily elects to participate in the VERP will be eligible for:</p> <ul style="list-style-type: none"> • Two weeks of the employee’s current salary for each year of service (not to exceed 20 weeks) subject to applicable taxes and deductions. • The balance of previously accrued sick leave that is not paid out at separation pursuant to CSC’s Personnel Policies shall be contributed to the individual’s ICMA Retirement Health Savings Account. <p>Motion amended to include verbiage regarding the discretionary authority being given was strictly with respect to timing, and employees defined as eligible would be able to take part in the VERP if the VERP was offered by the Chief Executive Officer.</p>

A motion by Lynch/Burdick to approve the Voluntary Early Retirement Program (VERP) election on an annual basis, based on the discretion of the Chief Executive Officer with respect to timing. Employees defined as eligible would all be able to take part in the VERP when the VERP was offered by the Chief Executive Officer, was approved by unanimous vote.

A motion by Lynch/Burdick to approve the Personnel Committee Report in full was approved by unanimous vote.

5. Consent Agenda

1. Additions, Deletions, Substitutions - None
2. Items to be Pulled for Discussion – Agenda item 5B(4) (Reference #5) was pulled for discussion purposes.
3. Adoption of the Consent Agenda and Walk-in Warrants List

A motion by Lynch/Martz to adopt the Consent Agenda with the exception of Agenda item 5B(4) (Reference #5), and approve the Walk-in Warrants list was approved by unanimous vote.

A. Program – N/A

B. Business

1. Warrants List – Approved by Consent
2. Tentative 2017-2018 CSC Annual Budget – For informational purposes only; no action required.
3. Proclamation Declaring May 2017 as Teen Pregnancy Prevention Month – Approved by Consent
4. Proclamation Declaring May 2017 as Mental Health Awareness and Trauma-Informed Care Month

CSC is one of numerous organizations which, over the next month, are adopting Proclamations declaring May as Mental Health Awareness and Trauma-Informed Care month. The Proclamation was read aloud.

A motion by Robinson/Langowski to approve this Proclamation and recognize May 2017 as Mental Health Awareness and Trauma-Informed Care Month in Palm Beach County was approved by unanimous vote.

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. Follow Up from February's Council Meeting – Strong Minds Evaluation Presentation

There had been a request for more information regarding child care practitioner education credentials, retention, and salaries.

2. Follow Up from February's Council Meeting – Reach Out and Read

A concern had been expressed that books were not readily available at Department of Health clinics. CSC has funded the Reach Out and Read program through the Literacy Coalition since 2000, the scope of which is through 30 pediatric offices throughout the county, including five clinics administered by the Health Care District, located in the Florida Department of Health (DOH) buildings. Staff had visited the clinics, and the Reach Out and Read materials are displayed in the lobby and reception areas (photos were shown). The Department of Health has oversight over those lobbies and does not currently allow books to be placed in their lobbies, the books are kept in a locked filing cabinet and the pediatrician works directly with the family. Staff is working with the DOH to ensure that the books become available in the lobby and waiting area moving forward.

3. ACEs (Adverse Childhood Experiences) Business Event - Vice Chair Thomas Bean had attended an ACEs business event April 26, 2017 where discussion regarding the economic impact of childhood adversity and trauma in Palm Beach County was undertaken. Dr. Williams-Taylor thanked Vice Chair Bean for his participation and stated that there were approximately 100 community leaders in attendance.
4. Caregiving Youth Conference Presentation - Dr. Williams-Taylor had presented at the Caregiving Youth Conference April 27, 2017; CSC was recognized as the event's silver sponsor.
5. Get Your Green On Day, May 25, 2017 – Awareness on Mental Health and Trauma - "Get Your Green On" day will be recognized May 25, 2017 in order to promote awareness about mental health and trauma. CSC's Birth to 22 work focuses in this area, in addition to CSC funding many individual programs. The Council were requested to wear green at the upcoming Board meeting (and Planning Session) May 25, 2017, the day of observance; there will be a photo opportunity of the Council wearing green, showing its support.
6. CSC Employee Presents at National Ready by 21 Conference - Dr. Williams-Taylor congratulated Marsha Guthrie, Community Planning and Partnerships Officer, for her presentation at the national Ready by 21 conference in Austin, Texas in March. Ms. Guthrie presented together with a representative from the County's Youth Services Department on the joint "Birth to 22 Youth Master Plan". Ms. Guthrie also helped design facilitate a key workshop entitled "Forging an Equity Agenda: Implications for County-wide Planning and Policies".
7. Healthy Start Coalition Desk Audit Results - CSC had received great results from the programmatic and administrative desk audit by the Florida Department of Health contract manager.
8. CSC Employee Presents at National Meeting: Financing Approaches for Local and State Early Childhood Systems - Tanya Palmer, Chief Program Officer presented at a national meeting hosted by the Center for Study of Social Policy on financing approaches for local and state early childhood systems.
9. Communications Update Highlights
 - Dr. Williams-Taylor congratulated CSC employee Liz Cayson who was honored in the 2017 Palm Beach Medical Society's "Heroes in Medicine" event for her community outreach.

- Council Members' had an invitation at their places for the "Happily Ever After Begins with Reading" event May 17, 2017 – 10:00 a.m., at Washington Elementary School, 1709 W. 30th St., Riviera Beach.
 - Dr. Williams-Taylor invited Council members to review the collection of community events that had taken place over the previous month and throughout April.
10. Employee Service Awards – There were service awards in April for a 10-year recipient and a 5-year recipient.
 11. CSC Receives Chamber of Commerce's Health and Human Services Organization of the Year Award – On April 21, 2017, CSC was awarded the Chamber of Commerce of the Palm Beaches' Health and Human Services Organization of the Year award.

CSC was also nominated in the "education" category for the Triunfo! ("tree-un-fo") Award presented by the Hispanic Chamber of Commerce. Although CSC did not win the award it was an honor to be nominated.

9. Legal Reports

Tom Sheehan, General Counsel, thanked the Council for its flexibility in moving the annual Planning Session from April to May in order to ensure a quorum for both months. He outlined the upcoming meetings for May as outlined below.

1. CSC Annual Planning Session Moved to May 25, 2017

Meetings/times as follows:

- No Finance Committee Meeting in May
- 4:00 p.m. to 6:00 p.m. – CSC Annual Planning Session
- 6:00 p.m. – Council meeting
- Upon conclusion of Council meeting – Prevention Partnerships for Children, Inc. Quarterly Board meeting

10. Individual Appearances – Non-Agenda Items – N/A

11. Council Comments – None

12. Adjournment

The meeting was adjourned at 4:55 p.m.



~~Vincent Goodman~~, Secretary
Thomas P. Weber, Chair, Secretary Pro Tem



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