

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
COUNCIL MEETING
June 23, 2016, 4:30 p.m.

MINUTES

1. Call to Order

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

Present:

Kathleen Kroll

Greg Langowski

Dennis Miles

Debra Robinson, M.D.

Shelley Vana

Thomas P. Weber

Excused: Robert M. Avossa, Ed.D.; Thomas Bean; Vince Goodman; Thomas E. Lynch

A. Invocation – led by Chair Langowski

B. Pledge of Allegiance – led by Chair Langowski

C. Presentations

1. Summer Camp Update – Amy Blechman, Program Officer (CSC); James Green, Director, and Jacqueline Burke, Program Coordinator, both from the Outreach and Community Programming Division, PBC Youth Services Department

Amy Blechman, Program Officer introduced James Green, Director of Outreach and Community Programming, Palm Beach County Youth Services Department. Mr. Green stated that, on behalf of Commissioner Vana, Tammy Fields, the Director of the department, and Jacqueline Burke who led the Summer Camp Scholarship program, he was excited to share some of the great things happening this summer.

Mr. Green stated that the Youth Services Department had been developed out of the collaboration of the Birth to 22 initiative and had been in existence for 1½ years. He stated that they had consolidated all the youth programs with the County, including summer camp and summer food programs. He stated that the Department provided full tuition and fees for low income families at 150% (or below) of the federal poverty level. He stated that they provided summer camp services to children to allow the families to continue to work, and they ensured that parents were empowered to choose camps that would best suit them. He stated that they not only arranged camps by location, but also highlighted camps in the QIS (Quality Improvement System) and their proposed activities. He stated that parents were able to look at the various things that different camps offered in order to make their selections.

Mr. Green stated that summer camp scholarships provided children with educational and recreational opportunities. He stated that CSC's allocation was \$1.372 million, with a County match of \$434,229. He stated that they had been able to increase the number of camps approved for parental selection to 106 different camps, of which parents had chosen 90 of the 106 offered. He stated that they had also increased the number of school readiness summer camp sites. He stated that one difference between a regular summer camp and a school readiness summer camp was the addition of a certified teacher. He stated that in addition, the School District had trained at the school readiness sites in the Journey curriculum. He stated that Delray had achieved wonderful results in the summer of 2015, and they had decided it was a good model to use for all school readiness sites.

Mr. Green stated that they had partnered with a number of other entities in addition to CSC. He stated that they had produced a spelling bee in which over 100 children participated. He stated that CSC had donated approximately 3,000 books, T shirts, and backpacks. He stated that seeing the kids' excitement about competing was very rewarding, and it had been a great experience for them. He stated that they would conduct another spelling bee this summer. He stated that last year there had been 33 camps participating with over 100 kids, and for 2016 they would have at least 50 camps participating. He stated that the event would be July 21st, and they had requisitioned the help of the Parks and Recreation department to provide other activities for the kids. He invited Council members to attend, offering the opportunity to meet summer camp providers and participants. The event will be held at Palm Beach Central school July 21, 2016.

Mr. Green stated that they had partnered with the Early Learning Coalition (ELC), and that ELC would also participate in the spelling bee. He stated that the Youth Services library system had coordinated with ELC's reading program, and they had put together a small competition the previous year. He stated that they would continue to utilize the Bookmobile and other Palm Beach County Library system resources. He stated that the Literacy Coalition had Americorps volunteers, and they would read with the kids at summer camps and with the summer reading program. He stated that the Youth Services department had invited all summer providers to participate in the Prime Time Symposium and two resource fairs that had been offered. He stated that they wanted their providers to be equipped with enrichment activities so that kids continued to learn. He stated that Prime Time had also partnered with Youth Services to do some professional development training for partners.

Mr. Green stated that in addition to Parks and Recreation, they also worked with Cool Op and 4H, with mentors. He stated that they were partnering with the Health Care District to implement the "Summer Smiles" initiative. He stated that kids would get free dental care. He stated that the only area they had not been able to solidify had been a partnership with Head Start. He stated that some kids coming out of Head Start had been too young to participate in the Summer Camp program, so they needed to find a way to close that gap. He stated that the Youth Services department had been able to collaborate with the Department of Juvenile Justice (DJJ) offering summer camp to 15 DJJ kids. He stated that they had worked to recruit students and teacher volunteers to participate in summer camp

activities. He stated that it was good that students volunteered because they needed volunteer hours in order to graduate. He stated that one student who had volunteered the previous year now had a paid position for 20 hours per week. He stated that they had increased the number of summer jobs available, last year they had hired 20 kids that had gone through the Boys & Girls Club's summer camp and that the number of kids had increased to 35 for the current year, and those kids were now getting work experience during the summer.

Mr. Green stated that Edna Runner was a child care provider in Jupiter and was well known. He stated that he had visited her camp and had participated in team building activities with the kids. He stated that it was his goal to visit at least half of the summer camp providers.

Tom Weber asked why only 90 of the summer camps (out of an available 106) were used. Mr. Green stated that the parents received a list of approved camps, and they then selected which camp they would like to send their child to. He stated that only 90 of the camps received kids. Shelley Vana stated that the collaboration with the School District and the County was wonderful. She asked what the kind of camps were that parents had not chosen. Mr. Green stated that there were a number of reasons they weren't chosen. He stated that they had worked on two niche groups – middle schoolers and special needs. He stated that he had not assessed the 16 or so camps that had not been chosen to determine why they had not been chosen, but that he would look into it and get back to her.

Dr. Robinson stated that she had a concern with the collaboration with the School District insomuch as it would be undertaken the same way things took place during the school year. She stated that she would like to know how learning was made fun at camp, and whether field trips were provided. Mr. Green stated that there were field trips for most camps, if not all. He stated that the learning activities were enrichment activities, and the Youth Services department promoted ELOs (extended learning opportunities). He stated that those activities had learning components to them, some were STEM, some other. He stated that the partnership with the School District came in the form of the School District allowing Youth Services to utilize its facilities. He stated that VPK kids had been too young to utilize scholarships from Youth Services for summer camps, but in in collaboration with the School District they had been able to bridge that gap.

Kathleen Kroll thanked Children's Services Council and the County for reaching out to the difficult DJJ population. She stated that it was her hope that it was not only 15 kids (out of thousands) that were being served, although she suspected that this may be the case. She stated that they were a difficult group, and many camps refused to take them. Mr. Green stated that they were in the process of determining how to expand services for DJJ kids for 2017, and that there may be an RFP process for such services. He stated that they wanted to increase usage in this area.

Dr. Robinson stated that Judge Kroll would soon be made aware of additional resources being directed toward DJJ kids, including social-emotional services. She stated that the Minutes of the May Council meeting had excited her because of the presentation of the

robotics program at Pearl City. She stated that they should go to Pearl City and look at their STEM program, because it was the kind of program that would encourage the traditionally disengaged kids to become involved. She stated that it would be particularly good for the DJJ kids. Judge Kroll stated that the Department of Corrections and DJJ had taken some kids fishing and that there had been a presentation of the results. She stated that they had used the opportunity to incorporate math with the fishing. She stated that they had used it to illustrate what the kids were learning in school, and the kids had been incredibly excited at this hands-on application.

2. Comprehensive Program Performance Assessment (CPPA) Mid-Year Results – Debra Gotlib, Director of Program Performance

Debra Gotlib, Director of Program Performance stated that the Comprehensive Program Performance Assessment (CPPA) was conducted on an ongoing basis throughout the contract year, and was assessed two to three times annually. She stated that the CPPA results were reported to the Council mid-year and at the end of the year. She referred to the Plan Do Check Act cycle, and stated that CPPA was part of the “Check” portion. She stated that CPPA was undertaken as a check, evaluations were part of the check activities, and regular contract monitoring was also part of the check cycle.

Ms. Gotlib stated that CPPA was an assessment of program implementation and fidelity, data, program operations, and (at year end) outcomes. She stated that there would not be a report on outcomes at this time. She stated that with the CPPA Short Form they also assessed contract deliverables and contract compliance.

Ms. Gotlib stated that a score of 90% or above on the CPPA meant the program was performing well and meeting expectations. She stated that a medium score from 75% to 89% usually meant a program was on a performance improvement plan (high end of the range), or if it was at the lower end of the range it would be on a corrective action plan. She stated that a score below 75% indicated that the program was not meeting expectations and may mean the program would be terminated at the end of the contract year.

Ms. Gotlib stated that the CPPA Short Form was not scored, although it reviewed compliance with contract requirements and deliverables, and it permitted progressive intervention, similar to the scored CPPA.

Ms. Gotlib stated that 61 programs had been reviewed in the period 10/1/15 to 3/31/16, which was 10 more programs than the previous year. She stated that 36 of those programs had been assessed using the scored CPPA and 25 programs were reviewed using the Short Form. She stated that of the 36 programs assessed by the scored CPPA, 29 had a score of 90% or better. She stated that 3 programs had a score between 75% and 89% and would be on a performance improvement plan. She outlined the 3 programs in this scoring category as:

- Healthy Families (Families First) – Performance Improvement Plan, Level 1. This was primarily related to data.

- WHIN Nurses (FL DOH) – Performance Improvement Plan, Level 1. This was due to a dosage requirement through Healthy Start.
- BRIDGES (Housing Partnership) – Because they were right on the cusp it was determined that a performance improvement plan was not required. There had been a number of elements that could not actually be measured, and had they been able to measure, the score may have been different.

Ms. Gotlib stated that 4 programs had not been scored because they were in their initial implementation. She stated that they had performed a trial CPPA on these programs to inform them how they might have scored, although they were not officially scored.

Ms. Gotlib stated that 25 programs were reviewed using the Short Form CPPA. She stated that 24 programs had met contract expectations, and 1 had not. She stated that the Prenatal Plus Mental Health program would be on a Level 1 Performance Improvement Plan.

Ms. Gotlib stated that the CPPA report of year end 14/15 had outlined three programs on progressive intervention:

- Transportation (Tomas Boiton) – Level 1 – Completion 6/30/16
- Head Start (Lutheran Services) – Level 2 – Completion 6/30/16
- Community Voice (Sickle Cell) – Level 1 – Completion 6/30/16

She stated that all three programs were expected to have successfully completed their progressive intervention plans by June 30th.

Ms. Gotlib stated that they were in the midst of looking at the CPPA process, how the Short Form was scored, and whether they needed other versions of CPPA (such as an implementation version.) She stated that they were always working towards process improvement.

Dr. Debra Robinson stated that she would like to see the criteria used for measuring both the Short Form and the long form. She referred to the Healthy Families' performance improvement plan and asked for more detail on why they were on the improvement plan. Ms. Gotlib stated that it was due to data. Dr. Robinson asked whether it was that the outcome measures were not as expected. Ms. Gotlib replied that they were not measuring outcomes at the 6 month mark; with Healthy Families it had not been an issue of them not performing services, but had been an issue about them not entering the required data to substantiate their services. She stated that it was nothing to do with outcomes, historically Healthy Families had always met their outcomes.

Dr. Robinson asked why WHIN nurses were on a performance improvement plan. Ms. Gotlib stated that it was because the Healthy Start standards and guidelines prescribed a dosage that was hard to meet, and although the nurses had struggled to meet that dosage, this was the one area in which they had fallen short. Dr. Robinson asked what dosage referred to. Ms. Gotlib stated that it referred to a visit, and depending on the plan set up for the client (level of intensity) it was usually two visits per month, which was hard to accomplish with clients who were hard to catch up with. She stated that this was a high target and was not driven by CSC, but was driven by the Department of Health. She stated that she could provide to Dr.

Robinson the manual which showed all the areas in which CSC scored both versions of the CPPA.

Dr. Robinson stated that she would have a standing issue based on prior CPPAs, and that she was interested in seeing how things changed, because it was her opinion (before she had rejoined the CSC Board) that it had been overwhelmingly paperwork-driven. She stated that with the example of the Healthy Families initiative, they would have scored poorly in the previous CPPA structure because it used to be technically scored in isolation, instead of whether the needs of the children and families were being met. She stated that it was her hope that the pendulum had swung to address, to a greater degree, the outcomes for families and children. Ms. Gotlib stated that they had tried to move away from the technical aspect so much, and that they measured much less at the agency level, and focused much more on program fidelity – whether they were correctly implementing the program in the prescribed manner, which meant the clients were receiving the services as they were supposed to receive, which meant the outcomes would be met. She stated that they would provide Dr. Robinson with the manual, and, upon her review, if she found areas that warranted changes, these could be considered. She stated that they wanted to be sure they were measuring the program, and whether they were conducting the program correctly so that outcomes could be achieved. Lisa Williams-Taylor, Ph.D. stated that many of the areas where CSC was measuring fidelity, based on national models, were because that criteria was required in order for the agency to maintain national certification, for example, to be a TOP® provider there were certain things that they had to be able to say they were delivering.

Dr. Robinson stated that sometimes you could implement with fidelity and yet not reach outcomes. Ms. Gotlib stated that outcomes were measured at year end. Dr. Robinson stated that one thing that had bothered her during her previous time on the CSC Board was that the Behavioral Health program had been defunded because it had not performed well on the CPPA. She stated that she would be curious to know how such a program would score on the new version of CPPA because in the past week she had been contacted by two district administrators asking for the Behavioral Health program back in schools. She stated that schools were now trying to focus on the social-emotional aspect, and the Behavioral Health program had been the first toe in the water to address this area. Debra Gotlib clarified that Dr. Robinson wanted to see how one of those agencies which had previously been defunded would now fare when assessed by the current CPPA. Dr. Robinson concurred.

2. Minutes

A. May 26, 2016 Council Meeting

A motion by Weber/Miles to approve the Minutes of the May 26, 2016 Council Meeting as presented was approved by unanimous vote.

3. Public Comment – Agenda Items

4. Council Committees:

A. Finance Committee

- o Tentative approval of 16/17 CSC Annual Budget
- o Approval of 5/31/16 Financial Statements

Tom Weber stated that the Finance Committee had met prior to the Council meeting and that there had not been a quorum present. He stated that there had been unanimous consensus on the items the Finance Committee had reviewed which were:

- Approval of the Financial Statements for May 31, 2016, and
- Consensus for Council approval of the 2016/2017 CSC Budget. The budget outlined a proposed millage rate increase from .6677 to .6857 for 16/17. The Committee recommended giving staff authority to adjust the proposed millage rate as necessary, in order to maintain the tax revenue parameters set by the Finance Committee.

A motion by Vana/Robinson to accept the Finance Committee report was approved by unanimous vote.

B. Personnel Committee – no report

5. **Consent Agenda**

1. Additions, Deletions, Substitutions

A substitution to Agenda Item 5A(2) Increased Funding for Child Care and Summer Camp Scholarships (Reference #3) was made. There was an update in the number of summer camp scholarships provided, changed from 1,600 to 1,121 scholarships.

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 Weber/Robinson to approve the Consent Agenda with the noted substitution and Walk-in Warrants list was approved by unanimous vote.

A. Program

1. Resolution #16-019 Authorizing Agreements for Light Touch Developmental Services with The Arc and the Institute for Child and Family Health – Approved by Consent
2. Increased funding for Child Care and Summer Camp Scholarships– For informational purposes only; no action required.
3. Resolution #16-023 Authorizing Budget Increase to the Literacy Coalition for the Parent-Child Home Program – Approved by Consent

B. Business

1. Warrants List – Approved by Consent
2. Resolution #16-020 Amending Funding Mechanism for Swim Lesson Vouchers – Approved by Consent
3. Resolution #16-021 Authorizing Revision of Late Submission Policy – Approved by Consent
4. Resolution #16-022 Authorizing Renewal and Revision of an Interlocal Agreement for CSC to be under the Jurisdiction of the Office of Inspector General – Approved by Consent
5. Resolution #16-024 Authorizing 2016/17 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. Palm Beach Lakes Summer Academy Project in Conjunction with the Department of Juvenile Justice

Lisa Williams-Taylor, Ph.D. stated that Palm Beach Lakes Summer Academy had been jointly funded by CSC, the Department of Juvenile Justice, and the School District. She stated that the School District had funded the early part of the day but that additional activities had been needed for the afternoons. She stated that this project was on CSC's list to fund again for 2017, and that they needed to explore ways in which to expand the project for the future.

2. Planning Session Direction and Estimated Budget Implications

Dr. Williams-Taylor stated that the CEO Report contained a chart as follow up from the Planning Session and areas to explore. She stated that the chart included budget expectations of the various initiatives for both the upcoming 16/17 budget, in addition to future year's budgets. She stated that each initiative would be brought back to the Council for approval before they moved forward.

3. Great Ideas Initiative

Dr. Williams-Taylor stated that the Great Ideas Initiative had been approved by the Council for utilization of unexpended funding. She stated that applications for the Great Ideas Initiative had begun to be made available starting June 22nd. She stated that the deadline for submission was July 28th, after which funding awards would be considered.

4. Funding for Literacy Coalition Budding Readers Program to Sunset

Dr. Williams-Taylor stated that CSC would no longer be funding the Budding Readers program through the Literacy Coalition so it was in the process of exploring a replacement program to address early literacy and family engagement for children ages birth through age five.

5. 30th Anniversary Family Guide

Dr. Williams-Taylor stated that CSC would release the 30th Anniversary Family Guide this summer. She stated that Council members should let her know if they wanted supplies of this Guide to distribute.

6. Little Free Libraries News Event

Dr. Williams-Taylor stated that a news event had been held the previous week regarding the Little Free Libraries. She stated that CSC had received good press from the event.

7. You Tube Video Links for Council Members

Dr. Williams-Taylor stated that the CEO Report contained You Tube links for various provider videos.

8. Center for Family Services

Dr. Williams-Taylor stated that the Center for Family Services implemented the Triple P Program, Prenatal Plus, and Mental Health Counseling, and that the agency was experiencing significant financial difficulties. She stated that staff were actively working with the organization, but should the organization be deemed non-viable, there was a chance that families may immediately need to be transferred elsewhere for services.

9. Legal Reports

1. Annual Financial Disclosure

Tom Sheehan, General Counsel reminded Council members that they needed to file their annual Financial Disclosure forms by July 1st.

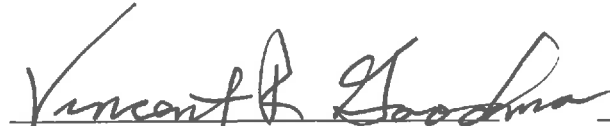
10. Individual Appearances – Non-Agenda Items – N/A

11. Council Comments


Chair Langowski reminded Council members that the Council would not meet in July, and the next Council meeting would be in August.

12. Adjournment

The meeting was adjourned at 5:03 p.m.



Vincent Goodman, Secretary



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