

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
**COUNCIL MEETING**  
**May 26, 2016, 4:30 p.m.**

**MINUTES**

**1. Call to Order**

Chair Langowski called the meeting to order at 6:06 p.m.

Present:

Thomas Bean

Vince Goodman

Kathleen Kroll

Greg Langowski

Thomas E. Lynch

Shelley Vana

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

A. Invocation – led by Vince Goodman

B. Pledge of Allegiance – led by Vince Goodman

C. Presentations

1. Pearl City C.A.T.S./STEM - Kasha Owers, Director of Program Performance; John Scannell, Executive Director, Boca Raton Housing Authority; Royce Deale, Program Director, Pearl City C.A.T.S.; Mariah Jones, Robotics student participant.

Kasha Owers, Director of Program Performance, introduced staff from the Boca Raton Housing Authority's Pearl City C.A.T.S. program. She stated that CSC had invested \$15,000 the previous year for a pilot robotics project, building upon an existing afterschool program which was already a part of Prime Time's quality programming.

John Scannell, Executive Director, Boca Raton Housing Authority, thanked the Council for its support and stated that he had been with the agency 10 years, and that CSC had funded them for over 20 years. He stated that the program would not exist without CSC's help. He stated that the program provided services to 63 children ages 5 to 12. He stated that C.A.T.S. was an acronym for "Children Achieving Their Success". He invited Council members to visit the program and stated that not only did it have robotics, but it also had ballet, tutoring, computers, and mentoring.

Royce Deale, Program Director, Pearl City C.A.T.S. stated that he had been with the program and the Boca Raton Housing Authority for 16 years and that they really appreciated the Council's support with the robotics program. He stated that they had begun the program three summers previously with STEM HQ, and one of the first robotics projects they had become involved in was the FLL robotic program. He stated that the kids had caught on and got excited about the program. He stated that Florida Power and Light (FPL) had sponsored an

E Formula One racing program for the kids to work on producing electric go-karts, which were raced in Miami. He stated that it was an easy sell to the kids in the community, however, they had not had kids enrolled who were old enough to drive the go-kart.

Mr. Deale stated that the children in the community had previously only migrated towards sports, and the robotics program was a great opportunity to turn them onto something new. He stated that the robotics program had competitions which appealed to the students, much as athletic competition does. He stated that once they started entering competitions the popularity of the program had multiplied. He stated that such popularity now enabled the kids to think ahead to college and consider a career in Engineering.

Mr. Deale stated that other robotics sites such as Poinciana (who had longer experience with a robotics program) had come together to help the Pearl City kids in their tournaments and that they had witnessed the community come together to help one another. He stated that in the current year they had started out with 15 students participating in the mainstream competition and they had performed exceptionally well; he stated that children ages 7 to 12 had participated.

Mr. Deale described how they had used the robotics program as an incentive to improve the behavior of students in academic areas. He stated that students from the Black Engineering program at Florida Atlantic University (FAU) had mentored students and they had jointly utilized the tech garage. He stated that around 12 students from FAU came to the program and donated their time.

Mr. Deale showed photos of students involved in building robots and photos of them performing in competition. He stated that it was a program that could really point the kids in the right direction for their futures, a shining light at the end of the tunnel. He stated that the program showed them what they could do in the future if they wanted to become an engineer or something of that nature. Mariah Jones, robotics student participant stated that the program allowed her to release all the ideas and creativity that were in her head. She described how she had previously been bored, but now that she had the robotics program she was creating cool robots. She described how her brothers had been introduced to the program and how she had been waiting for the day she was old enough to also participate.

Vince Goodman stated that there were only 15 children in the program, 11 boys and 4 girls; he stated that a program like this should encompass more children. Mr. Deale stated that all the children in the Pearl City C.A.T.S. program participated in the robotics program, and the numbers to which Mr. Goodman referred were only those children who had participated in the actual competitions. He stated that there was a myriad of reasons why there were not more of the participants competing, and suggested other sports events had vied for those students' time. He stated that the current year was the first year they had entered any competitions, and that all the children in the program participated in the robotics program.

Mr. Goodman asked what the goals of implementing the program were. Mr. Deale stated that their goals were to continue to build and continue to get more kids involved. He stated that

students had opportunities to compete in St. Louis and San Antonio. He stated that they wanted to get more children to compete, and they wanted to broaden awareness to children in the community that there was a solid robotic program available. Mr. Goodman asked whether there was a recruitment program in place. Mr. Deale stated that they were using FAU and A.D. Henderson school as recruitment bases. He stated that they were sending pamphlets to all the different elementary schools in Boca Raton. He stated that the program had received a donation from STEM HQ which had enabled them to purchase Legos, and each child in the program was now learning how to put together robots. He stated that all kids were learning the basic foundations which would allow them to move up into the robotic program.

Mr. Goodman asked for a success story from the program. Mr. Deale gave an example of a young man called J.P. He stated that when he first joined the program J.P. had been very combative and strong-willed. He stated that he had paired J.P. with Mariah Jones (student present at the meeting) and it had taken many hours of counseling to get them to work together successfully. He stated that they had counseled the kids that they were not giving up on either of them, and eventually they recognized each other's strengths and weaknesses, and were now the best of friends, had ended up being teammates in a competition, and had won an award. He stated that the success was in teaching the kids a team concept which they needed in life in order to "make it."

Mr. Goodman asked whether they had received feedback from the parents or teachers regarding changes in children's behavior. Mr. Deale stated that the teachers had approached him and had quizzed him what was going on with the program because the children talked about it frequently, and were even eager to submit homework/assignments in order to get to participate in the program. He stated that teachers were also volunteering with the robotics program in order for them to determine how the program had been able to motivate certain children. He stated that it was a blessing to be able to use the robotics program as an incentive tool to ensure the children understood that schoolwork/homework came first, and robotics came second.

Thomas Bean thanked all presenters for attending and asked Ms. Jones to describe the functions of the robots present. Ms. Jones described how the robots had performed in an obstacle course, including required robot activities such as opening and closing a door. She stated that in order to meet the demands of the obstacle course it had required them to remove the robot, enter more code, and then perform the robot with the modified coding. Ms. Jones stated that they had come in the top 50 in the state in their first year.

Mr. Bean asked Ms. Jones to describe what was involved in building a robot such as the one that was on display. Ms. Jones stated that they had learned it took a lot of time to design a robot in order to perform specific tasks, such as going up a ramp. Mr. Bean asked about the relevance of the phone on the robot. Ms. Jones stated that there were two phones and that they had to be connected to the controller, and also had to be connected via an App and the laptop. Mr. Bean asked whether Ms. Jones had expected to enjoy robotics, Ms. Jones replied that she had begged her mother to enroll her in the program. Mr. Bean asked Ms. Jones her

age, she replied that she was currently 10, but that she had been 9 when she started in robotics.

Kasha Owers stated that the program had been a pilot for \$15,000 which had addressed the transportation, supplies, equipment, tournament fees, and a coach. She stated that direction from the Planning Session was to look at STEM and replications of programs that worked, and they would be looking at replicating the robotics program, details of which would be brought back to the Council. She stated that the program was a unique opportunity because of its proximity to the FAU tech garage, and there were incredible resources available to the kids. Thomas Bean asked how staff viewed the pilot's success. Ms. Owers stated that they had been very impressed and had seen good results including increases in behavior, grades, getting homework done, and state placement in competition.

Vince Goodman asked if the program was limited to minorities, whether it was only in certain Zip codes, and asked about the racial makeup of program participants. Mr. Deale stated that the program served every color, and that it was based inside a housing complex. He stated that the majority of the population served were low-income, but low-income has no color so they had every nationality and culture at the community center.

Lisa Williams-Taylor presented a gift (of Legos) to Ms. Jones and thanked her for attending.

## 2. Minutes

### A. April 28, 2016 Council Planning Session

**A motion by Bean/Goodman to approve the Minutes of the April 28, 2016 Council Planning Session as presented was approved by unanimous vote.**

### B. April 28, 2016 Council Meeting

**A motion by Lynch/Bean to approve the Minutes of the April 28, 2016 Council Planning Session as presented was approved by unanimous vote.**

## 3. Public Comment – Agenda Items

## 4. Council Committees:

### A. Finance Committee

Tom Lynch stated that the Finance Committee recommended approval of the Financial Statements for April, 2016. He stated that under Agenda Item #7 they recommended that the Procurement Policy be revised to eliminate the need for bids for items under \$5,000, which had formerly been \$1,000.

**A motion by Goodman/Bean to approve the April 28, 2016 Financial Statements, Finance Committee Minutes of April 28, 2016, and the Finance Committee report was approved by unanimous vote.**

B. Personnel Committee – no report

## 5. Consent Agenda

1. Additions, Deletions, Substitutions
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 Bean/Goodman to approve the Consent Agenda and Walk-in Warrants list was approved by unanimous vote.**

A. Program

1. Resolution #16-014 Authorizing Renewal of ACCESS Agreement – Approved by Consent
2. Revision to Resolution #15-017 Authorizing Agreement for Child First Evaluation – Approved by Consent

B. Business

1. Warrants List – Approved by Consent
2. Resolution #16-015 Authorizing Renewal of Interlocal Agreement with the School Board of Palm Beach County – Approved by Consent
3. Resolution #16-016 Accepting Changes to CSC's Procurement Policy – Approved by Consent
4. Resolution #16-017 Accepting Changes to CSC's Sustainable Purchasing Policy – Approved by Consent
5. Resolution #16-018 Authorizing Additional Functionality to the EmbraceEachDay Universal Parenting Campaign Website – 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. Follow Up from April Planning Session – List of Areas of Investigation in Priority Order

Lisa Williams-Taylor, Ph.D. stated that the follow up activities from April's Planning Session had been listed in the priority order expressed by the Council. She stated that staff would look at all items listed which the Council had asked staff to continue to pursue, and would come up with preliminary budgets and ideas for each. She stated that these details would be brought back to the Council in June for budget discussion.

2. Follow Up from April Council Meeting – Demographic Data from Teen Outreach Program (TOP®)

Dr. Williams-Taylor stated that the CEO Report contained follow up demographic data from the Teen Outreach Program (TOP®) which Council member Vince Goodman had requested.

3. CSC Presents at National Smart Start Conference

Dr. Williams-Taylor stated that Karen Brandi, Director of System Performance, had presented at the National Smart Start Conference.

4. Spring 2016 "Happily Ever After Begins with Reading" Campaign

Dr. Williams-Taylor stated that the Spring, 2016 "Happily Ever After Begins with Reading" event at Kirklane Elementary school had been a great event, and that they had enjoyed the opportunity to read with second graders.

5. 2016 Safe Kids Day

Dr. Williams-Taylor stated that the CEO Report contained information regarding the 2016 Safe Kids Day.

6. Android Version of SafeMap App

Dr. Williams-Taylor stated that the Council had asked staff to look at the Android version of the SafeMap App. She stated that they had completed the RFP process and the cost of development would be \$5,000 which was below the level of Council approval. She stated that they hoped to have it available on Google Play by mid-summer.

7. Growing Up Strong TV Show

Dr. Williams-Taylor stated that they had wrapped the third season of the Growing Up Strong TV show. She stated that it had focused on some of the new billboards, and that Dr. Avossa had joined them in the last show.

#### 8. Spotlight on Providers – You Tube Links

Dr. Williams-Taylor stated that the CEO Report contained You Tube links to all the Spotlight on Providers recorded segments.

#### 9. Council Member Thomas Bean and Harry A. Johnston Receive Awards from Chamber of Commerce of the Palm Beaches

Dr. Williams-Taylor stated that CSC had been presented with an award by the Chamber of Commerce of the Palm Beaches on Friday, May 20<sup>th</sup>. She stated that CSC's name had been noted many times during the award ceremony, and that Harry A. Johnston, former Florida Senate President, who was key in getting legislation passed allowing for the creation of CSCs (and who was CSC's founding Board Chair) was honored as the 2016 Community Leader of the Year.

Dr. Williams-Taylor congratulated Council member Thomas Bean for winning the Young Professionals Award.

Dr. Williams-Taylor stated that CSC provider agency Families First was recognized for its work and was awarded the Health and Human Services Nonprofit of the Year.

### 9. Legal Reports

#### 1. Review of Sunshine Law and Public Records Law

Shelley Vana suggested making the presentation when all the Board members were present because it was so important. Tom Sheehan, General Counsel, stated that it was at the Board's pleasure when he presented.

#### **Sunshine Law**

Mr. Sheehan stated that the Sunshine Law provided a right of access to government proceedings, including Council meetings. He stated that if there was a knowing violation of the Sunshine Law it was a misdemeanor of the second degree which would be up to 60 days' imprisonment and a fine of \$500. He stated that an unintentional violation may be prosecuted as a non-criminal infraction with a civil penalty of up to \$500. He stated that Courts had upheld that *actions taken* by governments *when in violation* of the (Sunshine) law *were void*, so correction of the Sunshine violation would be time-consuming and cumbersome. He stated that there were penalties and processes if there were infractions.

Mr. Sheehan stated that there were three basic requirements:

- The meeting must be open to the public

- Reasonable notice of the meeting must be given
- Minutes of the meeting must be taken and available promptly for public inspection. This applies to Board meetings, Committee meetings, and any other meetings involving Council decision-making.

Mr. Sheehan stated that the real problems encountered with the Sunshine Law were not usually with the formal meetings as there were processes in place to ensure that the meetings were advertised, open to the public, and minutes available. He stated that the problems were usually encountered with the interaction between two or more Board members at a non-formal meeting, and if those members talked about something reasonably likely to come before the Council for action.

Mr. Sheehan stated that Assistant County Attorney Leonard Berger had presented the review of the Sunshine Law to Council members several years previously, and he had stated that Council members should always look both ways before crossing the street. He had stated that even though people are aware and cautioned, there were always people who got hit each year.

Mr. Sheehan asked Council members to please remember these limitations because it was important. He stated that the Sunshine Law also covered conversations in person, and included email, texting, Facebook, Twitter, and any way that someone could communicate. He stated that communication by memorandum or email, *so long as there was no reply* (i.e. one-way communication), was permissible. He stated that if Council members wanted to do this, the best way to do it would be through the CEO so that it could be sent in such a way that there would be no reply to other Council members. He stated that it was commonplace to hit 'reply' or 'reply all', so there was a danger in sending an email to the rest of the Board if you did it yourself.

Mr. Sheehan stated that, ordinarily, communications with staff were not covered by the Sunshine law; however, staff were not permitted to be a conduit or liaison to communicate information between Board members.

### **Public Records Law**

Mr. Sheehan stated that Chapter 119 defines "Public Records" as an all-encompassing definition of records, including the various ways of preserving information such as computers, film, or any other method. He stated that the Florida Supreme Court has interpreted "records" as: "all materials made or received by an agency in connection with official business used to perpetuate, communicate, or formalize knowledge."

Mr. Sheehan stated that a person who is denied the right to inspect a copy of public records may bring a civil action against the agency under the terms of Chapter 119; if successful, the person is entitled to attorney's fees, which is often the major penalty. He stated that Chapter 119 also provided that a public officer who knowingly violates this provision may be subject to suspension, removal, or impeachment, a misdemeanor in the first degree, and punishable by up to a year in prison, a \$1,000 fine, or both.

Mr. Sheehan stated that, absent statutory exemptions, public records are available for viewing and copying by the public, there are no draft exceptions (for example, the minutes). He stated that when CSC sends the minutes to Council members, although the Council has not yet approved those minutes they are available to the public and on the CSC website.

Mr. Sheehan stated that the location of a record does not determine whether or not it is a public record. He stated that if a work email is sent from a home computer it would still be a public record. He stated that the Florida Supreme Court has ruled that if you were to send a personal email from a government computer, it would still be a personal email and *not* a public record. It is therefore the *nature* of the document that makes it a public record.

Mr. Sheehan stated that emails, text messages, and instant messages are all public records and subject to disclosure, and need to be maintained. He stated that public records are subject to another law that says you have to maintain them per the schedule the State establishes. He stated that most emails have a time limit for retention attached to them, with some being 1 or 2 years, and other records would be permanent (such as Council Resolutions and Minutes). He stated that phones that CSC employees receive to do business on are currently disabled from texting. He stated that at the time of issuing these phones, CSC did not have a method in place for storing and preserving text messages as required by law. He stated that they were currently looking at software that may be able to preserve these kinds of records, however, text messages tended to be much more informal and staff may forget that each text is a public record. He stated that if a Council member was using texting for (Council) business purposes, they needed a way of preserving those texts.

Mr. Sheehan asked whether Council members had questions, there were no questions.

## 2. Dates of September Council Meetings and TRIM Hearings

Mr. Sheehan stated that the dates for the September Council meetings and TRIM hearings were mentioned at the April Council meeting. He stated that he had been made aware that, for the first TRIM hearing, there would be at least one Council member unavailable. He reiterated the importance of being able to have a quorum for the TRIM meetings, and **asked Council members to inform Lisette Osborne, Clerk of the Council, as soon as possible** (before the Property Appraiser's Office sends its notices out) **if they were unable to make either or both of the September meetings.**

- Thursday, September 8, 2016 – Council meeting anticipated start time estimated at 5:30 p.m.; TRIM Hearing will begin at 6:00 p.m.
- Thursday, September 22, 2016 – Council meeting anticipated start time estimated at 5:30 p.m.; Prevention Partnerships for Children, Inc. Board meeting will begin directly upon conclusion of the Council meeting; TRIM Hearing will begin at 6:00 p.m.

## 3. Reminder: Financial Disclosure Filing(s) Due July 1, 2016

Mr. Sheehan stated that the Financial Disclosure filings were due July 1<sup>st</sup> and that Council members would receive the notices shortly. He stated that if anyone had any questions to please call him. He stated that there had been no changes in the law and therefore Council members should continue what they had been doing in the past. Vince Goodman asked whether Mr. Sheehan would be mailing out those notices. Mr. Sheehan stated that it was the State's Commission on Ethics that mailed them. He stated that the Commission on Ethics had provided him with a list earlier in the year for him to inform them of the correct mailing addresses of Council members.

Mr. Sheehan stated that if a Council member was filing a statement in their official position (such as a Judge or County Commissioner) they would **not** need to file separately as a CSC Board member.

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

**11. Council Comments**

**12. Adjournment**

The meeting was adjourned at 5:13 p.m.



Vincent Goodman, Secretary



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