

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**

**May 28, 2020, 4:30 pm**

**Via Skype/Teleconference**

**MINUTES**

**1. Call to Order**

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

Present:

Thomas Bean

Donald E. Fennoy II, Ed.D.

Kathleen Kroll

Melissa McKinlay

Dennis Miles

Debra Robinson, M.D.

Jose Luis Rodriguez

Thomas P. Weber

Excused: Vince Goodman

A. Invocation – led by Chair Bean

Chair Bean noted the following for the record:

If you have called in as a member of the public or submitted a comment via e-mail, please hold all comments until we reach the time for Public Comment on our agenda.

This is a reminder to the Council and any public participants that this meeting is open to the public by telephone and a "virtual" quorum is permitted pursuant to the Governor's Executive Order #2020-69.

**2. Minutes**

A. April 23, 2020 Council Meeting

**A motion by Rodriguez/Kroll to approve the Minutes of the April 23, 2020 Council meeting as presented was approved by unanimous vote.**

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

No public comments via email or via telephone.

**4. Council Committees:**

- Finance Committee

Chair Bean stated that the Finance Committee met via Skype to review the following:

- April 23, 2020 Minutes
- April 30, 2020 Financial Statements

**A motion by Weber/Robinson to approve the recommendation of the Finance Committee as presented was approved by unanimous vote.**

Chair Bean advised the Council that the RFP for Auditing Services has been completed. The Auditor Selection Committee (Thomas Bean, Tom Weber and Jamie Russo) reviewed the 6 proposals received from audit firms, interviewed 3 of those firms and made a recommendation, ranking no fewer than 3 firms in the order of preference as required by F.S 218.391(3)(e).

The recommendation, ranked in the order of preference by the Auditor Selection Committee is as follows:

- a. Marcum LLP
- b. Carr, Riggs & Ingram, CPA's & Advisors
- c. Mauldin & Jenkins, LLC

Council must select the highest ranked firm with which to begin negotiations, absent documentation, for public record, of the reasons for not selecting the highest ranked firm.

The total cost of entering into a contractual agreement with Marcum LLP for FY 2019-20 will not exceed \$49,250 and the funds to support this is budgeted in the Administrative budget. The cost for funding the five consecutive year engagement will not exceed \$261,479 for the fiscal years ending 9/30/2020 through 9/30/2024. This is a net savings of \$39,000 over the five year engagement.

The Finance Committee approved the Auditor Selection Committee's recommendation and seeks Council's approval.

**A motion by McKinlay/Weber to approve Resolution #20-018 was approved, with Council Member, Debra Robinson, M.D., opposing.**

**The following items were also discussed but do not require any action.**

1. Monthly Investment Report for April 30, 2020 was discussed and reviewed.
2. Chair Bean advised the Council that the Finance Committee reviewed a proposed budget for Fiscal Year 2020-2021. The proposed budget included a property tax increase of 5.2% and no change in millage (the millage rate is at .6497). This is still subject to change; the certified value will be received from the Property Appraiser's office on June 25, 2020. Given the uncertainty of the impact of COVID-19 on property values going forward, the Finance Committee also reviewed three individual five year forecasts, a Best Case, Mid Case and Worst Case projection. In all forecasted projections, there are no reductions in our direct spending for Children's Programs. Where we needed to remain within our Fund Balance Policy, adjustments were made to the administrative costs, capital assets and Provider cost drivers.

No action is required at this time. At the June 25, 2020 Council Meeting, the Finance Committee will seek approval of the proposed budget for FY 20/21.

- Personnel Committee – N/A

## 5. Consent Agenda

1. Additions, Deletions, Substitutions – N/A
2. Items to be Pulled for Discussion – N/A
3. Adoption of the Consent Agenda and Walk-in Warrants List

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

## 6. Non Consent Agenda

- A. Program – N/A
- B. Business

1. Resolution # 20-015 Formalizing the Council Finance Committee

CEO, Lisa Williams-Taylor advised the Council of the need to formalize the Finance Committee. The committee will have a minimum of four committee members. Members will include the Chair of the Council, another nominated Council member, and two external Palm Beach County residents with a background in Finance. Nominations for the Finance Committee membership will be reviewed every two years in the month of February with nominations for external members to be made between January 1 and February 15. The Finance Committee will review the nominations and make a recommendation to the Council for approval. A list of the responsibilities of the Finance Committee are included in the agenda item.

**A motion by McKinlay/Weber to approve Resolution #20-015 as presented was approved by unanimous vote.**

2. Resolution #20-016 Establishing a Human Resources Committee

CEO, Lisa Williams-Taylor advised the Council that the existing Personnel Committee had not been created by a formal motion as required by the CSC Bylaws. We are recommending that the Council formally establish a Human Resources Committee that will consist of a minimum of three Council members, including the Chair of the Council and two nominated Council members. Nominations for this committee will be reviewed every two years. A list of responsibilities of this Committee is included in the agenda item.

**A motion by Rodriguez/McKinlay to approve Resolution #20-016 as presented was approved by unanimous vote.**

- C. For Informational Purposes Only – N/A

## 7. Walk-In Items – N/A

Debra Gotlib stated that the Resolution associated with the Auditor selection was left out of the packet, but was provided by e-mail to Council members earlier today. The resolution will authorize the CFO to negotiate on the Council's behalf and will authorize the CEO to enter into a contract for a 5-year engagement, with a contract start date as soon as the negotiations are completed.

## **8. Election of Finance and Human Resources Committee members**

### Finance Committee

The CEO advised that Paul Dumars would like to continue as an external member so we will be accepting nominations from the Council for another external member. We need one nomination of a Council member to join this Committee.

Jose Luis Rodriguez, Esq. was nominated and approved by unanimous vote by the Council.

### Human Resources Committee

The following Council members were nominated and approved by unanimous vote by the Council:

- Debra Robinson, M.D.
- Jose Luis Rodriguez, Esq.

## **9. Chief Executive Officer's Report**

The CEO reviewed some highlights from the report.

Tanya Palmer provided an update about summer camp. Youth Services Division has been working very closely with the 90 camps that indicated that they would still be available to provide services during the course of the summer. There are 20 camps that have indicated they will be able to provide in person programming. There are 27 camps that will only be available in a virtual environment setting and there are 39 camps that will be doing a hybrid approach.

The Governor expressed Friday his commitment and hope that summer programming would be available for providers and parents to make a decision that best meets their individual needs. At this time, there is still a question on the ratio of 1:9, which has been under the CDC guidance. This will have an impact on the number of the children that will be able to receive in person services. We will provide more details and an update during our Council meeting in June.

Lisa Williams-Taylor shared that for some of the older children, technology and internet access is a significant issue. The School District has made the decision to allow families to keep the devices, but there are still questions when families have multiple children and only one computer. There are also some areas in our community where there are gaps in access to internet. We have reached out to internet providers and we are trying to get a meeting with Comcast in the upcoming week to see if there is anything that can be done. In the past, when we looked at the COVID-19 dollars, there was a feeling from this Council that we did not want

to spend any dollars on technology, except for 211. That technology was for providers. Today we are asking if there a different feeling now to determine if we wanted to move into partnering with others related to technology, such as computers and access to internet.

Superintendent Fennoy shared that if a family needs additional computers, all they need to do is contact the School District. Any child that is registered with the School District can get a computer, even in the case where there are multiple children in a family. Regarding internet access, some families have financial issues and the School District is working on finding low cost internet access, the only issue they are facing now is that providers require a subscription.

Considering that we are looking at computers as consumable products, the School District is recognizing that some of the computers that were handed out to families may come back broken or not come back at all, so any additional purchases by any entity will be well served.

Dr. Robinson asked for clarification in terms of this technology being used for summer camps or for educational enrichment purposes.

Tanya Palmer explained that there are some camps that have indicated that they are going to be doing educational enrichment camps, with 50% of their content being for academic support. Some of those are a combination of in person and virtual.

Dr. Robinson advised that her concern was the need for children to be supervised and that virtual camp does not meet that need. Lisa stated that our concern is how we can get more summer camps to be open to provide in person services.

Tanya Palmer advised that the Youth Services did a survey of the parents that applied for the scholarships for summer camps, and while 50% of the parents indicated a need or desire to have in person services, there was a percentage of parents that indicated that the virtual option was their preference. We do recognize that unfortunately, based on supply, we will have some children at home and we want to determine how we can continue to provide opportunities for them to be engaged in some level for social and enrichment activities to look forward during the summer. Our desire is to have as many children as possible in an in person experience.

Lisa shared that based on the results of the survey administered by Youth Services, 40% of the families want virtual summer camp only or some sort of a hybrid camp.

Chair Bean stated that our consideration would be to provide families for the subscriptions with internet providers.

Lisa stated that at one point we considered computers, but now that the School District is providing computers for all children registered in the School District, this is not an issue any more. Now we would be looking at the issue of internet access only. We are looking to see if there is an interest from the Council to potentially cover internet access for families that are not able to access this service.

Judge Kroll stated that she sees a very unique clientele from the County and she is constantly being told that they don't have the hardware. There is a process, but sometimes the parents don't have the transportation or the case is different if it is a dependent child. Some are children with learning disabilities, as well. She is in favor that we do this so that the camps can be creative in the way they provide services.

Dr. Robinson stated that she would like to see a plan before making a decision.

Chair Bean stated that he is also open to this, however, he has some concerns that we would need to go through and discuss and looks forward to hearing more.

## 10. Legal Reports

Debra Gotlib stated that she checked with the Commission on Ethics. Financial Disclosure Forms were mailed yesterday, so Council members should expect them soon.

Debra advised that Elsa has held TRIM hearing dates: September 10 and September 24th\* at 5:01 pm.

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

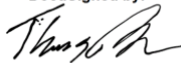
- A. Email
- B. Phone

No public comments via email or via telephone.

## 11. Council Comments – N/A

## 12. Adjournment

The meeting was adjourned at 5:35 pm.

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Thomas Bean, Chair

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

(\*corrected from audio recording that states the 23<sup>rd</sup>)