

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY-
December 7, 2023 Council Meeting
2300 High Ridge Road, Boynton Beach, FL 33426**

MINUTES

Present (in person):

Alexandria Ayala
Sara Baxter
Thomas Bean
Vincent Goodman
Kathleen Kroll
Jose Luis Rodriguez
Robert Shea
Tom Weber

Excused

Mike Burke

1. Call to Order

Chair Bean called the meeting to order at 4:30 pm.

- A. Invocation - Led by Vince Goodman
- B. Pledge of Allegiance

Chair Bean made the following announcements:

- Alexandra Ayala has been reappointed by the School Board to continue on our Council.
- Congratulations to Judge Kroll, who was awarded the Judge Ron Alvarez Resiliency Award.
- Congratulations to John Bartosek (JBart) for all his years and work at CSC. He will be retiring in February.
- Congratulations to Lisa for receiving the 2023 Dr. Wil Blechman President's Award, given to a leader whose leadership and vision advances and advocates for the wellbeing of young children and families.
- We just received news today that we received the GFOA Certificate for Excellence in Financial Reporting for the Fiscal Year that ended September 30, 2022. Chair Bean congratulated Debbie Heim, CFO, and the Finance Division for their work.

C. Presentations

- Birth to 22 Presentation – Ike Powell, Director of Outreach and Community Programming, Palm Beach County Youth Services Department; Valerie Messineo, Senior Program Specialist, Palm Beach County Youth Services Department.

2. Minutes

A. November 2, 2023 Council Meeting Minutes 1

Recommendation: I recommend the Council approve the Minutes of the November 2, 2023 Council Meeting as presented.

B. Ratifications of Actions Taken at the November 2, 2023 meeting 2

Recommendation: I recommend the Council ratifies all actions taken at the meeting on November 2, 2023.

A motion by Goodman/Baxter to approve the Minutes of the November 2, 2023 Council Meeting as presented and to ratify all actions taken at the Council meeting on November 2, 2023 was approved by unanimous vote.

3. Public Comment – Agenda Items

There were no public comments.

4. Council Committees:

- **Human Resources Committee – N/A**
- **Finance Committee**
 - The Finance Committee met virtually today. The Committee makes the recommendation to approve the following:
 - Minutes from the October 26, 2023 Finance Committee meeting
 - Financial Statements for the period ending September 30, 2023 (preliminary)
 - Financial Statements as of October 31, 2023

A motion by Goodman/Ayala to approve the items listed above as presented was approved by unanimous vote.

- The following items were discussed at the Finance Committee meeting, no action is needed.
 - Monthly Investment Report for the period ending October 31, 2023
 - PFM Asset Management LLC Annual Review
 - Tentative Finance Committee Dates for 2024

5. Consent Agenda

1. Additions, Deletions, Substitutions
2. Items to be pulled from Consent Agenda
3. Adoption of Consent Agenda and walk-in Warrants List

A motion by Baxter/Goodman to approve the Consent Agenda, except for Reference #7, including the Warrants List and Walk-In Warrants List as presented, was approved by unanimous vote. Alexandria Ayala pulled Agenda Item with Reference number 7.

A. Program

- 1. Resolution #23-033 Authorizing an Increase in the Allocation to the Florida Department of Health for the Women’s Health Initiative, Nurse Family Partnership and Healthy Beginnings Nurses Programs

Recommendation: I recommend the Council approve Resolution #23-033, authorizing the Chief Executive Officer to execute an amendment to the three agreements with Florida Department of Health for additional funding in an amount not to exceed \$27,284 for a total allocation not to exceed \$729,178 for the Women’s Health Initiative program; \$75,033 for a total not to exceed \$4,451,184 for Healthy Beginnings Nurses effective January 1, 2024 through September 30, 2024.

B. Business

- 1. Resolution #23-034 Authorizing an Agreement with J&J Inc. dba Eagle Painting for Interior and Exterior Maintenance and Painting **3**

Recommendation: I recommend the Council approve Resolution #23-034 authorizing the Chief Executive Officer to enter into any necessary agreement(s) with J&J Inc d/b/a Eagle Painting for interior and exterior maintenance and painting in an amount not to exceed \$55,000 for the period December 8, 2023 – September 30, 2024.

- 2. Resolution #23-035 Authorizing an Agreement with 2407 Services, inc. for Landscaping Maintenance Services **4**

Recommendation: I recommend the Council approve Resolution #23-035 authorizing the Chief Executive Officer to enter into any necessary agreements, as of January 1, 2024, with 2407 Services, inc. for landscaping maintenance services in an amount not to exceed \$60,000 for fiscal year 2023-2024 for the annual maintenance costs and any necessary one-time landscaping services, with annual renewals subject to the Council’s annual budget and TRIM approval process.

- 3. Resolution #23-036 Authorizing an Agreement with Tarkett USA, Inc. for Phase 2 of Flooring Replacement **5**

Recommendation: I recommend the Council approve Resolution #23-036 authorizing the Chief Executive Officer to enter into any necessary agreement(s) with Tarkett USA, Inc. or the

replacement of a portion of the flooring in the CSC building in an amount not to exceed \$425,000 for the period December 8, 2023 – September 30, 2024.

- 4. Resolution #23-037 Authorizing Revisions to the Procurement Policy Incorporating a 6 Process for Non-Competitive Funding

Recommendation: I recommend the Council approve Resolution #23-037 authorizing adoption of the revisions to the Procurement Policy as set forth in Attachment A.

- 5. Resolution #23-038 Authorizing a Waiver of Procurement and an Agreement with CRL Media LLC for Market Research with Haitian Parents 7

Recommendation I recommend the Council approve Resolution #23-038 authorizing a waiver of procurement and authorizing the Chief Executive Officer to enter into any necessary agreement(s) with CRL Media LLC for a market study of Haitian-American and Creole speaking families for the period December 8, 2023 – September 30, 2024 in an amount not to exceed \$66,000.

Council member Alexandria Ayala pulled this item for discussion.

Alexandria Ayala stated that CRL Media has done a wonderful job so far, the engagement numbers are promising, and the events well attended. She wanted to confirm that the firm has Creole speaking staff to lead this work.

Christine Potter stated that they will be contracting Creole speaking staff for this work. Donald Russell, who will be leading the research project, will also be contracted by CRL.

A motion by Ayala/Baxter to approve Resolution #23-038 as presented was approved by unanimous vote.

- 6. Warrants List 8

Recommendation: I recommend approval of the current Warrants List, in accordance with the established budgets for each of the expensed items, as presented.

C. Proclamations – N/A

6. Non Consent Agenda – N/A

A. Program – N/A

B. Business – N/A

C. Proclamations – N/A

7. Walk-In Items – N/A

8. Chief Executive Officer's Report

The CEO reviewed highlights from her report.

9. Legal Reports

1. Legislative Update
2. Reminder – Certificate of Compliance Due January 2024
3. Motion to Adopt 2024 Calendar of Council Meetings (in CEO Report)

A. motion by Goodman/Baxter to approve the 2024 Calendar of Council Meetings as presented in the CEO Report was approved by unanimous vote.


10. Public Comment – Non Agenda Items

No public comments.

11. Council Comments

12. Adjournment

The Council meeting adjourned at 5:25 pm.

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Thomas Bean, Chair

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