

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
**October 24, 2019 Council Meeting – Immediately following Council Workshop**  
Agenda

**Agenda Item:**

**Reference #:**

**1. Call to Order**

- A. Invocation
- B. Pledge of Allegiance
- C. Presentations – N/A

**2. Minutes**

- A. September 19, 2019 Council Meeting **1**

**Recommendation: I recommend the Council approve the Minutes of the September 19, 2019 Council meeting as presented.**

- B. September 19, 2019 TRIM Public Hearing **2**

**Recommendation: I recommend the Council approve the Minutes of the September 19, 2019 TRIM Public Hearing as presented.**

**3. Public Comment – Agenda Items**

**4. Council Committees:**

- **Finance Committee**
- **Personnel Committee**

**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. Program

- 1. Late Charge – Florida Rural Legal Services **3**

**Recommendation: For informational purposes only; no action required.**

- 2. The Institute for Child & Family Health, Inc. – Suspension of Nonprofits First Accreditation **4**

**Recommendation: For informational purposes only; no action required.**

B. Business

- 1. Warrants List **5**

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

2. Resolution #19-027 Amending Contract for Legal Services

6

**Recommendation: I recommend the Council approve Resolution 19-027, expanding the contract services of Sniffen & Spellman, P.A. as set forth above, to be effective as of November 1, 2019.**

C. Proclamations

1. Proclamation declaring November 2019 Prematurity Awareness Month

**Recommendation: I recommend the Council approve this Proclamation to raise awareness and recognize November 2019 as Prematurity Awareness month.**

6. **Non Consent Agenda**

A. Business

1. Resolution #19-028 Acknowledging Agency Name Change

7

**Recommendation: I recommend the Council approve Resolution #19-028 acknowledging the Palm Beach County Substance Abuse Coalition, Inc. dba Palm Beach County Substance Awareness Coalition name change to do business as the Palm Beach County Behavioral Health Coalition.**

B. For Informational Purposes Only – N/A

7. **Walk-In Items**

8. **Chief Executive Officer's Report**

9. **Legal Reports**

A. Draft 2020 Calendar of Council Meetings (in CEO Report)

**A draft 2020 Calendar is presented; final approval will occur at the December meeting.**

B. Annual Submission of Certificate of Compliance with Conflict of Interest Policy of CSC

**Reminder to Council members to fill out, sign, and submit the "Certificate of Compliance with Conflict of Interest Policy" to the Council Liaison by the January Council meeting.**

10. **Public Comment – Non Agenda Items**

11. **Council Comments**

12. **Adjournment**

**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 2A

**TITLE:** **Minutes** – September 19, 2019 Council Meeting

**RECOMMENDATION:**

**I recommend the Council approve the Minutes of the September 19, 2019 Council Meeting as presented.**

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
**September 19, 2019 – Immediately following TRIM Public Hearing**

**MINUTES**

**1. Call to Order**

Chair Weber called the meeting to order at 5:06 p.m.

Present:

Thomas Bean

Donald E. Fennoy II, Ed.D

Melissa McKinlay

Dennis Miles

Debra Robinson, M.D.

Jose Luis Rodriguez

Thomas P. Weber

Vince Goodman

Excused: Kathleen Kroll

- A. Invocation – led by Vince Goodman
- B. Pledge of Allegiance – led by Chair Weber
- C. Presentations – N/A

**2. Minutes**

- A. September 12, 2019 Council Meeting

**A motion by Bean/Goodman to approve the Minutes of the September 12, 2019 Council meeting as presented was approved by unanimous vote.**

- B. September 12, 2019 TRIM Public Hearing

**A motion by Bean/Goodman to approve the Minutes of the September 12, 2019 TRIM Public Hearing as presented was approved by unanimous vote.**

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

**4. Council Committees:**

- Finance Committee – N/A
- Personnel Committee – N/A

**5. Consent Agenda**

- 1. Additions, Deletions, Substitutions – N/A

Tom Sheehan, General Counsel, stated that we have an addition to the Walk-In Warrants List. It is at everyone's seat. Last week we were off by \$400.00 in one of the Great Ideas Initiative Capacity Building projects and we are correcting that.

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

**A motion by McKinlay/Bean to approve the Consent Agenda, and approve the Walk-in Warrants list with the addition presented today was approved by unanimous vote.**

A. Program – N/A

B. Business

1. Warrants List – Approved by Consent
2. Proclamation Declaring October 2019 observed as Domestic Violence Awareness Month

Lisa Williams-Taylor stated that we will be participating in the Domestic Violence Awareness opening ceremony. You have the flyer at your desk as an invitation to join this event.

**A motion by McKinlay/Bean to approve this Proclamation to raise awareness and recognize October 2019, as Domestic Violence Awareness month 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** – N/A
9. **Legal Reports** – N/A
10. **Public Comment – Non-Agenda Items** – N/A
11. **Council Comments** – N/A
12. **Adjournment**

The meeting was adjourned at 5:10 pm.

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Vincent Goodman, Secretary

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

**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 2B

**TITLE:** Minutes – September 19, 2019 TRIM Public Hearing

**RECOMMENDATION:**

I recommend the Council approve the Minutes of the September 19, 2019 TRIM Public Hearing as presented.

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY  
TRIM PUBLIC HEARING**

**Thursday, September 19, 2019**  
2300 High Ridge Road, Boynton Beach, FL

**MINUTES**

**1. Call to Order**

Chair Weber called the meeting to order at 5:01 p.m.

Present:

Thomas Bean

Donald E. Fennoy II, Ed.D

Vince Goodman

Melissa McKinlay

Dennis Miles

Debra Robinson, M.D.

Jose Luis Rodriguez

Thomas P. Weber

Excused: Kathleen Kroll

**2. Agenda**

A. Additions, Deletions, Substitutions

Chair Weber asked if there were any additions, deletions or substitutions, there were none.

B. Adoption

**A motion by Goodman/Bean to adopt the agenda was approved by unanimous vote.**

**3. 2019-20 Millage Rate - .6497**

A. Percent increase above rolled-back rate 6.35%

Tom Sheehan stated that this is the same amount from our first TRIM Hearing. It represents a percent increase above the rolled-back rate of 6.35%.

B. Presentation of Resolution #19-025

Tom Sheehan stated that Resolution 19-025, which calls for the millage rate of .6497, the rolled-back rate is .6109 and the percentage above the rolled-back rate is 6.35%.

C. Public Comment

Chair Weber asked for public comment, there was none.

D. Reading of Statutory Statement

Tom Sheehan stated that as required by Section 200.065 Florida Statutes, I hereby state that the Children's Services Council of Palm Beach County, which has .6109 mills as its rolled-back rate, will be adopting a millage rate of .6497 to be levied for Fiscal Year 2019-2020, an increase above the rolled-back rate of 6.35%.

E. Resolution of Final Adoption

**A motion by Robinson/Bean to adopt Resolution #19-025 as presented was approved by majority vote, with 6 votes in favor and 2 opposed. Jose Luis Rodriguez, Esq. and Melissa McKinlay voted against.**

4. 2019-2020 Budget

A. Presentation of Resolution #19-026

Tom Sheehan stated that Resolution #19-026, which is the Resolution to adopt the final budget. The budget attached is Exhibit A and the total amount of \$136,299,600.

B. Review

Debra Heim stated that there have been no changes since last week. The millage is .6497 and the budget is \$136,299,600.

Debra Heim asked if anyone has specific questions regarding the budget.

Vince Goodman asked if this budget encompasses all the employees on board. Lisa Williams-Taylor stated that we have an FTE count of 104. We had a recent promotion, so we have 1 FTE that is open and we will be filling.

C. Public Comment

Chair Weber called for public comment with respect to the tentative millage rate. There was no public comment.

D. Resolution of Final Adoption

**A motion by Goodman/Bean to approve Resolution #19-026, including the 2019/2020 Budget as presented was approved by majority vote, with 7 votes in favor and 1 opposed. Jose Luis Rodriguez, Esq. voted against.**



**5. Announcement of Percent by which Proposed Millage Rate is More than the Rolled-Back Rate**

Tom Sheehan stated that with the millage rate remaining the same at .6497, it is over the rolled-back rate by 6.35%

**6. Adjournment**

The meeting was adjourned at 5:06 p.m.

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Vincent Goodman, Secretary

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

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**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 5A(1)

**TITLE:** **Consent Agenda – Program**  
Late Charge – Florida Rural Legal Services

**CSC STAFF:** Michelle Abarca, Program Officer

**SUMMARY:**

Agreements between CSC and agencies contain provisions that require timely submission of monthly reimbursement requests as well as specific agency level documentation: annual audit, proof of insurances and fire inspections. In the event that an agency does not meet the timely submission requirement, a late charge of \$500 is imposed for each funded program.

Florida Rural Legal Services failed to timely submit the required Fire Inspection Certificate for its Riviera Beach program site. The certificate was submitted to the Council eleven days after the required date. As such, a late charge of \$500 is applied to the Access for Success Program managed by Florida Rural Legal Services for a total of \$500.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

**For informational purposes only; no action required.**

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**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 5A(2)

**TITLE:** **Consent Agenda – Program**  
The Institute for Child & Family Health, Inc. – Suspension of Nonprofits First Accreditation

**CSC STAFF:** Tanya Palmer, Chief Program Officer

**SUMMARY:**

Children’s Services Council contracts with the Institute for Child & Family Health, Inc. (ICFH) to provide Child First, a program within Healthy Beginnings. Accreditation by Nonprofits First is a requirement to continue to hold a contract with CSC. Staff received notice from Nonprofits First that ICFH’s accreditation has been suspended for a period of up to 45 calendar days, due to significant loss of revenue and concerns about fiscal stability. ICFH has until November 4, 2019 to provide specific documentation to Nonprofits First in order to determine eligibility for reinstatement.

ICFH had their accreditation suspended previously in June 2018, due to concerns about fiscal stability. Accreditation was reinstated after the agency submitted the required documentation to Nonprofits First.

As this is the second time that ICFH’s accreditation has been suspended, the window in which to meet Nonprofits First requirements is shortened to 45 days. Failure to achieve reinstatement of accreditation will result in contract termination for the Child First program. Our policy states that termination will take place 90 days from the last date of the suspension period unless additional time is required to transition families currently receiving services.

Staff will provide an update to the Council on the resolution of the suspension and if necessary, a transition plan for families currently receiving services from ICFH.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

**For informational purposes only; no action required.**

**AGENDA ITEM SUMMARY  
October 24, 2019 Council Meeting**

**AGENDA ITEM:** 5B(1)

**TITLE:** Consent Agenda – Business  
Warrants List

**CSC STAFF:** Debra Heim, Chief Financial Officer

**RECOMMENDATION:**

**I recommend the Council approve the Warrants List, in accordance with the established budgets for each of the expensed items, as presented.**

Children's Services Council  
Warrants List  
October 24, 2019

PO Number	Vendor	Description	Total
PO-19-1735	Eco-Products PBC	Cups, plates, utensils - supplies	\$1,457.80
PO-19-1736	American Express -AECPC	CSC Gives Back - Walmart	\$203.54
PO-19-1737	Amazon	CSC Gives Back - Amazon	\$761.96
PO-19-1738	American Express -AECPC	Sit/Stand Desk	\$284.99
PO-19-1740	Amazon	Computer supplies peripherals	\$391.47
PO-19-1741	American Express -AECPC	L Williams-Taylor - Registration Families First Annual Children's Day Luncheon on 10/04/2019	\$45.00
PO-19-1742	Air Around the Clock	Ice machine repair breakroom 1st floor	\$195.00
PO-19-1743	LifeSafety Management	Replace expired fire extinguishers throughout facility	\$3,295.00
PO-19-1744	American Express -AECPC	CSC Gives Back - Walmart	\$100.52
PO-19-1745	Editor Guru	Editing Services September 2019	\$1,710.00
PO-19-1746	Publix Super Markets	Meeting Supplies Council Meeting & Workshop 09/19/19	\$33.30
PO-19-1747	American Express -AECPC	Nurse Practitioner Week Recognition Luncheon-sponsorship table 11/16/19	\$505.00
PO-19-1749	KDT Solutions	Toner Cartridge Finance printer	\$155.00
PO-19-1750	W.B. Mason	Office Supplies	\$161.91
PO-19-1751	American Express -AECPC	K Lembovski & J Meckler - Registration - IIA Fraud & Internal Controls - Coconut Creek, FL 10/18/19	\$300.00
PO-19-1752	The Coalition of Men of PBC	HSSF to support We CAN Read! Tour Sept 2019	\$479.63
PO-19-1753	Jon Burstein	Mileage - September 2019	\$31.26
PO-19-1754	American Express - AEBTA	D Haynes - FLIGHT - FAHSC 2019 Fall Mtg - Tallahassee, FL 10/14/19 - 10/15/19	\$296.60
PO-19-1755	American Express -AECPC	CSC Gives Back - Walmart	\$89.40
PO-19-1756	Elizabeth Cayson	Mileage - August 2019	\$151.27
PO-19-1757	American Express -AECPC	Pediatric Society Meeting, exhibit sponsor 11/06/19	\$500.00
PO-19-1758	Amazon	Video/photo equipment e-Learning	\$518.95
PO-19-1759	American Express -AECPC	Video/photo equipment e-Learning	\$329.94
PO-19-1760	Office Depot	Office Supplies	\$347.70
PO-19-1761	American Express -AECPC	Replacement part - facility security system	\$708.00
PO-19-1762	Amazon	Computer accessories	\$250.98
PO-19-1763	Christine Potter	Mileage - August 2019	\$16.99
PO-19-1764	Green Treehouse Media,	Writing Services Sept 2019	\$270.00
PO-19-1765	Wilson Rowan Locksmith Co	Duplicate keymarks facility	\$174.75
PO-19-1766	Carbonite Inc	Carbonite Offsite Replication Service Overage	\$142.69
PO-19-1767	Philadelphia Church of the Newborns Inc	Community Health Resource Fair Homesafe - Sponsorship	\$35.00
PO-19-1768	Office Depot	Copy Paper, Calendar	\$409.67
PO-19-1769	American Express -AECPC	72mm UV Coated Filter	\$19.95
PO-19-1770	Nehemie Noel	Mileage - August & September 2019	\$49.01
PO-19-1771	Maria Peralta	Mileage - August 2019	\$49.76
PO-19-1772	Christina Hallyburton	Mileage - August & September 2019	\$92.10
PO-19-1774	Nancy Esparza	Mileage - September 2019	\$42.34
PO-19-1775	Cady Sandler	Mileage - September 2019	\$128.17
PO-19-1776	Maria Peralta	Mileage - September 2019	\$86.19
PO-19-1777	American Express -AECPC	QuestionPro Annual Renewal	\$144.00
PO-19-1778	American Express -AECPC	CEBroker Annual License Renewal	\$250.00
PO-19-1780	Christine Beliard	Racial Equity Training Development	\$1,750.00
PO-19-1781	American Express -AECPC	Items Gift Basket CSC Healthy Brain Challenge	\$76.20
PO-19-1782	Mirva Cadet	M Cadet - Travel Reimbursement - 2019 Homevisiting Summer Institute - Orlando, FL 08/08/19 - 08/09/19	\$67.00
PO-19-1783	Charles Palo	Mileage - 7th Annual Community Spirit Awards - 09/27/19	\$12.76
PO-19-1784	Ron Bazil	Mileage - September 2019	\$42.16
PO-19-1785	American Express -AECPC	CSC Gives Back - Walmart	\$300.60
PO-19-1786	Amazon	CSC Gives Back - Amazon	\$563.76
PO-19-1789	Gold Coast Elevator	Annual 3rd party Elevator Inspection	\$290.00
PO-19-1790	John Bartosek	Mileage - September 2019	\$22.24
PO-19-1791	Elizabeth Cayson	Mileage - September 2019	\$90.76
PO-19-1792	Elizabeth Clark	Mileage - September 2019	\$82.13
PO-19-1794	Charity Grams	HB scholarship supervision of Anne Dennis	\$300.00
PO-19-1795	American Express -AECPC	BuildBox.com & Construct.net annual subscriptions - A Kolens	\$199.00
PO-19-1796	Allison Ronayne	Mileage - September 2019	\$21.92
PO-19-1797	American Express -AECPC	Palm Beach Post rate increase	\$6.00
PO-19-1798	Benjamin Rusnak	Photography services - Delgado family	\$850.00
PO-19-1799	Junction International	Translation services - Pregnancy Guide, Baby Guide updates Spanish/Creole; Resource Guide Spanish	\$2,985.68
PO-19-1800	Benjamin Rusnak	Photography Services - WHIN First Birthday Celebration	\$1,527.50
PO-19-1801	Converge & Associates Consulting	Racial Equity training in FY 1819	\$360.00
PO-19-1802	American Express -AECPC	Disputed FB charge on M. Roedel's AMEX	\$25.00
PO-19-1804	Home Depot Credit Services	Mats for CSC facility	\$616.74
PO-19-1805	Waco Filter-Miami	Shipping Waco Filters	\$60.00
PO-19-1806	Charles Palo	Mileage - September 2019	\$102.67
PO-19-1807	Ideabar, LLC	Digital Media Placement	\$2.50
PO-19-1808	Philip Henry	HB Scholarship supervision provided to Elizabeth Wilson Sept 2019	\$300.00
PO-19-1809	Raymond Jividen	Facilities labor September	\$2,860.00
PO-19-1810	Jennifer Munoz	Mileage - September 2019	\$24.06
PO-19-1811	LifeSafety Management	Fire Sprinkler Repairs	\$1,244.79

Children's Services Council  
Warrants List  
October 24, 2019

PO Number	Vendor	Description	Total
PO-20-171	American Express -AECPC	D Gotlib, L Williams-Taylor. T Weber - Travel Expenses - FCC Leg. Mtg - Tallahassee, FL 11/03/19 - 11/05/19	\$1,130.75
PO-20-172	American Express -AECPC	D Haynes - Travel Expenses - FAHSC Fall Mtg - Tallahassee 10/14 - 10/15/19	\$248.63
PO-20-173	Office Team	Temp Services Reception & Project related work - Blanket PO FY 1920	\$8,000.00
PO-20-175	American Express -AECPC	L Williams-Taylor - Rental Car FCC Legislative Mtg - Tallahassee, FL 11/03/19 - 11/05/19	\$203.61
PO-20-176	American Express -AECPC	L Fleischman - Travel Expenses - 2019 DCF Summit - Orlando, FL 12/16/19 - 12/18/19	\$268.00
PO-20-177	American Express -AECPC	M Guthrie - Travel Expenses - 2019 DCF Summit - Orlando 12/15/19 - 12/18/19	\$722.78
PO-20-178	American Express -AECPC	L Dias - Travel Expenses - 2019 DCF Summit - Orlando, FL 12/16/19 - 12/18/19	\$536.65
PO-20-179	Board of County Commissioners	Co-Funding Licensed Clinical Social Worker South Tech Charter School	\$25,306.00
PO-20-180	Hubbard Radio West Palm Beach	Radio air time across 5 stations Public Education FY 1920	\$106,934.40
PO-20-181	American Express -AECPC	Membership Renewal SHRM M Cato	\$189.00
PO-20-182	American Express -AECPC	SHRM Recertification Fee M Cato	\$100.00
PO-20-183	Boston Children's Hospital	Touchpoints Annual Training Site Fees Jan- Sept 2020	\$2,700.00
PO-20-184	The Children's Healing Institute	HSSF to support Turn on Light Conference on Abuse Neglect Oct 2019	\$2,500.00
PO-20-185	Best Buy Advantage Account	Digital tablet devices meetings remote access	\$659.98
PO-20-186	American Express -AECPC	A Ronayne - Registration Social Fresh Conference 2019 - Winter Park, FL 11/13/19 - 11/15/19	\$1,974.21
PO-20-187	Nurse Family Partnership	Sponsorship agreement between NFP CSC program support data transmission 05/01/19 - 04/30/20	\$2,340.00
PO-20-188	El Sol, Jupiter's Neighborhood Resource Center	HSSF to support El Sol Fest 2019 Nov 2019	\$2,500.00
PO-20-189	American Express -AECPC	L Williams-Taylor - Registration United Way's Women United Event 10/18/19	\$100.00
PO-20-190	American Express -AECPC	L Williams-Taylor- Registration LPBC Holiday Event 12/13/19	\$55.00
PO-20-192	American Express -AECPC	TOPS Racial and Ethic Equity Workshop	\$153.75
PO-20-193	Vanessa Gomez Romero	HB Scholarship Mental Health	\$1,146.00
PO-20-194	American Express -AECPC	Central PBC Chamber of Commerce - membership renewal 2019-2020	\$300.00
PO-20-195	CDW Government	Network security 1st floor	\$378.80
PO-20-196	Q Broadcasting Corp Inc	Radio Air Time Public Education - Spanish Station	\$3,250.00
PO-20-197	Nancy Smith PhD	HB Supervision Mental Health - Patricia Elder	\$1,200.00
PO-20-198	The Coalition of Men of PBC	HSSF to support We CAN Read! Tour Nov - Dec 2019	\$959.26
PO-20-199	Amazon	Replacement part - water fountain facility	\$970.50
PO-20-200	American Express -AECPC	A Ronayne - Travel Expenses - Social Fresh 2019 - Winter Park, FL 11/13/19 - 11/15/19	\$580.61
PO-20-201	American Express -AECPC	J Hardy - Registration 2019 ARMA Annual Conference - Davie, FL 11/07/19	\$75.00
PO-20-202	Amazon	Cigna Wellness Bonus supplies	\$100.00
PO-20-203	American Express -AECPC	Replacement keys Teknion	\$18.87
PO-20-205	Charity Grams	HB Supervision Mental Health - Anne Denis	\$1,350.00
PO-20-206	American Express -AECPC	A Esquivel - Registration 2019 ARMA Annual Conference - Davie, FL 11/07/19	\$75.00
PO-20-207	American Express -AECPC	Meeting Supplies Equity Workshop	\$239.56
PO-20-208	Office Depot	Office Supplies	\$119.79
PO-20-209	Minuteman Press	12000 EveryParent App Cards	\$655.20
PO-20-210	American Express -AECPC	CSC Gives Back - Walmart, BJs	\$406.49
PO-20-211	Mary Brush	Mileage - October2019	\$15.20
PO-20-212	Amazon	Label Maker	\$31.27
PO-20-213	American Express -AECPC	K Lu - Travel Expenses - 2019 AEA Annual Conference - Minneapolis, MN 11/12/19 - 11/16/19	\$1,453.24
PO-20-214	American Express -AECPC	Supplies CSC Gives Back - BJ's Wholesale	\$58.43
PO-20-215	Domestic Violence Council of PBC	HSSF to support Domestic Violence Awareness Month Opening Ceremony Oct 2019	\$2,500.00
PO-20-216	South Florida PBS / WXEL	TV Air Time Public Education 10/14/19 - 01/12/20	\$16,380.00
PO-20-217	Sugar Broadcasting	Radio Air Time Public Education 10/01/19 - 12/31/19	\$6,600.00
PO-20-218	JC Radio Group Inc	Radio Air Time Public Education 10/01/19 - 12/31/19	\$5,850.00
PO-20-219	Ross Leo	HIPAA Consulting Services	\$4,715.00
PO-20-220	American Express -AECPC	Leadership Academy Sponsorship 11/13/19	\$256.00
PO-20-221	American Express -AECPC	Paint Supplies	\$21.85
PO-20-222	American Express -AECPC	Misc building supplies: shelving, hand truck, handy light	\$220.41
PO-20-223	American Express -AECPC	CSC Gives Back - BJs, Walmart	\$1,033.01
PO-20-224	American Express -AECPC	Tape guns packing tape	\$85.95
PO-20-225	Office Depot	Office Supplies	\$474.06
PO-20-226	George Gadson Studios	Repairs to art sculptures	\$1,950.00
PO-20-227	State of FL Department of Economic Opportunity	Annual Special District Fee	\$175.00
PO-20-228	Keynote Discovery, LLC	Insights Discovery Webinar	\$3,126.53

\*\*Please note PO 20-43 - Vendor name changed to Children's Services Council of Florida, Inc from Florida Children's Services Council

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**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 5B(2)

**TITLE:** Consent Agenda – Business  
Resolution #19-027 Amending Contract for Legal Services

**CSC STAFF:** Thomas A. Sheehan, III, General Counsel

**SUMMARY:**

In May of 2010, the Council approved two contracts, one with the firm of Sniffen & Spellman, P.A. for employment-related services and the second with the firm of Breton, Lynch, Eubanks & Suraez-Murias, P.A. for general legal services (this was as a result of the law firm of Moyle, Flanagan, closing). That firm had represented CSC since 1988 and continued to provide specialty services such as employment law and litigation). The rationale for these contracts was that there would be continuity of working with attorneys who have had experience working with CSC.

We have been informed that Breton, Lynch, Eubanks & Suraez-Murias, P.A. closed as of October 1, 2019, with two of its four attorneys becoming members of Sniffen & Spellman. They will be remaining in the same office as they currently are in West Palm Beach, thereby creating a West Palm Beach office for Sniffen & Spellman.

Staff is recommending that the agreement with Sniffen & Spellman be revised to expand the scope of the legal representation in that contract to include general matters, as requested, as well as continuing to provide employment, labor and related matters. The proposed change would allow local attorneys who have been under contract with the Council since 2010 (or earlier) to render service if and when needed. No additional increase in the contract amount (currently \$25,000 per year) is requested, nor is there a change in the hour rate (\$175 for attorneys and \$75 per hour for legal assistance).

**FISCAL IMPACT:**

With no change in the maximum amount of the contract nor the hourly rate, none is anticipated,

**RECOMMENDATION:**

**I recommend the Council approve Resolution 19-027, expanding the contract services of Sniffen & Spellman, P.A. as set forth above, to be effective as of November 1, 2019.**

## **RESOLUTION #19-027**

### **RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY EXPANDING THE CONTRACT SERVICES OF SNIFFEN & SPELLMAN, P.A.**

WHEREAS, in May of 2010, the Council approved two contracts, one with the firm of Sniffen & Spellman, P.A. for employment-related services and the second with the firm of Breton, Lynch, Eubanks & Suraez-Murias, P.A. for general legal services, as a result of the law firm of Moyle, Flanagan closing ; and

WHEREAS, that firm had represented CSC since 1988 and had continued to provide specialty services such as employment law and litigation; and

WHEREAS, the rationale for the 2010 contracts was that there would be continuity of working with attorneys who have had experience working with CSC; and

WHEREAS, we have been informed that Breton, Lynch, Eubanks & Suraez-Murias, P.A. closed as of October 1, 2019, with two of its four attorneys becoming members of Sniffen & Spellman. They will remain in their same office, thereby creating a West Palm Beach office for Sniffen & Spellman; and

WHEREAS, staff is recommending that the agreement with Sniffen & Spellman be revised to expand the scope of the legal representation in that contract to provide legal representation for the Council as requested, in addition to employment, labor and related matters, as requested; and

WHEREAS, no additional increase in the contract amount (currently \$25,000 per year) is requested, nor is there a change in the hour rate (\$175 for attorneys and \$75 per hour for legal assistance).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council hereby approves expanding the contract services of Sniffen & Spellman, P.A. as set forth above, to be effective as of November 1, 2019.



The foregoing Resolution was offered by Council Member \_\_\_\_\_

who moved its adoption. The motion was seconded by Council Member

\_\_\_\_\_ and upon being put to a vote, the vote was as follows:

- Thomas Bean
- Donald E. Fennoy, II, Ed.D.
- Vincent Goodman
- Kathleen Kroll
- Melissa McKinlay
- Dennis Miles
- Debra Robinson, M.D.
- Jose Luis Rodriguez, Esq.
- Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 24th day of October, 2019.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: \_\_\_\_\_  
Debra E. Gotlib  
Attorney for Children's Services Council  
of Palm Beach County

BY: \_\_\_\_\_  
Thomas P. Weber, Chair

BY: \_\_\_\_\_  
Lisa Williams-Taylor, Ph.D.  
Chief Executive Officer

**PROCLAMATION**  
DECLARING THE MONTH OF NOVEMBER 2019  
AS PREMATURETY AWARENESS MONTH

**WHEREAS**, in Palm Beach County during 2018, there were 1,460 premature births, a rate of 9.7 percent of all births, an increase from 9.4 percent in 2017; and

**WHEREAS**, the rate of premature births increased among most racial and ethnic groups, except among White non-Hispanic women and Haitian women; and

**WHEREAS**, in Florida during 2018, there were 22,680 premature births, a rate of 10.2 percent which was the same as 2017; and

**WHEREAS**, the small increase in the percentage of pre-term births in Palm Beach County last year makes the rate the second-highest in the past six years, while the rate statewide remained the highest rate in the past six years; and

**WHEREAS**, on average, the medical cost to care for a premature baby is nearly \$50,000 – 12 times more than that of a healthy baby; and

**WHEREAS**, babies born too early and too small are at risk for life-long health complications that can impact their growth, development, social-emotional health and academic success; and

**WHEREAS**, Children’s Services Council funds programs that target healthy births, such as the Healthy Mothers Healthy Babies Entry Agency, Healthy Beginnings Nurses, Centering Pregnancy and Community Voice; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY, FLORIDA, assembled in regular session this 24<sup>th</sup> day of October 2019, that the month of November 2019, in Palm Beach County, is hereby declared as Prematurity Awareness Month

The Chairman thereupon declared this Proclamation duly passed and adopted this 24<sup>th</sup> day of October 2019.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: \_\_\_\_\_

Debra E. Gotlib  
Attorney for Children’s Services Council  
of Palm Beach County

CHILDREN’S SERVICES  
COUNCILOF PALM BEACH  
COUNTY

BY: \_\_\_\_\_

Thomas P. Weber, Chair

BY: \_\_\_\_\_

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

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**AGENDA ITEM SUMMARY**  
**October 24, 2019 Council Meeting**

**AGENDA ITEM:** 6A(1)

**TITLE:** Non Consent Agenda – Business  
Resolution #19-028 Acknowledging Agency Name Change

**CSC STAFF:** Cady Sandler, Community Planning & Partnerships Officer

**SUMMARY:**

CSC provides funding to the Palm Beach County Substance Awareness Coalition (PBCSAC) in the amount of \$50,000 per year (\$250,000 over five years) for their Environmental Opioid and Marijuana Prevention Initiative. PBCSAC provides prevention activities to support the county's treatment interventions offered by other systems for a holistic approach to address opioid and marijuana misuse in Palm Beach County. The project includes activities in three distinct areas of prevention: prevention of opioid abuse, marijuana prevention, and utilization of Wellscreen.

PBCSAC has been the DBA for the Palm Beach County Substance Abuse Coalition, Inc. since 2011. In August 2019 PBCSAC informed their Program Officer that they had filed for and would begin using a new DBA, Palm Beach County Behavioral Health Coalition (PBCBHC). The new DBA will better align with the breadth of their prevention efforts. PBCBHC's legal name will remain the same and all current agreements will be amended to reflect the change.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

**I recommend the Council approve Resolution #19-028 acknowledging the Palm Beach County Substance Abuse Coalition, Inc. dba Palm Beach County Substance Awareness Coalition name change to do business as the Palm Beach County Behavioral Health Coalition.**

## RESOLUTION #19-028

### RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY ACKNOWLEDGING THE PALM BEACH COUNTY SUBSTANCE ABUSE COALITION, INC. DBA PALM BEACH COUNTY SUBSTANCE AWARENESS COALITION NAME CHANGE TO DO BUSINESS AS THE PALM BEACH COUNTY BEHAVIORAL HEALTH COALITION

WHEREAS, CSC provides funding to the Palm Beach County Substance Awareness Coalition (PBCSAC) in the amount of \$50,000 per year (\$250,000 over five years) for their Environmental Opioid and Marijuana Prevention Initiative.

WHEREAS, PBCSAC provides prevention activities to support the county's treatment interventions offered by other systems for a holistic approach to address opioid and marijuana misuse in Palm Beach County; and

WHEREAS, PBCSAC has been the DBA for the Palm Beach County Substance Abuse Coalition, Inc. since 2011; and

WHEREAS, PBCSAC informed their Program Officer that they had filed for and would begin using a new DBA, Palm Beach County Behavioral Health Coalition (PBCBHC) ; and

WHEREAS, The new DBA will better align with the breadth of their prevention efforts; and

WHEREAS, PBCBHC's legal name will remain the same and all current agreements will be amended to reflect the change.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council acknowledges the September 25, 2018 agency name change from Palm Beach County Substance Abuse Coalition, Inc. dba Palm Beach County Substance Awareness Coalition to do business as the Palm Beach County Behavioral Health Coalition.

The foregoing Resolution was offered by Council Member \_\_\_\_\_ who moved its adoption. The motion was seconded by Council Member \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Thomas Bean  
Donald E. Fennoy, II, Ed.D.  
Vincent Goodman  
Kathleen J. Kroll  
Melissa McKinlay  
Dennis Miles  
Debra Robinson, M.D.  
Jose Luis Rodriguez, Esq.  
Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 24th day of October, 2019.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

CHILDREN'S SERVICES COUNCIL  
OF PALM BEACH COUNTY

BY: \_\_\_\_\_  
Debra E. Gotlib  
Attorney for Children's Services Council  
of Palm Beach County

BY: \_\_\_\_\_  
Thomas P. Weber, Chairman

BY: \_\_\_\_\_  
Lisa Williams-Taylor, Ph.D.  
Chief Executive Officer

# **CEO Report**

**October 24, 2019**

## Chief Executive Officer Report

### Program Updates

#### CSC Evaluation staff selected to present at National City Match Conference

Jeff Goodman, Research and Evaluation Officer at CSC, was selected to present his evaluation of the CSC funded Community Voice program at the City Match national conference held last month. The results of the evaluation showed a significant improvement in birth outcomes after implementation of the program in the zip codes which Community Voice has been operating. In addition, the evaluation showed that improvement in birth outcomes in Community Voice zip codes was greater than comparable zip codes in Broward. The presentation also focused on the high percentage of male participation in the program and the program's positive return on investment.

City Match is a national organization that concentrates on producing positive birth outcomes and improving maternal and child health especially in urban communities. This is the fifth consecutive year that CSC Evaluation staff has been asked to present their research and findings related to maternal and infant health at their national conference.

### Events

#### CSC Gives Back

This year CSC's Gives Back took place on October 10<sup>th</sup>. Staff worked together and prepared 1,000 recipe/food bags that will be distributed to our BRIDGES families.



## NAMI Walk

Did you know?

- 20% of children ages 13-18 have, or will have, a serious mental illness.
- 43.8 million adults experience mental illness in a given year.

CSC staff will be joining this year's NAMI Walks Palm Beach County to raise awareness of mental illness and raise funds for their mission to help individuals and families in our region. You are welcome to join our team.

Below please find information on the event:

Saturday, November 2, 2019  
John Prince Park in Lake Worth  
Check-In at 8:30 am  
Start time at 10:00 am

## Communications Update

### EveryParent Displays Added at Hunger Relief Sites

The Palm Beach County Food Bank received 150 newly-designed EveryParent displays and app cards to distribute to their partner agencies – food pantries, soup kitchens, residential facilities and other local organizations. Twenty of these displays were distributed to the Benefits Outreach Team to share with individuals and families when applying for federal food assistance benefits. The Palm Beach County

Food Bank also asked for 30 Resource Guide displays for sites with Spanish and Creole speaking families. The artwork and distribution plan for the Spanish and Creole displays are currently in the works.





## Guatemalan Outreach

A Guatemalan Consulate staff member recently asked CSC for book donations for the waiting room at its Lake Worth office. Communications staff brought children's books as well as a Healthy Beginnings rack card display in Spanish and 2019 Resource Guides. Liz Cayson also met with Head Cónsul Gladys Cárdenas de Muñoz, who invited us to participate in Hispanic Heritage Week, October 14-18. The Consulate is hosting an opportunity for CSC to participate by coordinating and inviting other providers and community partners to also share resources and information with Guatemalan families.

Invited are: Caridad Clinic, Health Care District, HomeSafe, Healthy Mothers Healthy Babies, Safe Kids, BRIDGES of Highland, Legal Aid Society and 211. Florida Crystals, a business partner, plans to contribute small bags of rice for families as well.

CSC will share our brochures, EveryParent cards, Baby Guides and children's books in Spanish, and other collateral. CSC also will promote the event on social media. The resource event will be Friday, October 18, 2019, from 11:30 a.m. to 2:30 p.m. at the Guatemalan Consulate in Lake Worth, which is one of 165 Guatemalan diplomatic and consular representations abroad.

## Q4 and FY 2018-2019 Media Expenditures Report

Per Council Resolution # 18-015 adopted August 2, 2018, the charts below summarize fourth quarter (Q4 – July 1, 2019, through September 30, 2019) and end-of-year media expenditures by Children's Services Council. Audience data are based on measurements provided by the medium to any advertiser in that medium.

### Definition for charts:

**Print:** Circulation multiplied by number of ads, and targeted email blast recipients.

**TV:** Unduplicated number of individuals or households exposed to TV ad or program at least once during the average week for a reported time period.

**Radio:** The number of different people who hear the message at least one time.

**Theater:** Average number of viewers per seating during the ad campaign period.

**Billboards:** Out of home ad views based on location and traffic patterns.

**Digital:** Any served ad unit that appears on a page to a reader who has gone to that page, and the contents of that page have been fully downloaded. Also includes ad placement on multiple websites, geotargeting (theaters) and Pandora audio and banner ads.

**Social Media:** Total reach/impressions on Facebook, Twitter, Instagram and YouTube.

## In the Community

Below is a list of events sponsored through Communications for Q4, July through September 2019. Some are events sponsorships, while others applied for and received Healthy Safe & Strong Fund support. Fiscal year to date, Communications has sponsored 90 events and disbursed Healthy Safe & Strong Funds to 30 community groups. The list will be updated quarterly.

<b>Media Expenditures</b>			
<b>Q4, FY 2018-2019</b>			
<b>Medium</b>	<b>Cost</b>	<b>Audience Reached</b>	<b>Per Target</b>
Print	0	0	NA
TV (No metrics - PBS only)	\$ 11,340	0	NA
Radio	\$ 45,990	1,023,200	\$ 0.045
Radio (No metrics - Span, Cr, Glades)	\$ 35,993	0	NA
Theaters	\$ 12,750	341,711	\$ 0.037
Billboards	\$ 69,300	25,212,496	\$ 0.003
Total Digital	\$ 104,004	5,651,139	\$ 0.018
Total Paid Social Media	\$ 9,789	647,593	\$ 0.015
<b>Total/Average</b>	<b>\$ 289,166</b>	<b>32,876,139</b>	<b>\$ 0.009</b>
<b>EOY Media Expenditures through September 30, 2019</b>			
<b>Medium</b>	<b>Cost</b>	<b>Audience Reached</b>	<b>Per Target</b>
Print	\$ 11,023	102,183	\$ 0.108
TV (No metrics - PBS only)	\$ 41,220	0	NA
Radio	\$ 187,758	4,218,100	\$ 0.045
Radio (No metrics for Span, Cr, Glades)	\$ 50,093	0	NA
Theaters	\$ 35,887	668,000	\$ 0.054
Billboards	\$ 289,837	102,707,109	\$ 0.003
Total Digital	\$ 216,086	12,798,877	\$ 0.017
Total Paid Social Media	\$ 76,807	5,252,808	\$ 0.015
<b>Total/Average</b>	<b>\$ 908,711</b>	<b>125,747,077</b>	<b>\$ 0.007</b>

EVENT SPONSORSHIP		EVENT SPONSORSHIP	
Q4, July - September 2019		Q4, July - September 2019	
July 6, 2019	El Bodegon Resource Fair, Lake Worth	August 10, 2019	Town of Lake Park Back to School Extravaganza, Lake Park
July 10, 2019	Countywide Spelling Bee, West Palm Beach	August 10, 2019	So FL PBS Night at the Ballpark, Roger Dean Stadium, Jupiter
July 27, 2019	Back to School Bash, Village Academy, Delray Beach	August 22, 2019	Law Enforcement Planning Council presentation, Palm Springs
August 1, 2019	Teacher Fest, Park Vista H.S., Lake Worth	August 30, 2019	BRIDGES Partners Take Action, West Palm Beach
August 3, 2019	Lake Lytal Pool Party, West Palm Beach	August 31, 2019	Guatemalan Maya Center Community Fair, Lake Worth
August 3, 2019	SLIF Parent/Teacher Workshop, West Palm Beach	September 18, 2019	First Birthday Community Birthday Party, Palm Springs
August 6, 2019	SDPBC Library Media Services Fall Symposium, Suncoast H.S., Riviera Beach	September 23, 2019	Baby Safety Expo, Boynton Beach
August 6, 2019	National Night Out, Boynton Beach		
August 6, 2019	National Night Out, Delray Beach		
* Event received Healthy Safe & Strong Funds, and CSC staff participated in event			
HEALTHY SAFE & STRONG FUND			
Q4, July - September 2019			
July 25, 2019	KidsFit Jamathon / So FL Fairgrounds		
21-Sep-19	We CAN Read! Tour / Glades		
September 26, 2019	Anniversary Celebration of the Family Visitation Center / CHS, West Palm Beach		
** CSC staff attended event			

## Staff Accomplishments

### Employee Service Award



Lisa Williams-Taylor celebrated her 15-years anniversary with CSC in October. The Council congratulates Lisa and thanks her for her 15 years of service!

The Council congratulates other staff members celebrating service anniversaries this quarter (August through October, 2019):

<b>NAME</b>	<b>YEARS OF SERVICE</b>
Jeff Goodman	28
Beth Halleck	25
Jackie Vistein	18
Audra Agramonte	16
Lisa Williams-Taylor	15
Scott Davey	15
Lorraine Monts	15
Melinda Cato	13
Lori Miller-Rososhansky	13
Alex Esquivel	12
Bonnie Wagner	9
Susan Craddock	9
Robert Kurimski	8
Jon Burstein	6
Jennifer Hardy	6
Michelle LeWay	6
Michelle Gross	6
Debbie Manigat	6
Michelle Abarca	5
Melissa Rosslow	3
Anthony Kolens	3
Jennifer Muñoz	4
Patti Hahn	4
Yanela Vickers	4
Amy Blechman	4
Nehemie Noel	3
Ruben Garcia	3
Erica LeBrun	1
Jeffrey Meckler	1

**Other**

**DRAFT 2020 Calendar of Council Meetings**

**DRAFT Notice of Council Meetings – 2020**

The Children's Services Council of Palm Beach County holds public meetings the fourth Thursday of each month beginning at 4:30 p.m. (or immediately following workshop where applicable) with exceptions as noted below:

January 30, 2020  
February 27, 2020  
March 19, 2020 (Council Workshop at 3:30 pm)  
April 23, 2020  
May 28, 2020  
June 25, 2020  
July, 2020 – no Council meeting  
August 6, 2020 (Council Workshop at 3:30 pm)  
1<sup>st</sup> September Council meeting/TRIM hearing – date not yet determined  
2<sup>nd</sup> September Council Meeting/TRIM hearing – date not yet determined  
October 22, 2020  
November, 2020 – no Council meeting  
December 3, 2020

All meetings are held at the Council's offices - Ebole Room, 2300 High Ridge Road, Boynton Beach.

If any person decides to appeal any decision of the Council at these meetings, that person will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based