

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
December 3, 2020 Council Meeting – immediately following Council Workshop
Via Microsoft Teams/Teleconference
Open to the public at 2300 High Ridge Road, Boynton Beach FL 33246 and via telephone

MINUTES

Present (in person):

Thomas Bean

Present (virtually):

Elisa Cramer

Donald Fennoy II, Ed.D.

Kathleen Kroll

Debra Robinson, M.D.

Jose Luis Rodriguez, Esq.

Tom Weber

Excused: Melissa McKinlay; Vincent Goodman

1. Call to Order

Chair Bean called the meeting to order at 5:03 pm.

A. Invocation - Moment of silence led by Chair Bean.

B. Presentations – N/A

2. Minutes

A. October 22, 2020 Council Meeting and October 22, 2020 Council Workshop

Due to a lack of quorum, the minutes for the Council Workshop and the Council meeting on October 22, 2020 will be acted upon at our next meeting.

3. Public Comment – Agenda Items

A. In person

B. Phone

No public comments in person or by telephone.

4. Council Committees:

• **Finance Committee**

○ **Items for approval**

▪ October 22, 2020 Minutes

▪ September 30, 2020 Unaudited Financial Statements

The Finance Committee did not have a quorum, however, there was a consensus to approve the October 22, 2020 minutes and the September 30, 2020 Unaudited Financial Statements. These items will come back to the Council meeting next month for approval.

- **The Finance Committee also reviewed the following items for which no action is needed:**
 - Investment Report for both the quarter and year ended September 30, 2020, in accordance with the Investment Policy. Performance benchmarks were met or exceeded.
 - PFM Asset Management LLC's performance during FY 19-20. Performance targets were met or exceeded. Annual contractual Investment Advisory fees are not to exceed \$80,000. CSC's actual Investment Advisor fees for FY 19-20 were \$32,165.70.
 - The tentative meeting dates and times for Finance Committee meetings in 2021.
- **Human Resources Committee – N/A**

5. Consent Agenda

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

Due to a lack of quorum, the CEO will be acting pursuant to her emergency authority to continue CSC operations. The CEO will make the necessary payments for the items on the warrants list and the walk-in warrants list. The CEO will also move forward with execution of the contract for insurance broker services (Reference #3). These items will be subject to ratification at our next Council meeting. The Proclamation will be moved to our next Council meeting.

An opportunity for Council members to express any comments or concerns regarding this statement was provided. No comments were expressed.

A. Program – N/A

B. Business

1. Warrants List
2. Resolution #20-034 Authorizing Agent/Broker Services for Property, Casualty and Related Insurances

C. Proclamations

1. Proclamation Declaring the Month of January 2021 as Mentoring Awareness Month

6. Non Consent Agenda

Due to a lack of quorum, the two non-consent agenda items, Changes to By-laws and a Payback Provision for Tuition Reimbursement Policy, will be brought back for Council consideration at our next meeting.

A. Business

1. Resolution #20-033 Authorizing Changes to the Council Bylaws
2. Addition of a Payback Provision to the Tuition Reimbursement Policy

B. Program – N/A

C. For Informational Purposes Only – N/A

7. Walk-In Items – N/A

8. Chief Executive Officer's Report

Lisa Williams-Taylor, CEO, highlighted items in the CEO Report.

Additional items not included in the CEO Report include:

- The Forum for Youth Investment asked CSC to participate in a national webinar. The focus is on Palm Beach County as an example of how a community with a robust set of coordinating structures has responded to the multiple crises in 2020. The panel will feature Marsha Guthrie from the CSC team, Suzette Harvey from Prime Time and Tammy Fields from the Youth Services Department, all of whom have been involved in the work of Birth to 22. Principal Daniels from Northboro Elementary, will serve on the panel sharing perspectives of the BRIDGES and all the work that they are doing with community linkage.
- We will be releasing the RFP seeking Community Driven Innovation in mid-January, focusing on non-profits organizations with a budget of \$1M or less, those that have not received direct funding in excess of \$100,000 from CSC and those that are serving children and families focusing on birth to 5. \$300,000 is budgeted and was previously approved by the Council. We anticipate awarding between 6-8 projects.
- Lisa presented a video of the CSC team thanking leadership and the Council.

9. Legal Reports

A. Motion to Adopt 2021 Calendar of Council Meetings (in CEO Report)

Debra Gotlib, General Counsel, stated that CSC will move forward with the attached calendar as our final calendar, subject to formal approval at our next meeting.

B. Executive Order on Equity Trainings

The President issued an Executive Order in September entitled "Combating Race and Sex Stereotyping". It had the effect of barring the use of federal grants or contracted funds to conduct racial equity training. This order does not impact our ability to move forward with racial equity training. Although we do receive some federal funds, we do not use that money to support our trainings.

C. Reminder Concerning Gifts

This is your annual reminder regarding gifts. Council members are bound by the Code of Ethics in relation to accepting gifts. While you can accept gifts, there are financial limitations. You would need to use Form 9 to report this, The form provides a good explanation regarding what the expectations and requirement are. We have the form available and it can also be found on the Florida Commission of Ethics website.

D. Reminder – Certificates of Compliance due January 29, 2021

Certificates are due by the January Council meeting.

10. Public Comment – Non Agenda Items

- A. In person
- B. Phone

No public comments in person or telephone.

11. Council Comments

No comments from Council members. Chair Bean wished the Council and staff a healthy and safe holiday season and looking forward to a better 2021.

12. Adjournment

The meeting was adjourned at 5:18 pm.

Thomas Bean, Chair

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