

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

March 20, 2025 Council Meeting

2300 High Ridge Road, Boynton Beach, FL 33426

MINUTES

Present (in person):

Sara Baxter

Thomas Bean

Karen Brill

Mike Burke

Kathleen Kroll

Jose Luis Rodriguez Robert

Shea

Excused:

Tom Weber

1. Call to Order

Chair Bean called the meeting to order at 4:36 pm.

A. Invocation - Led by Chair Bean

B. Pledge of Allegiance

C. Presentations

- ☐ Summer Camp Scholarship Program – Kasha Kitts, Chief Program Officer; Ike Powell, Director of Outreach and Community Programming; Tamia Williams, Senior Program Specialist for Youth Services Department.

2. Minutes

A. February 27, 2025 Council Meeting Minutes 1

Recommendation: I recommend the Council approve the Minutes of the February 27, 2025 Council Meeting as presented.

A motion by Baxter/Brill to approve the Minutes of the February 27, 2025 Council Meeting, as presented, was approved by unanimous vote.

3. Public Comment – Agenda Items

No public comments.

4. Council Committees:

□ Human Resources Committee

Chair Bean stated that the Human Resources Committee met today. The committee reviewed and approved the minutes:

- Items for approval:
 - Minutes from October 24, 2024 Human Resources Committee meeting
 - Updates to the Employee Handbook/Human Resources Policies

A motion by Baxter/Brill to approve the Minutes as presented was approved by unanimous vote.

Updates to the Employee Handbook was rescheduled to be addressed at a Committee meeting to be set prior to the April Council meeting.

- Items discussed:
 - Performance Review of the Chief Executive Officer – A recommendation for approval will be presented to the Council at the April Council meeting.

□ Finance Committee

Chair Bean stated that the Finance Committee met today. The committee reviewed and approved the following items:

- Items for approval:
 - Annual Comprehensive Financial Report for the Fiscal Year ended September 30, 2024.
 - Minutes from February 27, 2025 Finance Committee meeting
 - Financial Statements as of February 28, 2025
 - Resolution #25-004 approving an audit firm for a five consecutive year engagement for audit services for fiscal years ending 9/30/2025 – 9/30/2029

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

The committee also discussed the following, with no action required:

- Monthly Investment Report for the period ending February 28, 2025
- 5-year budget/forecast – Fiscal Year 2025-2026 through Fiscal Year 2029-2030
 - Potential legislation

5. Consent Agenda

1. Additions, Deletions, Substitutions - None

2. Items to be pulled from Consent Agenda - None
3. Adoption of Consent Agenda and walk-in Warrants List

General Counsel Debra Gotlib advised that regarding Reference #8, the fiscal impact currently shows that it will be no greater than \$2,000 for the current fiscal year, however, the actual amount is \$2,605.84, which is reflected in Purchase Order number 25762.

A motion by Baxter/Brill to approve the Consent Agenda, including the correction to the fiscal impact on Agenda Item Reference #8, and including the Warrants List and Walk-In Warrants List, as presented, was approved by unanimous vote.

A. Program

1. Resolution #25-005 Authorizing Re-purposing of Under Expenditures 2

Recommendation: I recommend the Council approve Resolution #25-005 authorizing the re-purposing of under expenditures: (1) in an amount not to exceed \$1.4 million for Great Ideas Initiatives; (2) in an amount not to exceed \$1.5 million for summer camp scholarships and (3) authorizing the Chief Executive Officer to enter into any necessary contract amendments with Friends of Youth Services and Palm Beach County, Inc. for summer camp scholarships.

2. Resolution #25-006 Authorizing an Amendment to Youth Mental Health Funding Agreement with Emanuel Jackson Sr. Project, Inc. 3

Recommendation: I recommend the Council approve Resolution #25-006 authorizing the Chief Executive Officer to increase the current award to EJS Project by \$5,000 for the EmpowerU Mental Health model for a total award in an amount not to exceed \$71,000.

3. Resolution #25-007 Authorizing Funding Agreement with Balanced Living Mentorship, Inc. 4

Recommendation: I recommend the Council approve Resolution #25-007 authorizing the Chief Executive Officer to award \$75,000 in funding to Balanced Living Mentorship, Inc. to support the "Get Your Mind Right!" project from April 1, 2025 - March 31, 2026.

4. Resolution #25-008 Authorizing Increase Allocation for Prenatal Plus Mental Health 5

Recommendation: I recommend the Council approve Resolution #25-008 authorizing the Chief Executive Officer to execute an amendment to the agreement with Center for Family Services of Palm Beach County, Inc. for Prenatal Plus Mental Health Service for additional funding in an amount not to exceed

\$42,000, increasing the allocation from \$603,315 to \$645,315, effective April 1, 2025.

B. Business

1. Resolution # 25-009 Authorizing Copier Lease, Maintenance and Support 6

Recommendation: I recommend the Council approve Resolution #25-009 authorizing the Chief Executive Officer to execute any necessary agreements with Sharp Electronics Corporation in an amount not to exceed \$175,000 for 60-month period, commencing on or about April 1, 2025, subject to the Council's annual budget and TRIM approval process.

2. Resolution #25-010 Authorizing an Increase in Allocation for WebAuthor.com, LLC to Enhance Existing Webauthor Platform 7

Recommendation: I recommend the Council approve Resolution #25-010 authorizing the Chief Executive Officer to execute an amendment to the agreement with Webauthor.com, LLC to increase the allocation to \$200,000 and to extend the term through September 30, 2026, with an option for annual renewal in an amount not to exceed \$75,000, subject to the Council's annual budget and TRIM approval process.

3. Resolution #25-011 Authorizing Agreement with Carahsoft Technology Corporation for Renewal of Box to Replace Previously Approved Agreement 8

Recommendation: I recommend the Council approve Resolution #25-011 authorizing the Chief Executive Officer to execute an agreement with Carahsoft Technology Corporation for Box renewal, in an amount not to exceed \$175,000 over a three-year period, commencing on or about April 1, 2025, subject to the Council's annual budget and TRIM approval process.

4. Resolution #25-012 Authorizing an Agreement with Bravo KB, LLC or Mobile Services Group, Inc. for Purchase and Delivery of 15,000 T-shirts to Summer Camps 9

Recommendation: I recommend the Council approve Resolution #25-012 authorizing the Chief Executive Officer to execute an agreement with Bravo KB, LLC or, in the alternative, Mobile Services Group, Inc., in an amount not to exceed \$66,000 to print and deliver 15,000 CSC-branded T-shirts to summer camps participating in the Summer Camp Scholarship Program of the Palm Beach County Youth Services Department.

5. Warrants List 10

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

C. Proclamations – N/A

6. Non-Consent Agenda

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

10. Public Comment – Non-Agenda Items

No public comments.

11. Council Comments

There were no Council comments.

12. Adjournment

The Council meeting adjourned at 5:13 pm.

Signed by:

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Thomas P. Weber, Secretary

DocuSigned by:

Lisa Williams-Taylor

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