

CHILDREN'S SERVICES COUNCIL

MINUTES

NOVEMBER 9, 2023

In attendance for the meeting were Ken Kenworthy-chairperson, Pat McCoy, Melisa Jahner, Frank DeCarlo, William Wallace and Toni Wiersma-Interim Executive Director

Audience: Kristy Conway, Stephanie Castellanos, Leah Suarez, Cassidy Medellin, Ja'Quan Bentley, Eli Torres

1) Meeting called to order by Mr. Kenworthy at 5:14 pm.

- a) Additions or corrections to the Agenda
 - i) Mrs. Wiersma corrected Item 9 – to Lil Brahmans
 - ii) Mrs. Wiersma added: Special Projects Requests
 - (1) 7f – Healthy Start - \$2500.00
 - (2) 7g – Samaritan Community Outreach - \$10,500.00
 - (3) 7h – Rotary Foundation - \$5,000.00
 - iii) Mr. Kenworthy added the following items:
 - iv) 11b – Credit card for the Children's Service Council
 - v) 11c – Payment for Cheryl Sutton for additional transition assistance
 - vi) Pat McCoy made motion to accept corrections and additions – Melisa Jahner seconded the motion.
The motion passed, all were in favor.

2) Approval of Minutes :

- a) Final Budget Hearing – September 29, 2023. Pat McCoy made a motion to approve the minutes, Frank DeCarlo seconded the motion. The motion passed, all were in favor.
- b) Meeting – September 29, 2023. Frank DeCarlo made a motion to approve the minutes, Pat McCoy seconded the motion. The motion passed, all were in favor.

3) Approval of Financial Statements:

- a) Financial Statement Year End – September 30, 2023
 - i) Mrs. Wiersma presented the financial statement:
 - (1) **INCOME**
 - Total Income - \$1,100,097.77
 - (2) **COST OF GOODS SOLD**
 - Human Service Expenditures - \$50,497.00
 - (3) **GROSS PROFIT** - \$1,049,600.77
 - (4) **EXPENSES**
 - Administration - \$65,345.71
 - Program Services – Agencies – RFP - \$448,735.20
 - Scholarships - \$55,000.00
 - Summer Projects - \$210,311.62
 - Special Projects - \$316,659.13
 - **TOTAL EXPENSES - \$1, 096,051.66**
 - (5) **NET INCOME** - **-\$ (46,450.8)**

(6) CURRENT ASSETS

- SouthState Checking - \$1,,370,609.49
- CD – 400,000.00
- Accounts Receivables - \$17,328.46
- Refundable Agency Grants - -\$(140.00)

(7) FIXED ASSETS

- Equipment - \$1,926.00
- Accumulated depreciation - -\$(1,177.63)
- TOTAL FIXED ASSETS - \$1,788,546.32

(8) TOTAL ASSETS - \$1,788,546.32

(9) LIABILITIES

- Total Current Liabilities - \$107,755.26
- Total Equity - \$1,680,791.06

(10) TOTAL LIABILITIES AND EQUITY - \$1,788,546.32

ii) Mrs. Wiersma also presented the Profit-Loss Detail for the Fiscal Year 2022-2023. Melisa Jahner made a motion to approve the Financial Statement for the 2022 – 2023 fiscal year and Pat McCoy seconded the motion. The motion was passed, all were in favor.

b) Financial Statement October 31, 2023

i) Mrs. Wiersma presented the financial statement:

(1) INCOME

- Total Income - \$3,708.19

(2) COST OF GOODS SOLD

- Human Service Expenditures - \$2,505.00

(3) GROSS PROFIT - \$1,203.19

(4) EXPENSES

- Administration - \$8,170.43
- Program Services – Agencies – RFP - \$4899.04
- TOTAL EXPENSES - \$13,069.47

(5) NET INCOME - -\$(11,866.28)

(6) CURRENT ASSETS

- SouthState Checking - \$1,271,143.00
- CD – 400,000.00
- Refundable Agency Grants - -\$(140.00)

(7) FIXED ASSETS

- Equipment - \$1,926.00
- Accumulated depreciation - -\$(1,177.63)
- TOTAL FIXED ASSETS - \$748.37

(8) TOTAL ASSETS - \$1,671,751.37

(9) LIABILITIES

- Total Current Liabilities - \$2,826.59
- Total Equity - \$1,668,924.78

(10) TOTAL LIABILITIES AND EQUITY - \$1,671,751.37

- ii) Mrs. Wiersma also presented the Profit-Loss Detail for the month of October 2023. Melisa Jahner made a motion to approve the Financial Statement for the 2022 – 2023 fiscal year and Pat McCoy seconded the motion. The motion was passed, all were in favor. Melisa Jahner made note to change the bank name to SouthState bank from Center State bank.

4) Review of Programs 22-23

- a) RFP's – Mrs. Wiersma stated that all documentation has been turned in except for one program. She also presented a spreadsheet indicating the cost per child of each program.
- b) Special Projects - Mrs. Wiersma stated that we were still missing documentation from Lil Brahman's and the FFA alumni project. She also presented a spreadsheet indicating the cost per child of each program. Mr. Kenworthy questioned the number of students served at the County Fair. Mrs. Wiersma will look at the proposal that was presented for the project.
- c) Summer Projects - Mrs. Wiersma stated that all documentation has been turned in. She also presented a spreadsheet indicating the cost per child of each program.

5) Assignments of Monitors

Monitors were chosen for the 23-24 year. Melisa Jahner will monitor the following agencies: Helping People Succeed, Okeechobee Education Foundation. Frank DeCarlo will monitor Okeechobee Extension – Horse Camp and Okeechobee Youth Livestock. Pat McCoy will monitor Our Village – Immigration. All other agencies will have the same monitors as last year.

6) RFP – ADDITIONAL REQUEST

- a) Guardian For the New Futures additional request of \$24,000. Kristy Conway and Stephanie Castellanos presented a need for additional funding for the RFP previously submitted. Initially they were awarded \$24,000.00 for the year. Their proposal is to serve 500 children from Okeechobee and to provide prevention programs aiming to educate children on how to remain safe from bullying, cyberbullying, online solicitation, child abuse and maintain a positive digital reputation. Child abuse in our county is rising and the need is great. The additional funds will be used to 1) Hire and train more staff to oversee the expanded programs, 2) Develop and implement educational materials and resources, 3) Expand our outreach and community partnerships, and 4) Enhance the quality and accessibility of our services. Judge Wallace commented that he was seeing an increase of crime against children in Okeechobee. The cost for the prevention curriculum is approximately \$75.00 per child. Melisa Jahner made a motion to fund the additional \$24,000 and Frank DeCarlo seconded the motion. The motion passed, 3 in favor – William Wallace abstained.

7) SPECIAL PROJECTS REQUESTS

- a) Our Village – Restorative Practices
 - i) This project was initially funded at the June 2023 meeting for \$27,500.00. \$8,750.00 was used during the 22-23 fiscal year. This is a request to continue the program with the remaining funding \$18,750.00. Melisa Jahner made a motion to extend the funding of \$18,750.00 for the 23-24 fiscal year. Frank DeCarlo seconded the motion. The motion passed, all were in favor.
- b) Healthy Start – Waves of Change - \$4800.00
 - i) Cassidy Medellin presented a request from Healthy Start for the funding of child-parent psychoeducation by Jessica Lea, Licensed Family Therapist with Waves of Change. The estimate is 2

sessions per month with 8 children in attendance for the year. The program will connect moms with children with other moms and post-partum stressors will be discussed and support will be provided to high-risk children. Pat McCoy made a motion to grant \$4800.00 to Healthy Start for the Waves of Change program. Melisa Jahner seconded the motion. The motion passed, all in favor.

- c) Our Village – Additional Peer Support - \$40,000.
 - i) Leah Suarez presented a request for an additional peer support staff person to work with children in the community who are having mental health or behavioral health issues. Currently, services are provided in three schools. Our Village serves many students in peer support through the diversion program. Many students are referred by the court to attend a diversion program. Mrs. McCoy commented on how successful the program has been at Yearling Middle School. With additional staff the intent is to serve more students. Pat McCoy made a motion to grant \$40,000 to Our Village for Peer Support. Melisa Jahner seconded the motion. The motion passed, 3 in favor, William Wallace abstained.
- d) Lake Okeechobee Youth Football and Cheer, Inc. - \$75,000.
 - i) Ja’Quan Bentley presented a request for \$75,000 to support an athletic program for all types of sports and through these sports to teach and develop life skills. In order to participate in the program students must maintain a 2.0 GPA, turn in progress reports. Besides teaching athletic skills the program any struggling emphasizes leadership skills, provides educational support, and encourages tutoring for students. The program serves students age 6- 18. The board congratulated Mr. Bentley on the success of the program in such a short amount of time. They requested that Mr. Bentley return to the December meeting with a proposed budget and that they Board would make a recommendation for the amount of funding with a budget.
- e) Okeechobee County Ag-Venture - \$5,500.00
 - i) A request was made to fund the Ag-Venture program again this year. This program serves 4th grade students. It will be held on January 10th and 11th at the Okeechobee County Agri-Civic Center. The Board discussed this was a great program for our students. Pat McCoy made a motion to grant \$5,500 for the Ag-Venture program, Melisa Jahner seconded the motion. The motion passed, all were in favor.
- f) Healthy Start – Christmas program - \$2500.00
 - i) Cassidy Medellin presented a request to help fund Christmas gifts for clients of all the visiting programs in Okeechobee County. This special request is being made because of extenuating circumstances this year at Healthy Start. They will provide Christmas gifts for 350 – 375 children. The community strongly supports this project with generous donations, but the additional funds will allow Healthy Start to purchase all of the gifts by December 8th. Melisa Jahner made a motion to fund Healthy Start \$2500.00 for the project. Pat McCoy seconded the motion. The motion passed, all were in favor.
- g) Samaritan Community Out Reach - \$10,500.00
 - i) A request was made for financial support of an Inspirational Dance program. The funding will assist in providing a dance instructor and tutors and purchase of costumes and supplies. The request was tabled until a representative from the organization could come to the Board meeting and explain the project.
- h) Rotary Foundation - \$5,000.

- i) Melisa Jahner presented a request on behalf of the Rotary Foundation. The Okeechobee Chamber of Commerce leadership class is seeking funding for a Shade Sail at the Okeechobee Sports Complex for the teams to gather under for team meetings, hot dogs, etc. The Rotary Foundation is partnering with the Leadership class. The total cost of the project is \$29,000., but the leadership class is seeking funding from other sources and also having fundraising projects. Discussion was held regarding that this area would be only for the teams and not adults. Pat McCoy made a motion to fund the \$5,000.00 for the Shade Sail for the Sports Complex fields. Frank DeCarlo seconded the motion. The motion was passed, 3 in favor and Melisa Jahner abstained.

8) BYLAW DISCUSSION – AUDIT REQUIREMENTS

- a) Mr. Kenworthy discussed the bylaws regarding the audit requirements for agencies. The bylaw section on audits were read. Does it mean the entire entity or just the money that the Council funds. There was a discussion that audits can be very expensive and that there was only one accounting firm in Okeechobee that conducts audits. Leah Suarez spoke up and stated that an audit would cost Our Village around \$20,000.00 and that would mean that a staff member would have to be cut. She also reported that the Auditor General has a threshold of \$750,000. for federal projects before an audit was required. Much discussion on the need to make sure that the tax payers funds were being used in a fiscally sound manner. Our auditors will be contacted for their recommendation and interpretation along with reaching out to other Children’s Service Councils for their procedures. A review of statues will also be done. The issue was tabled until more information was available.

9) LIL BRAHMANS DISCUSSION

- a) Mr. Kenworthy discussed with the Board the problem with the Lil Brahmans program and the receipts that were presented. A payment of \$25,000 was given to the organization for purchase of football uniforms and equipment. An investigation was held because of fraudulent handling of funds. Receipts have been turned in, but some of the receipts are questionable because the invoices do not show company names and addresses. Mr. Kenworthy and Mrs. Wiersma has reached out to Terrance Pryor for clarification, but there hasn’t been a response. They will continue to reach out to try and resolve the issue or at least get the equipment and uniforms that were purchased.

10) EXECUTIVE DIRECTOR AND BOOKKEEPER/SECRETARY POSITIONS

- a) A discussion on the position of Executive Director. Jeanette Smet has sent in an application for Executive Director and is still interested in the position. A discussion was held with Mrs. Wiersma if she were interested in continuing as Executive Director. She will talk with Mr. Kenworthy in a week and let him know her decision. Mrs. Wiersma reported that she had interviewed people for the position of secretary, but had not hired anyone.

11) OPEN DISCUSSION

- a) Credit Card for Children’s Service Council
 - i) Mr. Kenworthy stated that Ms. Blair had used her own credit card for purchases such as office supplies and QuickBooks service. He asked the Board about direction to get a credit card. Melisa Jahner made a motion to obtain a credit card for the Children’s Service Council. Pat McCoy seconded the motion. The motion passed, all approved.
- b) Payment for Cheryl Sutton
 - (1) Mrs. Sutton has provided services during the transition time for training and working during the transition. Mr. Kenworthy is asking for her to be paid her monthly stipend for these services during October. Pat McCoy made a motion to pay Cheryl Sutton \$2,000. (her regular salary) for

the month of October. Melisa Jahner seconded the motion. The motion passed, all were in favor.

Next meeting date: December 14, 2023

There being no further business the meeting was adjourned at 7:23 PM

Respectfully submitted,

Toni Wiersma

Interim Executive Director