

CHILDREN'S SERVICES COUNCIL

MINUTES

December 14, 2023

In attendance for the meeting were Melisa Jahner – Vice Chair, Pat McCoy, Heather Hancock, Wendy Coker, Frank DeCarlo, Bob McPartland and Toni Wiersma-Interim Executive Director

Audience: Colleen Larson, Jenna Larson, Josh Larson, Lakeishia Brownlee, Jamya Tarbox, George Roberson, Killwon Jackson, Jeannette Smet, Lilly Larson, Jacob Larson, Brian Trimble, Megan Williamson, Walt Caves, Sophia Caves, Ja'Quan Bentley, Ossie Fleming, and Materine Smith

1) Meeting called to order by Mrs. Jahner at 5:10 pm.

- a) Additions or corrections to the Agenda
 - i) Mrs. Wiersma added:
 - (1) 8a – Audit extension request – Tykes and Teens
 - (2) 8b – Monitor approvals for 23-24
 - (3) 8c – Scholarships information
 - ii) Pat McCoy made motion to accept additions – Bob McPartlan seconded the motion. The motion carried, all were in favor.

2) Approval of Minutes :

- a) Meeting – November 9, 2023. Wendy Coker made a motion to approve the minutes, Pat McCoy seconded the motion. The motion carried, all were in favor.

3) Approval of Financial Statements:

- a) Financial Statement– November 30, 2023
 - i) Mrs. Wiersma presented the financial statement:
 - (1) **INCOME**
 - Total Income - \$237,636.51
 - (2) **COST OF GOODS SOLD**
 - Human Service Expenditures - \$2,000.00
 - (3) **GROSS PROFIT - \$235,636.51**
 - (4) **EXPENSES**
 - Administration - \$10,606.93
 - Program Services – Agencies – RFP - \$27,259.70
 - Special Projects - \$22,141.61
 - **TOTAL EXPENSES - \$60,008.24**
 - (5) **NET INCOME - 175,628.27**
 - (6) **CURRENT ASSETS**
 - SouthState Checking - \$1,446,867.88
 - CD –\$412,086.85
 - 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 - $\$748.37$

(8) TOTAL ASSETS - $\$1,847,476.25$

(9) LIABILITIES

- Total Current Liabilities - $\$5,913.66$
- Total Equity - $\$1,841,562.59$

(10) TOTAL LIABILITIES AND EQUITY - $\$1,847,476.25$

- ii) Mrs. Wiersma also presented the Profit-Loss Detail for the Fiscal Year 2022-2023. Bob McPartlan made a motion to approve the Financial Statement for November 2023 and Pat McCoy seconded the motion. The motion was carried, all were in favor.
- iii) Mrs. Wiersma stated she was working with Quick Books to change the name of the bank from Center State to SouthState Bank.

4) Special Presentation – FFA Dairy Judging Team

- a) Megan Williamson along with the FFA members reported on their trip to the National FFA Conference in Indianapolis, Indiana. The team of Jenna Larson, Lily Larson, Josh Larson and Sophia Caves placed first in the Dairy Judging team. This is the first time that a team from Florida has placed first at the National Convention. As a result of the team placing first, the team has been invited to go to Scotland to compete on the International level. Individual results included: Lily Larson placed 3rd and Jenna Larson placed 7th. Josh Larson placed in the Silver division for his project. The team thanked the CSC council for their support.

5) Interviews for Executive Director.

- a) Melisa Jahner – Vice Chair with the permission of the Council moved this to the end of the meeting.

6) Special Projects Requests

- a) Lake Okeechobee Youth Football and Cheer, Inc. - $\$75,000$.
 - i) Ja’Quan Bentley returned to present 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. Mr. Bentley presented a proposed budget for the expenditures. At the present time they are serving 250 kids. The club has just finished football and is moving to track and field. The board expressed that they cannot fund the leasing of a van. Pat McCoy made a motion to approve $\$75,000$ to the Lake Okeechobee Youth Football and Cheer, Inc. Wendy Coker seconded the motion. The motion carried, all in favor.
- b) Samaritan Community Out Reach - $\$10,500.00$
 - i) George Roberson presented a request for $\$10,500.00$ for the Samaritan Community Out Reach program. The program is located in the heart of Douglas Park in a building that is being renovated after hurricane damage. The program will include a dance instructor, tutors for academic tutoring, travel for dance students, costumes and supplies. Killwon Jackson, instructor, was present with

two students: Lakeishia Brownlee and Jamya Tarbox that gave a presentation of an inspirational dance. The request is made for running the program from January 15, 2024 – June 30, 2024. Currently 15 students are enrolled in the program, with expectations that the program will expand. Pat McCoy made a motion to fund the program for \$10,500.00. Wendy Coker seconded the motion. The motion carried, all in favor.

7) Bylaw Discussion – Audit Requirements

- a) Toni Wiersma presented that she had reached out to several surrounding Children’s Service Councils and was receiving information on their audit requirements. Jeannette Smet, audience member, stated that she works with Martin and St. Lucie CSC’s and had to provide audits. The amount of money that she received from those councils were in the \$180,000 to \$200,000 range. We will continue to gather information to clarify our auditing procedures.

8) Open Discussion

- a) Audit for Tykes and Teens
 - i) The Council received a letter from Berger, Toombs, Elam, Gaines and Frank regarding the audit for Tykes and Teens. They requested an extension of time to finishing preparing the audit. Heather Hancock asked if this would affect our audit, and Toni Wiersma stated with council approval, it would not affect our audit. The letter will be placed in Tykes and Teens file. Heather Hancock made a motion to grant the extension. Bob McPartlan seconded the motion. The motion carried, all in favor.
- b) Monitors for 23-24
 - i) The list of monitors for the 23-24 fiscal year was presented. Bob McPartlan made a motion to accept the monitors. Pat McCoy seconded the motion. The motion carried, all in favor.
- c) Scholarships for 2024
 - i) Toni Wiersma stated that she had responded to Melanie Talbert at Okeechobee High School that we would be presenting scholarships to graduating seniors this year. The number and the amount of the scholarships will be determined at a later date based on the applications.

9) Executive Director Interviews

- a) The Council held Executive Director Interviews. Jeannette Smet and Toni Wiersma were interviewed for the position of Executive Director. The Council appointed Toni Wiersma as the new Executive Director.

Next meeting date: January 11, 2024

There being no further business the meeting was adjourned at 7:00 PM

Respectfully submitted,

Toni Wiersma

Toni Wiersma

Executive Director