

CHILDREN'S SERVICES COUNCIL

MINUTES

January 11, 2024

In attendance for the meeting were Ken Kenworthy – Chairman, Melisa Jahner, Pat McCoy, Wendy Coker, William Wallace and Toni Wiersma Executive Director

Absent: Frank DeCarlo, Heather Hancock and Bob McPartlan

Audience: Ja'Quan Bentley and Jessica Lea

1) Meeting called to order by Mr. Kenworthy at 5:06 PM

- a) Additions or corrections to the agenda
 - i) Mrs. Wiersma added:
 - (1) 10a – Budget Amendment – Hibiscus House
 - (2) 10b – Council Members involvement in other organizations
 - (3) 10c – Governor appointments

Melisa Jahner made the motion to accept additions – Pat McCoy seconded the motion. The motion passed unanimously.

2) Approval of Minutes:

- a) Meeting – December 14, 2024. Melisa Jahner made a motion to approve the minutes, Pat McCoy seconded the motion. The motion passed unanimously.

3) Approval of Financial Statements:

- a) Financial Statement– October – December 2023
 - i) Mrs. Wiersma presented the financial statement:
 - (1) **INCOME**
 - Total Income - \$1,021,011.81
 - (2) **COST OF GOODS SOLD**
 - Human Service Expenditures - \$6,125.00
 - (3) **GROSS PROFIT - \$1,014,886.81**
 - (4) **EXPENSES**
 - Administration - \$34,900.14
 - Program Services – Agencies – RFP - \$62,483.10
 - Special Projects - \$32,044.94
 - **TOTAL EXPENSES - \$129,428.18**
 - (5) **NET INCOME - \$885,458.63**
 - (6) **CURRENT ASSETS**
 - SouthState Checking - \$2,164,354.64
 - CD –\$412,086.85
 - Refundable Agency Grants - -\$(140.00)
 - **TOTAL CURRENT ASSETS - \$2,576,301.49**

(7) FIXED ASSETS

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

(8) TOTAL ASSETS - \$2,57,049.86

(9) LIABILITIES

- Total Current Liabilities - \$5,913.66
- Total Equity - \$2,571,136.20

(10) TOTAL LIABILITIES AND EQUITY - \$2,577,049.86

Mrs. Wiersma also presented the Profit-Loss Detail for the first quarter of the Fiscal Year 2023-2024. Melisa Jahner made a motion to approve the Financial Statement for the first quarter of the Fiscal Year 2023-2024 and Pat McCoy seconded the motion. The motion passed unanimously.

- b) The Council discussed the CD that will mature on March 10, 2024. Also discussion was whether another CD could be purchased. Melisa Jahner will check on rolling over the CD and adding an additional CD.

4) Election of Officers

- a) Mr. Kenworthy handed the meeting to Mrs. Wiersma. Mrs. Wiersma asked for nominations for Chairman. Pat McCoy nominated Melisa Jahner and Bill Wallace seconded the nomination. Melisa accepted the nomination. The vote was unanimous.
- b) Mrs. Jahner asked for nominations for Vice Chairman. Ken Kenworthy nominated Pat McCoy and Bill Wallace seconded the nomination. Pat accepted the nomination. The vote was unanimous.
- c) Mrs. Jahner asked for nominations for Secretary. Pat McCoy nominated Wendy Coker and Ken Kenworthy seconded the nomination. The vote was unanimous.

5) Special Projects Requests - Review

Ja'Quan Bentley was present as the Council discussed receipts that had been submitted that had occurred during the last fiscal year. Mrs. Wiersma stated that she had spoken with Wicks Brown accounting firm and they had discouraged paying receipts that had occurred in a different fiscal year and before the project was approved. Mr. Bentley understood. Also discussed was the receipt for the use of the track at Pahokee High School. The track at Okeechobee High School can't be used this year due to construction. The Council discussed the fee that will be charged for the Ducks to host a track meet at Pahokee High School. The cost will be \$9,312.00. Also discussed was future fundraising for the club including car washes and a calendar sale. Mr. Kenworthy stated that there was a possibility of leasing a bus from the district to help with travel.

6) Bylaw Discussion – Audit Requirements

- a) Mrs. Wiersma presented information from other Children's Services Councils including Broward, St. Lucie, Martin, Alachua and Palm Beach counties. In summary all these counties required audits of their

agencies for programs that exceeded \$25,000 or \$35,000. The Council will review the documents at the February 8, 2024, meeting.

- b) At this meeting the following items will be discussed:
 - i) RFP language and priorities
 - ii) Special Projects and more guidelines on granting Special Projects
 - iii) Summer Projects and guidelines
 - iv) Audit Requirements
- c) Mrs. Wiersma will provide the Council with the previous RFP, statistics from last year for each category and current Bylaws for the Council to review before the next meeting.

7) Brochure

- a) Mrs. Wiersma updated a brochure. Corrections were made, but we will hold off printing until we determine our funding priorities for the 24-25 year.

8) March meeting – possible date change

- a) The March meeting is scheduled during Spring Break for the school system and some Council members will be out of town. After discussion, Ken Kenworthy made the motion to move the meeting to March 21, 2024. Pat McCoy seconded the motion. The motion passed unanimously.

9) Ethics form

- a) The Council must complete the Ethics form this year online. Email addresses were confirmed for all members of the council.

10) Open Discussion

- a) Hibiscus House budget amendment. Due to the lack of therapists Hibiscus House will only bill for services provided, which changed the funding category. Pat McCoy made the motion to approve the budget amendment and Wendy Coker seconded the motion. The motion passed unanimously.
- b) Council members needed to fill out the form listing other agencies or organizations that they were involved in and hold an office.
- c) Governor appointees. Mrs. Wiersma informed the Council that she had called the Governor's office twice, emailed the Governor and had written a letter to find out when the appointments that were submitted by the County Commissioner's would be approved. At the present time, there hasn't been a response.

11) Next meeting date: February 8, 2024

There being no further business the meeting was adjourned at 6:20 PM

Respectfully submitted,

Toni Wiersma

Toni Wiersma

Executive Director