

CHILDREN'S SERVICES COUNCIL

MINUTES

February 8, 2024

In attendance for the meeting were Melisa Jahner-Chairperson, Wendy Coker, Bob McPartlan, Pat McCoy, Heather Hancock, William Wallace, Frank DeCarlo and Toni Wiersma-Executive Director

Absent: Ken Kenworthy

Audience: Kristy Crawford, Karyna Villapando, and Dylan Tedders

1) Meeting called to order by Melisa Jahner at 5:07 PM

- a) Additions or corrections to the agenda
 - i) Toni Wiersma added:
 - (1) 4b – Special Project Request – Okeechobee Battlefield Friends - \$1000.00
 - (2) 12a – Credit Card vs. Debit Card
 - (3) 12b – CD Maturing 3/10/24
 - (4) 12c – Audit Letter
 - (5) 12d – Ken's Retirement

Wendy Coker made the motion to accept additions. Bob McPartlan seconded the motion. The motion carried.

2) Approval of Minutes:

- a) Meeting – January 11, 2024 Bob McPartlan made a motion to approve the minutes. Wendy Coker seconded the motion. The motion carried.

3) Approval of Financial Statements:

- a) Financial Statement– October – January 2024
 - i) Toni Wiersma presented the financial statement:
 - (1) **INCOME**
 - Total Income - \$1,044,965.26
 - (2) **COST OF GOODS SOLD**
 - Human Service Expenditures - \$9,207.50
 - (3) **GROSS PROFIT - \$1,035,757.76**
 - (4) **EXPENSES**
 - Administration - \$45,403.60
 - Program Services – Agencies – RFP - \$104,446.34
 - Special Projects - \$98,835.90
 - **TOTAL EXPENSES - \$248,685.84**
 - (5) **NET INCOME - \$787,071.92**
 - (6) **CURRENT ASSETS**
 - SouthState Checking - \$2,064,301.30
 - CD –\$412,086.85

- Refundable Agency Grants - -\$(140.00)
- (7) TOTAL CURRENT ASSETS - \$2,476,248.15**
- (8) FIXED ASSETS**
 - Equipment - \$1,926.00
 - Accumulated depreciation - -\$(1,177.63)
 - TOTAL FIXED ASSETS - \$748.37
- (9) TOTAL ASSETS - \$2,476,996.52**
- (10) LIABILITIES**
 - Total Current Liabilities - \$5,913.66
 - Total Equity - **\$2,571,136.20**
- (11) TOTAL LIABILITIES AND EQUITY - \$2,476,996.52**

Toni Wiersma also presented the Management Report for the Fiscal Year 2023-2024. Bob McPartlan made a motion to approve the Financial Statement for the Fiscal Year 2023-2024 and William Wallace seconded the motion. Correction to be made on the Tykes and Teens summer project. The motion carried.

4) Special Project Request

- a) **Rotary Club of Okeechobee request for \$15,000.** Kristy Crawford, president of the Rotary Club Foundation presented a request to the Council for \$15,000.00 to be given to the National Honor Society of Okeechobee High School for their “End the Hunger” backpack program. Currently they are short \$25,000.00 to complete the school year. The NHS club packs food for 256 students each weekend so that students have food for the weekend. The cost per student is approximately \$275.00 per student. The club serves all elementary schools and the middle schools. Heather Hancock made a motion to fund \$15,000 to the Rotary Foundation of Okeechobee to be given to the National Honor Society. Wendy Coker seconded the motion. The motion carried
- b) **Okeechobee Battlefield Friends request for \$1000.00.** A request was received from Magi Cable on behalf of Battlefield friends for \$1000.00 to offset the costs of all fourth graders in the county attending the Battlefield of Okeechobee reenactment. Heather Hancock requested that all fourth graders included the private schools. Bob McPartlan made a motion to fund \$1000.00 to the Okeechobee Battlefield friends. Wendy Coker seconded the motion. The motion carried.

5) Request Council members to serve on review board committees

- a) **RFP review committee** – Wendy Coker
- b) **Summer project committee** – Heather Hancock
- c) **Scholarship committee** – Melisa Jahner

6) Bylaw Discussion

- a) The Council reviewed the current bylaws
 - i) **Audit Requirements** – The Council discussed the current threshold of \$25,000.00 requiring a financial audit as stated in the current bylaws. After much discussion and after reviewing surrounding county requirements, the Council decided to keep the current language of any agency receiving a total amount of funding \$25,000.00 must provide an audit.

- ii) Discussion of Our Village that hasn't turned in an audit for the 2023 fiscal year. The Council instructed the Executive Director to reach out to Mrs. Suarez and inform her that Our Village must provide an audit in order to request funds for the coming year. The bylaws and agency agreement that was signed clearly states these expectations.
- iii) Discussion was held on the requirements for Agencies that receive less than \$25,000.00 per year. Much discussion was held and the language was changed to: **Providers funded by CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE for \$25,000 or less will be exempt from the audit requirement, however CHILDREN'S SERVICE COUNCIL OF OKEECHOBEE reserves the right for a fiscal review at any time.**
- iv) Heather Hancock brought up the discussion under Article III voting: Quorum. **The presence of a majority of all members serving the Council shall be necessary at any meeting to constitute a quorum to transact business. A member will be considered present by conference call if they are absent due to their previous scheduled commitment.** The discussion was regarding whether a member be present by a conference call. This needs to be investigated further and Mrs. Wiersma will consult with Ken Kenworthy or legal to determine if a conference call is still considered to be present at the meeting.
- b) Pat McCoy made a motion to accept the revised language of the Bylaws. The motion was seconded by Wendy Coker. The motion carried.

7) Areas of Focus for RFP's

- a) The Council reviewed the areas of focus for the current RFP's. Discussion was held on expanding the areas of focus to include a wider range of programs. After much discussion, the Council decided to include the following areas:
 - i) **Substance Abuse Prevention** – Same focus area
 - ii) **Abuse/Neglect Prevention** –Same focus area
 - iii) **Cultural Diversity/Bullying Prevention** – This focus area will include the previous bullying focus and also include addressing cultural diversity
 - iv) **Health and Well Being** - This focus area will include childhood obesity, maternal care, proper nutrition, and exercise for children.
 - v) **Delinquency Prevention** – This focus area will include programs that keep students in school and provide activities that keep student engaged with positive activities.
- b) Pat McCoy made the motion to incorporate the additions and changes to the funding focus areas for the 2023-2024 fiscal year. Wendy Coker seconded the motion. The motion carried.

8) Review RFP procedures and grant rating sheet

The Council reviewed the revised RFP with formatting changes. The Council noted that the section on Audit requirements should be updated according to the revisions. The additional focus areas should be added. The Council recommended changing the wording on the Cover Sheet document to state Okeechobee Children with an Okeechobee mailing address. Pat McCoy made a motion to accept the changes and the formatting of the 2024-2025 RFP document. Wendy Coker seconded the motion. The motion carried.

9) Guidelines for Summer Projects

The Council reviewed the application for the Summer Projects. They recommended to add a direction page and include the five funding focus areas. Also, to make sure the wording from the Bylaws regarding audits were included on the direction page. Summer Project applications will be available from February 14, 2024 until March 14, 2024. All applications must be received by March 14, 2024.

10) Guidelines for Special Projects

The Council recommended that the guidelines for Special Projects to be addressed at a later meeting. This section was tabled until a future date.

11) Conflict of Interest Forms

The conflict of interest forms have been signed by all of the Council members.

12) Open Discussion

- a) **Credit Card vs. Debit Card** – Discussion was held regarding whether we should get a credit card for the Children’s Services Council of Okeechobee. After discussion Melisa Jahner will get a debit card for immediate use and then a credit card application will be filed after the EIN number has been reinstated. Pat McCoy made the motion to get a credit card. Heather Hancock seconded the motion. The motion carried.
- b) **CD Maturing 3/10/2024** – The Council directed Melisa Jahner to explore the rates of the Certificate of Deposits at the present time and to renew the CD at the highest rate.
- c) **Audit Letter from the Auditor’s General** – The Council received a letter from the Auditor’s General that the Council had audit findings for the last three years. A letter must be submitted on how the Council plans on correcting the audit findings. Toni Wiersma stated that she was working with Wicks, Brown and Williams to construct the letter.
- d) **Ken Kenworthy’s retirement** – Toni Wiersma informed the Council about the Retirement Celebration of Ken Kenworthy on February 26, 2024 and invited everyone to attend. Melisa Jahner brought up the idea of presenting Ken with a gift from the Council. All were in agreement.

There being no further business the meeting was adjourned at 8:04 PM

Respectfully submitted,

Toni Wiersma

Toni Wiersma

Executive Director