

# CHILDREN'S SERVICES COUNCIL

## MINUTES

**April 23, 2024**

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

Audience: Cassidy Medellin, Leah Suarez, Alaina Barron, and Justin Hazellief

### **Meeting called to order by chairman Melisa Jahner at 5:04 PM**

- a) Additions or corrections to the agenda

**(1)** Melisa Jahner added item 10a – Executive Director Salary

Wendy Coker made the motion to accept additions. Dylan Tedders seconded the motion. The motion carried.

### **2) Approval of Minutes:**

- a) Meeting – March 21, 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 – March 2024

- i) Toni Wiersma presented the financial statement:

**(1) INCOME**

- Total Income - \$1,110,736.16

**(2) COST OF GOODS SOLD**

- Human Service Expenditures - \$11,547.50

**(3) GROSS PROFIT - \$1,099,188.66**

**(4) EXPENSES**

- Administration - \$49,491.48
- Program Services – Agencies – RFP - \$180,890.09
- Special Projects - \$171,870.19
- **TOTAL EXPENSES - \$402,251.76**

**(5) NET INCOME - \$696,936.90**

**(6) CURRENT ASSETS**

- SouthState Checking Account 4993- \$1,962,066.28
- SouthState Checking Account 0677 - \$100.00
- CD –\$412,086.85
- Refundable Agency Grants - -\$(140.00)

**(7) TOTAL CURRENT ASSETS - \$2,374,113.13**

**(8) FIXED ASSETS**

- Equipment - \$1,926.00
- Accumulated depreciation - -\$(1,177.63)

- TOTAL FIXED ASSETS - \$748.37
- (9) TOTAL ASSETS - \$2,447,120.18**
- (10) LIABILITIES**
  - Total Current Liabilities - \$5,913.66
  - Total Equity - \$2,441,206.52
- (11) TOTAL LIABILITIES AND EQUITY - \$2,374,861.50**

Toni Wiersma also presented the Management Report for the Fiscal Year 2023-2024 and the Profit and Loss statement for the period October 1, 2023 – March 31, 2024. Mrs. Wiersma pointed out to the Board the categories listed on the Profit and Loss Statement

- b) Toni Wiersma also presented the actual budget vs. the amount spent in each category. Our income is above the budgeted amount for the year. Our expenses are below the budgeted amounts in each category.

Pat McCoy made a motion to approve the Financial Statement for the Fiscal Year 2023-2024 and Wendy Coker seconded the motion. The motion carried.

#### **(4) Discussion on Money Market Account**

Toni Wiersma discussed the possibility of opening a Money Market account for better interest rates than what is we are currently receiving on the checking account. Six checks could be written per month to transfer to the checking account. The interest rate quoted was 3.04%. The board felt that rate was low and directed Toni Wiersma to check other banks to see if we could get a better rate and check with SouthState bank to see if they would offer a better rate. The committee asked Toni Wiersma to check in to other banks as long as they were banks that provided security of the money.

Pat McCoy made a motion to have Toni Wiersma check other financial institutions and find the best rate and open a Money Market account. Dylan Tedders seconded the motion. The motion carried.

#### **(5) Special Project Request**

- a) **Healthy Start Baby Shower Request - \$2800.00.**

A request was presented by Cassidy Medellin for \$2800.00 to help fund the annual Baby Shower for new mothers and infants. Last year 84 mothers attended the shower. The registration opened on April 22, 2024 and filled the same day with 104 registered parents. Healthy Start closed the registration because the room was at capacity. The Baby Shower will be held on May 17, 2024 at the IRSC Conference Center. Healthy Start purchases items such as pack-n-plays, strollers, car seats, diapers, and accessories for mom and babies. The Board complimented Healthy Start on the great job they are doing serving mom and babies. Bob McPartlan made a motion that Healthy Start be granted \$3500.00 for the project since more parents are attending the event and the need is greater. William Wallace seconded the motion. The motion carried.

#### **6) Discussion on Our Village Request for audit requirement or exemption**

During the March 21, 2024 meeting Mrs. Suarez had presented a letter requesting either an exemption from the audit requirement or funds to pay for an audit. The Board discussed that our Bylaws stated that an audit must be performed over any entity receiving more than \$25,000.00. Mrs. Suarez stated that she

had three different entities all under the umbrella of Our Village. Mrs. Suarez stated that she did have a firm that would perform an audit, if the Board required an audit, but she didn't have any funds to pay for the audit without cutting staff. Mrs. Wiersma, Executive Director, stated that in all of her projects funded by the Children's Services Council she did not have a line item for Administrative fees. Mrs. Suarez could submit a budget amendment of no more than 10% of the total budget for administrative cost and use that money to fund the audit. Mrs. Suarez was agreeable to this plan and would have an audit. Bob McPartlan made a motion that the Board follow the Bylaws and require an audit. Pat McCoy seconded the motion. The motion carried.

## **7) Monitors and Time for Mid-Year Review**

Toni Wiersma reminded the Board that Mid-Year reviews were due and asked the Board to contact the various agencies.

## **8) Discussion on Summer Grant Funds**

Discussion on how to distribute the funds for Summer Grants. In the past, 1/3 of the funds were dispersed at the beginning and the remainder of the funds were dispersed as receipts and invoices were received. The Board agreed that this was the practice and that funds should be dispersed in this way.

## **9) Results of Summer Grant Committee and Approval of Summer Grants**

Toni Wiersma thanked the committee that served on the Summer Grant committee: Melisa Jahner, Daryl Roehm and Toni Wiersma. The Board reviewed the summer grant applications and noted that the total for summer grants was \$285,950.00 and the amount budgeted was \$271,364.00. Toni Wiersma reminded the Board that they would need to do a budget amendment if they approved all of the grants. Pat McCoy made the motion to approve all of the grants recommended by the committee. Bob McPartlan seconded the motion. The motion carried. See attached sheet

## **10) Open Discussion**

- a) Executive Director Salary – Melisa Jahner brought up the discussion of the Executive Director salary. In the past the Executive Director received \$2,200.00 per month and the secretary received \$2,000.00 per month. Currently the Executive Director is receiving \$30.00 per hour to exceed no more than 30 hours per week. Mrs. Wiersma is currently working about 20 hours per week completing both jobs. The Board discussed a salary position instead of an hourly salary. Bob McPartlan made a motion to place the Executive Director on a salary basis of \$3,500.00 per month. Bill Wallace seconded the motion. The change will be effective May 1, 2024. The motion carried.
- b) Budget Amendment for Summer Programs. Wendy Coker that a budget amendment of \$15,000.00 be made from the Reserve account to the Summer Program account. Bob McPartlan seconded the motion. The motion carried.
- c) Thank you note from the County Fair sent by Linda Syfrett for our continued support of the County Fair.
- d) The May meeting will need to be short because Scholarship Night begins at 6:00 PM.
- e) Heather Hancock mentioned that in June we need to discuss our policies on Special Projects.

- f) Melisa Jahner informed the Board that we have several examples of a new logo for the Children's Services Council created by the Digital Design students. We will review them at the June meeting.

Motion made by Heather Hancock and seconded by Bob McPartlan to adjourn the meeting. The meeting was adjourned at 5:54 PM.

Respectfully submitted,

*Toni Wiersma*

Toni Wiersma

Executive Director

AGENCY	CONTACT	ACTIVITY	KIDS SERVED	TUITION	FUNDED 2023	AMT. REQUESTED	AMT. FUNDED	Email Address
4-H Craft Camp	Paula Daniel	Craft/Friendship	16	\$150.00	2,100.00	2,150.00	\$2,150.00	<a href="mailto:paulinedaniel@ufl.edu">paulinedaniel@ufl.edu</a>
4-H Fishing Camp	Paula Daniel	Fishing	17	\$200.00	4,000.00	5,000.00	\$5,000.00	<a href="mailto:paulinedaniel@ufl.edu">paulinedaniel@ufl.edu</a>
4-H Shooting Camp	Carrie Muldoon	Shooting	20	\$175.00	1,900.00	3,500.00	\$3,500.00	<a href="mailto:cmuldoon@ufl.edu">cmuldoon@ufl.edu</a>
Beyond the Game - Resilency	Alaina Barron	Resilency	50	\$0.00	0.00	17,000.00	\$10,000.00	<a href="mailto:Alaina@edfoundationokee.org">Alaina@edfoundationokee.org</a>
Big O Teen Anglers	Danielle DeWitt	Fishing	24	30./month	10,000.00	22,270.00	\$13,000.00	<a href="mailto:bota.danielle@gmail.com">bota.danielle@gmail.com</a>
Boxfit Competitive Boxing	Manuel Sanchez	Boxing	12	\$100.00	8,000.00	6,205.07	\$6,000.00	<a href="mailto:boxfitokeechobee@gmail.com">boxfitokeechobee@gmail.com</a>
Boxfit Fitness Camp	Manuel Sanchez	Fitness Boxing	12	\$100.00	7,000.00	5,585.75	\$5,000.00	<a href="mailto:boxfitokeechobee@gmail.com">boxfitokeechobee@gmail.com</a>
Boxfit Soccer Camp	Manuel Sanchez	Soccer	20	\$95.00	0.00	7,080.00	\$5,000.00	<a href="mailto:boxfitokeechobee@gmail.com">boxfitokeechobee@gmail.com</a>
Chobee Dirtbags	Ruben Guerrero	Baseball/Softball	105	\$40.00	7,000.00	13,000.00	\$13,000.00	<a href="mailto:Ruben3lfamu@yahoo.com">Ruben3lfamu@yahoo.com</a>
Chobee Elite Athletics - VB	Chaka Smith	Volleyball	150	\$0.00	7,000.00	13,500.00	\$13,000.00	<a href="mailto:Chaka_s@yahoo.com">Chaka_s@yahoo.com</a>
Chobee Nation Basketball	Jovanny Torres	Basketball	200	\$0.00	10,000.00	32,500.00	\$24,500.00	<a href="mailto:jtortres@ourwayschool.org">jtortres@ourwayschool.org</a>
Chobee Steelers	Shirleen Graham	Music	16	\$0.00	13,000.00	13,500.00	\$13,500.00	<a href="mailto:chobeesteelers@gmail.com">chobeesteelers@gmail.com</a>
Cowboy Camp	Angela Boney	Horse, Rodeo	40	\$0.00	0.00	30,000.00	\$15,000.00	<a href="mailto:freedomranchevents@yahoo.com">freedomranchevents@yahoo.com</a>
Empowerment Camp	Leah Suarez	Empowerment	45	\$0.00	15,000.00	17,363.48	\$17,000.00	<a href="mailto:leah@ourvillageokeechobee.com">leah@ourvillageokeechobee.com</a>
Health Leadership - IRSC	Maria Johnson	Health Camp	20	\$0.00	17,000.00	20,032.00	\$20,000.00	<a href="mailto:mjohnso@irsc.edu">mjohnso@irsc.edu</a>
Jr. Leadership Camp	Alaina Barron	Leadership	80	\$0.00	24,000.00	24,000.00	\$24,000.00	<a href="mailto:Alaina@edfoundationokee.org">Alaina@edfoundationokee.org</a>
Men of Distinction	Jeff Whitlock	Men Role Models	65	\$0.00	24,750.00	24,800.00	\$24,800.00	<a href="mailto:jefferybwhitlock@gmail.com">jefferybwhitlock@gmail.com</a>
OYFL Football Camp	Chaka Smith	Football	150	\$0.00	6,000.00	13,000.00	\$13,000.00	<a href="mailto:Chaka_s@yahoo.com">Chaka_s@yahoo.com</a>
Peace Luthern	Jane Kaufman	Early learning	50	\$1,100.00	11,250.00	12,000.00	\$12,000.00	<a href="mailto:peaceschoolinokeechobee@yahoo.com">peaceschoolinokeechobee@yahoo.com</a>
Rock Solid Summer Camp	Amanda Carver	Enrichment	20	125./wk	7,000.00	11,900.00	\$10,000.00	<a href="mailto:amandac@rscsoldiers.com">amandac@rscsoldiers.com</a>
Student Assistant - New Horizons	Casey Wood	Prevention	200	70/wk	12,000.00	12,000.00	\$12,000.00	<a href="mailto:cwood@nhtcinc.org">cwood@nhtcinc.org</a>
Wrestling Club	Bruce Jahner	Wrestling	75	\$40.00	24,500.00	24,500.00	\$24,500.00	<a href="mailto:hjrotch2@comcast.net">hjrotch2@comcast.net</a>
							\$285,950.00	