

**CHILDREN'S SERVICES ADVISORY COMMITTEE  
MINUTES SUMMARY**

Approved: \_\_\_\_\_

**DATE:** June 16, 2008; 5:30 PM

**LOCATION:** Indian River County Administration Complex, 1800 27<sup>th</sup> Street, Vero Beach, Florida, Building B1, Room B501.

**COMMITTEE MEMBERS PRESENT:** Miranda Swanson, Chairperson, Lou Aprile, Erin Grall, Kip Jacoby, Bob Johnson, Jerry Lamothe, and Roy Raymond.

**MEMBERS ABSENT:** Karen Deigl, Judy Jones, Vern Melvin, Peter O'Bryan, and Bob Pegg

**STAFF & GUESTS:** Brad Bernauer, Marion Masterson, representatives of the Substance Abuse Council Board of Directors: Joe Paladin, Jane Burton, Eleanor Simon, and Virginia Wetherall, Accountant, and Sherri Gregg.

**MEETING CALLED TO ORDER:** A quorum was present; Notice of Meeting was duly mailed and published.

**MINUTES:** Chairman called for approval of the Minutes of previous meetings:

**ON MOTION BY Kip Jacoby, SECONDED BY Gerry Lamothe, the  
Committee unanimously approved the Minutes of May 19, 2008.**

**Rules of Order** Chair reminded all members that meetings must be conducted in a structured manner in order to focus on the tasks before them. The Chair of the meeting must recognize speakers and members must speak one at a time.

Resignation: Lou Aprile announced that he is resigning as Chair of the Grant Review Subcommittee. He will remain as a member of the Grant Review Subcommittee and as a member of the Children's Services Advisory Committee. The Chair expressed the committee's gratitude for Lou's hard work chairing the Grant Subcommittee.

**Approval of the Grant Review Sub-Committee's Recommendations for Funding:**

As a subcommittee of the Children's Services Advisory Committee of Indian River County, the Grant Review Subcommittee reviews Requests for Proposal, interviews applicants, and recommends funding allocations to qualifying agencies. Their recommendations are approved by the Children's Services Advisory Committee, and forwarded to the Board of County Commissioners.

This year the Grant Review Subcommittee met on Friday, June 6<sup>th</sup> (8:00 – 5:00) and Saturday, June 7<sup>th</sup>, 2008 (8:30 – 3:30 p.m.) for the purpose of interviewing applicants, reviewing applications and making recommendations for funding. The subcommittee reviewed 29 Requests for Proposal and interviewed 17 agencies regarding their applications.

Agencies not funded. This year more agencies applied for funds than the allocated budget allows; and additional budget constraints forced difficult decisions. Due to these budget constraints the Children's Services Advisory Committee could not finance good agencies with worthy programs this year. This was the primary reason for zero, or reduced, funding of some programs. Also, some programs did not meet criteria set out in the Focus Areas of Need; duplicated a similar program offered in the community, or should look to other funding sources.

The total amount being requested this year was \$1,490,708. The total amount allocated for Children's Services Advisory Committee Funds was \$825,000 Dollars. The total amount recommended is: \$882,700. Therefore, Staff and CSAC members will request the additional \$57,700 at the IRC Budget Workshop in July 2008.

Conflict of Interest Policy. Members of the Grant Review Subcommittee requested the Committee supply a specific procedure, and a form, for stating affiliations with non-profit agencies applying for CSAC funds. This would include both membership in Boards and Councils, as well as cash and in-kind contributions. Staff will research and supply an answer. Bob Johnson expressed a concern regarding assisting Samaritan Center in obtaining funding from the Church. Staff and Chair explained that there was no conflict of interest and Bob Johnson could vote on issues.

Substance Abuse Council. The primary issue connected with the approval of the Grant Subcommittee's Recommendations for funding was to continue funding Substance Abuse Council. Substance Abuse Council's recent audit listed an auditor's footnote regarding a discrepancy in payroll taxes paid; specifically, the taxes covering 9/30/06 through 9/30/07, and again through 3/31/08, were not paid. At the grant interview the subcommittee requested a new auditor's letter; and received a letter from SAC concerning payments made to the IRS.

The committee agreed that the programs (Life Skills, Right Choice and Prevent!) were valuable to the community and has proven to be successful. Sheriff Roy Raymond expressed concerns of poor record keeping and lack of attention to timeliness of submitting paperwork with regard to the MACE Grant, which is not funded by CSAC.

The committee agreed that an additional concern would be that (present and future) CSAC funds would not be used to pay back taxes and penalties to the Internal Revenue Service. It was agreed that the SAC Board must be willing to produce documents to prove this fact. Staff reminded the Committee that Indian River County utilizes a reimbursement system of payment. (Receipts and canceled checks must be included as back-up in a Request for Payment of funds.)

Jane Burton, member of the Substance Abuse Council Board of Directors spoke on behalf of SAC; stating the Colette Heid, has been relieved of her position as Executive Director of the SAC, and Jane Burton will be the interim Director. They have hired an accountant, Virginia Wetherall, to perform bookkeeping duties; SAC will repay the funds to the IRS by the end of June 2008, and will produce any documents that the Children's Services Advisory Committee deems necessary to insure that CSAC funds are properly allocated.

The committee discussed allocations of the \$248,000, if SAC cannot comply with the committee's request by October 1, 2008. Options are to re-allocate the funds equally among the awarded agencies, re-advertising the RFP for Substance Abuse and hold a second grant review. It was agreed that a decision would be reached by convening an emergency grant review if the situation arises.

The committee agreed that in order to receive funding for 2008-09 (Right Choice - \$90,000, Life Skills - \$90,000 and Prevent! - \$68,000), prior to October 1, 2008, Substance Abuse Council must produce the following:

- A Business Plan, including fund raising strategies, bookkeeping policies and controls, and specifying what SAC funds would be used to pay IRS penalties and back taxes.
- Confirmation from Virginia Wetherald of the final status and notification from IRS that the matter has been resolved.
- An affirmation from the SAC Board that they will be compliant with the IRS Rules and Regulations, both currently and in the future.

Chair called for a motion:

**ON MOTION BY Kip Jacoby, SECONDED BY Gerry Lamothe, the Committee unanimously approved the Grant Review Subcommittee's Recommendations for Funding.**

**Substance Abuse Council's funding is pending delivery of the following:**

- **An affirmation from the Substance Abuse Council Board that they will be compliant with the IRS Rules and Regulations, both currently and in the future.**
- **Confirmation from SAC's accountant (Virginia Wetherald) of the matter's final status and notification from IRS that the matter has been resolved, as consistent with SAC's pledge of resolving these matters by June 30, 2008.**
- **A Business Plan, including fund raising strategies, bookkeeping policies and controls, and specifying what SAC funds would be used to pay IRS penalties and back taxes.**

**Updating CSAC Ordinance.** The Children's Services Advisory Committee is governed by County Ordinance #99-01, which is drafted under the guidance of Florida Statute FL 125.901. (FL 125.901 seeks to provide an organized framework for developmental, treatment, and rehabilitative services for children.) Staff reported that they will be researching and drafting amendments to the ordinance.

The Chair thanked everyone for his or her attendance. Next meeting will be **September 18, 2008.**

Meeting Adjourned.