Agenda Item:

1. Call to Order
   A. Invocation
   B. Pledge of Allegiance
   C. Presentations

2. Minutes
   A. June 26, 2014 Council Meeting
      The June 26, 2014 Council Meeting Minutes were approved at the August 7, 2014 Council Meeting, however, there was a typographical error in the spelling of the name Kolbe (formerly represented as Colby). This has now been rectified throughout pages 5 through page 8.

      Recommendation: I recommend the Council approve the revised Minutes of the June 26, 2014 Council meeting as presented.

   B. August 7, 2014 Council Meeting

   Recommendation: I recommend the Council approve the Minutes of the August 7, 2014 Council meeting as presented.

3. Individual Appearances – Agenda Items

4. Council Committees:
   - Finance Committee

5. Business/Consent Agenda
   A. Consent Agenda Management
      1. Additions, Deletions, Substitutions
      2. Items to be pulled from Consent Agenda

   B. CSC Funded Programs – Current – N/A

   C. CSC Funded Programs – Future – N/A

   D. Planning & Development – N/A

   E. Personnel – N/A

   F. Financial
      1. Warrants List
Recommendation: I recommend the Council approve the Warrants List, in accordance with the established budgets for each of the expensed items, as presented.

G. Administration

1. Resolution #14-023 Authorizing Revision to the CSC Procurement Policy

Recommendation: I recommend the Council approve Resolution #14-023 authorizing revision to the CSC Procurement Policy as outlined.

2. Resolution #14-024 Authorizing Public Education and Awareness Work

Recommendation: I recommend the Council approve Resolution #14-024 authorizing CSC staff to continue to develop and maintain public education and awareness information about the Council’s work and unique role in the community, and to advocate for improving children’s outcomes.

3. Resolution #14-026 Authorizing an Agreement with SRA Research Group, Inc.

Recommendation: I recommend the Council approve Resolution #14–026 authorizing the Chief Executive Officer to enter into the necessary agreement(s) with SRA Research Group Inc. for eight focus groups in an amount not to exceed $53,750, effective Sept. 12, 2014 through January 31, 2015, subject to the Council’s annual budget and TRIM process.

6. Business/Non Consent Items

1. Resolution #14-025 Authorizing Contract Addendum for Jeff Jones Films

Recommendation: I recommend the Council approve Resolution #14-025 authorizing the Chief Executive Officer to execute the necessary contract addendum for Jeff Jones Films for an increase in an amount not to exceed $3,000 for the period August 20, 2014 through September 30, 2014.

7. Walk-In Items

8. Chief Executive Officer’s Report

1. Communications Update

9. Legal Reports


10. Individual Appearances – Non Agenda Items

11. Council Comments

12. Adjournment
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM: 2A

TITLE: Minutes – June 26, 2014 Council Meeting (revised)

RECOMMENDATION:

I recommend the Council approve the revised Minutes of the June 26, 2014 Council meeting as presented.
CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY  
COUNCIL MEETING  
Thursday, June 26, 2014, 5:00 p.m.  

MINUTES

1. Call to Order

Chair Langowski called the meeting to order at 5:00 p.m.

Present: Judge Ronald V. Alvarez; Thomas Bean; Vince Goodman; Greg Langowski; Tom Lynch; Debra Robinson, M.D.; Shelley Vana; Tom Weber.

Excused: E. Wayne Gent; Dennis Miles.

A. Invocation – led by Vince Goodman
B. Pledge of Allegiance – led by Chair Langowski
C. Presentations – n/a

2. Minutes

A. Minutes of May 20, 2014 Council Meeting

Chair Langowski stated that the last page, last paragraph, last sentence of the Minutes of the May 20, 2014 contained a typo. He stated that it read “Thomas Weber” and it should have read “Thomas Bean”.

A motion by Goodman/Weber to approve the Minutes of the May 20, 2014 Council Meeting as revised was approved by unanimous vote.

3. Individual Appearances – Agenda Items – N/A

4. Council Committees:

Program Review Committee

Chair Langowski stated that the Program Review Committee approved the PRC Consent Agenda including the Warrants List and Resolutions #14-014, #14-015, #14-016, #14-017, #14-018, #14-020 and revised Resolution #14-011.

A motion by Robinson/Goodman to approve the PRC agenda in its entirety was approved by unanimous vote.

Finance Committee

- Tentative approval of 14/15 CSC Annual Budget
Tom Lynch stated that the Finance Committee had concurred that the finances of CSC should stay at a surplus of around 30% of the operating budget which represented $30 million. He stated that CSC was currently at a surplus around 50%. He stated that, to keep the millage reasonable for the taxpayer, they would slowly take down the excess surplus so that the millage would gradually decline. He stated that if the real estate revenues kept increasing, CSC would be fine to keep lowering the millage rate. He stated that they had received a projection from the Property Appraiser’s office that the upcoming year’s values would increase around 6.1%. He stated that the current millage rate was .7025, and the Finance Committee proposed a millage rate for 14/15 of .6925. He stated that it would still leave CSC with a surplus of $52 million which would gradually be brought down to $37 million.

Mr. Lynch stated that of the four scenarios presented to the Finance Committee for the 14/15 millage rate, the Finance Committee was recommending scenario #2 with a millage rate of .6925. He stated that the Finance Committee had also reviewed all parts of the budget, and recommended the Council approve the proposed 14/15 CSC annual budget. He stated that for the 15/16 budget they were using an escalation in real estate of 3% which they felt was very conservative because it was proposed to increase 6.1% in the current year.

A motion by Goodman/Weber to approve the May 31, 2014 Financial Statements, revised budget forecast for 2014/15 through 2016/17, and the proposed 2014/15 operating budget was approved by unanimous vote.

5. Business/Consent Agenda

A. Consent Agenda Management

1. Additions, Deletions, Substitutions - None

2. Items to be Pulled for Discussion – There were no Agenda Items pulled for discussion purposes.

3. Adoption of the Consent Agenda, Walk-In Warrants List and Financial Statements of May 31, 2014

   A motion by Alvarez/Weber to approve the Consent Agenda Walk-In Warrants List, and Financial Statements of May 31, 2014 was approved by unanimous vote.

B. CSC Funded Programs – Current – N/A

C. CSC Funded Programs – Future – N/A

D. Planning & Development – N/A

E. Personnel – N/A

F. Financial
1. **Warrants List** – Approved by Consent

Tom Lynch stated that he had noticed a quarterly payment of $195,000 to the Property Appraiser and asked what it was for. Bill Cosgrove, Chief Financial Officer stated that it was the assessment for their cost of collecting property taxes. Mr. Lynch asked Commissioner Vana whether the County paid the bills for the Property Appraiser’s office. Commissioner Vana stated that each entity paid a proportionate amount. Mr. Lynch stated that the Property Appraiser would then be receiving almost $1 million per year. Commissioner Vana stated that she would check on it.

Tom Sheehan, General Counsel stated that when he was in private practice working with other Special Districts, the cost was spread across all the entities that assessed property taxes. Mr. Lynch stated that the School District, who received a much higher amount from the Property Appraiser, would have a much higher bill from them. Mr. Sheehan stated that he did not know specifically about the School District, but that he knew that Special Districts, municipalities, and the County were assessed such a fee.

G. **Administration**

1. **Resolution #14-012 Accepting Revised CSC Procurement Policy** – Approved by Consent

2. **Resolution #14-019 Authorizing Fall 2014 Reading Campaign Book Purchase** – Approved by Consent

6. **Business/Non Consent Items**

1. **Resolution #14-013 Authorizing Changes to Council’s Bylaws**

Tom Sheehan, General Counsel stated that the reason he had put the Bylaws changes on the Business Agenda and not the Consent Agenda was with respect to the Conflict of Interest policy. He stated that the second to last page of the bylaws, as attached to Resolution #14-013, under Article 6 – the language had been changed. He stated that there had been a conflict in the language whereby it firstly had stated that if a member of the Council was an employee or member of a governing authority they had to disclose it, and later went on to say that they could not serve on the board of any agency funded by the Council.

Mr. Sheehan stated that in re-reading the language with respect to governmental entities appointed not only to CSC’s board, but also to other boards, it had been interpreted in one manner, but it was determined that it could be interpreted in another manner, hence the need for clarification. He stated this applied if a Council member was a member of a governmental entity and on the board of another agency, and were required by law to have a board member from the same governmental entity. He stated that, for example, the School District, DCF, or the County, is required or permitted to have members on other boards, and the Early Learning Coalition of Palm Beach County fell into that category. HE stated that the change to the
language would permit a CSC board member to be a board member of the Early Learning Coalition. He stated that from the State ethics laws there would not be a conflict of interest in voting.

Mr. Sheehan stated that there had been discussion at the May 20, 2014 Council meeting about a Council member participating on the board of the Education Commission. He stated that CSC funded the Education Commission in an amount of approximately $50,000 per year, which, with a Council representative on its board, then ran afoul of CSC’s conflict of interest policy. He stated that there were two options for Council consideration:

i) Grandfathering in the current Education Commission representative, and when that representative stepped down from the Education Commission there would no longer be a CSC representative;

ii) Informing the Education Commission that there was a conflict with CSC bylaws and that a CSC representative was prohibited.

Mr. Sheehan stated that discussion at the May 20 Council meeting also brought to light CSC’s two representatives on the board of the Education Commission, a potential situation for a Sunshine Law violation. He stated that CSC maintained a ‘seat’ on that Board. He stated that proposed actions as a result of discussion on May 20 was for Council member Thomas Bean to step down from the Education Commission, and for Tom Weber to remain filling the Council’s ‘seat’ as the designee of CSC’s Chair. He stated that the potential Sunshine Law violation had now been addressed, and what remained to be addressed was a decision between the two options outlined above.

Tom Weber stated that if there was a conflict he was amenable to stepping down. Tom Lynch stated that he was on the Education Commission in the beginning, and that they had set up goals to accomplish. He stated that they had achieved the first three goals, he had asked to establish further goals and that nothing ever happened so he had resigned. He stated that, to his knowledge, no further goals had been set. He stated that it seemed the Education Commission did not have a specific function and he was unsure of its purpose. Commissioner Vana stated that they were trying to revamp it. Mr. Lynch stated that unless it was revamped within the next year he would not support it.

Tana Ebbole stated that it was worth the Council making such a message clear to the Education Commission regarding its clarity with its strategic plan and its goals. Mr. Lynch stated that they had never really raised the money they needed, and it had been going on for 15 years. He stated that there was a new director and they should allow a 12 month period to assess improvement. Tom Weber stated that he would propose a motion to remove the Council’s seat on the Education Commission.

A motion by Lynch/Vana to approve Resolution #14-013 and Exhibit “A” authorizing the changes to the Council’s bylaws as outlined, and informing the Education Commission that a CSC representative would be a conflict and was now prohibited, was approved by unanimous vote.
7. Walk-In Items – N/A

8. Chief Executive Officer’s Report

1. Palm Beach State College – Nicole Lopez, Program Officer

Nicole Lopez, Program Officer stated that the Quality Counts system was designed to move towards high quality child care, and in order to provide high quality it was important that the staff were well trained. She stated that professional development in this arena was critical to support the high quality settings in low income areas for children and their families. She stated that some children spent 10 hours per day in a child care setting.

Ms. Lopez stated that the Palm Beach College Institute of Excellence in Early Care and Education (“the Institute”) focuses on early education for early childhood professionals. Grace Kolbe, Director of the Institute thanked the Council for many years of support and partnership. She stated that the collaborative effort had required joint decision making and a commitment among all stakeholders in the county. She stated that the Institute had been in operation for 12 years and that its mission was to provide the child care workforce with a comprehensive approach towards career development. She stated that the goal of the Institute was to create a well-qualified, well-trained workforce, and an effective and comprehensive professional development system that makes training and education opportunities available to all providers.

Dr. Kolbe stated that the Institute’s expertise was in the design, management, and advisement of an articulated career pathway for the early childcare worker to move them from little education/no experience all the way to the advance level and graduate studies. She stated that the pathway was designed for individuals working in the early childhood field, and embracing early learning as a profession. She stated that the pathway was not intended for those who saw their work only as a job, and were temporary in the profession. She stated that there were several prerequisites along the pathway: high school diploma or equivalency, completion of the DCF 40 hours, and indication of participation in quality training or college coursework.

Dr. Kolbe showed a graphic with three different possible avenues of advancement. She stated that the informal pathway (non-college credit) provided knowledge and skills that a practitioner would need, but that practitioner was not pursuing an academic route. She stated that the formal pathway was the college credit coursework pathway for those practitioners interested in advancing to a degree. She stated that the hybrid pathway was one combining the other two pathways, a step by step way of pursuing knowledge and skills, and also college credit. She stated that the scholarship program supported all three pathways, as did the salary supplement program.

Dr. Kolbe stated that they believed that a strong foundation in child development and early childhood theory was essential in the design of quality environments which could help to level the playing field for less advantaged children. She stated that they believed the combination of coursework and quality trainings (those trainings supported by research), would create a successful workforce, and in turn, successful children.
Dr. Kolbe stated that the Institute had a career advising department which was available to all of the county’s early education workforce (not just Quality Counts participants). She stated that the career advising occurred face to face, online, by fax, by telephone, and in group settings. She stated that they tried to reach practitioners in the best means available to them. She stated that the career advisers helped practitioners with goal setting, identifying scholarships, applications, and course selection for trainings that were meaningful and which would move them along an identified pathway. She stated that they worked with Directors to help them create their own advising system, to enable them to advise their own staff along the pathway. She stated that in the 2012/13 year the career advisers had connected with over 1,400 practitioners, and had so far consulted with 1,100 for the current fiscal year.

Dr. Kolbe stated that there were almost 3,000 active practitioners in their database, with 2,000 that were inactive. She showed a chart and stated that of those active 3,000, 1,100 of them held a staff credential which provided 120 hours of basic training in early childhood education. She stated that the credential was required by licensing at a very minimal rate, and that a program that served 19 children or less did not even need a certified practitioner. She stated that a program that served 20 to 39 children only required one certified instructor. She stated that approximately 1,900 practitioners had taken the 45 hours of training. She stated that the 45 hours was at a level 2/3, which, if they had the 120 hours of CDA training, the 45 hours training would give practitioners the knowledge and skills to create quality learning environments. She stated that approximately 6% of the early education workforce held an Associate’s degree in early childhood education, and that 3% of those with Bachelor’s degrees had a focus in early childhood education. She stated that this figure was the same as the national average.

Tom Lynch asked who set licensing standards. Dr. Kolbe stated that it was the State of Florida. She stated that they also had a local licensing board who had worked with the Institute to push the high school diploma, because the State did not have a high school diploma as a requirement. She stated that children coming from disadvantaged homes in a classroom with a teacher who was not highly educated put that child at a further disadvantage.

Dr. Kolbe stated that approximately 10 years ago the early childhood courses at the Institute had been empty, and that with the support of the Council and the support of the community they had been able to build it so that they were graduating approximately 40 practitioners per year. She stated that it took approximately 6 years to complete the requirements of the degree, there was momentum happening but it was slow moving.

Dr. Kolbe introduced Nicole Parker Fulton, Curriculum Specialist at Florence Fuller. She stated that Ms. Parker Fulton was moving along the Institute’s pathway, and had achieved her Associates degree, and was currently in the BECE (Bachelors in Early Childhood Education) program at FAU. Ms. Parker Fulton stated that at her center there were over 26 teachers also on the pathway. She stated that 9 teachers, with CSC’s support, had received their Associates Degree, and that it would not have happened without CSC’s support. She stated that the career advisors provided goals to the employees, and the one-on-one advisement really helped the
limited English proficiency employees understand what they needed to do to achieve the goals, such as ESOL classes and prep courses. She stated that the ongoing trainings in behavioral issues and technological issues really helped the teachers to stay current which helped the children so that they didn’t get left behind.

Dr. Kolbe stated that the work of the Institute revolved around the development and delivery of training and that they offered approximately 30 trainings per semester. She stated that they had developed an ESOL class specifically for the child care worker, with vocabulary specific to that need. She stated that while they all supported dual languages, the truth was, that when children entered Kindergarten they had to undergo testing, and if they did not have the necessary vocabulary they were slotted into different areas of the school system. She stated that if they could provide the early childcare worker with stronger proficiency in English, it then translated to benefits for the children.

Dr. Kolbe introduced Claudia Arango, Director of Pinitos Preschool in Boca Raton. Ms. Arango stated that she had taken the ESOL in childcare class and that she felt that it would enable teachers to communicate better with English-speaking children, parents, and staff. She stated that some materials covered accident and daily reports, key elements used to communicate with parents about daily occurrences at the child care center. She stated that by taking the ESOL course the teachers were then able to participate in the pathways to further their education, resulting in their ability to provide higher quality services for the children. She stated that, as a Director, she would encourage employees to take the ESOL in childcare class, and would encourage Directors to also take it.

Dr. Kolbe stated that Edwygh Frank, Research Associate had collected data regarding development of the ESOL course which she would use in pursuit of her Doctorate degree. She stated that the Institute hoped to publish her findings. Shelley Vana asked whether there were child care centers that did not speak English. Dr. Kolbe stated that there were. Commissioner Vana asked how the children could possibly do well in school. Dr. Kolbe stated that they could do well, but could not pass the readiness test. Commissioner Vana asked whether CSC paid for child care in those centers where English was not used.

Tana Ebbole stated that the school readiness dollars were 100% parental choice, and the parents could select any child care that was part of the subsidized child care system. She stated that parents may also have the concern that their native language would be lost, and may therefore select a child care providing services in their native language. Dr. Kolbe stated that there may not be an understanding on the part of the parent what would happen to their child upon entering Kindergarten. She stated that the ESOL class for child care practitioners had not yet been advertised, it was a pilot project. She stated that they had so far graduated 22 practitioners in the 90-hour course, and had another 35 currently enrolled. She stated that they had also created a tutoring program at the college that ESOL enrollees could attend.

Dr. Kolbe stated that in 2012/13 an amount of $620,000 had been provided to over 1,600 practitioners in SEEK scholarships for non-credit and credit pathways, used for books, fees,
translations, testing, and everything needed to advance. She stated that in 2012/13, 722 seats in trainings had been provided as a result of SEEK scholarships.

Dr. Kolbe displayed pie charts depicting the cultural background of practitioners engaged in the pathways. She stated that there were 25% of the 350 practitioners in the credit coursework pathway that were Latino, but 45% of the 648 practitioners in the non-credit coursework were Latino. She stated that those with limited English proficiency may experience a roadblock moving from the non-credit coursework to the credit coursework if they cannot pass the compass test needed for enrollment. She stated that they hoped to remedy this situation by the creation of the ESOL for child care course.

Vincent Goodman commented that (in the case of the exclusively native-language preschools) once a child aged out of child care they would be entering the School District without being able to speak English. There was clarification that the ESOL for child care class was for teachers, not students. Mr. Goodman asked whether it could be made mandatory sometime in the future for all students to learn Spanish. Debra Robinson, M.D. stated that it could not be made mandatory. Commissioner Vana stated that the preschool teachers should be teaching the children English. Tom Lynch asked whether CSC funded child care centers that did not speak English. Karen Brandi, Director of Program Performance stated that the practitioners were speaking English as best as they could to the children, but there were many times they spoke Spanish. Mr. Lynch stated that, based on testing to get into the public school system and placed appropriately, the children had to learn English. Mr. Lynch asked whether CSC should make it mandatory that a child care center teach in English to receive CSC’s funding. Ms. Brandi stated that CSC encouraged the professional development system to its funded child care centers (which would provide the ESOL class, the results of which would trickle down to the children).

Mr. Lynch stated that the language barrier would only become worse as Immigration became stronger, so if CSC didn’t start to fix it there would be a losing battle. He stated that he understood that the Institute was trying to train the teachers, but child care centers may employ a host of practitioners that were not even CDA qualified. Tana Ebbole stated there were two different pieces – the Quality Counts program and the school readiness program. She stated that in the Quality Counts program the practitioners had to have CDAs, and that the professional development was an integral part of the quality. Mr. Lynch asked whether CSC funded any sites that had non-English speaking teachers that did not teach in English. Karen Brandi stated that there were teachers who spoke both languages, and used both languages with the children. She stated that, to the best of her knowledge, there were not practitioners within Quality Counts that spoke Spanish exclusively. Commissioner Vana asked why they needed to have scholarships for practitioners to learn English. Ms. Ebbole stated that the Quality Counts system was for child care centers to voluntarily join to improve the quality of their centers. She stated that professional development was integral to the Quality Counts program – the best opportunity for centers to receive quality enhancement payments was for their staff to participate in professional development activities. She stated that outside of the Quality Counts system of approximately 220 child care centers and family child care homes there were all the other child care centers, and that the school readiness funding from the State had no requirements for quality. She stated that this (school readiness cadre of providers)
represented an additional 400 child care centers and family child care homes in Palm Beach County.

Ms. Ebbole stated that CSC funds CSC child care scholarships (for slots), and those families can only select a Quality Counts site, therefore CSC is driving the families to quality. She stated that the State’s scholarships (for slots) had no requirements for quality. She stated that the professional development program is made available to any practitioner in the county, whether they work in a Quality Counts site or one of the other 400 child care centers. She stated that in this manner, CSC could provide practitioner scholarships to improve their education, whether they worked in a Quality Counts site or not.

Debra Robinson, M.D. asked whether ‘quality’ was a term to describe a child care center that taught in English. Ms. Ebbole stated that this was not the case. Dr. Robinson stated that the question remained whether sites receiving CSC child care scholarships were explicitly teaching English to the children. Ms. Ebbole stated that quality child care did not state whether English was explicitly taught or not, it was not what quality was about. She stated that quality child care was about the environment, how the room was set up, the structure of the room and its learning centers, and a teacher’s relationship and how they engaged with the children. She stated that the issue under discussion was that there may be a high quality child care center with high quality teachers and high quality child engagement who may speak to children in both English and Spanish. Karen Brandi stated that the child care classrooms were not on a level that school system classrooms were. She stated that child care centers were on varying levels of quality, and there were varying levels of quality between sites of the director, owner(s) and teachers. She stated that when the professional development program was started 10 years ago they had been in a place where teachers received minimum wage and didn’t need a high school diploma. She stated that the State had now agreed that a high school diploma would be beneficial, however they had grandfathered in all teachers, and there were over 6,000 teachers in the county. She stated that in order to participate in the Quality Counts system CSC looked for intentionality in a center to support its teachers to ensure they would move up the pathway.

Ms. Brandi stated that another element of quality was an environment that was conducive to providing a great education for children – such an environment included how the teachers interacted with the children. She stated that research showed that when children were in their early years (infants and toddler, up to age two) it was important that the teacher spoke the language with which the child was most familiar, and the teacher could then introduce English as they moved up to the pre-Kindergarten years. She stated that in pursuit of this pathway CSC was supporting the practitioner by ensuring they were aware what best practices were, what appropriate early childhood education was, and supporting and encouraging them to get that education. Tom Lynch stated that he agreed with Ms. Brandi and liked the nurturing effect, but the reality was that when they aged out into Kindergarten they would have to take a test in English, and if CSC was a quality center it needed to provide the quality that would enable them to take the test at their fullest potential. Ms. Brandi stated that the quality was all-encompassing, it was not speaking English at 100% that would demonstrate quality, it was all the other components combined. She stated that there could be 100% English-speaking children that were nowhere near ready to enter Kindergarten.
Mr. Lynch asked whether child readiness testing was done at CSC quality sites and compared to other child care sites, and whether the children at the Quality Counts sites had fared better. Ms. Brandi stated that they did conduct such testing, there was a mix of children depending on where they fell in the spectrum and they could always do better, which was why they were in the process of changing the Quality Counts system. She stated that they had spent 11 years putting educational supports in place for the teachers and in creating quality environments, and now they were looking for intentional providers who believed and supported their child outcomes and were willing to do the work to get the child outcomes. She stated that this was where the GOLD assessment and CLASS assessment were put into play, which provided a view of where a child started and how the child was gaining. She stated that when they had this data they could make adjustments to the supports they provided.

Dr. Robinson stated that an important point had been raised regarding teaching in English, and CSC had an opportunity to make more of a difference. She stated that she would like CSC to look at explicit instruction in standard English. She suggested talking to the School District’s ESOL department. She stated that she understood and appreciated all the elements of quality in a child care setting, and that this explicit instruction may be a missed opportunity that could be added. She stated that the explicit instruction in standard English should also be afforded to children whose primary language was Ebonics. She stated that there was much research available that showed that children had difficulty switching back and forth, but that when a child’s primary language was Ebonics the problem was not recognized as readily as when a child’s primary language was a Spanish or Creole.

Dr. Kolbe stated that the Institute was involved in the Wage$ program for many years, which was a salary supplement program overseen on a national level. She stated that in the current calendar year they had decided to reevaluate and separate out of Wage$ and create their own salary supplement program which they called Achieve. She stated that there were multiple reasons, and the way the Wage$ program had been set up it allowed practitioners to remain status quo and didn’t require continuous quality improvement. She stated that by developing their own salary supplement program they were able to affix the necessity of the practitioner to demonstrate continuous quality improvement in order to receive the supplement. She stated that by conducting their own program it also saved them $50,000 per year in administrative fees to the Wage$ program. She stated that they could also get their own data in a timely way. She stated that in 2012/2013 they had provided $406,000 in supplements through Wage$ over a 12 month period, and in the first 5 months of the Achieve program they had supplied $640,000 in supplements to practitioners. She stated that the practitioner response to the program had been phenomenal and it was their hope that it would push the practitioner along one of the pathways.

Dr. Kolbe thanked the Council for providing funding to update its registry which would provide them with better data. She invited Council members to visit the Institute to see the work they did. She stated that they shared the Alexander W. Dreyfoos School of the Arts campus near Cityplace. Nicole Lopez extended the invitation to visit any child care site which CSC funded, and offered the opportunity to speak to any practitioner at those sites. Tana Ebbole stated that
if a Council member was interested to visit a child care site, to let Lisette Usborne, Clerk of the Council know.

2. **BRIDGES Presentation** – Christy Potter, Director of Communications

Christy Potter referred to the slideshow presentation (with music) which had been playing before the meeting started and stated that it was a 4 minute presentation of BRIDGES members and activities, assembled by Jon Burstein, Communications Specialist. She stated that Mr. Burstein and a contracted photographer had visited all 10 BRIDGES sites and had shot events and portraits.

Ms. Potter stated that in recognition of Teen Pregnancy Prevention month, in May CSC had produced a 12 page brief regarding teen births and repeat teen births in Palm Beach County. She stated that a copy of the brief had been distributed. She stated that while figures were at an all-time historic low, even one teen birth was too many. She stated that having one or two children as a teen set the stage for many poor outcomes for both mother and child, and the national data showed that, compared with children of older moms, the children of teen moms were more likely to be born prematurely and a low birthweight, be ill prepared to enter school, and score lower on school readiness measures. She stated that these children were 50% more likely to repeat a grade and less likely to complete high school. She stated that the sons of teen mothers were twice as likely to end up in prison. She stated that 1,500 copies had been printed and would be distributed through Healthy Mothers/Healthy Babies, the Health Department, Planned Parenthood, the Health Care District, Nurse Family Partnership, and the School District. She stated that the report had been researched and written by Karen Deringer, Senior Research Analyst. She stated that the brief was posted on the CSC website, together with other briefs.

Ms. Potter stated that CSC had launched phase two of the “Happily Ever After” reading campaign May 12, 2014, with a focus on summer reading. She stated that the campaign was designed to bring awareness to the summer slide issue. She stated that they had worked with the School District, Literacy Coalition, County and City libraries, United Way, and other community partners to host book events at 140 public and charter schools in the county. She stated that more than 85,000 free books were distributed to school children from grades pre-K through 5th grade. She stated that all children took home a folder with tips and a treasure map to all county libraries. She stated that there were also billboards to support the campaign, and social media messaging.

Ms. Potter stated that CSC had partnered with Prime Time, Palm Beach County, BRIDGES and 10 local camps to promote summer reading. She stated that at the BRIDGES the families would sign up for a reading program, take part in family activities, and commit to reading 20 minutes per day. She stated that at the 10 participating summer camps the staff, who had been trained by Prime Time experts, would read with campers one hour per week using a formal curriculum. She stated that the results would be examined at the beginning of the school year to determine whether the children maintained or improved their reading skills.
Ms. Potter stated that Prime Time had asked all summer camp programs (16,000 participants) to wear the yellow “Happily Ever After” T-shirts for National Summer Learning Day, Friday June 20th. She referred to photos on display of campers at Pine Grove Elementary school in Delray Beach. She stated that Prime Time had also sponsored a summer learning art contest in June, with children submitting artwork based on the School District’s recommended reading list. She stated that the top pieces were on display in the CSC lobby.

Ms. Potter stated that they had worked with bestselling author James Patterson, a Palm Beach County resident, to develop reading PSAs. He stated that he was a frequent speaker at Palm Beach County schools and a major donor to literacy both through the School District and other groups. She stated that Mr. Patterson was also a Board member on the local PBS station, WXEL. She stated that CSC had produced six shows for the “Growing up Strong” series, and were scheduled to produce six new shows for the fall. She stated that CSC greatly appreciated the generosity of Mr. Patterson for his time and home in taping the PSAs. (The PSAs were played.)

Ms. Potter stated that the child safety site, WhatifPBC.org was to become a freestanding site effective July 1, 2014. She stated that the site would include links to all the partners through the Safe Kids Coalition. She stated that the site was developed by Mike Roedel, Digital Communications Administrator.

3. Child First RFP

Ms. Ebbole stated that they were excited to be bringing the Child First program to Palm Beach County, and that the RFP would be issued July 1, 2014.

4. Three CSC Employees to Retire

Ms. Ebbole stated that three employees had chosen to select the early retirement option: Jeanne Brossell, Chief Program Officer; Karen Deringer, Senior Policy Analyst; and Grace Watson, Director of Evaluation. She stated that the three retirees had been with CSC for many years, and that CSC wished them well in their retirement.

9. Legal Reports

1. Proposed date for TRIM hearings

Tom Sheehan, General Counsel asked Council members to advise Lisette Usborne, Clerk of the Council of their availability on the proposed September meeting dates if they had not already done so.

2. Council Member Appointments

Mr. Sheehan stated that there were three Council members up for reappointment in November, 2014. He stated that if the Council members in question would like to be reappointed they should submit their application to the Office of the Governor. He stated that if there were no
applications on file they would be unable to push it with the Governor’s office. Tana Ebbole clarified that they intentionally did not push individual members, however, what they did push was for the Governor to actually make an appointment because there had been a time when an appointment was not made for three years. She stated that they would not focus on an individual, but focus on the appointments getting to the Governor’s desk. Tom Sheehan thanked Ms. Ebbole for this clarification.

10. Individual Appearances – Non-Agenda Items – N/A

11. Council Comments

Thomas Bean asked for a point of clarification on the issues raised earlier in the meeting regarding the language issue in early childhood settings and ask what the next steps would be. Ms. Ebbole stated that CSC staff would work with Quality Counts to figure out the best approach to take with regard to language, and it would then be brought back to the Council.

Shelley Vana stated that the State does not have any requirements for its scholarships, and that Council members could individually do things, and since some Council members were Governor appointees, they should do so. She stated that parental choice, with no regulation at all, and no quality, was worthless. She stated that for a child to enter school ill prepared because they had not been exposed to a quality child care setting was a tremendous disservice to the child. Tana Ebbole stated that this was part of the legislative agenda that CSC worked on every year in the state legislature.

Debra Robinson, M.D. stated that she wanted to be clear that she was not devaluing anyone’s primary language. She stated that when messaging the ‘explicitly teaching English’ issue, CSC needed to be careful that it could not be misinterpreted. She stated that this could be a future campaign to raise the fact that everyone could get a higher paying job at the end of the road by being proficient in standard English, no matter what your primary language was.

Thomas Bean stated that he agreed with Dr. Robinson and that it was important that CSC did not come across with the impression that it wanted to replace a child’s primary language. He stated that English was an important supplemental language which would benefit a child’s development. He stated that he disagreed with the method described of how English was ‘phased in’, and that he thought it did a disservice to the children. He stated that it was his opinion that it did not give children enough credit, and from personal experience he had seen children pick up multiple languages very quickly.

12. Adjournment

The meeting was adjourned at 6:24 p.m.
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM: 2B

TITLE: Minutes – August 7, 2014 Council Meeting

RECOMMENDATION:

I recommend the Council approve the Minutes of the August 7, 2014 Council meeting as presented.
CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY
COUNCIL MEETING
Thursday, August 7, 2014, 5:00 p.m.

MINUTES

1. Call to Order

Chair Langowski called the meeting to order at 5:02 p.m.

Present: Judge Alvarez, Thomas Bean, Vincent Goodman, Greg Langowski, Tom Lynch (by phone), Shelley Vana, Tom Weber.

Excused: E. Wayne Gent; Dennis Miles; Deborah Robinson, M.D.

A. Invocation – led by Vince Goodman
B. Pledge of Allegiance – led by Chair Langowski
C. Presentations

1. Healthy Steps/Reach Out & Read-ARC of Palm Beach County and Literacy Coalition of Palm Beach County

Christine Walsh, Program Officer stated that the ARC of Palm Beach County was the contracted provider for the Healthy Steps for Young Children program, and the Literacy Coalition was the provider for the Reach Out and Read program. She introduced David Tkac, Program Manager for Healthy Steps, Molly Felmet, coordinator for Reach Out and Read, and the Burke family who were Healthy Steps clients.

Ms. Walsh stated that Healthy Steps was a national initiative aimed at enhancing the quality of preventative health care for young children. She stated that it emphasized a close relationship between health care professionals and parents in addressing the physical, emotional, and intellectual growth and development of children ages birth to three. She stated that Healthy Steps was one of the newest evidence-based programs in the Healthy Beginnings System, and that it addressed CSC’s Sentinel Outcomes of children being safe from abuse and neglect, and ensuring children were ready for Kindergarten.

David Tkac thanked the Council for implementing the Healthy Steps program. He stated that he had worked in behavioral health for 30 years and he knew the benefit of helping a parent understand child development and their child’s temperament. He stated that helping a parent read to a child may seem like a simple intervention, but it was one that would impact a child for life. He stated that he had witnessed that supportive, helping relationships were very healing, and that their child development specialists were often those people that made that impact on families. He stated that services were provided in pediatrician offices and the specialists were present at well-child visits where they assessed development, developmental delays, addressed parent needs, and supported early literacy. He stated that there may be months between well-child visits so they had a child development help/information line for their clients. He stated that they also provided linkage to other community resources. He stated that they also undertook developmental screening during
the three years the families were Healthy Steps clients, assessing physical development, social emotional development, and also language. He stated that they made sure the clients were referred to the appropriate agencies to get the resources they needed. He stated that Healthy Steps clients received monthly mailings with information on child development and prevention, and cost-savings coupons. He stated that they also offered parenting groups, and gave an example of having an infant massage specialist give a presentation and demonstration at a recent parenting group. He stated that they also provided home visits, and they did home safety checks during the 6 to 9 month home visit.

Molly Felmet stated that the Literacy Coalition had been providing the Reach Out and Read program to the community for approximately 15 years, and that it was a 25 year old national program. She stated that more than 60 pediatricians in Palm Beach County provide the program with anticipatory guidance during the well-child check-ups from age 6 months to 5 years of age, in addition to giving the child a book. She stated that by including a sticker on the book it gave the family information to access adult education classes also. She stated that the New York Times had featured the Reach Out and Read program, and the American Academy of Pediatrics recommended that pediatricians advise parents to read to their children from birth. She stated that they currently had 28 sites funded by CSC, of which 3 were Healthy Steps sites. She stated that they looked forward to working with the Healthy Steps expansion in the coming year.

A video outlining the Healthy Steps program was shown. Tana Ebbole stated that the video was one that was continually played in the pediatrician offices on a loop, to inform parents of the program which was available at that pediatrician’s office. She stated that the video had been developed by CSC’s Communications department. Elizabeth Burke, client of Palm Beach Pediatrics and a Healthy Steps client stated that she and her husband were first-time parents and they liked the Healthy Steps program because it was true that children did not come with an instruction booklet. She stated that the pediatrician was able to answer all the medical questions but it was an added benefit to have a specialist also present because they were able to answer the developmental questions. She described the recent home visit with the specialist and stated that they enjoyed seeing the same person on a regular basis. She stated that they were enjoying being a part of the program.

Ms. Walsh stated that the ARC had been doing a remarkable job of implementing the program and had served 270 families in the current year. She invited interested Council members to participate in a site visit at a pediatrician’s office.

2. Community Engagement Consortium

Regina Battle, Program Officer introduced Inger Cheves, Community Engagement Director, and resident leaders Catrina Bush and René Higgins. She stated that the Community Consortium (“the Consortium”) was a name for the collaborative effort of participants, providers, and stakeholders working to achieve a common goal. She stated that a Consortium provided a system-wide response to the mutual needs of funders, providers, and stakeholders to engage the community. She stated that it was a great opportunity to
help strengthen the relationship between the service providers and the service recipients. She stated that it also served as a platform for community residents to have their voices heard, as well as providing a platform for civic engagement and between funders and clients.

Ms. Battle stated that the Consortium started in early 2013 and that it was a small pilot currently in four Zip codes – 33401, 33403, 33404 and 33407. She stated that the meetings occurred two times per month and rotated between the four Bridges locations in West Palm Beach, Riviera Beach, and Lake Park. She stated that the Consortium’s intent was to support the work of CSC and babies being born healthy. She stated that much of the work involved sharing data and information with participants.

Inger Cheves stated that the focus of Consortium members was for babies to be born healthy. She stated that within the activities listed (in the PowerPoint) were many trainings, formal and informal, building skill levels and making them experts in their own community. She stated that Consortium members had been instrumental in increasing community awareness, in addition to bring information back to CSC around the challenges they were facing.

Catrina Bush stated that she had recently taken a (training) trip to Washington DC and had attended workshops and a conference. She stated that she had hosted a “show your love” workshop focused on pre-conception. She stated that many people thought they were ready to have a baby but didn’t consider their own health, the way they lived, the way they ate, their habits, or their illnesses. She stated that many of her community residents had not considered pre-conception and it had been rewarding to have been able to deliver this message. She stated that children had been born with birth defects and many had not reached age one, and pre-conception would be responsible, in part, for solving these problems. She stated that many pregnant women had started to attend Community Voice classes and were using the pre-conception toolkit, and were thus able to save their babies and fix problems before they got out of control.

René Higgins stated that her part of the Consortium was education, educating children from birth to age 12. She stated that she had learned about community schools, and how to engage other community personnel and leaders, and educate them on what was occurring in the communities. She stated that she had also attended the conference in Washington DC, and had sat next to one of the Keynote speakers, the Executive Director of Education from the White House Initiative on Education. She stated that she had learned so much, and she takes what she has learned and gives it to her family, friends and others in the community. She stated that it was very important to continue the Consortium because there are so many people that were unaware of important matters to help babies be born healthy. Inger Cheves stated that as a result of her work with advocacy and her work in the Riviera Beach community René Higgins had been appointed to a local governing board of a local non-profit.
LaNita Sanders, Program Officer, thanked Consortium members for taking the time to speak to the Council. She stated that the program would continue to be embedded within the Bridges program and that Bridges directors and staff would continue to recommend community residents to participate in the Consortium. She stated that both Bridges and Consortium members believed that they had to be the change they wanted to see.

Ms. Sanders stated that CSC would continue to provide both Bridges and Consortium members with opportunities for personal and professional growth. She stated that they saw self-determination and collective work and responsibility in the work of the Consortium, and that they would see it multiply and grow over the next few years. She stated that they would be working towards father-focused awareness and involvement in future months, helping to instill some basic principles about manhood, fatherhood, and co-parenting. She stated that they would also continue to develop the leadership ladder and advisory capacity, providing opportunities for current Consortium members to grow, in addition to encouraging local Bridges members to take advantage of furthering their personal development, as well as furthering the development of their communities.

Ms. Sanders stated that they would increase awareness and participation among community partners. She stated the Community Voice program and WHIN nurses currently provided recommendations to the Consortium, and they would expand those referrals. She stated that it would be up to the residents to select some of the partners and decide who the stakeholders in their communities were, who were vested: those that had shown an interest and concern would be invited to participate. She stated that the Consortium concept would be expanded to all Bridges locations, and that conversations had already begun in Belle Glade and Pahokee.

Ms. Sanders invited interested Council members to visit Bridges sites as well as participate in Consortium meetings.

Shelley Vana stated that the County had the LEAP program which seemed that it would be the perfect combination with the Consortium and asked whether the Consortium was actively working with LEAP. Ms. Cheves stated that they were getting ready to meet to discuss how they could engage more of their residents with the program. Ms. Vana congratulated the presenters for their work with the Consortium.

Vince Goodman stated that he had met with Riviera Beach Councilman Terence Davis, and that Mr. Davis had praised the Bridges in Riviera Beach. Mr. Goodman stated that he had recently visited Washington DC for the first time, and that he had undertaken a conversation with someone and asked them how to see the Supreme Court. He stated that the person with whom he had been conversing had closed the whole Supreme Court down, and had allowed himself and his family to tour through the Court.

Catrina Bush stated that because the Riviera Beach community children had failed the FCAT they had begun to meet with Councilman Davis with a new program “Strive for Five”. She stated that Mr. Davis had attended every meeting and was very active in the community,
and that he had brought all his resources to the table. She stated that he was partnering with them and making a big difference.

Tana Ebbole stated that the work of the Consortium, as community residents, in helping find the community solutions and being the solutions was a critical part of the Bridges’ population outcomes.

2. Minutes

A. April 24, 2014 Planning Session

A motion by Vana/Goodman to approve the Minutes of the April 24, 2014 Planning Session as presented was approved by unanimous vote.

B. Minutes of June 26, 2014 Council Meeting

A motion by Weber/Goodman to approve the Minutes of the June 26, 2014 Council Meeting as presented was approved by unanimous vote.

3. Individual Appearances – Agenda Items – N/A

4. Council Committees:

Program Review Committee

Chair Langowski stated that the Program Review Committee approved the PRC Consent Agenda including the Warrants List and Resolutions #14-021 and #14-022. He stated that there had been System of Care updates on the Mental Health RFP, and afterschool programs at Pahokee. He stated that there had also been discussion regarding the 2013/2014 Healthy Start Action Plan update.

A motion by Vana/Goodman to approve the PRC agenda in its entirety was approved by unanimous vote.

Finance Committee

Tom Lynch stated that there had not been a quorum present at the Finance Committee meeting. He stated that decisions would be formalized at the subsequent meeting at the end of August. He stated that they had looked at the Financials for June 30th which reflected that CSC was at 70% of budget, and being that it was the end of the third quarter they would expect to be at 75% expended. He stated that everything was moving on target, and that investment returns were very low at less than 1%. He stated that the Finance Committee was satisfied with the June 30th numbers. He stated that although it could not be formally recommended by the Finance Committee, they would suggest that the Council approve the June 30th financials.
A motion by Vana/Alvarez to approve the June 30, 2014 Financial Statements was approved by unanimous vote.

Personnel Committee

Chair Langowski stated that the Personnel Committee had met earlier that day to review the performance evaluation of the Chief Executive Officer, Tana Ebbole. He stated that they had approved the CEO goals for the upcoming year and that Shay Tozzi, Human Resources Director would be sending out the final CEO evaluation the following week.

A motion by Bean/Goodman to approve the Personnel Committee report was approved by unanimous vote.

5. Business/Consent Agenda

A. Consent Agenda Management
   1. Additions, Deletions, Substitutions - None
   2. Items to be Pulled for Discussion – There were no Agenda Items pulled for discussion purposes.
   3. Adoption of the Consent Agenda, Walk-In Warrants List and Financial Statements of June 30, 2014

   A motion by Goodman/Alvarez to approve the Consent Agenda Walk-In Warrants List, and Financial Statements of June 30, 2014 was approved by unanimous vote.

B. CSC Funded Programs – Current – N/A

C. CSC Funded Programs – Future – N/A

D. Planning & Development – N/A

E. Personnel – N/A

F. Financial
   1. Warrants List – Approved by Consent
   2. Ratification of Reduction of Proposed 2014/2015 Millage Rate – Approved by Consent

G. Administration
   1. Revocation of “Agency Board Makeup, Meeting Frequency & Governance” Policy – Approved by Consent
6. **Business/Non Consent Items – N/A**

7. **Walk-In Items – N/A**

8. **Chief Executive Officer’s Report**

   1. **Communications Update**

   John Bartosek, Chief Communications Officer stated that each Council member had been given a packet of information. He stated that it included an expanded version of a formerly one-page document with a brief overview of CSC. He stated that the cover and page two were the same as the previous version, and on page three they had added more detailed information about the number of children and families served. He stated that it also noted the number of full time and part time jobs supported by CSC funding (1,700 jobs). He stated that the list of funded agencies for the current fiscal year was listed on the back page. Tom Weber stated that the new brochure was the most concise list he had seen of what CSC did and asked if there were additional copies, Mr. Bartosek stated that he would bring some before the end of the meeting.

   Mr. Bartosek stated that there were billboards going up around the county in three different versions regarding the What if? child safety campaign. He stated that the billboards were in the bright yellow which tied in with the backpacks and T shirts. He stated that the billboards also tied in with the revamping of the What if website in which they had partnered together with the Safe Kids Coalition.

   Mr. Bartosek stated that they had had 140 people at CSC for a news event focusing on the danger of leaving children in hot cars. He stated that there had been media from Miami-Dade, Fort Lauderdale, and local TV stations. He stated that a car had been provided by Auto Nation and GM/Chevy dealers with a device hooked up to show the temperature outside, and the temperature inside the car. He stated that at 10:30 a.m., while in the low 90’s externally, the inside temperature of the car was at 131 degrees. He stated that the Palm Beach Post had carried the story on its front page, and the Sun Sentinel had carried it on their local front. He stated that all three TV stations covered the event. He stated that they were able to obtain use of the digital billboard adjacent to I-95 and were able to relay the message to call 9-1-1 if a child was observed trapped in a car. He stated that a rescue truck with lights blazing had also been a part of the presentation, and although they did not smash the car windows, they did show how they would assess the situation and respond appropriately.

   Shelley Vana asked how parents could forget their children in the back of the car. Mr. Bartosek stated that they had been joined at the press conference by a gentleman who had lost his daughter a few years previously, and shared his story where he was supposed to have taken his daughter to child care (which he didn’t usually do), and instead went on autopilot and on to work. He stated that there had been many different suggestions to avoid forgetting children in the backseat such as leaving your briefcase, purse, or cellphone next to the child. He stated that another suggestion from the Jupiter Police Department was to leave your left shoe in the
back seat. He stated that the consensus of the experts was that people had so many things on their minds, it was difficult to remember them all. He stated that it was not malfeasance and that it could happen to anyone.

Mr. Bartosek stated that on the main CSC website there had been new additions: there were now banners showing four success stories of CSC clientele. He stated that you would be taken to the success story once you clicked on the banner.

Mr. Bartosek stated that the quarterly media expenditure report was included in the written CEO Report.

2. **Employee Service Awards**

   Tana Ebbole congratulated employees for their years of service:
   - Amy Lora – 5 years
   - Lolita Frith – 10 years
   - Randy Palo – 20 years

3. **Fathers Honored by Florida Maternal Infant and Early Childhood Home Visiting Initiative and the Florida Department of Children and Families**

   Tana Ebbole stated that the CEO Report contained pictures of the fathers that had been honored.

4. **CSC Employees Receive Six Sigma Certification**

   Ms. Ebbole congratulated the employees listed in the CEO Report for attaining their Six Sigma Yellow Belt certification.

9. **Legal Reports**

   Tom Sheehan stated that there would be two TRIM hearings in September, September 11 and September 25. He stated that the Council meetings would be held at 5:30 p.m. with the TRIM hearing at 6:00 p.m. He stated that attaining a quorum for each meeting was critical, and the Judge did not count towards the quorum. He asked Council members to check their calendars.

10. **Individual Appearances – Non-Agenda Items – N/A**

11. **Council Comments**
Shelley Vana stated that her comments at PRC regarding the “cone of silence” were not directed at Ms. Ebbole or Mr. Sheehan, and that she thought they were wonderful. She stated that her comments were regarding the procedure, which everyone had to use.

12. Adjournment

The meeting was adjourned at 5:57 p.m.

______________________________  ______________________________
Vincent Goodman, Secretary    Gaetana D. Ebbole, Chief Executive Officer
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM: 5F(1)

TITLE: Financial – Warrants List

CSC STAFF: Bill Cosgrove, Chief Financial Officer

RECOMMENDATION:

I recommend the Council approve the Warrants List, in accordance with the established budgets for each of the expensed items, as presented.
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<td>102,900 Bookplates &amp; Delivery Fee for Fall 2014 Reading Campaign</td>
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<td>Thyssen Krupp Elevator</td>
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<td>Delivery Of MBO Special Needs Training 8/1-9-30-2014</td>
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<td>Insight North America</td>
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<td>Sun-Sentinel</td>
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<td>Carpet Cleaning Conference Rooms Conference Hall &amp; Breakout Area</td>
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<td>Lisa Williams-Taylor</td>
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<td>Repairs To Backflow Preventers Fire &amp; Potable</td>
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<td>Burstein Jon</td>
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<td>Head Start &amp; Early Head Start Match Funding Early Childhood System Of Care FY1314</td>
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PO-14-2208  American Express CPC  CCIM Institute Course & Fast Track Candidate  MModica  $1,287.92

PO-14-2209  Progressive Business  12 month Subscription Renewal Keep Up To Date On Payroll  $230.00

PO-14-2210  Holliman P.A.  Legal Services  $1,000.00

PO-15-1  Evault  Blanket PO  Offsite Backup & Disaster Recovery FY1415  $30,000.00

PO-15-2  Cellico Partnership  Blanket PO  Wireless Data & Cellular Services FY1415  $30,000.00

PO-15-3  ITC-Deltacom  Blanket PO  PRI Circuits Telecommunications Access FY1415  $14,000.00

PO-15-4  ITC-Deltacom  Blanket PO  Analog Telephone Lines Elevator & Security FY1415  $4,200.00

PO-15-5  AT&T  Blanket PO  Remote Call Forwarding & Backup Analog Lines Fire Alarm FY1415  $3,000.00

PO-15-6  Level 3 Communications  Blanket PO  Audio Conferencing Services FY1415  $3,600.00

PO-15-7  American Express CPC  SEFL NIGP Annual Membership Renewal 2015  $25.00

PO-15-8  American Express CPC  Future of Medicine Summit VIII Exhibitor Registration Fee 10/9-2014  $1,500.00

PO-15-9  International Business Machine  IBM/Kenexa Compensation Analytics Market Data & Reporting FY1415  $7,680.00

PO-15-10  Fran Georgia Kamin  Bridges Out Of Poverty Training FY1415  $4,000.00

PO-15-11  Thyssen Krupp Elevator  Blanket PO  Elevator Maintenance FY1415  $8,500.00

PO-15-12  The Fitchman Group  Blanket PO  Landscape Maintenance FY1415  $35,000.00

PO-15-13  Sonitrol of Ft. Lauderdale  Blanket PO  Security Access System Maintenance FY1415  $9,000.00

PO-15-14  Rust Technologies  Blanket PO  Rust Removal FY1415  $2,200.00

PO-15-15  Raymond B. Jividen  Blanket PO  Facilities Support FY1415  $30,000.00

PO-15-16  Quantum Park Property Owners' Assoc  Blanket PO  Quantum Park POA Dues FY1415  $12,000.00

PO-15-17  Onsite Wastewater Management  Blanket PO  Lift Station Maintenance FY1415  $5,000.00

PO-15-18  Life Safety Management  Blanket PO  Fire System Monitoring and Inspections FY1415  $7,500.00

PO-15-19  Hurricane Services  Blanket PO  Parking Lot Sweeping FY1415  $1,800.00

PO-15-20  Florida Power & Light  Blanket PO  Electric Utilities FY1415  $180,000.00

PO-15-21  City of West Palm Beach Utilities  Blanket PO  Boynton Beach Utilities Water Sewer Garbage FY1415  $30,000.00

PO-15-22  Centrust Pest Control  Blanket PO  Pest Control FY1415  $4,356.00

PO-15-23  Amdan  Blanket PO  Janitorial Supplies FY1415  $17,000.00

PO-15-24  Advance Water Technology  Blanket PO  Water Treatment Chiller FY1415  $1,500.00

PO-15-25  American Facility Services  Blanket PO  Night Janitorial FY1415  $69,106.00

PO-15-26  ABM Security Services  Blanket PO  Security Guard Service FY1415  $49,965.00

PO-15-27  DebonAir Mechanical  Blanket PO  HVAC Metasys Maintenance FY1415  $11,700.00

PO-15-28  Exchange Club Prevention Child Abuse  Professional Promotions Fund Turn On The Light Conference Child Abuse & Neglect FY1415  $2,000.00

PO-15-29  Board of County Commissioners  Interlocal Agreement Between OIG & CSC FY1415  $225,000.00

PO-15-30  Belcida Encina  Bridge Out of Poverty Training FY1415  $5,000.00

PO-15-31  Computer Aid  Blanket PO  CSCIS Data System FY1415  $600,000.00

PO-15-32  Webauthor.com  Blanket PO  Access Registry Data System FY1415  $91,800.00

PO-15-33  CSC SAMIS Collaborative  Blanket PO  SAMIS Data System Collaborative FY1415  $30,000.00

PO-15-34  Tribridge Holdings  Blanket PO  SAMIS Data System Enhancements FY1415  $20,000.00

PO-15-35  Social Solutions Global  Blanket PO  ETO Data System FY1415  $40,000.00

PO-15-36  Computer Aid  Blanket PO  Aquarius Data System FY1415  $25,000.00

PO-15-37  Knowledge Advisors  Blanket PO  Metrics That Matter Software FY1415  $18,877.00

PO-15-38  IssueTrak  Blanket PO  IssueTrak Software License FY1415  $4,800.00

PO-15-39  Citrix Online  Blanket PO  GoToMeeting Software License FY1415  $8,000.00

PO-15-40  The Registry  Blanket PO  Training Registry Data System FY1415  $110,000.00

PO-15-41  Wellgent  Blanket PO  Wellgent Software License FY1415  $15,000.00

PO-15-42  Branagh Information  Blanket PO  ERS Software License FY1415  $85,000.00

PO-15-43  WELS Systems Foundation  Blanket PO  WELS Data System FY1415  $75,000.00

PO-15-44  Jeanne Brossell  Consulting Services Program Division 10/1-6/30-2015  $33,600.00

PO-15-45  Karen Deringer  Create Issue Briefs Communications Department FY1415  $7,500.00

PO-15-46  Florida Dept. Children & Families  Fee Service Agreement ACCESS Employees FY1415  $79,371.00

PO-15-47  Child First Group  Start Up Incidental & Training Fees For Installation Of Child First FY1415  $480,000.00

PO-15-48  David Duresky  Deliver Motivational Interviewing Training & Facilitation Services FY1415  $5,300.00

PO-15-49  Florida Center Cultural Competence  Delivery Of Cultural Competency Training & Reflective Practice FY1415  $12,150.00

PO-15-50  Judy Goodman, P.A.  Public Policy Consulting Services FY1415  $27,000.00

PO-15-51  Catherine L. Trifiletti  Consulting Data Entry School District TERMS Data System FY1415  $2,500.00

PO-15-52  Script-Fully U Enrichment  Home Visitor Safety Training FY1415  $2,760.00

PO-15-53  Johannasch  Evidence Based Program Research & Evaluation FY1415  $26,580.00

PO-15-54  Teaching Strategies  Renewal Of Existing 3700 GOLD Subscriptions Cohorts FY1415  $45,015.00

PO-15-55  American Express CPC  LShaw Membership Renewal & Subscription ASTD  $328.00

PO-15-56  American Express CPC  Conference Sponsorship National Center For Infants Toddlers & Families Fort Lauderdale 12/14-2014  $3,000.00

PO-15-57  American Express CPC  MGuthrie Registration Hotel Baggage Taxis Chicago IL 10/6-2014  $941.55

PO-15-58  American Express BTA  MGuthrie Airfare Chicago IL 10/6-2014  $383.69

PO-15-59  WPTV - TV 5  TV Air Time CSC Public Education Campaign 10/6/19-2014  $9,647.50

PO-15-60  Dr. Jianping Shen  Participation In Development & Implementation The QIS Evaluation FY1415  $35,000.00

PO-15-61  Dr. Jianping Shen  Participation In Development & Implementation Of Evaluation FY1415  $15,000.00

PO-15-62  Board of County Commissioners  Blanket PO For Server Hosting FY1415  $40,000.00

PO-15-63  American Express CPC  LShaw Registration Orlando Fl 10/6-2014  $1,095.00

PO-15-64  The Children's Place  Professional Promotions Fund For Women Of Wisdom 10/1-4/30-2015  $2,000.00

PO-15-65  Nurse Family Partnership  Sponsor Agreement For Access To NFP Community Reporting Portal & Data Requests FY1415  $2,650.00

PO-15-66  Palm Beach County BCC  Drowning Prevention Initiative FY1415  $50,000.00

PO-15-67  Melissa Stanley  Delivery Of Combatting Compassion Fatigue & Reflective Practice Followup FY1415  $3,120.00

PO-15-68  The Pontis Group  Delivery Of Time Management Training FY1415  $5,000.00

PO-15-69  The Pontis Group  Delivery Of Creative & Critical Thinking Training FY1314  $10,000.00

Children's Services Council
Warrants List
September 11, 2014
| PO-15-70 | City of Boynton Beach | Facility Use Agreement For Brazelton Touchpoints Training 9/30-2014 | $425.00 |
| PO-15-71 | WPBF TV 25 | Television Air Time Public Education Campaign 10/1-12/28-2014 | $30,022.00 |
| PO-15-72 | WFLX Fox 29 | Television Air Time Public Education Campaign 10/1-12/31-2014 | $29,370.00 |
| PO-15-73 | BGI Broadcasting | Radio Air Time Public Education Campaign 10/1-12/31-2014 | $1,500.00 |
| PO-15-74 | Comcast Spotlight | Television Air Time Public Education Campaign 10/1-12/31-2014 | $31,652.64 |
| PO-15-75 | WPEC | Television Air Time Public Education Campaign 10/1-12/22-2014 | $28,900.00 |
| PO-15-76 | CBS Outdoor | Billboards Public Education Campaign 10/1-11/30-2014 | $443,570.00 |
| PO-15-77 | Comcast Spotlight | Television Air Time Public Education Campaign Football Package 10/1-12/7-2014 | $9,776.00 |
| PO-15-78 | Palm Beach Newspaper | Online Rotator Ads 10/1-12/8-2014 | $6,160.00 |
| PO-15-79 | WPTV - TV 5 | Television Air Time Public Education 10/1-12/12-2014 | $42,351.25 |
| PO-15-80 | WTCN, Channel 15 | Television Air Time Public Education Campaign 10/1-12/30-2014 | $3,900.00 |
| PO-15-81 | WTVX | Television Air Time Public Education Campaign 10/1-12/30-2014 | $9,165.00 |
| PO-15-82 | Barry Telecommunications | TV Production & Air Time Growing Up Strong Show Series Healthy Safe & Strong 10/-2/16-2014 | $7,004.25 |
| PO-15-83 | Barry Telecommunications | Television Air Time CSC Public Education 10/1-12/14-2014 | $13,689.00 |
| PO-15-84 | Palm Beach County Tax Collector | Non-Advalorem Assessment | $53,578.68 |
| PO-15-85 | Moyle Law Firm, P.A. | Blanket PO FY 1415 Lobbying and Government Services Relations | $45,000.00 |
| PO-15-86 | Sniffen & Spellman, P.A. | Blanket PO FY 1415 Legal and Employment Law | $25,000.00 |
| PO-15-87 | Breton, Lynch, Eubanks & Suarez P.A. | Blanket PO FY 1415 Legal Services | $10,000.00 |
AGENDA ITEM SUMMARY  
September 11, 2014 Council Meeting  

AGENDA ITEM: 5G(1)  

TITLE: Administration  
Resolution #14-023 Authorizing Revision to the Council’s Procurement Policy  

CSC STAFF: Thomas A. Sheehan III, General Counsel  

SUMMARY:  
As part of the continuing process of reviewing Council Policies for consistency and updates, staff is recommending a revision to the Council’s Procurement Policy.  

A number of years ago the Council established a specific indirect cost rate for universities or other academic institutions in response to a situation where a university the Council was contracting with for a research project had a policy of using its own indirect rate unless there was a policy (i.e. adopted by the Council) setting forth a specific CSC indirect rate. In 2010, this policy was incorporated into the Council’s Procurement Policy and changed from a specific percentage amount to the “current indirect cost rate currently approved by the federal government for the Children’s Services Council.” That rate is currently 8.7%.  

With CSC having no current federal contracts, CSC’s federal indirect rate will become rapidly obsolete. Additionally, CSC is now using universities and other academic institutions for more than research projects, including actually running programs. Finally, staff is encountering some push back from universities and other academic institutions in negotiating contracts because of the “low” indirect cost rate CSC offers (in many cases the federal indirect rate for universities is in the 30% – 50% range.)  

Taking all of these matters into consideration, staff recommends that the Procurement Policy be revised to provide that the indirect rate for universities and academic institutions be the same as the then-current indirect rate for other CSC providers. (Currently the maximum indirect cost rate is 15%.) Staff is requesting that this remain part of the Procurement Policy so that no university can question that this is a Council approved policy. The proposed revision would read as follows:  

Indirect Costs Limits for Universities and Other Academic Institutions  
When contracting with universities and other academic institutions, the indirect cost rate allowed by CSC will not exceed the then-current maximum indirect cost rate approved for other CSC providers.  

FISCAL IMPACT: None  

RECOMMENDATION:  
I recommend the Council approve Resolution # 14-023 authorizing revision to the Council’s Procurement Policy as outlined.
RESOLUTION #14-023

RESOLUTION OF THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY
APPROVING REVISIONS TO THE COUNCIL’S PROCUREMENT POLICY

WHEREAS, the Children’s Services Council of Palm Beach County (the “Council”) wishes to revise its Procurement Policy; and
WHEREAS, the Procurement Policy revision is hereby outlined in the attached Exhibit “A”; and
WHEREAS, such Procurement Policy, showing all revisions, is hereby attached as Exhibit “B”.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council hereby adopts the revised CSC Procurement Policy as presented in the attached Exhibit “B”, effective as of October 1, 2014.

The foregoing Resolution was offered by Council Member __________________ who moved its adoption. The motion was seconded by Council Member ____________________ and upon being put to a vote, the vote was as follows:

Ronald V. Alvarez
Thomas Bean
E. Wayne Gent
Vincent Goodman
Gregory A. Langowski
Thomas E. Lynch
Dennis Miles
Debra Robinson, M.D.
Shelley Vana
Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 11th day of September, 2014.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: ____________________________
    Thomas A. Sheehan, III
    Attorney for Children’s Services Council
    of Palm Beach County

CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: ____________________________
    Gregory A. Langowski, Chair

BY: ____________________________
    Gaetana D. Ebbole
    Chief Executive Officer
EXHIBIT “A”

“Indirect Costs Limits for Universities and Other Academic Institutions
When contracting with universities and other academic institutions, the indirect cost rate allowed by CSC will not exceed the then-current maximum indirect cost rate approved for other CSC providers.”
PROCUREMENT POLICY

2014

Revised Effective Date: October 1, 2014
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Children’s Services Council of Palm Beach County

Procurement Policy

Purpose
The purpose of the Procurement Policy is to ensure that all disbursements of Children’s Services Council of Palm Beach County (CSC or Council) funds are made in a fiscally sound manner and in compliance with applicable Council policies, as well as state and federal laws. The focus of the Procurement Policy is:

- To provide user departments with quality goods and services as ordered, and in a timely manner;
- To ensure that only goods and services for which funds have been budgeted are purchased; and
- To ensure that impartial and equal treatment is afforded to all vendors who desire to do business with the Council.

This policy will apply to all purchases of the Council regardless of the source of funding.

Exception – Funding agreements may contain provisions or requirements related to procurement policies, disposition of fixed assets, etc. that differ from Council policy. In the event that there is a conflict between a funding agreement provision or requirement and a Council policy, the funding agreement provision or requirement will take precedence over the Council policy.

All purchasing-related documents are public records, unless exempted from Chapter 119. F.S., and will be made available to citizens, vendors, or the media upon a request made to the records manager.

Code of Conduct
In an effort to fulfill CSC’s fiduciary responsibility to the taxpayers of Palm Beach County, all interaction with vendors and contractors must be handled in an ethical manner. CSC staff will protect CSC’s best interest in all business transactions and:

A. Afford equal opportunity to all qualified suppliers in the competition for business.
B. Promote positive supplier relations through professional courtesy and good faith dealing in all phases of the procurement cycle.
C. Respect the supplier’s proprietary information/property from an ethical standpoint in addition to potential legal ramifications, subject to the requirements of Chapter 119, Florida Statute.
D. Enhance CSC’s purchasing and overall business reputation by acquiring and maintaining current market knowledge, and adopting and applying sound business practices at a professional level.
E. Avoid any behavior that may be perceived as unethical or compromising in the award of business. Purchasing standards at CSC prohibit the acceptance of gifts, personal discounts, entertainment, favors, personal services, participation in supplier sponsored promotions/contests, or any other activity that could be perceived to compromise the integrity of CSC’s purchasing.
F. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of CSC. However, when certain affiliations cannot be avoided, the employee shall disclose the relationship to his/her supervisor and recuse himself/herself from the decision making process.

Doing Business with Children’s Services Council of Palm Beach County

A. CSC’s conflict of interest policy prohibits staff from accepting gifts, gratuities, or other favors from vendors/contractors.
B. CSC allows the use of and acceptance of “electronic signatures”, as defined in Chapter 668.50, Florida Statutes for agreements or any modification to agreements.
C. CSC’s procurement process provides equal opportunity to all participants and bids are awarded based on maximum value offered. Vendors/contractors will be notified of awards by the Purchasing Department or the bid coordinator.
D. The Purchasing Department may conduct an annual vendor/contractor performance review for vendors/contractors holding long-term contracts with CSC.
E. Contract performance issues/concerns should be directed to the Purchasing Department along with any questions or concerns related to the business process. Unresolved issues should be presented to the Director of Operations.

F. CSC’s bidding policies prohibit proposers from contacting CSC personnel or board members regarding the solicitation, other than the person identified in the bid document. If not designated, proposer/vendor should contact the Director of Operations or CSC General Counsel. Any occurrence of a violation may result in the disqualification of the proposer. During the open bid period, proposers must not submit any forms of marketing or promotional materials that would raise the proposer’s profile or give the proposer an advantage or benefit not enjoyed by other perspective proposers.

G. Non-profit agencies providing programmatic services must comply with the following CSC Nepotism Policy:

“No individual shall be employed, serve as a member of the Board of Directors, or be hired as a consultant, vendor or contractor by any agency, with respect to any Children’s Services Council of Palm Beach County (CSC) funded program, which will (i) result in the existence of a subordinate-superior relationship between such individual and any family member of such through a direct line of authority or (ii) result in multiple family members serving as members of the Board of Directors.

The Executive Director, or other person authorized to bind the organization, will present certification of compliance to CSC as part of all Requests for Proposal (www.cscpbc.org/openprop). Agency must continue to be in compliance throughout the course of the Contract.”

H. The Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of all CSC agreements, and may demand and obtain records and testimony from vendors/consultants, subcontractors and lower tier subcontractors. Failure to fully cooperate with the Inspector General when requested may be deemed to be a material breach of the CSC agreement, justifying termination.
Definitions
The following words, terms, or phrases as used in this policy, shall be defined as follows:

A. **Competitive bids or competitive offers** is the solicitation of three or more bids or offers submitted by responsive and qualified bidders or proposers.

B. **Competitive shopping** is the practice of obtaining quotes from vendors based upon providing like goods or services.

C. **Contract** refers to all types of binding agreements, including purchase orders, of the Council, for the procurement of supplies and contractual services.

D. **Contractor** is any person or business entity having a contract with the Council.

E. **Contractual services** are the rendering by a contractor of its time and effort rather than the furnishing of specific commodities, materials, goods, equipment, and other personal property. The term applies only to those services rendered by individuals and firms who are independent contractors.

F. **Cooperative Purchases** provide governmental entities the option to participate in, sponsor, conduct, or administer a cooperative purchase with other governmental entities for the procurement of goods or services. In this instance, CSC would join one or more entities that share the same requirement and combine their estimates usages with a common goal to achieve the best price based on economies of scale.

G. **Designee** is a duly authorized representative of a person holding a superior position.

H. **Emergency Purchase** is a procurement made in response to a need when the delay necessary to comply with all procurement rules, regulations or procedures would be detrimental to the interests, health, safety, or welfare of CSC.

I. **Piggyback Purchases** provide governmental entities the option to purchase goods or services off an existing contract between a vendor and the federal government; a state or municipal government; another governmental agency; or a government related association. Purchases made through these contracts meet the requirements of competitive bidding.

J. **Request for Proposals (RFP)** is a written solicitation for sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include, but is not limited to, general information, functional or general specifications, a statement or scope of work, proposal instructions and evaluation criteria. The Council may engage in competitive negotiations with responsible proposers for the purpose of clarification to assure full understanding of conformance to the solicitation requirements.

K. **Sole Source** is an award of contract to the only known source for the required goods or services, occasioned by the unique nature of the requirement, the vendor, and the impracticality of obtaining competition or market conditions. The Chief Executive Officer may approve all sole source purchases without competitive bidding for goods and services valued less than or equal to $50,000. Procurement of sole source goods or services valued over $50,000 without competitive bidding requires approval by the Council. Examples of sole source procurement include, but are not limited to, the following:

- Certain curriculum or training, or equipment that is available only through the developer or manufacturer or consultants with specific expertise;
- Items that are available from one source because of patents, copyrights, secret processes, or natural monopolies;
- Films, manuscripts, or books published and available from only one source;
- Electricity, gas, water and other utility services;
- Captive replacement parts or components for equipment;
- Books, papers and other library materials for a public library that are available only from the person holding exclusive distribution rights to the materials;
- Maintenance services required to maintain warranty coverage.

Approval Levels
All procurement must be approved. The table below illustrates the required approvals based upon the dollar value of the transaction.

<table>
<thead>
<tr>
<th>Value Range</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤$1,000</td>
<td>Budget 应批准</td>
</tr>
<tr>
<td>&gt;$1,000 and &lt;$35,000</td>
<td>Budget 应批准</td>
</tr>
<tr>
<td>≥$35,000 and &lt;$50,000</td>
<td>State 应批准</td>
</tr>
<tr>
<td>&gt;$50,000</td>
<td>市府 应批准</td>
</tr>
</tbody>
</table>
CEO or designee shall have the authority to authorize contracts for different scopes of work, per vendor, up to an annual (fiscal year) cumulative total of $100,000. After meeting the annual threshold, any additional contract with the vendor during the same fiscal year, must be approved by the Council.

Purchase amounts shall not be artificially divided to circumvent the approval requirements. Willful violation of these rules will result in termination of purchasing authority for the individual and/or department and may result in disciplinary action against the individual committing the violation.

CSC General Counsel or designee shall review all contracts with a dollar value equal to or greater than $1,000 for legal sufficiency and compliance with CSC Procurement Policy and procedures. Programmatic agreements must be created with the assistance of the General Counsel and, if in excess of $50,000, authorized by the Council by annual or special resolution. All other contracts must be processed utilizing the Contract Request form and process.

Planning & Budget Restrictions
Planning for purchases is to be done on both a short-term and long-term basis by Council staff. The Purchasing Department cannot always guarantee the timely processing of small orders and last minute, unplanned purchases.

No purchases will be authorized or processed unless there are budgeted funds available.

Vendor Selection
Quality buying is the buying of goods or services that will meet, but not necessarily exceed the requirements for which they are intended. In some instances the primary quality consideration will be durability. With other purchases, it may be a question of immediate availability, ease of installation, frequency of repair, or efficiency of operation that must be given primary consideration. It is the responsibility of both the requesting department and Purchasing Department to secure the best quality for the purpose intended.

It is appropriate for a large order to be placed and charged out to more than one department if purchasing larger quantities will result in the Council receiving a larger discount.

Local & Minority Vendor
CSC shall make a concerted effort to solicit bids from local and minority business owners in Palm Beach County. Bids and quotations received from all vendors will be evaluated based on the following criteria:

1. Lowest qualified prices; and
2. Best quality of goods or services

Sole Source Vendors
In the event there is only one vendor (sole source) capable of providing a particular good or service, the Chief Executive Officer may approve all sole source purchases without competitive bidding for goods and services valued less than or equal to $50,000. Procurement of sole source goods or services over $50,000 without competitive bidding requires approval by the Council.

Government Procurement Programs
Wherever cost beneficial, the Council shall make purchases through piggyback contracts or cooperative purchasing programs sponsored by the federal government, a state or municipal government, another governmental agency, or a government related association. Piggyback contracting and cooperative purchasing can prove advantageous to CSC by taking advantage of the large quantity purchases made by governmental entities. Purchases made through these programs meet the requirements of competitive shopping.
Emergency Purchases

In the event of a declared state of emergency by the President of the United States, the Governor of the State of Florida or by the Palm Beach County government; the CEO or designee is authorized to enter into agreements necessary for the continuation of CSC operations. In situations posing immediate danger to the health, safety, or welfare or other substantial loss (i.e. disaster response, facility repairs, equipment purchases, etc.), the CEO or designee may enter into agreement(s) with pre-approved vendors or following an informal bid process and consultation by the CEO, or designee, with the Council Chair (Council Vice-Chair in the event Chair is unavailable). Staff will report all emergency contract expenses to the Council at its next regularly scheduled business meeting.

Sales Tax Exemption

The Council is exempt from all local sales taxes, state sales taxes, and Federal excise taxes.

Indirect Cost Limits for Universities

When contracting with universities or other academic institutions, the indirect cost rate allowed by CSC will not exceed the then-current indirect cost rate currently approved by the federal government for the Children’s Services Council the then-current maximum indirect cost rate approved for other CSC providers.

Sustainable Purchasing Policy

A Sustainable Purchasing Policy has been adopted in an effort to encourage and increase the use of environmentally preferable consumable products and services. By including environmental considerations in purchasing decisions, the Council can promote practices that improve employee and public health, conserve natural resources and reward environmentally conscious manufacturers, while remaining fiscally responsible. Sustainable Purchasing Policy (DMF: 106122).

Formal Purchasing Procedures and Processes

Staff is not permitted to purchase items or services directly from vendors, bypassing the internal purchasing process. The CEO or designee reserves the right to reject said purchases and assume no liability for such activities.

Formal Competitive Bid Guidelines

Formal competitive sealed bids are to be solicited when goods or services to be purchased are estimated to be greater than or equal to $35,000. This process is to be coordinated through CSC’s Director of Operations and General Counsel, to ensure compliance with all Council policies.

Formal quotes are required for commodities and trade services and construction contracts as follows:

- ≤$1,000
- >$1,000 and <$35,000
- ≥$35,000 and ≤$50,000
- >$50,000

- Chief or Director discretion
- Three written quotes required; or CEO waiver
- Formal competitive process; or CEO waiver
- Council approval or waiver of formal competitive process; CEO executes documents

The quotation levels identified above are for individual items with the following exceptions:

1) If two or more items are purchased of the same kind the combined purchase amount must be used to determine the appropriate quotation level.
2) CSC piggyback and cooperative purchases.

Formal quotes are required for professional services as follows:

- >$1,000 and <$35,000
- ≥$35,000 and ≤$50,000
- >$50,000

- CEO approval based on review of qualifications; or CEO waiver
- Formal competitive process; or CEO waiver
- Council approval or waiver of formal competitive process; CEO executes documents

Specifications

When goods or services are to be bought under the formal competitive bidding process, specifications are to be prepared by the requesting department.

Formal Contracts

Formal contracts detail obligations for the purchase of goods or services and the payment arrangements between the Council and the contracting party. The Council’s General Counsel or designee will review contracts in excess of $1,000 prior to execution to ensure that all applicable Council policies are adhered to. The Chief Executive Officer
or designee is authorized to execute contracts with a value of less than, or equal to $50,000. The Council must approve all contracts in excess of $50,000 and authorize the Chief Executive Officer to execute such contracts. The CEO and/or designee are authorized to execute contracts on behalf of the Council.

In the event that Council staff wishes to recommend the renewal of an existing contract, the recommendation will be placed on the Council’s consent agenda for approval when the contract exceeds $50,000. If the contract being recommended for renewal is less than, or equal to $50,000, it may be executed by the Chief Executive Officer.

Exceptions to the Formal Competitive Bidding Process
The following purchasing activities are by their nature, exempt from the formal competitive bidding process:

- Certain curriculum or training, or equipment that is available only through the developer or manufacturer or consultants with specific expertise
- Items that are available from one source because of patents, copyrights, secret processes, or natural monopolies
- Electricity, gas, water and other utility services
- Captive replacement parts or components for equipment
- Books, papers and other library materials that are available only from the person holding exclusive distribution rights to the materials
- Maintenance services required to maintain warranty coverage
- Advertising, radio, newspaper, television and other media, if exclusive area of coverage or other factor(s) preclude competition
- Perishable goods used in the preparation of meals
- Professional services such as architects, engineers, and others, or pursuant to applicable law, who in keeping within the standards of their discipline, will not enter into a competitive bidding process
- Purchases from governmental entities (i.e. County, State, Federal) or vendors identified through governmental cooperative purchasing contracts
- Postage
- Membership dues and sponsorships
- Publications (including subscriptions) from publishers or exclusive distributors of such publications
- Processed media movies, slides, video, software, etc. from exclusive an processor, producer or exclusive distributor
- Conference, training, travel, and educational expenses
- Licenses (payable to governmental entities or for proprietary software)
- Permits (payable to governmental entities)
- Emergency purchases

Types of Bid Documents

Informal Written Quotes
CSC will accept informal written quotes for all purchases with a dollar value greater than $1,000 and less than $35,000. Vendor provides quotes for pricing or services information in writing for commodities or contractual services.

Invitation for Bid (IFB)
The IFB shall be used when the Council is capable of specifically defining the scope of work for which contractual service is required or when the Council is capable of establishing precise specifications defining the actual commodities required. The award will be to the respondent who can provide the specified goods or services at the lowest qualified price.

Request for Proposals (RFP)
The RFP shall be used to provide potential respondent latitude to develop and recommend items or services that satisfy the need as stated in the RFP. In securing goods or professional services it is the primary goal of the Council to obtain these items from a vendor who has a proven record of providing, in a professional manner, the goods or services required. The award will be based upon several factors, including, but not limited to, creativity, innovation, and thoroughness of solution of need. Price is an important factor, but only when the function offered satisfies the need. The Council may engage in competitive negotiations with responsible proposers for the purpose of clarification to ensure full understanding of conformance to the solicitation requirements. A contract will be negotiated by staff and approved with the respondent deemed to best meet the Council’s need.

All IFBs and RFPs will contain, as a minimum, the following details:

- Vendor qualifications and experience
• Scope of work or specifications of the goods or services sought
• Notices and deadlines
• Modifications and notifications
• Methods of billing and payments
• Applicable insurance requirements

Request for Information (RFI)
The Request for Information shall be used to request from vendors information or specifications concerning commodities or contractual services. Responses to these requests are not offers and may not be accepted by the agency to form a binding contract. Information obtained through an RFI will be used to define the scope of work or develop specifications for a formal bid document.

Request for Qualifications (RFQ)
The Request for Qualifications shall be used to obtain a statement of qualifications from proposers. CSC may request the proposer submit a fee schedule in addition to their qualifications in an effort to secure fixed and firm fees. The purpose of the RFQ process may also be used to identify one or more qualified certified vendors. CSC, at its option, may issue a subsequent bid document to those determined to be qualified.
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM: 5G(2)

TITLE: Administration
Resolution #14-024 Authorizing Public Education and Awareness work

CSC STAFF: John Bartosek, Chief Communications Officer

SUMMARY:
Public awareness and education focused on prevention and early intervention is an essential component of the work at Children’s Services Council that the Personnel Committee, meeting on Aug. 7, instructed the staff to continue.

Since its inception, Children’s Services Council has consistently promoted public policies and practices that benefit Palm Beach County’s children and families. Using all available media channels, including print and digital as well as mass media, CSC provides to the public consistent, repeated and universal information about its work and unique role in the community, and advocates for improving children’s outcomes.

This messaging is universal, for all children, parents and caregivers, to provide a unified context within which all County residents work together to identify and resolve children’s needs. By providing accurate, timely and relevant information that directly impacts the community’s capacity to make decisions that improve the lives of all children, Children’s Services Council helps create a healthy, safe and strong community where all children and families reach their full potential.

FISCAL IMPACT:

The proposed 2014/2015 budget for this item will maintain public education and awareness at existing levels.

RECOMMENDATION:

I recommend the Council approve Resolution #14-024 authorizing CSC staff to continue to develop and maintain public education and awareness information about the Council’s work and unique role in the community, and to advocate for improving children’s outcomes.
RESOLUTION #14-024

RESOLUTION OF THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY AUTHORIZING PUBLIC EDUCATION AWARENESS AND ADVOCACY FOR IMPROVING CHILDREN’S OUTCOMES BY USING ALL AVAILABLE MEDIA CHANNELS TO REACH THE BROADEST POSSIBLE AUDIENCE

WHEREAS, Florida law provides that Children’s Services Councils may be established to offer services that the Councils determine are needed for children; and,

WHEREAS, Palm Beach County voters in 1986 approved overwhelmingly to establish a Children’s Services Council to improve children’s development, health and other services; and,

WHEREAS, Palm Beach County voters in 2000 approved overwhelmingly additional millage authority providing that Children’s Services Council improve the safety and well-being of all children; and,

WHEREAS, Children’s Services Council, since its inception, has consistently promoted public policies and practices that benefit Palm Beach County’s children and families, making public awareness and education focused on prevention and early intervention an essential component of its work; and,

WHEREAS, awareness and education for all families and caregivers about children’s outcomes and issues such as healthy births, quality early care and education, child safety, parenting and literacy means providing accurate, timely and relevant information that directly impacts their capacity to make decisions that improve the lives of their children; and,

WHEREAS, Children’s Services Council has developed evidence-based, data-driven strategies to promote healthy births, reduce child abuse and neglect, improve school readiness, and provide quality summer and afterschool programs;

NOW THEREFORE, the Council directs staff of Children’s Services Council to provide to the public consistent, repeated, and universal information about its work and unique role in the community, and to advocate for improving children’s outcomes using all available media channels to reach the broadest possible audience.

The foregoing Resolution was offered by Council Member __________________ who moved its adoption. The motion was seconded by Council Member __________________ and upon being put to a vote, the vote was as follows:

Ronald V. Alvarez
Thomas Bean
E. Wayne Gent
Vincent Goodman
Gregory A. Langowski
Thomas E. Lynch
Dennis Miles
The Chairman thereupon declared the Resolution duly passed and adopted this 11th day of September, 2014.

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

BY: 
Thomas A. Sheehan, III
Attorney for Children’s Services Council
of Palm Beach County

CHILDREN’S SERVICES COUNCIL
OF PALM BEACH COUNTY

BY: ___________________________
Gregory A. Langowski, Chair

BY: ____________________________
Gaetana D. Ebbole
Chief Executive Officer
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM:  5G(3)

TITLE:  Administration
Resolution #14-026 Authorizing an Agreement with SRA Research Group, Inc.

CSC STAFF:  John Bartosek, Chief Communications Officer; Christy Potter, Systems Communications Director

SUMMARY:

Children’s Services Council anticipates a broad-based, countywide public awareness and education campaign in FY 2014-2015 to offer parents help and guidance with family issues. Prior to launch, we seek to learn through focus groups how parents, or those parenting, look for information to help answer their questions about raising children.

CSC would like to learn whether an information gap exists for parents and caregivers. How do they find information, programs or services that meet their needs and find answers to parenting questions? Where or who do they turn to for help? What information do they seek and how do they go about finding it? What gaps are identified, and what is thought to be a barrier to finding information? CSC also would like to learn whether a one-stop place to find information about programs, services, research and resources available in Palm Beach County would be beneficial to parents and, if so, how they would prefer to access such a resource.

To establish a broad range of desired information and to capture the needs of disparate groups in the county, Children’s Services Council will conduct a series of eight focus groups with participants such as: New and First-Time Parents; Grandparents and Relative Caregivers; Foster and Adoptive Parents; Single, Separated and Divorced Parents; Parents of Children with Disabilities; Parents of Pre-Teens; Fathers-only groups; and Service Providers who work with Parents.

In August, Children’s Services Council issued an RFP for consultants to conduct the focus groups, analyze responses and report on findings. SRA Research Group Inc. was selected for this contract.

FISCAL IMPACT:

The total cost of funding this item for fiscal year 2013/2014 is $53,750; the funds to support this agenda item are budgeted in the Program Education strategy budget in the 4501 line item.

RECOMMENDATION:

I recommend the Council approve Resolution #14–026 authorizing the Chief Executive Officer to enter into the necessary agreement(s) with SRA Research Group Inc. for eight focus groups in an amount not to exceed $53,750, effective Sept. 12, 2014 through January 31, 2015, subject to the Council’s annual budget and TRIM process.
WHEREAS, the Children’s Services Council of Palm Beach County (the “Council”) desires to conduct a series of focus groups to determine how best to meet the needs of various groups in obtaining information about parenting issues; and

WHEREAS, the Council had released a Request for Proposals for an entity to conduct eight focus groups in Palm Beach County to learn more about this issue; and

WHEREAS, the review team has recommended SRA Research Group, Inc. for the contract.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council authorizes the Chief Executive Officer to enter into an Agreement with SRA Research Group, Inc. for conducting such focus groups in an amount not to exceed $53,750 for the period September 12, 2014 through January 31, 2015, subject to the Council’s annual budget and TRIM process.

The foregoing Resolution was offered by Council Member ______________________ who moved its adoption. The motion was seconded by Council Member ______________________ and upon being put to a vote, the vote was as follows:

Ronald V. Alvarez
Thomas Bean
E. Wayne Gent
Vincent Goodman
Gregory A. Langowski
Thomas E. Lynch
Dennis Miles
Debra Robinson, M.D.
Shelley Vana
Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 11th day of September, 2014.
AGENDA ITEM SUMMARY
September 11, 2014 Council Meeting

AGENDA ITEM: 6(1)

TITLE: Business/Non Consent Items
Resolution #14-025 Authorizing Contract Addendum for Jeff Jones Films

CSC STAFF: John Bartosek, Communications Officer; Christy Potter, Systems Communications Director

SUMMARY:

Children’s Services Council in March 2014 created a pool of photography and videography contractors to create appropriate content for presentations, messaging and mass media. Contractor payments are routinely applied to a “not-to-exceed” amount in purchase orders based on estimated expenditures by members of the pool.

CSC began working with one of the videography pool contractors in June on a 2- to 4-minute video summarizing our work. The work was not meeting our needs on timeliness, and we shifted the assignment to Jeff Jones Films. Jeff Jones Films is the contractor for the “Happily Ever After” campaign ads with the two Florida Marlins players and author James Patterson, and also for the newest Healthy/Safe/Strong PSA that began airing this month. Because this new body of work with Jeff Jones Films was not anticipated, the expense now exceeds the level of the original “not-to-exceed” amount with this contractor.

The current level of the purchase order is $50,000. The new, unanticipated body of work will exceed that by $3,000. The “not-to-exceed” dollars budgeted for the original contractor will be reduced by an equivalent amount, so the shift in work will not impact the amount budgeted for Public Education.

FISCAL IMPACT:

The total cost of funding this item for fiscal year 2013/2014 is $3,000; the funds to support this agenda item are budgeted in the Program Education strategy budget in the 4501 line item.

RECOMMENDATION:

I recommend the Council approve Resolution #14-025 authorizing the Chief Executive Officer to execute the necessary contract addendum for Jeff Jones Films for an increase in an amount not to exceed $3,000 for the period August 20, 2014 through September 30, 2014.
RESOLUTION #14-025
RESOLUTION OF THE CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY AUTHORIZING A CONTRACT ADDENDUM FOR JEFF JONES FILMS

WHEREAS, in March, 2014 the Children’s Services Council of Palm Beach County (the “Council”) created a pool of photography and videography contractors to create content for presentations, messaging and mass media; and,

WHEREAS, after issues with one vendor it was necessary to utilize Jeff Jones films in order to meet the deadline for a specific video; and,

WHEREAS, such usage resulted in exceeding the $50,000 annual limit for these contracted services.

NOW THEREFORE, the Council authorizes the Chief Executive Officer to make the necessary contract addendum for Jeff Jones Films in an amount not to exceed $3,000 for such videography services, effective August 20, 2014 through September 30, 2014.

The foregoing Resolution was offered by Council Member ____________________________ who moved its adoption. The motion was seconded by Council Member ____________________________ and upon being put to a vote, the vote was as follows:

Ronald V. Alvarez
Thomas Bean
E. Wayne Gent
Vincent Goodman
Gregory A. Langowski
Thomas E. Lynch
Dennis Miles
Debra Robinson, M.D.
Shelley Vana
Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 11th day of September, 2014.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: ____________________________  CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY
Thomas A. Sheehan, III
Attorney for Children’s Services Council of Palm Beach County

BY: ____________________________
Gregory A. Langowski, Chair

BY: ____________________________
Gaetana D. Ebbole
Chief Executive Officer
Chief Executive Officer Report

Employee Service Awards
Tana Ebbole, Chief Executive Officer
There were three employee service awards in August, 2014.
Shelley Parker, Program Officer, celebrates her 5 years of service

Nikki Martin, Program Officer, celebrates her 5 years of service
Lisette Usborne, Clerk of the Council, celebrates her 15 years of service.

CSC congratulates and thanks Shelley, Nikki, and Lisette on their combined 25 years of service to CSC!

Communications Department Update
John Bartosek, Chief of Communications

Council members: Following are recent developments of interest:

- **New PSA:** As part of its public awareness and education campaigns, Children’s Services Council produces public service announcements on a variety of topics. Among those currently airing on local television are PSAs for the “Happily Ever After Begins with Reading” campaign, featuring two Florida Marlins players and author James Patterson. To assess the effectiveness of its messaging, Communications staff conducted two focus groups in April and May to present the PSAs and other public awareness collateral to a cross-section of Palm Beach County residents.

  The feedback was positive; the focus groups understood and appreciated the ads. They also reported uncertainty, based on the literacy campaign ads, about what Children’s Services Council is and what it does. To respond to that feedback from the public, Communications staff developed a new PSA that’s focused more on who we are, what we do and the value we bring to the community. The new 30-second PSA began airing on local television last week and will continue through the end of the calendar year.

- **New video:** In conjunction with the new PSA, we have produced a short video about Children’s Services Council. As you heard, the PSA closes with the request to “Visit us online.” When viewers then come to [www.cscpbc.org](http://www.cscpbc.org), they will find this video as the first rotator box item. The video, like the PSA, is in response to the focus group feedback expressing uncertainty about what Children’s Services Council is and does. While the message of the 30-second PSA is a brief overview, the longer video provides a broader and more detailed look at the organization’s development, purpose and diligence in pursuing the work authorized by Palm Beach County
voters. We will use the video on the site as well as with Speakers Bureau presentations locally, and staff or leadership presentation outside the county or state.

- **Phase III “Happily Ever After” campaign:** Children’s Services Council in September will launch the third phase of its literacy campaign with a new round of book events at 140 traditional and charter elementary schools in the county. Book deliveries of approximately 90,000 books will be completed Sept. 12 and 15. The first event we’re aware of will be at Freedom Shores Elementary on Sept. 18, with the majority of events scheduled the week of Sept. 29.

  This year, 27 elementary schools in Palm Beach County have extended the school day by one hour, and are using that hour to focus on improving students’ reading abilities. To support that School District and community effort, Children’s Services Council is providing additional books at those 27 schools, again enough to offer each child Pre-K through Grade 5 a second free book this fall.

  The campaign began in September 2013 with a focus on school readiness, and continued in May 2014 with a focus on summer reading and preventing the “summer slide.” This month, the theme is attendance. School attendance is critical. Students who miss 3 or more days of school in a month had lower average NAEP (National Assessment for Educational Progress) scores in reading and math than students with fewer absences, according to a recent study released by Attendance Works. In 4th grade, the absentee students scored an average of 12 points lower on reading than students with no absences – more than a full grade level on the NAEP achievement scale. In 8th grade, absentee students scored an average 18 points lower on math.

  We don’t just give children books; we want to help them develop a life-long habit of reading. So the ‘Happily Ever After’ steering committee is working with 10 city libraries and all 17 branches of the county library for Phase III. At the school book events, we will distribute “treasure maps” to the students with information about where to find their closest libraries. The treasure maps include a “coupon” for a special-edition bookmark, which they can redeem when they visit their local library. Copies of the “treasure map” and bookmark are enclosed.

  The campaign brings together our partners at the School District, Literacy Coalition, county and city libraries and United Way, among others.

- **“Raising of America” event Oct. 9:** Children’s Services Council and The Scripps Research Institute Jupiter, Florida Campus are partnering on the Florida premiere of a new PBS series on early childhood, called “The Raising of America.” The premiere is Thursday evening, Oct. 9, at the Scripps Florida campus in Jupiter. A copy of the invitation and registration link are at your place. We hope you will attend, and please share the invitation broadly with your own networks.

  We believe business, education, law enforcement and community leaders will be intrigued by the current level of science in understanding early childhood and the growth potential for our local economy. Our understanding of the importance of early childhood learning and education is critical to the country’s success, and Palm Beach County’s ability to thrive.

  The event will include presentation of parts of the documentary series, as well as panel discussions about the significance of the issues raised.
TRIM PUBLIC HEARING
September 11, 2014 – 6:00 p.m.
<table>
<thead>
<tr>
<th>EXHIBIT I</th>
<th>Certification of Taxable Value/Independent Special District Maximum Millage Levy Calculation Preliminary Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBIT II</td>
<td>Comparison of Proposed 2014-2015 Budget to Approved 2013-2014 Annual Budget</td>
</tr>
<tr>
<td>EXHIBIT III</td>
<td>Proposed 2014-2015 Annual Budget by Fund</td>
</tr>
<tr>
<td>EXHIBIT IV</td>
<td>Proposed 2014-2015 Annual Budget by Department (General Fund)</td>
</tr>
<tr>
<td>EXHIBIT V</td>
<td>Proposed 2014-2015 Strategy Budget</td>
</tr>
<tr>
<td>EXHIBIT VI</td>
<td>Notes</td>
</tr>
<tr>
<td>EXHIBIT VII</td>
<td>Proposed TRIM Advertisement</td>
</tr>
</tbody>
</table>
CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY

TRIM PUBLIC HEARING
September 11, 2014, 6:00 p.m.

2300 High Ridge Road, Boynton Beach, FL

AGENDA

1. CALL TO ORDER

2. AGENDA
   
   A. Additions, deletions, substitutions
   B. Adoption

3. 2014-15 TENTATIVE BUDGET
   
   A. Percent increase above roll-back rate 1.9%
   B. Presentation
   C. Public Comment
   D. Review

4. 2014-15 TENTATIVE MILLAGE RATE - .6745
   
   A. Review
   B. Public Comment
   C. Tentative Adoption

5. TENTATIVE ADOPTION OF 2014-15 BUDGET
   
   A. Tentative adoption of 2014-15 budget

6. ANNOUNCEMENT OF FINAL TRIM HEARING – SEPTEMBER 25, 2014 – 6:00 P.M.

7. PERCENT BY WHICH PROPOSED MILLAGE RATE IS MORE THAN THE ROLL-BACK RATE - 1.9%

8. ADJOURNMENT
### SECTION I: COMPLETED BY PROPERTY APPRAIZER

1. **Current year taxable value of real property for operating purposes**
   - $131,717,052,777

2. **Current year taxable value of personal property for operating purposes**
   - $8,063,296,913

3. **Current year taxable value of centrally assessed property for operating purposes**
   - $120,585,338

4. **Current year gross taxable value for operating purposes**
   - ($131,717,052,777 + $8,063,296,913 + $120,585,338) = $139,900,935,028

5. **Current year net new taxable value**
   - ($139,900,935,028 - $1,537,221,075) = $138,363,713,953

6. **Current year adjusted taxable value**
   - $138,363,713,953

7. **Prior year FINAL gross taxable value**
   - $130,321,498,152

8. **Does the taxing authority include tax increment financing areas?**
   - Yes

9. **Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution?**
   - Yes

---

### Property Appraiser Certification

- Signature of Property Appraiser: [Signature]
- Date: 6/26/2014 11:07 AM

---

### SECTION II: COMPLETED BY TAXING AUTHORITY

- If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10. **Prior year operating millage levy**
    - ($131,717,052,777 / $8,063,296,913 / $120,585,338) = 0.7025 per $1,000

11. **Prior year ad valorem proceeds**
    - $91,550,852

12. **Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value**
    - $0

13. **Adjusted prior year ad valorem proceeds**
    - $91,550,852

14. **Dedicated increment value, if any**
    - $0

15. **Adjusted current year taxable value**
    - $138,363,713,953

16. **Current year rolled-back rate**
    - 0.6617 per $1000

17. **Current year proposed operating millage rate**
    - 0.6890 per $1000

18. **Total taxes to be levied at proposed millage rate**
    - $96,391,744

---

Contended on page 2
19. TYPE of principal authority (check one)
   □ County  ✔ Independent Special District
   □ Municipality  □ Water Management District

20. Applicable taxing authority (check one)
   ✔ Principal Authority  □ Dependent Special District
   □ MSTU  □ Water Management District Basin

21. Is millage levied in more than one county? (check one)
   □ Yes  ✔ No

22. Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)
   $ 91,550,852

23. Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)
   0.6617 per $1,000

24. Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)
   $ 92,572,449

25. Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any, (The sum of Line 18 from all DR-420 forms)
   $ 96,391,744

26. Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)
   0.6890 per $1,000

27. Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1, multiplied by 100)
   4.13%

First public budget hearing
   Date: 9/11/2014  
   Time: 6:00 PM  
   Place: 2300 High Ridge Rd, Boynton Beach, FL 33426

Taxing Authority Certification
   I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
   Date: 7/16/2014 10:03 AM

Signature of Chief Administrative Officer:
   GAETANA D EBBOLE CEO

Electronically Certified by Taxing Authority

Contact Name and Contact Title:
   BILL COSGROVE, CFO

Mailing Address:
   2300 HIGH RIDGE ROAD

Physical Address:
   2300 HIGH RIDGE ROAD

City, State, Zip:
   BOYNTON BEACH, FLORIDA 33426

Phone Number:
   5617407000 ext 2153

Fax Number:
   5618351956

Instructions on page 3
# MAXIMUM MILLAGE LEVY CALCULATION

**PRELIMINARY DISCLOSURE**

For municipal governments, counties, and special districts

---

**Year:** 2014  
**County:** PALM BEACH

### Principal Authority:
PALM BEACH CHILDREN'S SERVICES

### Taxing Authority:
Children's Services Council

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<tbody>
<tr>
<td>1.</td>
<td>Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?</td>
</tr>
</tbody>
</table>

*IF YES,* STOP HERE. **SIGN AND SUBMIT.** You are not subject to a millage limitation.

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<tbody>
<tr>
<td>2.</td>
<td>Current year rolled-back rate from Current Year Form DR-420, Line 16</td>
</tr>
<tr>
<td>3.</td>
<td>Prior year maximum millage rate with a majority vote from 2013 Form DR-420MM, Line 13</td>
</tr>
</tbody>
</table>

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_If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5._

### Adjust rolleback rate based on prior year majority-vote maximum millage rate

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<table>
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<tbody>
<tr>
<td>5.</td>
<td>Prior year final gross taxable value from Current Year Form DR-420, Line 7</td>
</tr>
<tr>
<td>6.</td>
<td>Prior year maximum ad valorem proceeds with majority vote <em>(Line 3 multiplied by Line 5 divided by 1,000)</em></td>
</tr>
<tr>
<td>7.</td>
<td>Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12</td>
</tr>
<tr>
<td>8.</td>
<td>Adjusted prior year ad valorem proceeds with majority vote <em>(Line 6 minus Line 7)</em></td>
</tr>
<tr>
<td>9.</td>
<td>Adjusted current year taxable value from Current Year form DR-420 Line 15</td>
</tr>
<tr>
<td>10.</td>
<td>Adjusted current year rolled-back rate <em>(Line 8 divided by Line 9, multiplied by 1,000)</em></td>
</tr>
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</table>

### Calculate maximum millage levy

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<table>
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<tbody>
<tr>
<td>11.</td>
<td>Rolled-back rate to be used for maximum millage levy calculation <em>(Enter Line 10 if adjusted or else enter Line 2)</em></td>
</tr>
<tr>
<td>12.</td>
<td>Adjustment for change in per capita Florida personal income <em>(See Line 12 Instructions)</em></td>
</tr>
<tr>
<td>13.</td>
<td>Majority vote maximum millage rate allowed <em>(Line 11 multiplied by Line 12)</em></td>
</tr>
<tr>
<td>14.</td>
<td>Two-thirds vote maximum millage rate allowed <em>(Multiply Line 13 by 1.10)</em></td>
</tr>
<tr>
<td>15.</td>
<td>Current year proposed millage rate</td>
</tr>
</tbody>
</table>

### Minimum vote required to levy proposed millage:

*(Check one)*

- **☑️ a.** Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. *Enter Line 13 on Line 17.*

- **☐** b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. *Enter Line 15 on Line 17.*

- **☐** c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

- **☐** d. Referendum: The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

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<tbody>
<tr>
<td>17.</td>
<td>The selection on Line 16 allows a maximum millage rate of <em>(Enter rate indicated by choice on Line 16)</em></td>
</tr>
<tr>
<td>18.</td>
<td>Current year gross taxable value from Current Year Form DR-420, Line 4</td>
</tr>
</tbody>
</table>

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*Continued on page 2*
19. Current year proposed taxes \((\text{Line 15 multiplied by Line 18, divided by 1,000})\) $96,391,744 (19)

20. Total taxes levied at the maximum millage rate \((\text{Line 17 multiplied by Line 18, divided by 1,000})\) $114,830,687 (20)

21. Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. \((\text{The sum of all Lines 19 from each district’s Form DR-420MM-P})\) $0 (21)

22. Total current year proposed taxes \((\text{Line 19 plus Line 21})\) $96,391,744 (22)

23. Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage \((\text{The sum of all Lines 20 from each district’s Form DR-420MM-P})\) $0 (23)

24. Total taxes at maximum millage rate \((\text{Line 20 plus Line 23})\) $114,830,687 (24)

25. Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one) ✔ YES ☐ NO (25)

**Dependent Special Districts and MSTUs**

**Total Maximum Taxes**

23. Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage \((\text{The sum of all Lines 20 from each district’s Form DR-420MM-P})\) $0 (23)

24. Total taxes at maximum millage rate \((\text{Line 20 plus Line 23})\) $114,830,687 (24)

**Total Maximum Versus Total Taxes Levied**

25. Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one) ✔ YES ☐ NO (25)

---

**Taxing Authority Certification**

I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

Signature of Chief Administrative Officer: GAETANA D EBBOLE CEO

Electronically Certified by Taxing Authority: 7/16/2014 10:03 AM

Title: GAETANA D EBBOLE CEO

Contact Name and Contact Title: BILL COSGROVE, CFO

Mailing Address: 2300 HIGH RIDGE ROAD

Physical Address: 2300 HIGH RIDGE ROAD

City, State, Zip: BOYNTON BEACH, FLORIDA 33426

Phone Number: 5617407000 ext 2153

Fax Number: 5618351956

---

**Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.**
## REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>2013/14 REVISED BUDGET</th>
<th>2014/15 PROPOSED BUDGET</th>
<th>INCREASE (DECREASE) DIFFERENCE</th>
<th>% INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AD VALOREM TAXES</strong></td>
<td>$ 91,798,715</td>
<td>$ 94,363,181</td>
<td>$ 2,564,466</td>
<td>2.79%</td>
</tr>
<tr>
<td><strong>GRANT INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palm Beach County Head Start Match</td>
<td>1,025,000</td>
<td>4,100,000</td>
<td>3,075,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>US Department of Health &amp; Human Services - HRSA</td>
<td>621,000</td>
<td>-</td>
<td>(621,000)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Department of Health/Agency for Health Care Administration</td>
<td>3,738,909</td>
<td>3,053,295</td>
<td>(685,614)</td>
<td>-18.34%</td>
</tr>
<tr>
<td>Sub-Total Grant Income</td>
<td>5,384,909</td>
<td>7,153,295</td>
<td>1,768,386</td>
<td>32.84%</td>
</tr>
<tr>
<td><strong>INTEREST INCOME</strong></td>
<td>500,000</td>
<td>150,000</td>
<td>(350,000)</td>
<td>-70.00%</td>
</tr>
<tr>
<td><strong>INCOME FROM TENANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER INCOME</strong></td>
<td>50,000</td>
<td>100,000</td>
<td>50,000</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>CASH BALANCES BROUGHT FORWARD</strong></td>
<td>13,999,117</td>
<td>20,307,835</td>
<td>6,308,718</td>
<td>45.07%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 111,732,741</td>
<td>$ 122,144,311</td>
<td>$ 10,411,570</td>
<td>9.32%</td>
</tr>
</tbody>
</table>

## EXPENDITURES

<table>
<thead>
<tr>
<th>Description</th>
<th>2013/14 EXPENDITURES</th>
<th>2014/15 EXPENDITURES</th>
<th>INCREASE (DECREASE) DIFFERENCE</th>
<th>% INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILDREN'S PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Services</td>
<td>$ 89,195,504</td>
<td>$ 99,524,306</td>
<td>$ 10,328,802</td>
<td>11.58%</td>
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<tr>
<td>Support Services</td>
<td>9,034,867</td>
<td>9,090,393</td>
<td>55,526</td>
<td>0.61%</td>
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<tr>
<td>Sub-Total Children's Programs</td>
<td>98,230,371</td>
<td>108,614,699</td>
<td>10,384,328</td>
<td>10.57%</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE EXPENSES</strong></td>
<td>5,370,669</td>
<td>5,116,446</td>
<td>(254,223)</td>
<td>-4.73%</td>
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<tr>
<td><strong>CAPITAL EXPENDITURES</strong></td>
<td>437,000</td>
<td>400,000</td>
<td>(37,000)</td>
<td>-8.47%</td>
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<tr>
<td><strong>NON OPERATING EXPENSES</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Palm Beach County Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraiser Fees</td>
<td>782,916</td>
<td>786,779</td>
<td>3,863</td>
<td>0.49%</td>
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<tr>
<td>Palm Beach County Tax Collector Fees</td>
<td>1,821,849</td>
<td>1,906,996</td>
<td>85,147</td>
<td>4.67%</td>
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<tr>
<td>Sub-Total</td>
<td>2,604,765</td>
<td>2,693,775</td>
<td>89,010</td>
<td>3.42%</td>
</tr>
<tr>
<td><strong>CONTINGENCY</strong></td>
<td>500,000</td>
<td>500,000</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>SUB-TOTAL EXPENDITURES</strong></td>
<td>107,142,805</td>
<td>117,324,920</td>
<td>10,182,115</td>
<td>9.50%</td>
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<tr>
<td>Reserve for Uncollectable Tax</td>
<td>4,589,936</td>
<td>4,819,391</td>
<td>229,455</td>
<td>5.00%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 111,732,741</td>
<td>$ 122,144,311</td>
<td>$ 10,411,570</td>
<td>9.32%</td>
</tr>
</tbody>
</table>

**Proposed Millage Rate:** 0.6745
### CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

#### PROPOSED ANNUAL BUDGET

**OCTOBER 1, 2014 - SEPTEMBER 30, 2015**

### REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Prevention Partnerships for Children, Inc.</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AD VALOREM TAXES</strong></td>
<td>$94,363,181</td>
<td>78.51%</td>
<td>-</td>
<td>$94,363,181</td>
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<tr>
<td><strong>GRANT INCOME</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Palm Beach County Head Start Match</td>
<td>$4,100,000</td>
<td>3.41%</td>
<td>-</td>
<td>$4,100,000</td>
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<tr>
<td>Department of Health/Agency for Health Care Administration</td>
<td>$3,053,295</td>
<td>2.54%</td>
<td>-</td>
<td>$3,053,295</td>
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<tr>
<td><strong>Sub-Total Grant Income</strong></td>
<td>$7,153,295</td>
<td>5.95%</td>
<td>-</td>
<td>$7,153,295</td>
</tr>
<tr>
<td><strong>INTEREST INCOME</strong></td>
<td>$150,000</td>
<td>0.12%</td>
<td>-</td>
<td>$150,000</td>
</tr>
<tr>
<td><strong>INCOME FROM TENANTS</strong></td>
<td>$70,000</td>
<td>0.06%</td>
<td>-</td>
<td>$70,000</td>
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<tr>
<td><strong>OTHER INCOME</strong></td>
<td>$100,000</td>
<td>0.08%</td>
<td>-</td>
<td>$100,000</td>
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<tr>
<td><strong>TRANSFER IN (OUT)</strong></td>
<td>($1,948,398)</td>
<td>-1.62%</td>
<td>100.00%</td>
<td>$1,948,398</td>
</tr>
<tr>
<td><strong>CASH BALANCES BROUGHT FORWARD</strong></td>
<td>$20,307,835</td>
<td>16.90%</td>
<td>-</td>
<td>$20,307,835</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$120,195,913</td>
<td>99.94%</td>
<td>$1,948,398</td>
<td>$122,144,311</td>
</tr>
</tbody>
</table>

### EXPENDITURES

#### CHILDREN'S PROGRAMS

<table>
<thead>
<tr>
<th>Description</th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Prevention Partnerships for Children, Inc.</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td>$95,545,908</td>
<td>79.49%</td>
<td>$1,948,398</td>
<td>$97,494,306</td>
</tr>
<tr>
<td>Special Funds and Other</td>
<td>$95,000</td>
<td>0.08%</td>
<td>-</td>
<td>$95,000</td>
</tr>
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<td>Public Awareness</td>
<td>$1,935,000</td>
<td>1.61%</td>
<td>-</td>
<td>$1,935,000</td>
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<tr>
<td><strong>Sub-total Direct Services</strong></td>
<td>$97,575,908</td>
<td>81.18%</td>
<td>$1,948,398</td>
<td>$99,524,306</td>
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<tr>
<td><strong>Support Services</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programmatic Support Expenses</td>
<td>$9,090,393</td>
<td>7.56%</td>
<td>-</td>
<td>$9,090,393</td>
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<tr>
<td><strong>Sub-total Support Services</strong></td>
<td>$9,090,393</td>
<td>7.56%</td>
<td>-</td>
<td>$9,090,393</td>
</tr>
<tr>
<td><strong>Sub-Total Children's Programs</strong></td>
<td>$106,666,301</td>
<td>88.74%</td>
<td>$1,948,398</td>
<td>$108,614,699</td>
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<tr>
<td><strong>ADMINISTRATIVE EXPENSES</strong></td>
<td>$5,116,446</td>
<td>4.26%</td>
<td>-</td>
<td>$5,116,446</td>
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<tr>
<td><strong>CAPITAL EXPENSES</strong></td>
<td>$400,000</td>
<td>0.33%</td>
<td>-</td>
<td>$400,000</td>
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<tr>
<td><strong>NON OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palm Beach County Property Appraiser Fees</td>
<td>$786,779</td>
<td>0.65%</td>
<td>-</td>
<td>$786,779</td>
</tr>
<tr>
<td>Palm Beach County Tax Collector Fees</td>
<td>$1,906,996</td>
<td>1.59%</td>
<td>-</td>
<td>$1,906,996</td>
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<tr>
<td><strong>Sub-Total Non Operating Expenses</strong></td>
<td>$2,693,775</td>
<td>2.24%</td>
<td>-</td>
<td>$2,693,775</td>
</tr>
<tr>
<td>CONTINGENCY</td>
<td>$500,000</td>
<td>0.42%</td>
<td>-</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>SUB-TOTAL EXPENDITURES</strong></td>
<td>$115,376,522</td>
<td>95.99%</td>
<td>$1,948,398</td>
<td>$117,324,920</td>
</tr>
<tr>
<td><strong>RESERVE FOR UNCOLLECTABLE TAX</strong></td>
<td>$4,819,391</td>
<td>4.01%</td>
<td>-</td>
<td>$4,819,391</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$120,195,913</td>
<td>100.00%</td>
<td>$1,948,398</td>
<td>$122,144,311</td>
</tr>
</tbody>
</table>

#### MILLAGE RATE:

0.6745
Allocations to Children's Programs:

Quality Childcare Programs
- Research Specialist 100,000
- Technical Assistance Specialists 1,523,398
- Tier Payments 250,000
- Bridges Liaison 75,000

Total Quality Childcare Programs $1,948,398

Total Allocations to Children's Programs $1,948,398

Total Budget $1,948,398
<table>
<thead>
<tr>
<th>Expenses</th>
<th>Executive Administration</th>
<th>Talent &amp; Operations Services</th>
<th>Finance Services</th>
<th>Program Services</th>
<th>Communications Services</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>406,480</td>
<td>861,964</td>
<td>1,043,539</td>
<td>3,396,652</td>
<td>1,510,705</td>
<td>7,219,339</td>
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<td>TEMPORARY PERSONNEL</td>
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<td>-</td>
<td>-</td>
<td>15,000</td>
<td>15,000</td>
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<tr>
<td>FRINGE BENEFITS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A. FICA</td>
<td>18,616</td>
<td>52,541</td>
<td>61,078</td>
<td>208,289</td>
<td>91,742</td>
<td>432,266</td>
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<td>B. FICA MED</td>
<td>5,894</td>
<td>12,498</td>
<td>15,131</td>
<td>49,251</td>
<td>21,905</td>
<td>104,679</td>
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<tr>
<td>C. FL Unemployment</td>
<td>7,723</td>
<td>16,377</td>
<td>19,828</td>
<td>64,536</td>
<td>28,703</td>
<td>137,167</td>
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<tr>
<td>D. Workers’ Comp</td>
<td>1,260</td>
<td>2,672</td>
<td>3,235</td>
<td>10,530</td>
<td>4,683</td>
<td>22,380</td>
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<tr>
<td>E. Health Plan</td>
<td>68,063</td>
<td>206,334</td>
<td>252,876</td>
<td>869,021</td>
<td>392,571</td>
<td>1,788,865</td>
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<tr>
<td>F. Retirement</td>
<td>67,196</td>
<td>130,872</td>
<td>161,977</td>
<td>473,260</td>
<td>203,135</td>
<td>1,036,440</td>
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<tr>
<td>G. Long Term Disability</td>
<td>882</td>
<td>3,824</td>
<td>4,142</td>
<td>15,000</td>
<td>5,883</td>
<td>30,001</td>
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<td>H. Tuition Reimbursement</td>
<td>40,000</td>
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<td>-</td>
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<td>40,000</td>
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<td>I. Deferred Compensation</td>
<td>23,000</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>23,000</td>
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<td>J. Retirement Health Savings</td>
<td>18,000</td>
<td>20,100</td>
<td>17,000</td>
<td>55,000</td>
<td>18,000</td>
<td>128,100</td>
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<td>K. Short Term Disability</td>
<td>3,600</td>
<td>15,600</td>
<td>18,000</td>
<td>61,200</td>
<td>24,000</td>
<td>122,400</td>
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<tr>
<td>L. Other Fringe Benefits</td>
<td>214,940</td>
<td>503,877</td>
<td>557,067</td>
<td>1,818,087</td>
<td>795,328</td>
<td>3,889,299</td>
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<tr>
<td>TOTAL PERSONNEL</td>
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<td>1,365,841</td>
<td>1,600,606</td>
<td>5,229,739</td>
<td>2,306,033</td>
<td>11,123,638</td>
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<td>TRAVEL</td>
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<tr>
<td>A. Local Mileage</td>
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<td>900</td>
<td>3,200</td>
<td>4,000</td>
<td>3,000</td>
<td>12,600</td>
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<tr>
<td>B. Staff Development / CSC Business-Related Travel</td>
<td>12,000</td>
<td>38,800</td>
<td>25,000</td>
<td>102,000</td>
<td>38,000</td>
<td>215,800</td>
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<tr>
<td>C. Council Member Travel</td>
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<td>-</td>
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<tr>
<td>D. Business Expense</td>
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<td>-</td>
<td>-</td>
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<td>3,000</td>
<td>3,000</td>
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<tr>
<td>TOTAL TRAVEL</td>
<td>19,500</td>
<td>39,700</td>
<td>28,200</td>
<td>106,000</td>
<td>41,000</td>
<td>234,400</td>
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<td>BUILDING SPACE</td>
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<td></td>
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<tr>
<td>A. Maintenance &amp; Security</td>
<td>11,765</td>
<td>50,980</td>
<td>58,823</td>
<td>200,000</td>
<td>78,432</td>
<td>400,000</td>
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<tr>
<td>B. Offsite Storage</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
<td>2,000</td>
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<tr>
<td>C. Utilities</td>
<td>5,882</td>
<td>25,492</td>
<td>29,412</td>
<td>100,000</td>
<td>39,216</td>
<td>200,002</td>
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<tr>
<td>D. Emergency Maintenance Fund</td>
<td>1,471</td>
<td>6,372</td>
<td>7,353</td>
<td>25,000</td>
<td>9,804</td>
<td>50,000</td>
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<tr>
<td>E. Quantum Park Fees and Assessments</td>
<td>221</td>
<td>955</td>
<td>1,102</td>
<td>3,750</td>
<td>1,470</td>
<td>7,498</td>
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<tr>
<td>F. Real Estate Taxes Quantum Park</td>
<td>1,765</td>
<td>7,648</td>
<td>8,823</td>
<td>30,000</td>
<td>11,765</td>
<td>60,001</td>
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<tr>
<td>TOTAL BUILDING SPACE</td>
<td>21,104</td>
<td>91,447</td>
<td>105,513</td>
<td>360,750</td>
<td>140,687</td>
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<td>COMMUNICATIONS</td>
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<tr>
<td>A. Telecommunications</td>
<td>2,059</td>
<td>8,922</td>
<td>10,294</td>
<td>35,000</td>
<td>13,726</td>
<td>70,001</td>
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<td>B. Postage</td>
<td>500</td>
<td>2,166</td>
<td>2,500</td>
<td>8,500</td>
<td>3,333</td>
<td>18,999</td>
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<td>2014 Tax Notices</td>
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<td>-</td>
<td>7,600</td>
<td>-</td>
<td>7,600</td>
</tr>
<tr>
<td>Total Postage</td>
<td>500</td>
<td>2,166</td>
<td>10,100</td>
<td>8,500</td>
<td>3,333</td>
<td>24,599</td>
</tr>
<tr>
<td>TOTAL COMMUNICATIONS</td>
<td>2,559</td>
<td>11,088</td>
<td>20,394</td>
<td>43,500</td>
<td>17,059</td>
<td>94,600</td>
</tr>
<tr>
<td>PRINTING &amp; SUPPLIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Supplies</td>
<td>1,265</td>
<td>5,480</td>
<td>6,323</td>
<td>21,500</td>
<td>8,432</td>
<td>43,000</td>
</tr>
</tbody>
</table>

EXHIBIT IV
## Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Executive Administration</th>
<th>Talent &amp; Operations</th>
<th>Finance Services</th>
<th>Program Services</th>
<th>Communications Services</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Meeting Supplies</td>
<td>1,400</td>
<td>5,200</td>
<td>500</td>
<td>5,000</td>
<td>900</td>
<td>13,000</td>
</tr>
<tr>
<td>C. Computer Supplies</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>D. Printing</td>
<td>200</td>
<td>500</td>
<td>300</td>
<td>400</td>
<td>101,000</td>
<td>102,400</td>
</tr>
<tr>
<td>E. Photography/Video</td>
<td>2</td>
<td></td>
<td>-</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>TOTAL PRINTING &amp; SUPPLIES</td>
<td>2,865</td>
<td>11,180</td>
<td>7,123</td>
<td>26,900</td>
<td>170,332</td>
<td>218,400</td>
</tr>
</tbody>
</table>

## OTHER EXPENSES

<table>
<thead>
<tr>
<th>Expenses</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Purchase of Service</td>
<td>43,000</td>
</tr>
<tr>
<td>1. Legal</td>
<td>-</td>
</tr>
<tr>
<td>2. Audit</td>
<td>-</td>
</tr>
<tr>
<td>3. Consulting</td>
<td>-</td>
</tr>
<tr>
<td>4. Inspector General Fee</td>
<td>-</td>
</tr>
<tr>
<td>B. Insurance</td>
<td>200,000</td>
</tr>
<tr>
<td>C. Staff Development - In House</td>
<td>-</td>
</tr>
<tr>
<td>D. Dues</td>
<td>150,000</td>
</tr>
<tr>
<td>E. Background Checks/Fingerprint</td>
<td>-</td>
</tr>
<tr>
<td>F. Subscrip/Publications</td>
<td>-</td>
</tr>
<tr>
<td>G. Public Notices &amp; Employment Ads</td>
<td>-</td>
</tr>
<tr>
<td>H. Copier Equipment</td>
<td>-</td>
</tr>
<tr>
<td>I. Computer Maint &amp; Support</td>
<td>-</td>
</tr>
<tr>
<td>J. Planning &amp; Policy Issues</td>
<td>-</td>
</tr>
<tr>
<td>K. Banking Services</td>
<td>-</td>
</tr>
<tr>
<td>L. Service Awards &amp; Recognition</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL OTHER EXPENSES</td>
<td>571,059</td>
</tr>
<tr>
<td>TOTAL ADMINISTRATIVE EXPENSES</td>
<td>1,238,507</td>
</tr>
</tbody>
</table>

## CAPITAL EXPENSES

<table>
<thead>
<tr>
<th>Expenses</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Furniture &amp; Equipment</td>
<td>-</td>
</tr>
<tr>
<td>B. Computer Hardware</td>
<td>-</td>
</tr>
<tr>
<td>C. Computer Software</td>
<td>-</td>
</tr>
<tr>
<td>D. Building Improvements</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL CAPITAL EXPENSES</td>
<td>100,000</td>
</tr>
</tbody>
</table>

## NON OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Expenses</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Property Appraiser Fee</td>
<td>786,779</td>
</tr>
<tr>
<td>B. Tax Collector Fee</td>
<td>1,906,996</td>
</tr>
<tr>
<td>TOTAL NON-OPERATING EXPENSES</td>
<td>2,693,775</td>
</tr>
</tbody>
</table>

## ALLOCATIONS CHILDREN'S PROGRAMS AND SPECIAL SERVICES

<table>
<thead>
<tr>
<th>Expenses</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Direct Funded Programs and Initiatives</td>
<td>-</td>
</tr>
<tr>
<td>B. Healthy Safe &amp; Strong Fund</td>
<td>-</td>
</tr>
<tr>
<td>C. Lobbying/Legislative Issues</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL ALLOCATIONS CHILDREN'S PROGRAMS AND SPECIAL SERVICES</td>
<td>-</td>
</tr>
</tbody>
</table>

CONTINGENCY

<table>
<thead>
<tr>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>500,000</td>
</tr>
<tr>
<td>Expenses</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>RESERVE FOR UNCOLLECTABLE TAX</td>
</tr>
<tr>
<td>TOTAL BUDGET</td>
</tr>
<tr>
<td>Budget: Administrative Expenses</td>
</tr>
<tr>
<td>Budget: Capital Expenses</td>
</tr>
<tr>
<td>Budget: Children's Program: Direct Services</td>
</tr>
<tr>
<td>Budget: Children's Program: Support Services</td>
</tr>
<tr>
<td>Budget: Non-Operating Expenses</td>
</tr>
<tr>
<td>TOTAL BUDGET</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Provider Professional Development (PPD)</td>
</tr>
<tr>
<td>Healthy Beginnings</td>
</tr>
<tr>
<td>Quality Early care and Education</td>
</tr>
<tr>
<td>Bridges</td>
</tr>
<tr>
<td>Initiatives</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Children’s Services Council
Notes to 2014/15 Fiscal Year Proposed Budget

1. Breakdown of Divisions/Departments

The budget is developed reflecting the functional and program operations within CSC. The functional and program operations as they appear on the detailed budget document are:

A. Executive Administration – reflects the costs associated with the CEO function and administration of the Children’s Services Council, such as legal fees, insurance, the non-operating expenses for the Property Appraiser and Tax Collector and organizational consultants.


C. Finance – Consists of the Accounting, Budget Oversight and Audit departments.

D. Program Division – Reflects the costs associated with the funded programs, initiatives and community partnerships such as the Provider Professional Development, Healthy Beginnings, Quality Early Care and Education, Bridges, Initiatives and Community Partnerships. This division also reflects the costs associated with Business Analytics and Evaluation. In addition to funding from ad-valorem tax revenue, financial support for the programs, initiatives and community partnerships comes from Federal and State dollars from the Department of Health through the Healthy Start Coalition and the Palm Beach County Head Start Match.

E. Communications – Reflects the costs associated with the Communications and Information Management departments.

2. Personnel

- The proposed 2014/15 fiscal year budget contains funding for 102 approved positions and a 3% total merit pool in correlation with staff performance evaluations.
- Fringe benefits are calculated at existing rates for FICA, Medicare and Florida Unemployment.
- Retirement is calculated at 10% of eligible salaries for employees hired on or after January 1, 2012. This percentage is based on the maximum exposure if a match is made depending on the employee’s contribution. Prior to a hiring date of January 1, 2012, retirement is calculated at 13% of eligible salaries for employees employed ten years or less, 15% of eligible salaries for employees employed between eleven and fifteen years, 17% for employees employed between sixteen and twenty years, and 19% for employees employed twenty years or more.
- Workers’ Compensation is calculated based on the formula supplied by CSC’s insurance broker.
- Based on input from CSC’s insurance broker and historical trends, health plan premiums have been projected at 15% over 2013/14 fiscal year rates to maintain coverage at existing levels.
- Long Term Disability premiums are projected based on the rate that was provided by the carrier.
- Tuition reimbursements have been estimated based on anticipated usage for the 2014/15 fiscal year.
Deferred compensation reflects the amount approved under the CEO's contract and is also the maximum permitted according to the Internal Revenue Service for the 2014/15 fiscal year.

Retirement Health Savings reflects the estimated amount needed for this benefit.

Other Fringe Benefits provides for enhancements or additions to the current benefit package offered by CSC and supports health related items.

3. Travel

- The local mileage reimbursement rate is projected at $0.56 per mile based on the Internal Revenue Service standard mileage rate for 2014. The mileage traveled for each position has been projected based on historical data.
- Staff Development / CSC business-related travel - Staff development reflects the expenses associated with CSC staff achieving their development plans. CSC business-related travel reflects the costs associated with CSC staff and Provider agency staff traveling on CSC related business. An amount has also been budgeted to provide for the costs of staff attendance at business meetings taking place outside of Palm Beach County.
- Council member travel is included to cover the costs relating to travel by Council members on CSC related business.

4. Building Space

- Amounts have been budgeted for Maintenance and Security based on contracts that have been entered into for those services at the 2300 High Ridge Road building as well as actual expenditures incurred through the normal operation of the building. An additional $50,000 is budgeted to provide for emergency repairs not covered under maintenance agreements. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Offsite storage costs reflect the expenses related to the storage of historical data at a third party location.
- Utilities are based on projected actual usage and historical data. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Quantum Park fees cover the costs charged by the Quantum Park Association. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.

5. Communications

- Telecommunication expenses are budgeted based on amounts being billed by various vendors for this item and reflect the costs associated with all telecommunication related expenses. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Postage includes the costs for routine mailings as well as amounts projected for costs associated with the mailing of special reports and newsletters produced by CSC. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- The cost of mailing the 2014 tax notices has been included as expenditure in conformity with legislation which requires each taxing authority to reimburse the tax collector for their proportionate share of postage.

6. Printing & Supplies
- The anticipated costs for these items are based on planned expenditures, historical information, and projected price increases. Supplies includes anything related to office supplies, program supplies, meeting supplies, training supplies and/or computer supplies.
- Printing reflects the projected costs of producing various reports and newsletters. Additional amounts have been provided to cover projected costs associated with various documents produced in accordance with the CSC publication plan that has been developed.
- Photography/video costs are expenses associated with the communications department and the public education of program services.

7. Other Expenses
- Legal expenses reflect actual expenses incurred resulting from CSC's administrative issues.
- Audit reflects the projected amounts for the annual audit.
- Consulting has been budgeted under various divisions as follows:
  - Executive Administration – Consultants may be used to provide consulting services related to public policy issues.
  - Talent & Operations - Consultants may be used for leadership and organizational learning services as well as for administrative services related to the facilities.
  - Program Services – Research consultants will be engaged to do research as it relates to cost benefit analysis and special projects. Consultants may be used for evidence-based trainings and the variety of other training programs offered by CSC. Consultants are engaged to provide feedback as to the feasibility of bringing evidence-based programs to Palm Beach County as well as to assist in the evaluation of initiatives.
  - Communications - Consultants may be used to assist Information Management in the maintenance and training of various databases and the equipment necessary to maintain these programs.

The following are descriptions of the other items budgeted under the "Other Expenses" cost category:
- The Inspector General fee is a charge for the Inspector General to review CSC's policies and procedures.
- Insurance is made up of expenses related to non-benefit insurance premiums.
- Staff Development is budgeted to cover the costs associated with training activities designed to enhance CSC staff knowledge and skills to support funded programs.
• Dues reflect the costs of memberships to various organizations to which CSC belongs.
• Background checks/fingerprinting are made up of background checks and fingerprinting expenses related to employees.
• Subscriptions & Publications reflect the costs of various "trade" magazines, journals, curriculums, videos, and books.
• Public Notices and Employment Advertising include the cost of required advertising for public meetings and other CSC activities as well as costs associated with recruitment of CSC staff positions.
• Copier equipment reflects the cost of maintaining and leasing CSC's copier equipment. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
• Computer maintenance and support is provided to cover the costs of support for various software programs as well as the repair of the system for those items no longer covered by the manufacturer's warranty period.
• Banking services cover the costs of bank and credit card fees.
• Service Awards and Recognition cover the costs associated with awards and recognition to individuals and/or groups for their accomplishments and contributions to the work of the Children's Services Council.

8. Capital Expenditures
Capital Expenditures reflect the costs associated with the purchase or upgrade of furniture and equipment items and the costs of replacing and increasing CSC's information and data processing technology. The costs associated with these items are summarized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture &amp; Equipment</td>
<td>$50,000</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>$200,000</td>
</tr>
<tr>
<td>Computer Software</td>
<td>$100,000</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>$50,000</td>
</tr>
<tr>
<td>Total</td>
<td>$400,000</td>
</tr>
</tbody>
</table>

9. Non-operating expenses
These expenses have been calculated based on the proposed millage rate for the Tax Collector and the estimated fee provided by the Property Appraiser.

10. Allocations
The total proposed allocation to children's programs and initiatives is approximately $98,069,306.
11. Contingencies
   An amount totaling $500,000 has been budgeted.

12. Reserve for Uncollectable Tax
   A 5% reserve has been established to provide for the projected difference in the amount of tax levied
   and the amount actually collected.

13. Ad Valorem Tax
   Revenue is calculated based on a projected estimate of taxable value which reflects an estimated 7.4%
   increase in the taxable value from the previous year. The millage rate is being reduced from .7025 to
   .6745 for the 2014/15 fiscal year.

14. Grant Income
   Grant income is budgeted to reflect grant income from Federal and State dollars through the
   Department of Health and Agency of Health Care Administration through the Healthy Start
   Coalition to support CSC's operation of several Healthy Beginnings programs.

15. Other income
   Other income reflects the revenues to be generated from tenant income and miscellaneous revenue.

16. Interest income
   Interest income is projected based on current interest rate trends applied to average invested
   balances.
# Budget Summary

**Children's Services Council of Palm Beach County**

**Fiscal Year 2014-2015**

The proposed operating budget expenditures of the Children's Services Council of Palm Beach County are 9.32% more than last year's total operating expenditures.

## General Fund

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances Brought Forward from Prior Fiscal Years</td>
<td>$19,907,835</td>
</tr>
<tr>
<td>Estimated Revenues</td>
<td>$20,307,835</td>
</tr>
<tr>
<td>Balances Brought Forward from Prior Fiscal Years</td>
<td>$400,000</td>
</tr>
<tr>
<td>Estimated Revenues</td>
<td>$400,000</td>
</tr>
</tbody>
</table>

## Taxes:

<table>
<thead>
<tr>
<th>Source</th>
<th>Millage per $1000</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem</td>
<td>.6745</td>
<td>94,363,181</td>
</tr>
</tbody>
</table>

## Grants:

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Governmental Sources</td>
<td>7,153,295</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>150,000</td>
</tr>
</tbody>
</table>

## Miscellaneous Revenues:

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant/Other Income</td>
<td>170,000</td>
</tr>
<tr>
<td>Transfers In (Out)</td>
<td>(1,948,398)</td>
</tr>
</tbody>
</table>

Total Revenues: $99,888,078

Total Estimated Revenues and Balances: $119,795,913

## Expenditures/Expenses

**Children's Programs**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Services</td>
<td>$97,575,908</td>
</tr>
<tr>
<td>Support Services</td>
<td>9,090,393</td>
</tr>
<tr>
<td>Sub-total Children's Programs</td>
<td>106,666,301</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>5,116,446</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>400,000</td>
</tr>
<tr>
<td>Allocation to Contingency Fund</td>
<td>500,000</td>
</tr>
<tr>
<td>Non-operating Expenses</td>
<td>2,693,775</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>114,976,522</td>
</tr>
</tbody>
</table>

Reserves: $4,819,391

Total Appropriated Expenditures and Reserves: $119,795,913

---

The tentative, adopted, and/or final budgets are on file in the office of the above mentioned taxing authority as a public record.

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Exhibit VII
### NOTICE OF PROPOSED TAX INCREASE

The Children's Services Council of Palm Beach County has tentatively adopted a measure to increase its property tax levy.

#### Last year's property tax levy:

- A. Initially proposed tax levy \( \$91,796,751 \)
- B. Less tax reductions due to Value Adjustment Board and other assessment changes \( \$245,899 \)
- C. Actual property tax levy \( \$91,550,852 \)

#### This year's proposed tax levy:

\( \$94,363,181 \)

All concerned citizens are invited to attend a public hearing on the tax increase to be held on:

- Thursday, September 25, 2014
- 6:00 P.M.
- at
- 2300 High Ridge Road
- Boynton Beach, FL 33426

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.