

COMMUNITY PARTNERSHIPS DIVISION/Children's Services Administration

115 S Andrews Avenue, Room A370 • Fort Lauderdale, Florida 33301 • 954-357-6202 • FAX 954-357-8204

### CHILDREN'S SERVICES ADVISORY BOARD (IN-PERSON MEETING)

### <u>Agenda</u>

Friday, November 15, 2024 9:00 a.m. - 11:00 a.m. *Evan Goldman, Chair* 

1. 2. 3. 4.	Roll Call Approval of CSB October 18, 2	2024 Minutes	J. Brunson E. Goldman
	• •	Recognition Dan Schevis	
5. 6.	Sunset Review Presentation Committee Chair's Report	Needs Assessment	E. Goldman M. Juarez Stouffer
7.			
8.			
		t 17	
	Special Needs		TBD
0			5
9.	1 •	New Calendar Meetings 2025 Utilization	Dr. I. Hill-Howard
-	New Business Old Business		
	• Bake	er Act Pilot update	
12	Public Comment (5 minutes) -	- Please call (754)-900-8519 – 8060531	68#

- 13. Good of the Order
- 14. Adjournment

### Next Meeting: Friday, February 21, 2025 Location: 115 S Andrews Ave. Suite 302 Fort Lauderdale, FL 33301

If you do not have the ability to view the meeting or provide public comment and wish to do so, please notify us at the following email address (<u>CSA@broward.org</u>), telephone number (954-357- 6202) or physical mailing address (115 S. Andrews Avenue, Fort Lauderdale, FL 33301, A370) at least {3} days before the meeting, so that the County can communicate the location of the access point to you.



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Broward County Board of County Commissioners Children's Services Board Draft Meeting Minutes October, 18, 2024 9:00 am – 11:00 A.M.

### 1. Call to Order

Monica King called the meeting to order at 9:03 A.M. and welcomed all Board Members.

### 2. Roll Call

Jarvis Brunson called the roll.

A quorum was established with Monica King, Jarvis Brunson, Brenda Fam, Malena Mendez, Maria Juarez Stouffer, Dan Schevis, Traci Schweitzer, Elida Segrera, Joel Smith, Yolanda Nails, and Cynthis Honick present. Cassandra Burrell, Teves Bush, and Cara Malave via TEAMS.

Members absent: Evan Goldman, Sarah Gillespie Cummings, Commissioner Michael Udine.

Staff Members in attendance: Dr. Tiffany Hill-Howard, Children's Services Administrator (CSA), Sterling Parrish, Contract Grant Administrator Sr. (CSA), and Ronald Honick, Assistant County Attorney present.

#### Introductions of new board members Cynthia Honick and Yolanda Nails.

Motion: To approve the CSB September 20 minutes. First: Dan Schevis Second: Cassandra Burrell Declaration of Conflict: None Discussion: None Result: Passed

#### Proposed Calendar for year 2025

Motion: To approve Proposed Schedule for 2025 First: Elida Segrera Second: Malena Mendez Declaration of Conflict: Discussion: Members discussed pros and cons of scheduling fewer meetings Result: Passed

3. Chair Report



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine www.broward.org

Chairman provided overview for proposed 2025 calendar schedule for CSB meetings. Chairman provided an update that there are vacancies on the CSB for District 2 and 8. Putting a nominations committee into place. Dan as chair for Nomination Committee. Chair also looking for two members interested in serving on nominations com. Yolando and Tracy.

### 4. Section Report

#### **Presentation**

Tiffany Lawrence- CSA has started the new Fiscal Year, introduced information on Provider Orientation all day workshop for October 29.

Introduction of new Administrative Specialist for CSA.

Joel Smith- Initiative to discuss transportation for Baker Acted children to facilities. Cassandra Evans- Collaborative funding with EMS providers and county, pilot program to be slated for 2025.

### 5. Committee Chair Reports

Needs Assessment- no reports. Next meeting is January 2025, will be discussing individual provider utilization.

#### 6. Liaison Reports

BCPS: Traci Schweitzer -Lawsuits, swearing in two new members in the beginning of November, reconsidering the repurposing of the schools.

DCF: Elida Segrera -Setting up and canvassing areas with resources for hurricane supplies and introducing Navigator program.

Juvenile Justice Circuit 17: None

Special Needs: Maria Juarez Stouffer will be assigned to oversee report.

System of Care: Waiting for contracts and scheduled funds, now launching CSC Case Management program. Will schedule meeting with CSA

#### 7. Old Business

Joel Smith- Initiative to discuss transportation for Baker Acted children to facilities. Cassandra Evans- Collaborative funding with EMS providers and county, pilot program to be slated for 2025.

#### 8. Public Comment

Availability of food for summer food program via the Florida Department of Agriculture-Nathan Smith (850) 617-7429. Elida will follow up.

Healthy Start will be holding an event at Urban League October 25<sup>th</sup>. Event is to bring awareness to perinatal loss and supporting moms.

## 9. Good of the Order None.

### 10. Adjournment

Motion: To adjourn the CSB meeting at 10:31 A.M. First: Dan Schevis Second: Declaration of Conflict: None Discussion: None Result: Passed

The next Children's Services Board Meeting is November 15, 2024, In the main building Conference Room 302

These minutes were approved at the Children's Services Board Meeting dated November 15, 2024, as certified by:

Jarvis Brunson Children's Services Board Secretary Presented by the Office of the Broward County Attorney SUNSHINE LAW, PUBLIC RECORDS & ETHICS FOR COUNTY BOARDS

# TOPICS

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# Sunshine

# **Public Records**

# **Ethics**

- Gifts
- Conflicts of Interest
- Voting Conflicts
- Lobbying

## Public Meetings

# THE SUNSHINE LAW

# FLORIDA'S SUNSHINE LAW

- Florida has one of the strongest public meetings laws in the country.
- The public has a right to attend meetings of government bodies where official actions are taken or public business is transacted or discussed.
- County boards are subject to the Sunshine Law.



## SUNSHINE LAW MEETING REQUIREMENTS

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The meeting must be open to the public. 02

Reasonable notice of the meeting must be given. 03

Minutes must be taken and promptly recorded.

## SUNSHINE LAW KEY POINT

Board members must <u>not</u> discuss Board business outside of a publicly noticed Board meeting that is open to the public.

## WHEN THE SUNSHINE LAW APPLIES

A meeting is *any* twoway communication, by any means, even indirectly.

It's still a meeting even if no vote is taken.

Meetings can be informal.

Even if there is no quorum present, the discussion is still considered a meeting.

If what is being discussed could <u>foreseeably</u> come before the board for action, the discussion must comply with the Sunshine Law.

## CONSEQUENCES OF SUNSHINE LAW VIOLATIONS

Deprives the public of its right to know what government is doing and undermines the public trust.

Board actions taken in violation of the Sunshine Law can be invalidated.

Can subject the County to lawsuits and cost taxpayer money.

Violations are punishable by fines and even jail time.

## SUNSHINE LAW VIOLATION?

Several board members use Google Docs to draft a report for their board to approve at the next meeting.

## VIOLATION

Affordable Housing Advisory Committee members speak at a public forum about affordable housing hosted by a community group.

## VIOLATION

# SUNSHINE LAW & SOCIAL INTERACTION

By chance, two members of the same board see one another at the grocery store and talk about a close vote on a controversial issue at their last meeting. Sunshine violation? Two members of the same board are at the same holiday party and talk about the great season the Miami Dolphins are having. Sunshine violation?

### VIOLATION

Even though the vote took place in the past, it is foreseeable that the issue (or a similar one) could come before the board again.

## **NO VIOLATION**

Board members can attend the same social events but should not discuss Board business outside the Sunshine.

## AVOID LETTING CASUAL CONVERSATIONS BECOME SUNSHINE LAW VIOLATIONS

- A. Michelle, a member of the Advisory Board for Individuals with Disabilities ("ABID"), is at the store buying flashlights and batteries to prepare for an approaching hurricane. She runs into John, a fellow ABID member, at the store and says hello.
- B. During their conversation, John tells Michelle that he is buying hurricane supplies for neighbors who have disabilities and cannot shop for such supplies themselves.
- C. Michelle praises John for his thoughtfulness and suggests that at the next ABID meeting they bring up the issue of asking Broward County to provide hurricane supply kits for individuals with disabilities.

## Sunshine Law violation? If yes, at which point, A, B, or C?

## AVOID LETTING CASUAL CONVERSATIONS BECOME SUNSHINE LAW VIOLATIONS

- A. Michelle, a member of the Advisory Board for Individuals with Disabilities ("ABID"), is at the store buying flashlights and batteries to prepare for an approaching hurricane. She runs into John, a fellow ABID member, at the store and says hello.
- B. During their conversation, John tells Michelle that he is buying hurricane supplies for neighbors who have disabilities and cannot shop for such supplies themselves.
- C. Michelle praises John for his thoughtfulness and suggests that at the next ABID meeting they bring up the issue of asking Broward County to provide hurricane supply kits for individuals with disabilities.

When in doubt, wait for the meeting.

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## SUNSHINE LAW & SOCIAL MEDIA

Two members of a board belong to a Facebook group solely dedicated to knitting. Animal Care Advisory Board member "Likes" another member's post about spay/neuter programs.

NO VIOLATION

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Do not e-mail fellow board members about board business.



Do not ask your Board Coordinator or another person to pass along information to another board member about board business.



Do not use "Reply All" to respond to e-mails sent to all members of your board.



Board Coordinators should use "Blind Copy" when e-mailing all members of a board.

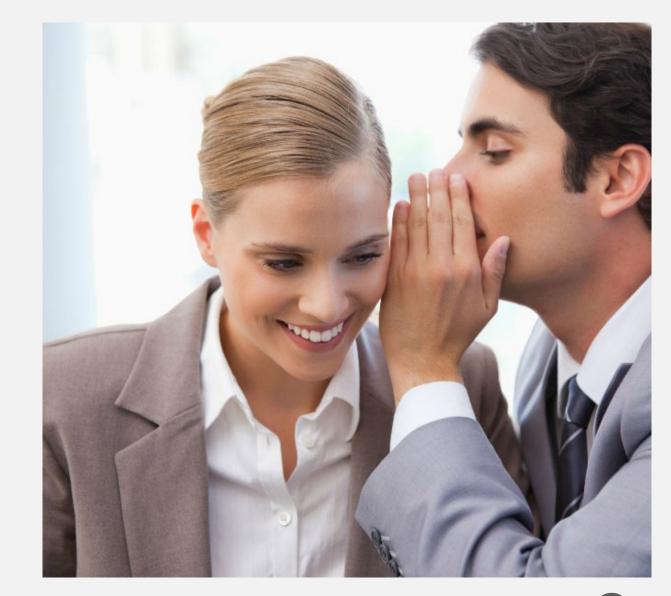
## AVOID THESE SUNSHINE LAW MISTAKES

## AVOID SIDE CONVERSATIONS DURING BOARD MEETINGS

Comments made at a board meeting aren't "in the Sunshine" unless everyone can hear them.

Even if a side conversation isn't about board matters, it appears suspect to the public and press.

The board members having the side conversation are either breaking the law or they aren't focused on the meeting.



# SUNSHINE LAW WRAP-UP

- Complying with the Sunshine Law can sometimes be inconvenient.
- Given the public's right to know and potential consequences for Sunshine violations, it's always best to play it safe.
- The best approach is for board members to not discuss board-related topics outside a meeting that complies with the Sunshine Law.
- If Sunshine issues arise, please discuss with them with your Board Coordinator and Board Counsel as early as possible.

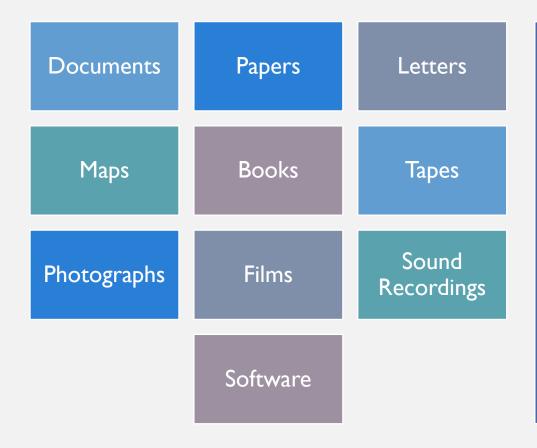
# PUBLIC RECORDS



## BOARD MEMBERS MUST FOLLOW FLORIDA PUBLIC RECORDS LAW

- As with Florida's public meetings law, its public records law is among the most comprehensive in the country.
- There is a presumption that all state and local government records are open for personal inspection and copying by any person.
- Exemptions can be adopted by state law, with a supermajority vote of the legislature.
- Violations of public records laws can lead to serious consequences.

## WHAT ARE PUBLIC RECORDS?



Other material, regardless of the physical form, characteristics, or means of transmission made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency

## PUBLIC RECORDS: BASICS FOR BOARD MEMBERS

# Retain all records related to board matters.

When your board term is complete, give records in your possession to board staff. You do not need to keep copies of agendas, reports, minutes, and other documents prepared by board staff – these will be maintained by staff.

Personal notes for your own recollection that are not shared with others are not public records and do not need to be retained. If you have questions about which records must be retained, check with the Board Coordinator or Board Counsel.

## KEEP E-MAILS ABOUT BOARD BUSINESS

- Any board-related e-mail you send or receive is likely a public record and it must be retained.
- Set up a separate e-mail account that you use only for board matters, if possible.
- If a separate e-mail account is not possible, use folders to keep County messages in a designated folder.
- The key to determining if something is a public record is the content of the message not the account used to send it or the medium in which it exists.





## SOCIAL MEDIA

Social media posts about board matters must also be maintained as public records.

The County uses software to retain such posts on **official County social media accounts**.

Individual board members who post on social media about County board matters <u>must</u> <u>maintain their own records</u>.

Failure to properly maintain records can result in lawsuits costing taxpayer money, fines, and even jail time for knowing violations.

## WHAT TO DO IF YOU RECEIVE A PUBLIC RECORDS REQUEST



Immediately notify your Board Coordinator if you receive a Public Records Request.



The Board Coordinator will work with County staff and the County Attorney's Office to respond to the request.



Please do not provide records on your own to the requester without first checking with your Board Coordinator.



Public records may contain exempt or confidential information that must be redacted.



## TEXT MESSAGES

Text messages about board matters are public records even if sent from a personal device.

Limit text messages to transitory messages. Examples of transitory messages include:

- Reminders about scheduled meetings or appointments
- Most telephone messages
- Announcements of board events

Text messages sent or received about board matters should be forwarded to the e-mail account you use for board business for retention.

Texting about board matters on personal devices can subject all your texts, even those about private matters, to court review if the County receives a request for your text messages. Gifts Conflicts of Interest Voting Conflicts Lobbying

# ETHICS



County board members are subject to gift restrictions in both state law and the County Code of Ordinances.

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Like other ethics laws, gift law analysis can be complicated and depends on the specific facts of each individual situation.



Please check with your Board Coordinator or Board Counsel with any gift questions.

## GIFTS

# WHAT IS A GIFT?

Something received, directly or indirectly, that has **value**, for which the recipient does not give equal or greater consideration within 90 days.

# KEY QUESTION FOR GIFTS:

# WHO IS THE DONOR?



## BOARD MEMBERS MAY NOT ACCEPT GIFTS FROM THESE DONORS

### Contractor

Any person or entity currently under contract with the County. Excludes governmental entities.

### Vendor

Current and past (two years) suppliers of goods or services to the County, or entities that have responded to County procurement in the past two years.

## Lobbyist

Generally, a person who is registered with the County as a lobbyist.

# Principal of a lobbyist

Generally, a person, company, or organization that retains a lobbyist.

## **GIFTS FROM PROHIBITED DONORS**

County board members shall not accept, directly or indirectly, anything of value from:

Registered lobbyists A principal or employer of a lobbyist

Vendors or Contractors

# GIFTS FROM NON-PROHIBITED DONORS

If the donor is not a County contractor, vendor, lobbyist, or principal of a lobbyist, County board members may accept:



\*Those who file Financial Disclosures must report gifts above \$100.

How do you know if someone is a contractor, vendor, lobbyist, or principal/employer of a lobbyist?

> Check with your Board Coordinator or Board Counsel

## NO QUID PRO QUO

No one may solicit or accept <u>any gift</u> that may be reasonably perceived to be given to encourage official action.

## GIFT LAW CONSIDERATIONS



Except for quid pro quo, you can always accept a gift – the question is whether you will have to pay for it and/or disclose it.



Many factors can affect whether accepting a gift will lead to a reimbursement or reporting obligation.

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Once you accept an item, you have 90 days to return it or pay for it if you are not legally allowed to accept the item from that donor.



For event tickets, check BEFORE going to the event. If you cannot accept the tickets from the donor, your only option is to pay for them.

## CONFLICTS OF INTEREST

### DOING BUSINESS WITH YOUR OWN AGENCY IS PROHIBITED

Generally, board members, their families, and companies in which they have an ownership interest cannot do business with their agency.

For purely advisory boards, the agency is the County in general.

For boards with decisionmaking authority, the agency is the board. Board members should check with their Board Coordinator or Board Counsel if they believe they may be affected by this prohibition.

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## CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIPS

Generally, board members cannot have an employment or contractual relationship:

With a business or agency that is regulated by or is doing business with your agency, or

That will create continuing or frequently recurring conflict between your private interests and public duties.

## CONFLICTING RELATIONSHIP DEFINITIONS

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Analyzing conflicting employment or contractual relationships is specific to each individual situation.



You may still serve on a board even if you have a conflicting employment or contractual relationship.

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The conflicting relationship must be disclosed using Form 4A and the County Commission may waive the conflict with a 2/3 vote.



Other exemptions may apply, so please check with Board Counsel if you believe you might have a conflicting employment or contractual relationship.



Please notify your board coordinator and counsel if there is a change in your employment situation.

## ANALYZING CONFLICTING RELATIONSHIPS



### KEEP YOUR BOARD COORDINATOR INFORMED ABOUT YOUR JOB OR BUSINESS INTERESTS



Please make sure your Board Coordinator has your current employment information.



Tell your Board Coordinator if you start a new job or business or take on a new client.



Talk to your Board Coordinator or Board Counsel if your company or a family member seeks a contract with the County.



Ask Board Coordinator or Board Counsel whether a particular action is permissible.

"No public officer, employee of an agency, or local government attorney shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others."

## MISUSE OF POSITION IS PROHIBITED

VOTING CONFLICTS

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### BOARD MEMBERS MUST NOT VOTE ON MATTERS WHICH INURE TO THE "SPECIAL PRIVATE GAIN OR LOSS" OF:

## Themselves

A principal by whom they are retained Parent company or subsidiary of their principal

# Their family members

# Their business associates

## VOTING CONFLICT DEFINITIONS

### Principal By Whom Retained

- Employer
- Client

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 Parent /subsidiary/sibling organization of one's client or employer

### Family members

- Father/mother
- Son /daughter
- Brother/sister
- Father-in-law/mother-in-law
- Husband/wife
- Son-in-law/daughter-in-law

### WHAT IS A BUSINESS ASSOCIATE?

- Any person or entity carrying on a business enterprise with a public officer, employee, or candidate.
- Includes partners, joint ventures, co-owners of property, or shareholders of stock (when shares are not publicly traded).
- Must be for commercial purposes.
- Example:
  - Friends who own a beach house and only use it themselves for recreation are not business associates
  - Same friends, same beach house, but they also rent it out to paying guests, they ARE business associates



## SPECIAL PRIVATE GAIN OR LOSS

The gain or loss must be economic in nature.

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### Example I

County Commissioners may vote on the property tax rates each year, even though it impacts them financially. It affects everybody, so it's not a special private gain or loss.

A "special private gain or loss" is different from matters affecting the general public or large classes of individuals.

### Example 2

A County Commissioner most likely cannot vote on a land use plan amendment that affects their own property (unless their property was proportionally very small compared to the total property affected).

### SPECIAL VOTING CONFLICT LAW FOR COUNTY BOARDS

Board members who are also employees of a public entities must not vote on items affecting their public employer. (An elected official is not considered an employee.)

Board members who serve as an officer or on the board of directors of a private entity must not vote on items affecting that private entity.

## VOTING ABSTENTION PROCEDURE

**x** –

Complete and submit voting conflict form to Board Coordinator before meeting if possible.



Board coordinator will distribute the form to board members as soon as possible.

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The board member must announce the nature of the conflict at the meeting before the item is considered.



The board member abstains from voting on the item.



The board member submits voting conflict form within 15 days of the meeting (if not already submitted).



The conflict form must be incorporated into the minutes and read publicly at the next board meeting.

## BOARD MEMBERS ARE OBLIGATED TO VOTE

If you are present at a meeting where an official decision or action will be taken, state law requires that you vote unless there is a possible conflict of interest.

If you have an actual voting conflict, you <u>must</u> abstain from voting.

If you have an apparent conflict, you <u>may</u> abstain from voting.



## HOW TO KNOW IF YOU HAVE A VOTING CONFLICT



Voting conflicts depend on the facts of each individual situation.



Please Board Coordinator or Board Counsel as soon as you are aware of the potential conflict.



Please keep us updated on your employment, business, and nonprofit affiliations.

## LOBBYING



- Board members are prohibited from
   lobbying for compensation the county staff who provide support services to their board while they serve on the board and for two years after leaving the board.
- Violations can lead to removal from the board and fines.
- Analysis of this issue is specific to individual situations.
- Please check with your Board Coordinator or Board Counsel with questions about lobbying.



## QUESTIONS?



Human Services Department COMMUNITY PARTNERSHIPS DIVISION / Children's Services Administration 115 S Andrews Avenue, Room A370 • Fort Lauderdale, Florida 33301 • 954-357-6202 • FAX 954-357-8204

### CHILDREN'S SERVICES BOARD

#### 2025 Schedule of Meetings

Friday, February 21, 2025	9AM-11AM CPD A337
Tuesday, April 15, 2025	9AM-11AM CPD A337
Friday, June 13, 2025	9AM-11AM CPD A337
Friday, August 15, 2025	9AM-11AM CPD A337
Friday, November 21, 2025	9AM-11AM CPD A337

Friday, April 18, 2025 No Meeting (Good Friday)

Friday, June 20, 2025 No Meeting (Juneteenth June 19, 2025)

Location: 115 South Andrews Avenue Fort Lauderdale, FL 33301

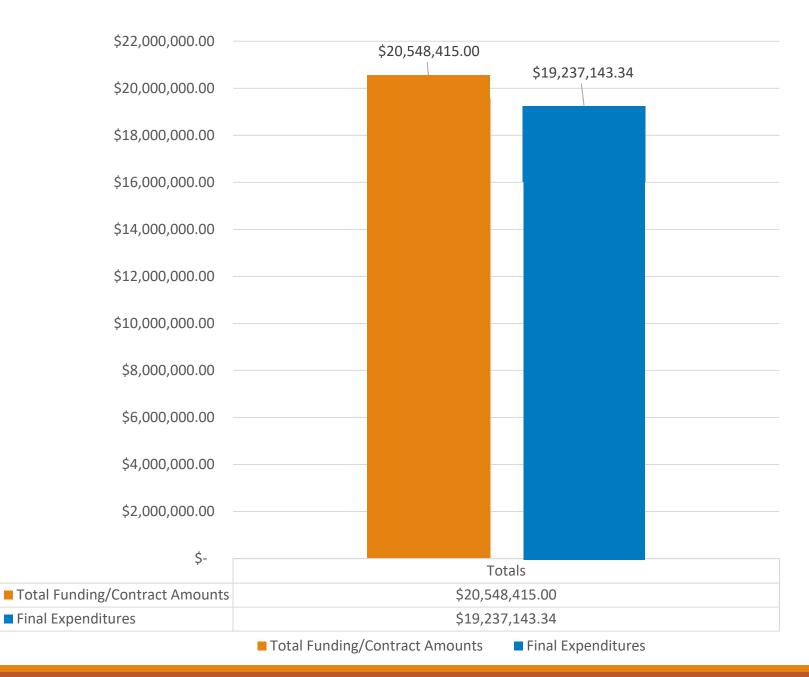
Human Services Department Community Partnerships Division (CPD)

Children's Services Administration Fiscal Year 2024 Final Budget Utilization



# CSA FY24 Final Utilization





## **CSA FY23/ FY24 Final Utilization**

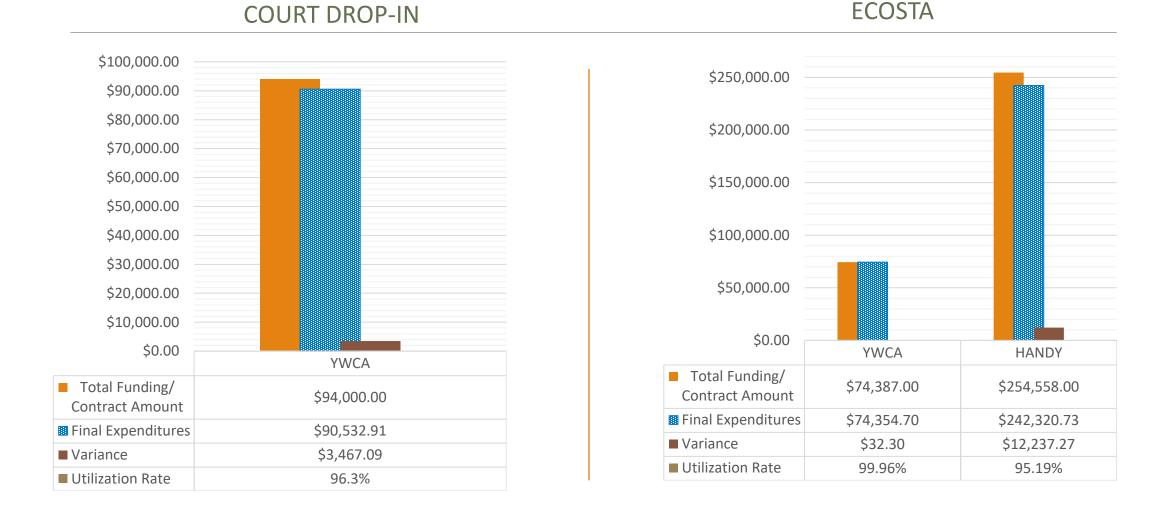


## **CSA FY24 Final Utilization**



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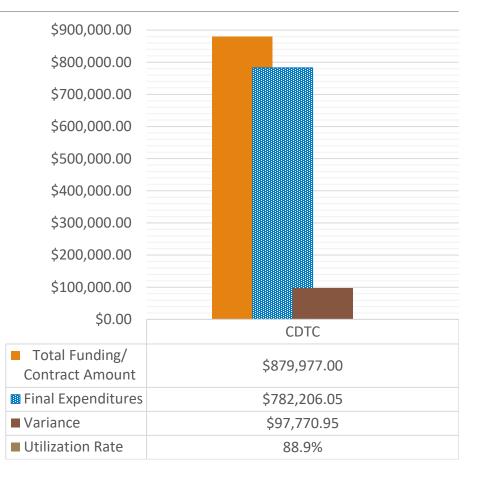




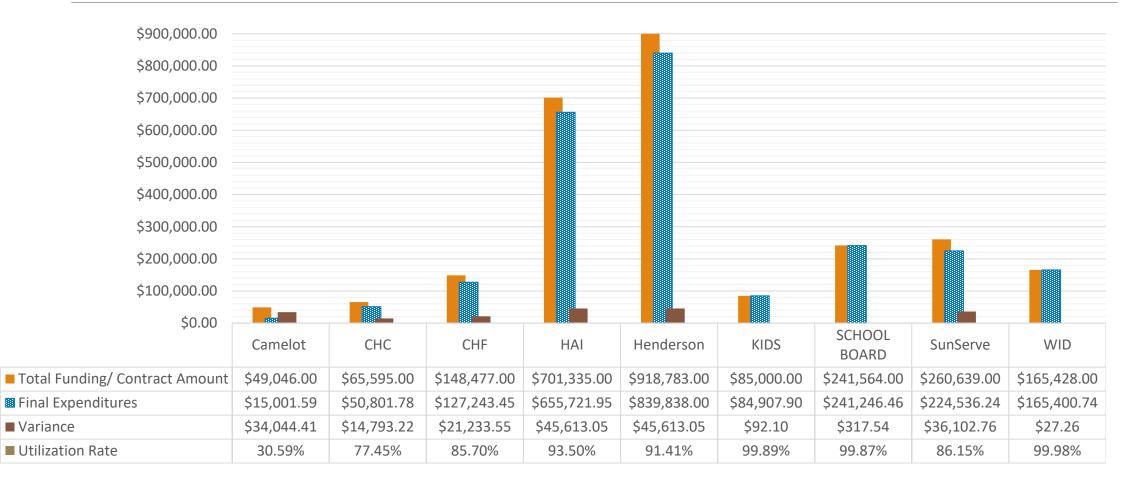
### IL/ RENTAL ASSISTANCE



### **MEDICAL SUPPORT**



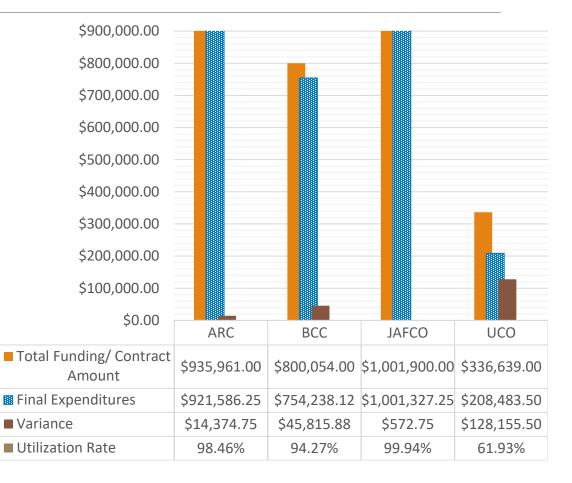
### MENTAL HEALTH



### MENTAL HEALTH YJP



### RESPITE



#### \$300,000.00 \$250,000.00 \$200,000.00 \$150,000.00 \$100,000.00 \$50,000.00 \$0.00 South Broward CHF Henderson Hospital District Total Funding/ \$45,600.00 \$142,253.00 \$241,564.00 Contract Amount Final Expenditures \$44,891.19 \$98,262.95 \$241,246.46 Variance \$708.81 \$43,990.05 \$317.54 Utilization Rate 69.08% 99.87% 98.45%

SA/ DUAL DIAGNOSIS

### YOUTH EMERGENCY SHELTER SERVICES

\$300,000.00		
\$250,000.00		
\$200,000.00		
\$150,000.00		
\$100,000.00		
\$50,000.00		
\$0.00	CHF	
<ul> <li>Total Funding/ Contract Amount</li> </ul>	\$128,895.00	
Final Expenditures	\$120,801.66	
Variance	\$8,093.34	
Utilization Rate	93.7%	

## CSA FY24 Final Special Appropriation Utilization



## CSA FY24 Final Special Appropriation Utilization By Provider

