

## Minutes

**Collin County Child Protection Services  
Board of Directors  
Monday, August 26, 2013  
5:35 p.m.  
Collin County Children's Advocacy Center  
2205 Los Rios Blvd.  
Plano, TX 75074**

**Vision:** All children are living in a loving, nurturing, safe family and community enjoying good health and well-being.

**Mission:** The mission of Collin County Child Protective Services Board is to provide leadership to achieve excellence in the protection, care, support services, and utilization of resources to enrich and enhance the quality of lives of abused children and their families in Collin County.

**Board Members in Attendance:** Michael Perez, Terri Green, Mike Bronsky, Linda Carrington, Laveta Sealy, Derek Baker, Susan Etheridge, Candy Noble, Dawn Hooper, Leigh Althaus and Jill Crowe

**Staff Members in Attendance:** Alice Graham (CVS), Lynne McLean (CCCAC), and Katherine Howard (CPS).

### AGENDA

**5:34PM Executive Session Discussion CPS Board/Staff  
Special Needs Requests**

**I. Call to Order at 6:01 PM Mike Bronsky**

**II. Minutes Linda Carrington**

July minutes were presented to the Board. Terri Green moved to accept the minutes. Leigh seconded the motion. The vote carried the motion

**III. Financial Reports Derek Baker**

Financial Reports were presented to the Board by the Treasurer, Derek Baker. Derek Baker had sent the reports to all Board members electronically on August 22nd, prior to the board meeting.

Leigh Althaus moved to accept the Financial Reports as presented. Dawn Hooper seconded the motion. The vote carried the motion.

Mr. Baker reported to the Board both via in memorandum form and in person, the issue that the Board's County Budget was currently over budget by \$3,275.00. Mr. Baker informed the Board that according to the Auditor's Office, the Board must submit and pass a motion to transfer sufficient funds from another line-item within

the overall budget to cover the shortfall in funds in the Employee Education and Conference budget line item.

Usually the Board can borrow from 1 budget category to another within the Board's County Budget in order to meet current obligations. However, the Employee Education and Conference budget line item rolls up to a separate expenditure category in the overall county budget.

Therefore Mr. Baker explained to the Board that they must pass a motion to transfer funds from the overall budget to cover the shortfall for the Education & Conference line item. The affirmative vote to move the monies to resolve the shortfall would then be communicated by Mr. Baker to the Auditor's Office.

To resolve the issue would require at least \$3,275.00 from any other budget line-item that has an excess funding amount and redistributed into the Education & Conference line item.

After discussion, Leigh Althaus made a motion to move the necessary funds from the Clothing line item to the Education & Conference line item. Susan Etheridge seconded the motion. However, the motion was amended by Linda Carrington to an amount of \$3,447.65. The amended motion was carried by a unanimous vote.

Mr. Baker also discussed his findings from the Auditor's Office in regard to the Budget Reports printed in the Auditor's Office reflecting the correct total amounts and also those reports reflect the correct credit amounts.

Mr. Baker told the Board that the true total budget amount as of the end of July should be \$18,416.89 which would reflect the credit amounts. Mr. Baker noted that there no credits received for the 1<sup>st</sup> 6 months of the year.

As promised last month, Mr. Baker discussed with the Board, the issue of outstanding checks. Mr. Baker reported that there are about 8 checks that age between 1 and 3 years having not cleared the account. The Treasurer is to hold the checks for 3 years. If the check amount is under \$100, then it only needs to be noted in the Financial Reports and then credited. If the check amount is over \$100 then it must be reported to the State. Mr. Baker informed the Board that we do have 3 outstanding checks that are older than 3 years.

Leigh Althaus made a motion giving Derek Baker the authority to work with Laura Thomas in the County Auditor's office to develop an ongoing process to clear up the outstanding check issues. Terri Green seconded the motion. The vote carried the motion.

The next discussion point brought up by Mr. Baker was the request to have an Assistant Treasurer position to serve as a back-up for the Treasurer. He recommended that the person selected to be the assistant would be supplied with same software as the Treasurer to insure proper and correct processing.

Also Mr. Baker asked that the Assistant Treasurer also has the authority to sign checks along with the Treasurer.

Mike Bronsky moved that the position of Assistant Treasurer be established. LaVeta Sealy seconded the motion. The vote carried the motion.

Linda Carrington moved for Dawn Hooper be selected for the new Assistant Treasurer position. Terri Green seconded the motion. The vote carried the motion.

**IV. CPS and CCCAC Reports**

**Lynne McLean CCCAC  
Alice Graham CPS  
Katherine Howard CPS**

The following was reported by Lynne McLean (CCCAC):

The CCCAC has a been busy creating new spaces for the new 18 CPS positions.

The Back To School Fair was hugely successful with about 675 children served and 414 children receiving new shoes.

The CCCAC welcomed a new board member. He is the Deputy Superintendent of Frisco Independent School District, Mike Waldrup.

The CCCAC Board and Staff continue to develop their Partners' Committee which will help in creating and implementing new ways and ideas in regard to keeping the community leaders engaged in the activities and needs of the CCCAC.

CCCAC is also working with a Technology Task Force to come up with an extensive 5 year plan that will help them utilize technology as best as they can. All aspects of their tech needs will be analyzed.

Ms. McLean announced that their annual golf fundraiser is set for September 23<sup>rd</sup> and they are still in need of sponsors.

September 27<sup>th</sup> is the date set for the Teddy Bear Ride where there will be about 800 to 1,000 motorcycles participating.

Darrell Hammond will be the keynote speaker at their annual fundraiser luncheon on February 6<sup>th</sup>.

Huey Lewis and the News will be the featured talent at the annual Gala which will be held on April 12<sup>th</sup>. John and Judy Gay will be the honorary chairs of this event.

Ms. McLean distributed a new, colorful but very informative Volunteer brochure that they will distribute to help solicit additional volunteer help. To accompany this concerted effort of obtaining more volunteers, CCCAC has established a new Community Educator position.

Katherine Howard (CPS) distributed to the Board a Fiscal Year 2013 Summary Report for Collin County. The report detailed the specific activities of CPS in Collin County by month. However, due to the date the month of August was not reported. An example of this report was that there were about 200 children in Collin County removed from their homes and placed in a substitute care program during the 11 month reporting period of 2013.

Ms. Howard also reported that there will be 2 new units of investigators totaling 14 new investigators of which 3 will be transfers.

Alice Graham (CVS) attended her last Board meeting and presented the Board with a Thank You note for the bracelet that the Board gave her as a retirement gift. Ms. Graham is leaving with all vacancies in her area filled. However, her replacement will not be interviewed until September.

**V. Special Needs Requests**

**Susan Etheridge**

*Special Needs Requests:*

- |                |  |
|----------------|--|
| 1. \$172.65    | Approved – deducted from county/employee education & conf. |
| 2. \$170.00    | Approved – deducted from county/special needs              |
| 3. \$159.86    | Approved – deducted from county/clothing                   |
| 4. \$166.99    | Approved – deducted from county/clothing                   |
| 5. \$379.75    | Approved – deducted from county/legal                      |
| 6. \$23.00     | Approved – deducted from county/legal                      |
| 7. \$45.74     | Approved – deducted from county/emergency shelter          |
| 8. \$120.61    | Approved – deducted from county/clothing                   |
| 9. \$59.58     | Approved – deducted from county/clothing                   |
| 10. \$227.25   | Approved – deducted from county/clothing                   |
| 11. \$1,195.00 | Approved – deducted from county/drug testing               |
| 12. \$1,532.54 | Approved – deducted from board/staff appreciation          |
| 13. \$40.00    | Approved – deducted from board/staff appreciation          |
| 14. \$6,092.90 | Approved – deducted from board/county clothing             |
| 15. \$100      | Approved – deducted from county/legal                      |
| 16. \$99.99    | Approved – deducted from board/office supplies             |
| 17. \$86.04    | Approved – deducted from board/office supplies             |

Special Note: SNR #2 was a request for payment for tuition to several sports camps. There was a separate vote on this SNR. The vote carried the approval with 2 nays from the vote taken.

Linda Carrington moved to approve payment of the 17 Special Needs Requests. Leigh Althaus seconded the motion. The vote carried the motion.

**VI. Old Business**

**Mike Bronsky**

Jill Crowe reported that the Bank of America would supply volunteers for our Board at the Plano Balloon Festival. Therefore the Board members will not have any shifts of service at the festival.

Mike Bronsky reported that we provided 414 free pairs of shoes at the Back to School Fair. This was less than the year before which was 433 pairs. Also Mr. Bronsky reported that Payless gave the Board a better price break on the shoes than last year. Also all the Payless store managers volunteered at the Fair helping the children find the right shoes in the correct sizes.

Even though the Commissioners have not finalized the County Budget process, Mike Bronsky reported that the Board did not receive an increase in the 2013/2014 fiscal budget. The Commissioners voted to take \$10,000 from the clothing line item and place that \$10,000 into the drug testing line item. The budget overall total will remain the same at \$46,330.00

Terri Green announced that the Storybook Ranch event is to be held on Saturday, October 5<sup>th</sup> at Storybook Ranch in McKinney. Invitations will be sent to all foster children, their families, and elected officials.

Mike Perez reported on the latest findings in regard to the Board's 501(c3) organization. Mr. Perez related to the Board that the following additional administrative activity is required:

- Form a separate governance body with separate bylaws
- Develop and publish separate mission statement
- Develop and publish separate organizational documents
- Will always require separate financial statements
- Requires always a separate checking account and county funds versus raised funds cannot be comingled
- Requires always an annual filing of 990 with IRS
- Requires filing a certificate of formation with the secretary of state

Mr. Perez continued to inform the Board that the Jury Pool funds would remain with the County Budget. Also Mr. Perez emphasized that fundraising must be a focus for the 501(c3) organization to be viable.

In addition, Mr. Perez reported that the county does not have the ability to restrict the use of funds that have been raised by the Board and placed in the 501 (c3). In other words, the Board can continue to raise funds without regard to county stipulations. Mr. Perez believes that such fundraising activity would raise more community awareness of the CPS Board's needs and activities.

Mr. Perez suggested a separate notebook for each Board member containing a copy of:

- Open Records Act
- Robert Rules of Order
- 501 (c3) Bylaws
- Standing Orders
- Minutes of 501(c3) meetings
- Officers' Roster

Linda Carrington suggested that instead of a notebook, that the Board might consider using a thumbdrive for each member containing electronically all the necessary information.

Mr. Perez offered some history in regard to the current 501(c3). It was created to receive the funds raised from the annual golf. It was drafted by Duncan Webb.

Derek Baker asked what exactly needed to be done immediately to get the 501(c3) back in good graces.

Mr. Perez reported that we need to file an 802 with accompanied letter from comptroller but need a registered agent to do so.

Discussion followed with ideas of who should be selected as a registered agent. Leigh Althaus moved to select Derek Baker to be the registered agent thusly giving him the authority to file the necessary and required paperwork. LaVeta Sealy seconded the motion. The vote carried the motion.

Mr. Perez also informed the Board that he felt it necessary to acquire insurance for the 501(c3). However, there was not a motion or vote taken on this issue at this time.

The next discussion item was to have Mr. Baker give the Board an update on the new Board Budget at the October Board meeting.

The discussion then led to the reformatting of the Guidelines for Foster Parent Reimbursement and the Guidelines for Reimbursement for the Residential Treatment Centers. These guidelines are sent out at the beginning of each fiscal year and new rules would take effect on October 1, 2013.

It was decided that Dawn Hooper would be point person to gather all ideas and formatting decisions from the Board members. She then would reformat the guidelines to reflect what changes the members have decided upon.

**VII. New Business**

**Mike Bronsky**

Linda Carrington brought up to the Board that she felt all Board members needed name badges to wear at Board sponsored events. Leigh Althaus moved that the Board order and provide name badges for each board members. Candy Noble seconded the motion. The voted carried the motion. It was decided that Mike Bronsky would order the pins.

LaVeta Sealy announced that she would step down as the vice president of the Board due to the fact that she would need to spend a large amount of time with her family in the coming months. Linda Carrington moved to accept LaVeta's decision and nominate Terri Green to replace LaVeta Sealy as vice president of the Board. Mike Perez seconded the motion. The vote carried the motion.

**VIII. Public Comments**

**Mike Bronsky**

**Public comments are limited to five (5) minutes per speaker. Please note that no one requested speaking privileges for this meeting nor did anyone other than the above noted individuals attend the meeting.**

**IX. Meeting Adjourn**

**Mike Bronsky**

Mike Bronsky called the adjournment of the meeting at 7:33 p.m. LaVeta Sealy moved to adjourn. Susan Etheridge seconded the motion. The vote carried the motion.

Respectfully submitted by:

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Secretary Linda Carrington

# Budget Amendment Request Form

For Budget Office Use Only	
Court	Non-Court
FY <u>13</u>	Seq. No. _____
Approved by: _____	Date: _____

Date of Request: \_\_\_\_\_

From: **Collin County CPS Board**  
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: \_\_\_\_\_ New  Existing

Project Code to Receive Amendment: \_\_\_\_\_ New  Existing

**TO Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>49-10</u>	<u>Employee Education &amp; Conferences</u>		<u>\$3,447.65</u>

~~650-8410-723~~  
640

**FROM Account Information:**

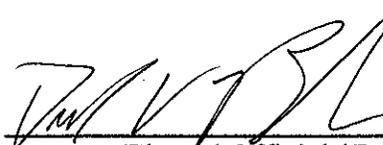
Line Item Number	Line Item Description	Project Code	Amount
<u>65-86</u>	<u>Clothing</u>		<u>\$3,447.65</u>

~~650-8410-723~~  
640

FROM Total:	<b>\$3,447.65</b>
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**Purpose for Request:**

Within the Collin County Child Protective Services Budget, transferring funds from one line-item to another to cover the budget shortfall.


  
 \_\_\_\_\_ **CPS BOARD TREASURER**  
 Elected Official / Department Head