



## CHILDREN'S TRUST REGULAR MEETING AGENDA

April 25, 2022 at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

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### Call to Order

Chair Dr. Margarita Labarta called the meeting to order at 4:00 PM.

### Roll Call

#### PRESENT

Chair Maggie Labarta

Vice Chair Tina Certain

Treasurer Lee Pinkoson

Member Shane Andrew – arrived 4:08

Member Karen Cole-Smith

Member Ken Cornell

Member Nancy Hardt

Member Susan Miller-Jones – participated virtually

Member Patricia Snyder

Member Cheryl Twombly

### Agenda Review, Revision and Approval

Approval of the agenda also approves all of the items on the consent agenda.

### Consent Agenda

Vice Chair Certain requested to bring Item 5 to the regular agenda for discussion.

**Motion to approve the Agenda and Consent Agenda with modifications by Member Cornell, Seconded by Member Pinkoson.**

Motion was unanimously approved by voice vote.

1. Board Attendance YTD
2. 3.4.22 Emergency Meeting Minutes
3. 3.14.22 Regular Board Meeting Minutes
4. 3.31.22 Data Technical Advisory Committee Minutes
5. 4.11.22 Regular Board Meeting Minutes

This item was discussed to clarify language regarding the quorum requirements in order for the CTAC Board to take action.

**Motion to accept these minutes as modified made by Vice Chair Certain, Seconded by Member Cornell.**

Motion was unanimously approved by voice vote.

6. Board Meeting Evaluation - Survey Results from 4.11.22
7. Checks & Expenditures Report March 2022
8. 2nd Quarter Financial Report FY22

**General Public Comments**

**Chair's Report**

To ensure a quorum at future meetings, Chair Labarta requested that members inform staff if they will be unable to attend a scheduled meeting.

After testing with staff and colleagues, Chair Labarta recommended the Meeting OWL Pro to improve the CTAC's audio/visual options.

**Member Pinkoson moved to direct staff to purchase the OWL for \$1,000, Seconded by Vice Chair Certain.**

Member Snyder reminded the board of the importance of community listening.

Motion was unanimously approved by voice vote.

Board Members discussed ending the option for the public to provide public comment via Zoom or phone. In addition to commenting in person, they discussed a written comment option.

**Member Cornell moved that staff communicate to the public a process where they can provide written feedback, that will then be shared with board members prior to a public board meeting. Seconded by Vice Chair Certain.**

Motion was unanimously approved by voice vote.

9. Executive Director Search

Chair Labarta reported that the one responsive executive search firm would cost at least \$28-30K to assist with our search for a new Executive Director. However, the Alachua County HR and James Moore & Co. HR are happy to assist with the search for \$82/\$250 per hour respectively. Chair Labarta reported that the Board could shortlist as a group at a publicly noticed meeting or she offered to prescreen candidates with the assistance of Ms. Akpan and Ms. Howard.

The ED job description has been edited and informed by a survey of around 150 community members, stakeholders, consumers, providers, board, and staff to obtain input about the qualities and qualifications of the next Executive Director.

**Motion made by Member Pinkoson, Seconded by Member Cornell to approve the Executive Director job description, the ED search process, and to request that the Chair, Ms. Akpan, and Ms. Howard choose the top 3-5 candidates.**

Motion was unanimously approved by voice vote.

10. Acting Executive Director Contract

**Motion made by Member Pinkoson, Seconded by Member Cornell to approve the Acting ED Contract.**

Motion was unanimously approved by voice vote.

This contract is made with Ms. Kristy Goldwire, AED, and Director of Program Operations.

11. Board Meeting Schedule Proposal

**Motion made by Member Pinkoson, Seconded by Member Cornell to approve the proposed meeting schedule.**

Motion was unanimously approved by voice vote.

This will increase the number of public meetings from once to twice per month through August this year.

12. Zoom and YouTube – Attendance Discussion

This item was discussed prior to Item 9.

### **Executive Director's Report**

The ED requested clarification on the decision of the board regarding virtual attendance, and how that would affect their individual member status.

Atty Swain discussed the CTAC bylaws, where it mentions that if a gubernatorially appointed board member misses five meetings in a year, or three meetings in a row, CTAC can ask the FL Governor to appoint a new member. This is not defined in the FL Statutes.

After discussion, the consensus of the board was that virtual attendance would be counted as participation. However, virtual attendees would not have the power to vote, unless the physically present board members voted and declared “extraordinary circumstances” (e.g., hospitalization or pandemic).

### **Committee Updates**

13. Strategic Planning Steering Committee Update

Dr. Catherine Raymond has agreed to assist as a high-level consultant. She recommended the CTAC carry out a community listening project. The committee will put together a scope of work and an RFP for board approval.

### **Old Business**

14. Capacity Building Funds for Enrichment Providers ITN 2022-04 (Belita James)

Belita James, Contract Manager, reported that CTAC received three applications for this ITN. After evaluation, two were recommended for funding, Motiv8u and New Technology Made Simple. T. Mushell Cares was not recommended for funding.

Chair Labarta suggested staff survey providers who attended YDCBC training sessions but did not apply for funding to find out why.

**Motion made by Member Cornell, Seconded by Vice Chair Certain to authorize the Executive Director to negotiate and execute contracts with the two recommended providers.**

Motion was unanimously approved by voice vote.

15. Summer Camp and Enrichment Services RFP 2022-03 Update (Deon Carruthers)

**Motion made by Member Cornell, Seconded by Vice Chair Certain to accept the report.**

Motion was unanimously approved by voice vote.

Chair Labarta suggested staff make future bidder's conferences mandatory for all applicants.

#### **New Business**

16. Afterschool Program Extension and Renewal (Bonnie Wagner)

The board discussed the issue of attendance and how to monitor the programs to ensure they progress in each category.

**Motion made by Member Cornell, Seconded by Vice Chair Certain to authorize the Executive Director to initiate contract extensions and renewals for the following afterschool programs: Aces in Motion, Boys and Girls Club, Deeper Purpose, Gainesville Circus, Girls Place, and Kids Count; have each provide an overview to the board in June 2022 regarding their seven performance measures; for staff to communicate expectations to advance one category from first mid-year to second year with staff to offer consultation sessions to assist these providers; for staff to work with organizations to analyze attendance issues, realistic goals, and performance data .**

Motion was unanimously approved by voice vote.

#### **Board Member Comments**

**Motion made by Vice Chair Certain, Seconded by Member Pinkoson to authorize the Executive Director to arrange a meeting with Todd at the County to discuss service cost analysis and upgrading software systems.**

Motion was unanimously approved by voice vote.

**Motion made by Vice Chair Certain, Seconded by Member Cornell to authorize the ED to include two additional finance positions in the FY23 Budget.**

Motion was unanimously approved by voice vote.

**Member Pinkoson moved that staff inform the board of unexpended dollars from contracted providers. Seconded by Vice Chair Certain.**

Motion was unanimously approved by voice vote.

**Next Meeting Dates**

Regular Meeting - Monday, May 9, 2022 @ 4:00 PM  
ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

Regular Meeting - Monday, May 23, 2022 @ 4:00 PM  
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601

**Adjournment**

**Chair Dr. Margarita Labarta adjourned the meeting at 6:22 PM.**



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## CHILDREN'S TRUST MEETING MINUTES

April 25, 2022 at 4:00 PM

Children's Trust Offices, 802 NW 5<sup>th</sup> Ave, Gainesville, FL 32601

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### Signature Page

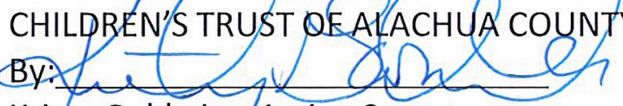
Approval of Meeting Minutes

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Children's Trust of Alachua County, held on the 25th day of April, 2022.

I further certify that the meeting was duly called and held and that a quorum was present.

CHILDREN'S TRUST OF ALACHUA COUNTY  
By:   
Dr. Margarita Labarta, Chair

CHILDREN'S TRUST OF ALACHUA COUNTY  
By:   
Kristy Goldwire, Acting Secretary

Please provide your signature to confirm these minutes are a true representation of the CTAC meeting on April 25, 2022, as approved by the Board on May 9, 2022.