



## CHILDREN'S TRUST REGULAR MEETING AGENDA

October 10, 2022 at 4:00 PM

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

---

### Call to Order

### Roll Call

### Agenda Review, Revision and Approval

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

### Consent Agenda

1. [Board Attendance YTD](#)
2. [Board Meeting Evaluation - Survey Results from 9.26.22](#)
3. [Programmatic Award and Expense Report](#)
4. [4th Quarter Financial Report Memo to the BoCC](#)
5. [September 2022 Checks and Expenditures Report](#)
6. [4th Quarter FY22 Budget Review](#)
7. [Interlocal Agreement Between the Children's Trust of Alachua County and the Board of County Commissioners](#)
8. [Agreement with James Moore & Co for Outsourced Human Resource Services](#)
9. [Agreement with Level Up Impact, LLC](#)

### General Public Comments

### Chair's Report

### Executive Director's Report

10. [Executive Director's Report 10.10.22](#)

### Committee Updates

11. [Listening Project \(Bonnie Wagner\)](#)

### Presentations

12. [Gainesville For All Operational and Funding Plan Update on Gainesville Empowerment Zone \(GEZ\) Family Learning Center \(Mia Jones\)](#)

## **Old Business**

## **New Business**

13. [Recommendation to accept a Pritzker Children's Initiative Funding Opportunity \(Mia Jones\)](#)

## **Board Member Comments**

## **For Your Information**

Items in this section are for informational purposes only and do not require any action by the Trust.

## **Next Meeting Dates**

Regular Meeting - Monday, November 14, 2022 @ 4:00 PM  
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601

Regular Meeting - Monday, December 12, 2022 @ 4:00 PM  
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601

## **Adjournment**

## **Virtual Meeting Information**

View or listen to the meeting: [https://www.youtube.com/channel/UCpYNq\\_GkjCo9FQo3qR5-Sow](https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-Sow)  
Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>.

## **Guidelines for Public Comments**

Public comments can be made in person at Children's Trust Board Meetings. We will no longer take comments by Zoom or by phone. If you would like to submit a written comment or a written transcript of your public comment before or after the meeting, these will be provided to Board Members prior to the next Board Meeting.

Any member of the public wishing to be heard either under the agenda section "General Public Comments" or on a specific agenda item shall approach the podium at the appropriate time.

Members of the public recognized by the Chair will have three (3) minutes to speak on a single subject matter. If an individual seeks to be heard on more than one agenda item, the Chair shall determine the amount of time allotted to the speaker. However, such time shall not exceed ten (10) minutes without the approval of the Board or Committee. The Clerk of the Trust is the official timekeeper.

Public members may not share or transfer all or part of their allotted time to any other person or agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board or Committee on the same subject, the Board Chair may limit repeat comments at the Board meeting by the same speaker.

**File Attachments for Item:**

1. Board Attendance YTD

## 2022 Board Member Attendance

Item 1.

Regular Meetings	1/10/2022	2/14/2022	3/14/2022	4/11/2022	4/25/2022	5/9/2022	5/23/2022	6/13/2022	6/27/2022	7/11/2022	7/25/2022	8/8/2022	8/15/2022	8/22/2022	9/12/2022	9/26/2022	10/10/2022	11/14/2022	12/12/2022
Labarta	P	P	P	P	P	P	P	P	P	P	P	P	cancelled	P	P	P			
Certain	P	P	P	P	P	P	absent	P	P	P	P	P	cancelled	P	P	P			
Pinkoson	P	P	P	V	P	P	P	P	P	P	P	P	cancelled	P	absent	P			
Andrew	N/A	N/A	N/A	P	P	P	P	P	P	absent	P	P	cancelled	P	P	absent			
Cole-Smith	P	P	V	V	P	V	P	P	P	P	P	P	cancelled	V	P	P			
Cornell	P	P	P	P	P	P	P	P	P	P	P	P	cancelled	P	P	P			
Ferrero	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P	absent	P	P	P	cancelled	P	absent	P			
Hardt	P	P	P	P	P	V	absent	V	V	absent	V	V	cancelled	V	V	V			
Miller-Jones	N/A	P	absent	absent	V	absent	absent	N/A	N/A	N/A	N/A	N/A	cancelled	N/A	N/A	N/A			
Simon	P	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	cancelled	N/A	N/A	N/A			
Snyder	P	P	P	absent	P	P	P	P	P	P	V	P	cancelled	P	P	P			
Twombly	P	P	P	V	P	P	P	V	V	P	P	P	cancelled	P	P	V			

Special Meetings	Board Retreat 2/23/2022	Emergency Meeting 3/4/2022	ED Interviews 7/26/2022	First TRIM FY2023 9/12/2022	Final TRIM FY2023 9/26/2022
Labarta	P	P	P	P	P
Certain	P	P	P	P	P
Pinkoson	P	P	V	absent	P
Andrew	N/A	N/A	P	P	absent
Cole-Smith	P	V	P	P	P
Cornell	P	P	P	P	P
Ferrero	N/A	N/A	P	P	P
Hardt	P	P	V	V	V
Miller-Jones	absent	V	N/A	N/A	N/A
Simon	P	N/A	N/A	N/A	N/A
Snyder	P	P	V	P	P
Twombly	P	V	P	P	V

V = Virtual Attendance  
P = Physical Attendance



**File Attachments for Item:**

2. Board Meeting Evaluation - Survey Results from 9.26.22



### Summary of Board Meeting Evaluation Surveys

Per Board Policy 1.15, each meeting Board members will have the opportunity to evaluate the effectiveness and efficiency of meetings and provide suggestions on how to improve and best use time during Board meetings. The following is a summary of the input Board members provided for review by the Board, CTAC staff, and members of the public regarding the most recent Board meeting.

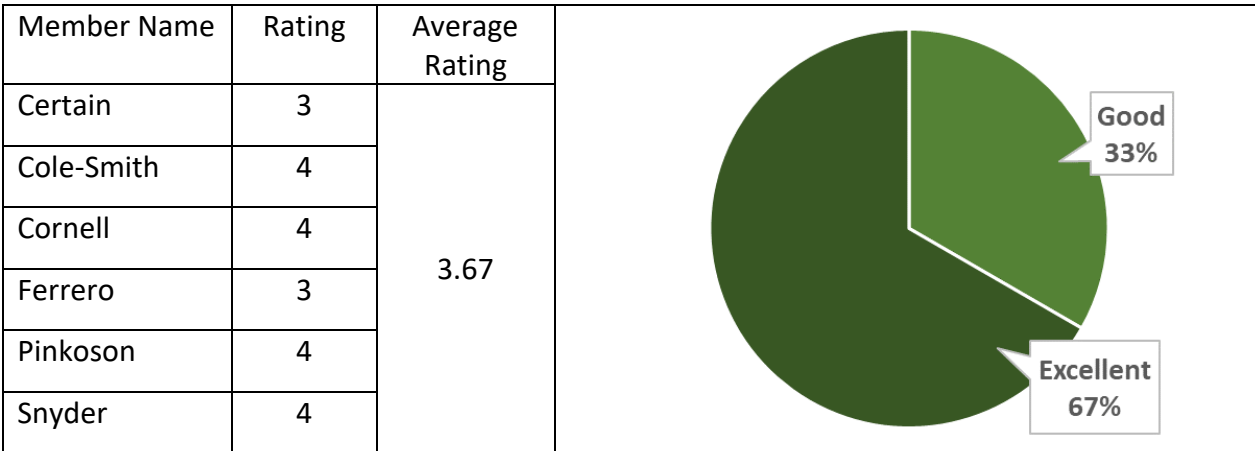
<b><u>Date of Meeting:</u></b>	<b>September 26, 2022</b>
<b><u>Completion Rate:</u></b>	<b>60% of Board members completed (6 of 10)</b>

### Evaluation of Meeting Components:

Board members rate effectiveness and efficiency of four components from 1 to 4. Ratings signify 1 = “poor”, 2 = “fair”, 3 = “good”, and 4 = “excellent”. Meeting components received favorable ratings of “good” or “excellent”. The *Materials Provided*, *Meeting Facilitation*, and *CTAC Staff* received higher than average ratings and *Presentations* received a rating equal to the average thus far. Member Cornell and Certain indicated they would like to receive presentation materials in advance of the meeting. Positive feedback was received on the presentations and staff being prepared to address questions received.

Meeting Component				
Date of Meeting	Materials Provided	Meeting Facilitation	CTAC Staff	Presentations
September 26, 2022	3.67 ↑	4.00 ↑	4.00 ↑	3.67
Average Rating (January – August)	3.62	3.75	3.79	3.67

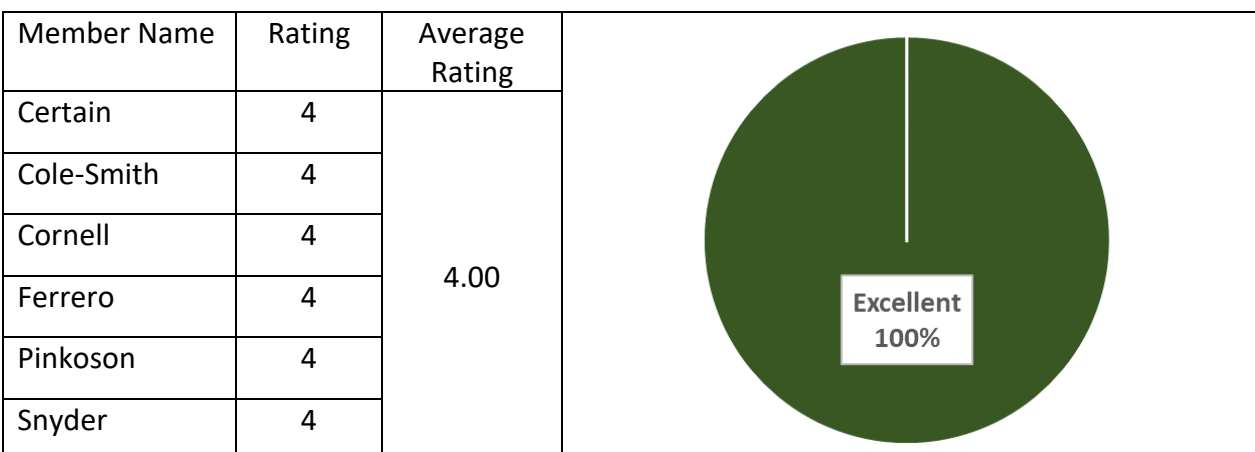
**Materials Provided** (The Board packet was received in a timely fashion and provided the information needed to prepare for the meeting)



**Comments:**

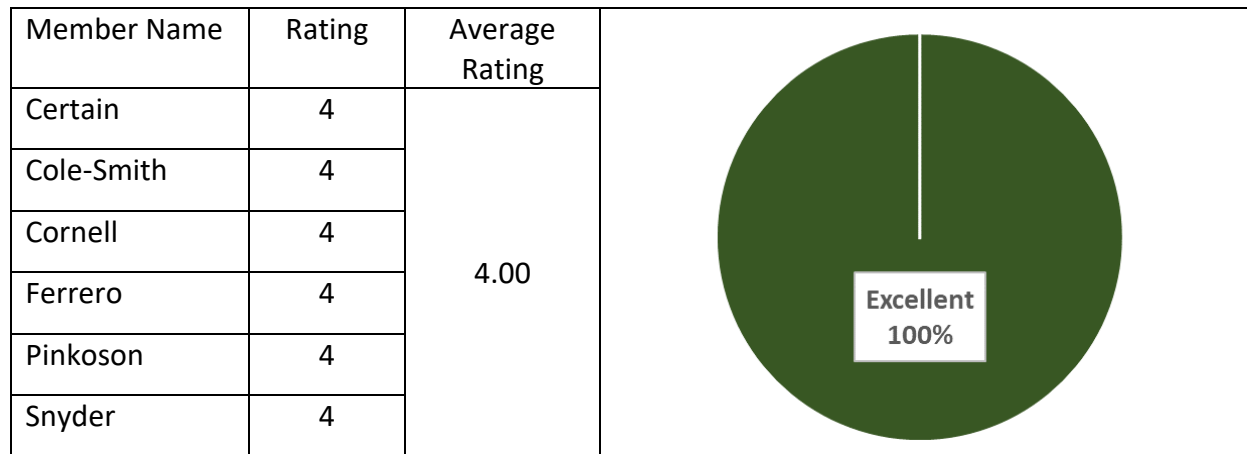
- Please provide the presentation with the Board back-up. I realize this is difficult in advance but hopefully it could be provided at the meeting. (Data Policy) (BLI) (Strategies Survey Results). (Cornell).
- Please email presentations prior to meetings. I had notebook but not 1 summer program. (Certain).

**Meeting Facilitation** (The Chair ensured Board members and members of the public who wanted to speak had the opportunity to be heard)



**Comments:** None Received.

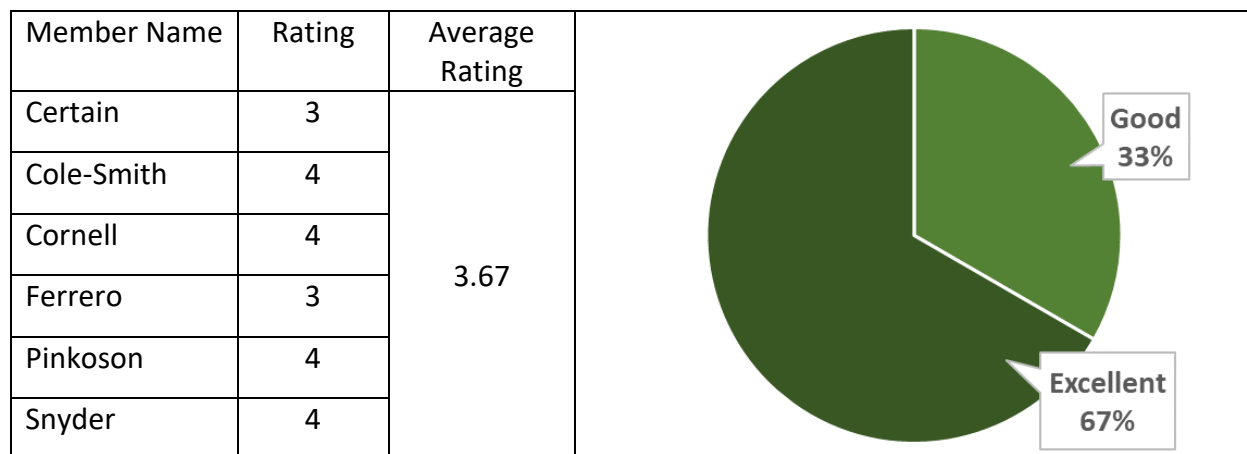
**CTAC Staff** (CTAC staff were knowledgeable on their agenda items and prepared to address questions, or provide a plan for follow-up)



**Comments:**

- Staff is always prepared as subject matter experts. (Cornell).

**Presentations** (Presentations were helpful in providing information on programs and policies to guide decision-making and allow for input and transparency)



**Comments:**

- See comment under materials. (Certain).
- Liked the detailed reports. (Cole-Smith).
- See comment above. Thank you for providing the presentation for the summer programming. (Cornell).

Finally, Board members were able to provide general comments on the meeting overall as well as topics they'd like to see addressed on future agendas. Members expressed appreciation for staff (Kristy) and the presentations provided.

In terms of future presentations, Board member Cole-Smith again indicated that she like to see technology issues placed on a future agenda.

**General Comments:**

- Thank you, Kristy! (Cornell).
- Thank you for the presentations on the summer programs, BLI, and data collection report. (Snyder).

**Are there any items, presentations, or other information you would like placed on a future Board agenda?**

- How we can do more in the area of technology in our efforts to continue to bridge the digital divide. (Cole-Smith).

**File Attachments for Item:**

3. Programmatic Award and Expense Report

**Item:**

Programmatic Award and Expense Report

**Requested Action:**

The Trust is asked to receive the report.

**Background**

Upon request of Board Members, Provide monthly report of Programmatic funding by Goal. The report should include initial awarded amount and YTD expenses. The report may be under the consent agenda subject to being removed for further discussion.”

**Attachments**

Program Funding and Expense Report

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Receive the Report

**GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY**

\$	687,706	\$	687,706	\$	332,077	\$
----	---------	----	---------	----	---------	----

**STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
MATERNAL FAMILY PARTNER	Healthy Start of North Central Florida, Inc.	\$ 75,000	\$ 75,000	\$ 29,097	\$ 45,903
NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$ 400,000	\$ 400,000	\$ 224,656	\$ 175,344

**STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
REACH COMMUNITY COUNSELING SERVICES FOR ADOLESCENT GIRLS	PACE Center for Girls Inc.	\$ 75,000	\$ 75,000	\$ 26,696	\$ 48,304
YOUTH MENTAL HEALTH SUPPORT DURING AFTER-SCHOOL AND SUMMER PROGRAMMING	Partners in Adolescent Lifestyle Support (PALS) THRIVE (A University of Florida Health Program) Shands Teaching Hospital	\$ 75,000	\$ 75,000	\$ 27,897	\$ 47,103

**STRATEGY 1.3 SUPPORT PHYSICAL HEALTH**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
WELLNESS COORINATOR @ HOWARD BISHOP MS *	Children's Home Society of Florida	\$ 62,706	\$ 62,706	\$ 23,730	\$ 38,976

**STRATEGY 1.4 IMPROVE FOOD SECURITY**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
----------------	---------------	------------------------	-----------------------	-----------------	-------------------------

**GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL**

\$	4,950,567	\$	4,502,076	\$	2,796,311	\$	1,445,765
----	-----------	----	-----------	----	-----------	----	-----------

**STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
TRANSFORMATIVE PROFESSIONAL DEVELOPMENT	Early Learning Coalition of Alachua County	\$ 248,026	\$ 248,026	\$ 135,372	\$ 112,654
V'LOCITY MASTER CLASS SERIES	Business Leadership Institute for Early Learning	\$ 90,000	\$ 95,500	\$ 91,900	\$ 3,600
ACCREDITATION ACADEMY	Multiple	\$ 300,000	TBD	\$ -	\$ -
PROFESSIONAL DEVELOPMENT REGISTRY	The Children's Forum	\$ 34,650	\$ 34,650	\$ 31,763	\$ 2,888
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Alachua County Board of County Commissioners	\$ 8,125	\$ 9,251	\$ -	\$ 9,251
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Boys and Girls Club of NE Florida	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Traveling Arts Camp	\$ 23,626	\$ 22,736	\$ 20,317	\$ 2,419
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Gainesville Circus Center	\$ 16,974	\$ 16,974	\$ 16,960	\$ 14
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Gainesville Area Tennis Association (Aces in Motion)	\$ 37,850	\$ 37,850	\$ 30,350	\$ 7,500
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Kids Count in Alachua County, Inc.	\$ 30,586	\$ 30,350	\$ 17,493	\$ 12,857
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Girls Place, Inc.	\$ 31,800	\$ 31,000	\$ 19,188	\$ 11,812
ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS	TBD	\$ 97,119		TBD	
ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS	Motiv8U	\$ 8,723	\$ 8,723	\$ 2,500	\$ 6,223
ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS	New Technology Made Simple Now Inc	\$ 14,158	\$ 14,158	\$ 2,850	\$ 11,308
PHILANTHROPY HUB	Community Foundation of North Central Florida	\$ 8,500	\$ 8,500	\$ 8,500	\$ -

**STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	TBD	\$ 1,980		\$ -	\$ -
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Alachua County Board of Commisioners	\$ 85,400	\$ 85,400	\$ 11,500	\$ 73,900
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	A-Team Consulting & Training	\$ 24,992	\$ 24,992	\$ 21,373	\$ 3,619
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Boys & Girls Club of NE Florida	\$ 134,042	\$ 134,042	\$ 73,801	\$ 60,241
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Cade Museum for Creativity	\$ 16,268	\$ 16,268	\$ 11,689	\$ 4,579
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Child Advocacy Center Enrichment	\$ 10,500	\$ 10,500	\$ 3,500	\$ 7,000
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	City of Alachua	\$ 66,665	\$ 66,665	\$ 29,676	\$ 36,989
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Community Impact Corporation	\$ 138,575	\$ 138,575	\$ 123,978	\$ 14,597



APPENDIX A - PROGRAM FUNDING

SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Cultural Arts Coalition	\$	28,200	\$	28,200	\$	23,556	\$	Item 3.
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Cultural Arts Coalition Enrichment	\$	14,544	\$	14,544	\$	14,544	\$	-
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Deeper Purpose	\$	91,500	\$	91,500	\$	83,850	\$	7,650
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Empowerment Consultants & Associates	\$	12,253	\$	12,253	\$	2,726	\$	9,527
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Florida Musuem of Natural History Enrichment	\$	22,080	\$	22,080	\$	17,040	\$	5,040
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Gainesville Area Community Tennis ACES in Motion	\$	66,925	\$	66,925	\$	60,772	\$	6,153
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Gainesville Chamber Orchestra Enrichment	\$	7,500	\$	7,500	\$	-	\$	7,500
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Gainesville Circus Center	\$	25,200	\$	25,200	\$	24,778	\$	422
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Girls Place	\$	89,950	\$	89,950	\$	51,877	\$	38,073
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Good News Arts	\$	157,220	\$	157,220	\$	113,008	\$	44,212
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Greater Duval Neighborhood Association	\$	49,709	\$	49,709	\$	46,159	\$	3,550
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Just for Us	\$	33,000	\$	33,000	\$	31,840	\$	1,160
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	I AM STEM	\$	163,075	\$	163,075	\$	160,980	\$	2,095
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Kids Count in Alachua County	\$	32,700	\$	32,700	\$	1,730	\$	30,970
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Motiv8U Enrichment	\$	45,000	\$	45,000	\$	32,550	\$	12,450
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	North Central YMCA	\$	189,812	\$	189,812	\$	66,042	\$	123,770
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Santa Fe College	\$	40,708	\$	40,708	\$	34,988	\$	5,720
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	St Barbara CFC Ministries	\$	62,600	\$	62,600	\$	50,435	\$	12,165
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Star Center Children's Theater	\$	93,675	\$	93,675	\$	25,879	\$	67,796
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Traveling Art Camp	\$	169,505	\$	169,505	\$	141,058	\$	28,447
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	Underground Kitchen Enrichment	\$	66,322	\$	66,322	\$	49,636	\$	16,686
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	University of Florida CROP	\$	47,860	\$	47,860	\$		\$	47,860
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	University of Florida Incugator	\$	12,240	\$	12,240	\$	1,143	\$	11,097
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Area Tennis Association (Aces in Motion)	\$	188,443	\$	188,443	\$	180,158	\$	8,285
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Kids Count in Alachua County, Inc.	\$	143,025	\$	143,025	\$	114,451	\$	28,574
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Boys and Girls Club of Alachua County	\$	142,569	\$	142,569	\$	103,700	\$	38,869
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Girls Place, Inc.	\$	120,238	\$	120,238	\$	45,100	\$	75,138
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Circus Center	\$	95,539	\$	95,539	\$	95,539	\$	-
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Deeper Purpose Community Church, Inc.	\$	72,175	\$	72,175	\$	65,790	\$	6,385
AFTERSCHOOL PROGRAMMING (CONTRACT EXTENSION JUNE - SEPTEMBER)	TBD	\$	260,000	\$	260,000	\$	TBD	\$	-
SUMMER PROGRAMMING (FREEDOM SCHOOL)	UF - College of Education Collaborative for Equity in Education	\$	60,000	\$	60,000	\$	49,315	\$	10,685

STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS

PROGRAM	AGENCY	Current Funding	Under Contract	Expensed	Remaining Budget
DOLLY PARTON IMAGINATION LIBRARY	Gainesville Thrive	\$ 14,000	\$ 14,000	\$ 9,420	\$ 4,580
THE BRIDGE COMMUNITY CENTER LITERACY PROGRAM	Vineyard Christian Fellowship of Gainesville, FL	\$ 42,690	\$ 42,688	\$ 39,945	\$ 2,743
OPERATION FULL STEAM*	Cade Museum	\$ 33,959	\$ 33,959	\$ 20,677	\$ 13,282

STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS

PROGRAM	AGENCY	Current Funding	Under Contract	Expensed	Remaining Budget
---------	--------	-----------------	----------------	----------	------------------

STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION

PROGRAM	AGENCY	Current Funding	Under Contract	Expensed	Remaining Budget
TEENSWORK ALACHUA	MINORITY BUSINESS LISTINGS, INC.	\$ 125,000	\$ 125,000	\$ 93,778	\$ 31,222
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 125,000	\$ 125,000	\$ 11,941	\$ 113,059
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 250,000	\$ 222,455	\$ 15,664	\$ 206,791
TEENSWORK ALACHUA	CAI	\$ 250,000	\$ 223,455	\$ 192,879	\$ 30,576
NEW TECH NOW STEZAM ENGINE PROGRAM	New Technology Made Simple Now Inc	\$ 47,792	\$ 47,792	\$ 40,653	\$ 7,139

GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS	\$ 486,589	\$ 484,138	\$ 123,521	\$ 360,617
---	------------	------------	------------	------------

STRATEGY 3.1 SUPPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES

PROGRAM	AGENCY	Current Funding	Under Contract	Expensed	Remaining Budget
---------	--------	-----------------	----------------	----------	------------------

RFP 2021-07 HELP ME GROW ALACHUA  
FAMILY RESOURCE CENTERS/COMMUNITY NAVIGATORS

Children's Home Society of Florida  
Partnership for Strong Families

\$ 220,000 \$ 219,999 \$ 12,250 \$  
\$ 191,589 \$ 189,139 \$ 70,066 \$

Item 3.

119,073

## STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
PROJECT YOUTH BUILD PARENTING PROGRAM	FL Institute for Workforce Innovation, Inc. d/b/a Project YouthBuild	\$ 75,000	\$ 75,000	\$ 41,205	\$ 33,795
<b>GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY</b>		<b>\$ 57,054</b>	<b>\$ 57,054</b>	<b>\$ 39,052</b>	<b>\$ 18,002</b>

## STRATEGY 4.1 SUPPPORT INJURY PREVENTION

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
			\$ -	\$ -	\$ -

## STRATEGY 4.2 SUPPPORT INITIATIVES THAT PREVENT DELINQUENCY /TRUANCY

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
BIG BROTHERS BIG SISTERS OF ALACHUA COUNTY	Big Brothers Big Sisters of Tampa Bay, Inc.	\$ 29,554	\$ 29,554	\$ 23,720	\$ 5,834

## STRATEGY 4.3 SUPPPORT VIOLENCE PREVENTION INITIATIVES

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
PEACEFUL PATHS INCREASING SERVICE VOLUME	Peaceful Paths, Inc.	\$ 27,500	\$ 27,500	\$ 15,332	\$ 12,168

## COMMUNITY ENGAGEMENT

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
<b>SPONSORSHIPS</b>		<b>\$ 25,000</b>		<b>\$ 14,160</b>	<b>\$ 990</b>

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
42ND ANNUAL 5TH AVE ARTS FESTIVAL	CULTURAL ARTS COALITION	\$ 25,000	\$ 400	\$ -	\$ 990
CELEBRATE THE CHILD EVENT	ALACHUA COUNTY CHILD ABUSE PREVENTION TASK FORCE UF		\$ 1,000	\$ 1,000	
BALANCE 180	BALANCE 180 GYMNASTICS & SPORTS ACADEMY		\$ 260	\$ 260	
TEACH ME TO DANCE	BLSSD FUTURE		\$ 1,500	\$ 1,500	
CHILDRENS WEEK EVENT	CHILDRENS FORUM		\$ 1,000	\$ 1,000	
DANCE MARATHON	CHILDRENS MIRACLE NETWORK SHANDS TEACHING HOSPITAL		\$ 2,000	\$ 2,000	
FATHERHOOD SUMMIT A CALL TO ACTION	COMMUNITY IMPACT CORP		\$ 2,000	\$ 2,000	
STOP THE VIOLENCE EVENT JULY 30	COMMUNITY IMPACT CORP		\$ 2,000	\$ 2,000	
BACK TO SCHOOL EVENT	EARLY LEARNING CENTER		\$ 1,000	\$ 1,000	
WILD READING SAFARI	EPISCOPAL CHILDRENS SERVICES		\$ 1,500	\$ 1,500	
BACK TO SCHOOL EVENT	HIGH SPRINGS CHAMBER		\$ 1,500	\$ 1,500	
SAFE KIDS EVENT	JUST BETWEEN FRIENDS		\$ 250	\$ 250	
ART FOR KIDS	NEW TECHNOLOGY MADE SIMPLE NOW		\$ 1,000	\$ 1,000	
FAMILY HEALTH & FITNESS DAY	PREMIER MOM'S		\$ 300	\$ 300	
COATS FOR KIDS	SOAR MENTORING		\$ 300	\$ 300	
VISIT UF TOURS JUNE 8	UF FOUNDATION		\$ 2,000	\$ 2,000	
READING PALS PROGRAM	UNITED WAY OF NCF		\$ 500	\$ 500	
SPRING FIELD DAY EVENT	VINEYARD		\$ 2,000	\$ 2,000	
EAST GAINESVILLE BBQ EVENT	SOAR MENTORING		\$ 1,500	\$ 1,500	
4TH ANNUAL AVIATION ACADEMY	100 BLACK MEN OF GREATER FLORIDA		\$ 2,000	\$ 2,000	

Items in red not included in original annual budget.

REIMAGINE GAINESVILLE \$ 50,000 \$ 50,000 \$ 50,000 \$ -  
MATCH (\* executed agreements under corresponding goal) \$ 200,000 \$ 96,665 \$ 44,407 \$ 163,335

Item 3.

FY 22 BUDGETED GRANTS AND AID	\$	5,014,315					
FY22 PROGRAM FUNDING BOARD APPROVED	\$	6,360,251	\$	5,795,134	\$	3,399,528	\$ 2,284,339
(+/-)	\$	(1,345,936)	\$	(780,819)	\$	1,614,787	\$ 2,729,976

Updated 09.26.2022

**File Attachments for Item:**

4. 4th Quarter Financial Report Memo to the BoCC

**Item:**

4th Quarter Financial Report FY22 to the Alachua County Board of County Commissioners

**Requested Action:**

The Trust is asked to 1) approve the report, and 2) authorize the Chair to transmit the report to the Alachua County Board of County Commissioners.

**Background**

Pursuant to Florida Statute 125.901(3)(f) and Alachua County Board of County Commissioners Ordinance 26.04 (5)(f), the Children's Trust of Alachua County is required to present to the Alachua County Board of County Commissioners a report that lists the expenditures, receipts, statement of funds on hand invested or deposited with a qualified public depository, and total administrative costs for the quarter annual period.

A summary for the 2nd Quarter is as follows:

1) Expenditures:	\$ 5,044,849.41
2) Receipts:	\$ 8,362,373.98
3) Statement of Funds on Hand:	\$ 13,003,820.39
4) Total Administrative Costs:	\$ 986,182.70

**Attachments**

Transmittal Memo

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Staff recommends approval



**TO:** MARIHELEN WHEELER, CHAIR  
ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

**FROM:** DR. MARGARITA LABARTA, CHAIR  
CHILDREN'S TRUST OF ALACHUA COUNTY

**SUBJECT:** 4th QUARTER FINANCIAL REPORT

**DATE:** October 3, 2022

Pursuant to Florida Statute 125.901(3)(f) and Alachua County Board of County Commissioners Ordinance 26.04 (5)(f), the Children's Trust of Alachua County presents to the Alachua County Board of County Commissioners its FY 2022 4th Quarter Financial Report for the period ending 09/30/2022.

The report includes the total expenditures, receipts, statement of funds on hand, invested or deposited with a qualified public depository and total administrative costs for the quarter annual period.

A summary for the 2nd Quarter is as follows:

1) Expenditures:	\$ 5,044,948.41
2) Receipts:	\$ 8,362,373.98
3) Statement of Funds on Hand:	\$ 13,003,820.39
4) Total Administrative Costs:	\$ 986,182.70

CC: Michele Lieberman, County Manager  
Alachua County Board of County Commissioners  
Children's Trust of Alachua County Board  
Kristy Goldwire, Acting Executive Director, Children's Trust of Alachua County  
Carr, Riggs, and Ingram, Accountants for the Children's Trust of Alachua County

**File Attachments for Item:**

5. September 2022 Checks and Expenditures Report

**Item:**

September 2022 Checks and Expenditures Report

**Requested Action:**

The Trust is asked to receive the report.

**Background**

Resolution 2020-2 requires that "All checks for expenditures or contracts which have not been expressly approved by the Trust shall be reported to the Trust on a monthly basis. The report may be under the consent agenda subject to being removed for further discussion."

**Attachments**

September 2022 Bank Activity Report

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Receive the Report



Children's Trust of Ala Cty LIVE

# Bank Account Activity Report

Reconciled & Un-Reconciled  
From Date: 09/01/2022 - To Date: 09/30/2022

Item 5.

Bank	Bank Account							
Bank of America	Concentration Account							
	Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
	.							
	No Transactions Exist							
	Returned Checks:	Date	Payer	Check Number				Amount
	.							
	No Transactions Exist							

Children's Trust of Ala Cty LIVE  
**Bank Account Activity Report**  
 Reconciled & Un-Reconciled  
 From Date: 09/01/2022 - To Date: 09/30/2022

Item 5.

Bank	Bank Account						
Bank of America	ZBA Accounts Payable						
Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
	Open	11032	09/09/2022		Accounts Payable	BOYS & GIRLS CLUBS OF NE FL, INC	10,000.00
	Open	11033	09/09/2022		Accounts Payable	CADE MUSEUM LABS INC	13,558.18
	Open	11034	09/09/2022		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	323.12
	Open	11035	09/09/2022		Accounts Payable	CULTURAL ARTS COALITION INC.	4,400.00
	Open	11037	09/09/2022		Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	11,250.00
	Open	11038	09/09/2022		Accounts Payable	Gainesville Thrives	2,061.69
	Open	11039	09/09/2022		Accounts Payable	I AM STEM	86,904.90
	Open	11040	09/09/2022		Accounts Payable	James Moore & Co P. L.	3,187.50
	Open	11041	09/09/2022		Accounts Payable	Splee LLC	1,250.00
	Open	11042	09/09/2022		Accounts Payable	University of Florida Board of Trustees	35,714.90
	Open	11043	09/16/2022		Accounts Payable	ALACHUA COUNTY BOCC	22,999.73
	Open	11044	09/16/2022		Accounts Payable	Ameris Bank	3,655.36
	Open	11045	09/16/2022		Accounts Payable	CADE MUSEUM LABS INC	7,118.67
	Open	11046	09/16/2022		Accounts Payable	Childrens Home Society of FL	8,351.38
	Open	11047	09/16/2022		Accounts Payable	First Florida Insurance Brokers LLC	2,419.30
	Open	11048	09/16/2022		Accounts Payable	Florida Blue Key a Florida Corporation	125.00
	Open	11049	09/16/2022		Accounts Payable	FLORIDA INSTITUTE FOR WORKFORCE INNOVATION, INC.	11,210.23
	Open	11050	09/16/2022		Accounts Payable	GIRLS PLACE, INC.	36,214.61
	Open	11051	09/16/2022		Accounts Payable	Goodwill Industries of North Florida	15,663.98
	Open	11052	09/16/2022		Accounts Payable	Minority Business Listings Inc	15,956.51
	Open	11053	09/16/2022		Accounts Payable	NEW TECHNOLOGY MADE SIMPLE NOW, INC.	1,000.00
	Open	11054	09/16/2022		Accounts Payable	OFFICE DEPOT	117.94
	Open	11055	09/16/2022		Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	1,565.12
	Open	11056	09/21/2022		Accounts Payable	ALACHUA COUNTY BOCC	5,000.00
	Open	11057	09/21/2022		Accounts Payable	Children's Forum	2,887.50
	Open	11058	09/21/2022		Accounts Payable	Community Impact Corporation, Karl Anderson	10,846.00
	Open	11059	09/21/2022		Accounts Payable	Episcopal Children's Services	1,500.00
	Open	11060	09/21/2022		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
	Open	11061	09/21/2022		Accounts Payable	GIRLS PLACE, INC.	21,236.00
	Open	11062	09/21/2022		Accounts Payable	Level Up Impact Group, LLC	687.50
	Open	11063	09/21/2022		Accounts Payable	Partnership for Strong Families	12,333.04
	Open	11064	09/21/2022		Accounts Payable	Randstad North America Inc. Spherion	934.40

User: Nicole Odom

Pages: 2 of 3

10/3/2022 3:28:34 PM

Children's Trust of Ala Cty LIVE  
**Bank Account Activity Report**  
 Reconciled & Un-Reconciled  
 From Date: 09/01/2022 - To Date: 09/30/2022

Item 5.

Bank	Bank Account					
.	Open	11065	09/21/2022	Accounts Payable	Staffing LLC VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC	4,742.84
	Open	11066	09/23/2022	Accounts Payable	Carr Riggs & Ingram	44,001.00
	Open	11067	09/23/2022	Accounts Payable	CE's Underground Kitchen	12,133.33
	Open	11068	09/23/2022	Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	32,108.01
	Open	11069	09/23/2022	Accounts Payable	GAINESVILLE REGIONAL UTILITIES	985.12
	Open	11070	09/23/2022	Accounts Payable	GIRLS PLACE, INC.	19,187.69
	Open	11071	09/23/2022	Accounts Payable	James Moore & Co P. L.	1,000.00
	Open	11072	09/23/2022	Accounts Payable	Larry Brown DBA Clubhouse Athletics	469.50
	Open	11073	09/23/2022	Accounts Payable	Minority Business Listings Inc	15,631.37
	Open	11074	09/23/2022	Accounts Payable	PACE CENTER FOR GIRLS INC	4,441.15
	Open	11075	09/23/2022	Accounts Payable	Prismatic Services Inc.	9,470.50
	Open	11076	09/23/2022	Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	934.40
	Open	11077	09/23/2022	Accounts Payable	STAR CENTER CHILDRENS THEATRE, INC.	25,879.12
						<hr/> \$522,156.59

Returned Checks:	Date	Payer	Check Number	Amount
.				
No Transactions Exist				

**File Attachments for Item:**

6. 4th Quarter FY22 Budget Review

**Item:**

4th Quarter Budget Review

**Requested Action:**

The Trust is asked to receive the 4th Quarter Budget Review

**Background**

Board Policy 3.50 requires that “the CTAC will perform quarterly reviews to determine if the budgetary plan is being followed and if budgetary expectations are being achieved. Any problems discovered in this process will be corrected at the appropriate level of budgetary control.”

**Attachments**

4th Quarter Budget Report

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Receive the Report

Children's Trust of Ala Cty LIVE

# Budget by Fund Category Report

09/30/2022

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
1 - Governmental Funds									
Revenue									
11 - General Fund									
31 - TAXES	\$8,249,047.00	\$0.00	\$8,249,047.00	\$2,958.93	\$0.00	\$8,262,482.06	(\$13,435.06)	100%	\$7,801,760.08
33 - Intergovernmental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
34 - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
36 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,584.75	(\$15,584.75)	+++	\$13,990.61
38 - Other Sources	\$0.00	\$953,251.00	\$953,251.00	\$0.00	\$0.00	\$0.00	\$953,251.00	0%	\$14,212.48
11 - General Fund Total:	\$8,249,047.00	\$953,251.00	\$9,202,298.00	\$2,958.93	\$0.00	\$8,278,066.81	\$924,231.19	90%	\$7,829,963.17
12 - Special Revenue Funds									
33 - Intergovernmental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$75,000.00
36 - Miscellaneous Revenue	\$83,333.00	\$0.00	\$83,333.00	\$0.00	\$0.00	\$83,974.31	(\$641.31)	101%	\$83,432.26
38 - Other Sources	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$38,667.00
12 - Special Revenue Funds Total:	\$133,333.00	\$0.00	\$133,333.00	\$0.00	\$0.00	\$83,974.31	\$49,358.69	63%	\$197,099.26
14 - Capital Project Funds									
36 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$332.86	(\$332.86)	+++	\$174.87
38 - Other Sources	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$750,000.00	(\$700,000.00)	1,500%	\$300,000.00
14 - Capital Project Funds Total:	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$750,332.86	(\$700,332.86)	1,501%	\$300,174.87
Revenue Totals	\$8,432,380.00	\$953,251.00	\$9,385,631.00	\$2,958.93	\$0.00	\$9,112,373.98	\$273,257.02	97%	\$8,327,237.30
Expense									
11 - General Fund									
10 - Personnel Services	\$961,135.00	\$0.00	\$961,135.00	\$0.00	\$0.00	\$757,367.72	\$203,767.28	79%	\$590,045.73
20 - Operating Expenses	\$1,111,145.00	\$53,251.00	\$1,164,396.00	\$84,009.83	\$41,094.54	\$885,550.99	\$237,750.47	80%	\$708,365.22
30 - Capital Outlay	\$0.00	\$93,599.00	\$93,599.00	\$0.00	\$18,861.00	\$68,893.00	\$5,845.00	94%	\$0.00
50 - Grants and Aid	\$5,014,315.00	\$900,000.00	\$5,914,315.00	\$408,301.86	\$2,095,487.83	\$3,246,110.30	\$572,716.87	90%	\$2,262,429.51
60 - Other Uses	\$1,162,452.00	(\$93,599.00)	\$1,068,853.00	\$0.00	\$0.00	\$750,000.00	\$318,853.00	70%	\$338,667.00
11 - General Fund Total:	\$8,249,047.00	\$953,251.00	\$9,202,298.00	\$492,311.69	\$2,155,443.37	\$5,707,922.01	\$1,338,932.62	85%	\$3,899,507.46
12 - Special Revenue Funds									
10 - Personnel Services	\$95,252.00	\$0.00	\$95,252.00	\$0.00	\$0.00	\$75,224.11	\$20,027.89	79%	\$59,372.57

Children's Trust of Ala Cty LIVE

# Budget by Fund Category Report

09/30/2022

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
1 - Governmental Funds									
Expense									
20 - Operating Expenses	\$38,081.00	\$0.00	\$38,081.00	\$792.68	\$314.40	\$11,703.29	\$26,063.31	32%	\$2,197.46
50 - Grants and Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,527.44
12 - Special Revenue Funds Total:	\$133,333.00	\$0.00	\$133,333.00	\$792.68	\$314.40	\$86,927.40	\$46,091.20	65%	\$77,097.47
14 - Capital Project Funds									
20 - Operating Expenses	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.00
30 - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
60 - Other Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
14 - Capital Project Funds Total:	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.00
Revenue Totals:	\$8,432,380.00	\$953,251.00	\$9,385,631.00	\$2,958.93	\$0.00	\$9,112,373.98	\$273,257.02	97%	\$8,327,237.30
Expenditure Totals:	\$8,432,380.00	\$953,251.00	\$9,385,631.00	\$493,104.37	\$2,155,757.77	\$5,794,849.41	\$1,435,023.82	85%	\$3,976,604.93
1 - Governmental Funds Net Totals:	\$0.00	\$0.00	\$0.00	(\$490,145.44)	(\$2,155,757.77)	\$3,317,524.57	(\$1,161,766.80)		\$4,350,632.37
Revenue Grand Totals:	\$8,432,380.00	\$953,251.00	\$9,385,631.00	\$2,958.93	\$0.00	\$9,112,373.98	\$273,257.02	97%	\$8,327,237.30
Expenditure Grand Totals:	\$8,432,380.00	\$953,251.00	\$9,385,631.00	\$493,104.37	\$2,155,757.77	\$5,794,849.41	\$1,435,023.82	85%	\$3,976,604.93
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$490,145.44)	(\$2,155,757.77)	\$3,317,524.57	(\$1,161,766.80)		\$4,350,632.37

**File Attachments for Item:**

7. Interlocal Agreement Between the Children's Trust of Alachua County and the Board of County Commissioners



**Item:**

Interlocal Agreement Between the Children's Trust of Alachua County and the Board of County Commissioners of Alachua County, Florida.

**Requested Action:**

The Trust is asked to approve the agreement and authorize the Chair to execute the agreement.

**Background:**

CTAC Board Policy Chapter 6.60,B,4 allows the CTAC to purchase services from other governmental units without a competitive solicitation. There are no changes to the contract, only a request to extend. CTAC Attorney, Bob Swain is drafting the extension for Board review.

**Attachments:**

1. Extension will be provided at the October 10<sup>th</sup> meeting
2. FY22 Interlocal Agreement Between the Children's Trust of Alachua County and the Board of County Commissioners of Alachua County, Florida

**Programmatic Impact:**

None

**Fiscal Impact:**

\$62,970.00 plus additional fees as incurred (from multiple accounts).

**Recommendation:**

Staff Recommends approval

# Children's Trust of Alachua County

Item 7.

**SHIP TO**  
802 NW 5th Avenue  
Suite 100  
Gainesville, FL 32601  
(352)374-1830

**BILL TO**  
P.O. Box 5669  
Gainesville, FL 32627  
(352)374-1830

**Blanket**  
**REPRINT PURCHASE ORDER**  
**NO. 2022-00000010**  
**DATE 10/14/2021**

**VENDOR 1012 ALACHUA COUNTY BOCC**

**CONTACT**  
ALACHUA COUNTY BOCC  
ATTN: FINANCE & ACCOUNTING  
12 SE FIRST STREET - 4TH FLOOR  
GAINESVILLE, FL 32601

**EXPIRATION DATE 09/30/2022**  
**SHIP VIA**  
**FREIGHT TERMS**  
**ORIGINATOR** Nicole Odom  
**RESOLUTION #** 21-0857  
**PAYMENT TERMS**

QUANTITY	U/M	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	NA	XBID EX 03 - Purchases from Other Government Agencies - Monthly phone line service 18.00 per line	\$2,160.0000	\$2,160.00
1.0000	NA	XBID EX 03 - Purchases from Other Government Agencies - long distance charges to be billed Monthly	\$60.0000	\$60.00
1.0000	NA	XBID EX 03 - Purchases from Other Government Agencies - Information Technologies Services Monthly 200.00 per person	\$24,000.0000	\$24,000.00
12.0000	MN	XBID EX 03 - Purchases from Other Government Agencies - Legal Services Monthly	\$1,833.3333	\$22,000.00
1.0000	NA	XBID EX 03 - Purchases from Other Government Agencies - New World Technical Support	\$6,000.0000	\$6,000.00
12.0000	MN	XBID EX 03 - Purchases from Other Government Agencies - Financial Software Hosting Charges	\$729.1666	\$8,750.00
		<div> <div>OPEN TOTAL COST</div> <div>AMOUNT VOIDED</div> <div>OPEN AMOUNT EXPENSED</div> <div>OPEN AMOUNT</div> <div>AMOUNT DISCOUNTED</div> <div>OPEN AMOUNT</div> </div> <div> <div>\$62,970.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$62,970.00</div> <div>\$0.00</div> <div>\$62,970.00</div> </div>		
		Error: Subreport could not be shown.		
			<b>Total Due</b>	<b>\$62,970.00</b>

## Billing Instructions to Vendor:

1. ALL PRODUCTS ARE TO BE SHIPPED F.O.B. GAINESVILLE, INSIDE DELIVERY, UNLESS OTHERWISE NOTED. 2. THIS PURCHASE ORDER IS SUBJECT TO AND GOVERNED BY ALL TERMS AND CONDITIONS ON THE REVERSE HEREOF. 3. FLORIDA SALES TAX EXEMPTION NO. 85-8017793707C-6



**THIRD INTERLOCAL AGREEMENT  
BETWEEN THE CHILDREN'S TRUST OF ALACHUA COUNTY AND  
THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA**

THIS THIRD INTERLOCAL AGREEMENT made and entered into this 28th day of September A.D. 2021, by and between the Children's Trust of Alachua County, hereinafter referred to as "CTAC"; and Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "County." Collectively, CTAC and the County are hereinafter referred to as the "Parties."

**WITNESSETH:**

**WHEREAS**, §125.901, Florida Statutes, authorizes the County to create an independent special district to provide children's services for all children, from 0 to 18 years of age, subject to the approval of the majority of qualified electors voting in a general election; and

**WHEREAS**, the County has determined that it would serve the public interest to establish said independent special district within Alachua County; and

**WHEREAS**, the County passed Ordinance 18-08 on February 27, 2018, creating Chapter 26, Children's Services Independent Special District with an effective date of December 1, 2018, subject to approval of a majority of the qualified electors of Alachua County voting in a November 6, 2018, referendum; and

**WHEREAS**, on November 6, 2018, a majority of qualified electors of Alachua County passed the general election ballot question titled Children's Trust of Alachua County – Authority to Levy One-Half Mill Ad Valorem Taxes; and

**WHEREAS**, Section 26.03 of Alachua County, FL, Code of Ordinances defines the Children's Trust of Alachua County's powers and duties, including the power to enter into agreements with government agencies to provide for administrative services; and

**WHEREAS**, the County and CTAC are authorized by §163.01, Florida Statutes, to enter into interlocal agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of the citizens of the County; and

**NOW THEREFORE**, in consideration of the premises set forth above and the mutual promises, covenants, duties and benefits set forth herein, and other valuable consideration, the receipt and sufficiency of are hereby conclusively acknowledged, the Parties do agree as follows:

**1. Term.**

After execution by the Parties, this Agreement shall commence on October 1, 2021, and becomes effective upon filing as provided in paragraph 21, below, and continue through

September 30, 2022, unless earlier terminated as provided herein. The Parties have the option to extend the Term of this Agreement for additional one-year periods under the same terms and conditions. All extensions shall be in writing, signed by all Parties, and filed as provided in paragraph 20, below.

**2. Duties of CTAC.**

21. CTAC shall have and perform the duties as detailed in "Attachment A: Duties of CTAC."

**3. Duties of the County.**

31. The County shall have and perform the duties as detailed in "Attachment B: Duties of County."

**4. Payment.**

41. In consideration of the provision of services outlined in this Agreement, CTAC shall compensate the County in FY 2021-2022 as set out below:

New World Technical Support	Actual hourly rate plus 35% for benefits
Risk Management	See "Attachment C"
ITS	\$18/month per phone line phone service
	\$18/month per Jabber device (Phone services will be billed directly to the Trust from IT) plus long distance charges
	\$200/month/user for IT support, including Helpdesk, imaging, hardware standardization, and consultation, text messaging storage and antivirus protection
Legal	\$22,000
Financial Software Hosting Fee	\$8,750
<b>Subtotal Administrative Fees (Max)</b>	<b>\$30,750, plus hourly charges</b>
<b>TOTAL ADMIN AND PERSONNEL FEES</b>	<b>TBD</b>

42. The Clerk of the Circuit Court, Eighth Judicial Circuit ("Clerk") will send an invoice to CTAC each month for services that were provided under the agreement in the prior month. Fixed fee services will be billed 1/12<sup>th</sup> per month and pass through costs will be billed based on actual expenditures. As an example, the Clerk will issue an invoice to CTAC on November 1<sup>st</sup> for services provided the prior month between October 1<sup>st</sup> – 31<sup>st</sup>. Telephone services provided through IT will be billed separately through IT.
43. All invoices shall be processed and paid in accordance with the provisions of Chapter 218, Part VII ("Florida Prompt Payment Act"), Florida Statutes.

##### 5. Notice.

Except as otherwise provided in this Agreement, all notices to be provided under this Agreement from a party to the other party must be by one of the following methods: (i) in writing and sent by certified mail, return receipt requested, (ii) by personal delivery with receipt, or (iii) via electronic mail. All notices shall be deemed delivered two business days after mailing, unless deliver is by personal delivery in which case delivery shall be deemed to occur upon actual receipt by the other party. For purposes of all notices, the representatives of the County and CTAC are:

County (all of the following):  
Alachua County Chairperson

Gainesville, FL 32627

CTAC:  
CTAC Executive Director  
P.O. Box 5669  
Gainesville, FL 32601

AND

J.K. "Jess" Irby, Esq  
12 SE 1<sup>st</sup> Street  
Gainesville, FL 32601  
Attn: Finance and Accounting

AND

Alachua County Procurement Division  
12 SE 1<sup>st</sup> Street  
Gainesville, FL 32601  
Attn: Contracts

##### 6. Default and Termination.

61. The failure of a party to comply with any provision of this Agreement will place that party in default. The party claiming default shall notify the defaulting party in writing. This notification shall make specific reference to the provision which gave rise to the default. The defaulting party shall have 30 calendar days to cure the default or to enter into an agreement to cure with the complaining party. The County Manager is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Chair is

authorized to provide final termination notice on behalf of the County to CTAC. The CTAC Director is authorized to provide written notice of default on behalf of CTAC, and if the default situation is not corrected within the allotted time the CTAC Chair is authorized to provide notice of termination on behalf of CTAC to the County.

62. Additionally, any party may terminate this Agreement without cause by providing no less than 180 calendar days written notice to the other party. The County Manager is authorized to provide written notice of termination on behalf of the County to the CTAC. The CTAC Director is authorized to provide written notice of termination on behalf of CTAC to the County. The Parties will discontinue all services upon the effective date of the termination and any party's recovery against another shall be limited to that portion of the Agreement amount earned through and including the date of termination, but no party shall be entitled to any other or further recovery against another party, including, but not limited to damages, consequential or special damages, or any anticipated fees or profit.
63. Disputes under this Agreement shall be handled in accordance with Chapter 164, Florida Statutes.

#### **7. Project Records.**

- 7.1. All records relating in any manner whatsoever to this Agreement that are in the possession of any party shall be made available to the other parties for inspection and copying upon written request, and shall be retained as required by Florida law and schedules published by the Florida Bureau of Archives and Records Management, or federal requirements, whichever shall be greater. Additionally, said records shall be made available, upon request by any party, to any state, federal, or other regulatory authorities and any such authority may review, inspect and copy such records, except for any records that are exempt from the Florida Public Records Act.

#### **8. Sovereign Immunity.**

- 8.1. The Parties intend to avail themselves of the benefits of §768.28 and §163.01(9)(a), Florida Statutes, and of other statutes and the common law governing sovereign immunity to the fullest extent possible. In accordance with §163.01(5)(o), Florida Statutes, therefore, one party shall not be jointly liable for the torts committed by the officers, employees, agents, representative or contractors of the other party. Each party shall be solely responsible for the negligent acts and omissions of its officers, employees, agents, representative and contractors, and then only to the extent of the limited waiver of sovereign immunity or limitation of liability specified in §768.28, Florida Statutes. Nothing in this Agreement is intended to inure to the benefit of any third party for the purposes of allowing any claim that would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

#### **9. Assignment of Interest.**

- 9.1. No party may assign, convey, pledge, sublet, transfer or otherwise dispose any interest in this Agreement without prior written consent of the other parties.

**10. Successors and Assigns.**

101. The County, Clerk and CTAC each bind the others and their respective successors and assigns in all respects to all of the terms, conditions, covenants and provisions of this Agreement.

**11. Third Party Beneficiaries.**

- 11.1. This Agreement does not create any relationship with, or any rights in favor of, any third party.

**12. Severability.**

- 12.1. If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect.

**13. Non-Waiver.**

- 14.1. The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.

**14. Governing Law and Venue.**

- 15.1. This Agreement is governed and construed in accordance with the laws of the State of Florida. Sole and exclusive venue for all actions arising from or related to this Agreement shall be in Alachua County.

**15. Attachments.**

- 15.1. All attachments to this Agreement are incorporated into and made part of this Agreement by reference.

**16. Amendments.**

- 16.1. The Parties may amend this Agreement only by mutual written agreement that is executed by both Parties and duly recorded in accordance with §163.01(11), Florida Statutes.

**17. Captions and Section Headings.**

- 17.1. Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

**18. Construction.**

- 18.1. This Agreement shall not be construed more strictly against one party than against the others merely by virtue of the fact that it may have been prepared by one of the Parties. It is recognized that both Parties have substantially contributed to the preparation of this Agreement.

**19. Counterpart.**

- 19.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

**20. Recording of Interlocal Agreement and Amendments.**

- 20.1. Upon execution by the Parties hereto, the County shall record this Agreement in the Official Records of Alachua County, Florida, within 10 business days after the execution of this Agreement. All subsequent amendments to this Agreement, if any, shall be recorded in the Official Records of Alachua County, Florida, with 10 business days of the execution of the amendment.

**21. Entire Agreement**

- 21.1. This Agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings or representations.

IN WITNESS WHEREOF, the Parties have caused this Interlocal Agreement to be approved by their respective Governing Boards and to be executed and delivered on the day and year first above written.

ALACHUA COUNTY, FLORIDA

CTAC

By: *Kim Cornell*  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: *Lee Pinkoson*  
Lee Pinkoson (Oct 6, 2021 14:57 EDT)  
 Name: Lee Pinkoson  
 Title: Chairman  
 Date: Oct 6, 2021

APPROVED AS TO FORM:

APPROVED AS TO FORM:

*Sylvia Torres*  
Sylvia Torres (Oct 2, 2021 10:11:01)  
 Alachua County Attorney

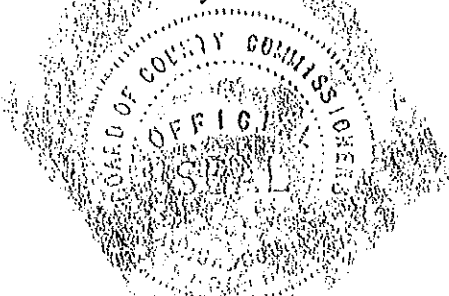
*Bob Swain*  
Bob Swain (Oct 6, 2021 11:55 EDT)  
 CTAC Attorney

ATTEST:

ATTEST:

*Jim Fox*  
 Alachua County Clerk

*Irma Gita*  
 CTAC Treasurer





**ATTACHMENT A: Duties of CTAC**

Pay for services, as outlined in agreement.

## **ATTACHMENT B: Duties of County**

### **1.1. Risk Management**

1.1.1. For purposes of participation in applicable benefits programs.

1.2. Information Technical Services consisting of 1) help desk support, 2) technical consultation 3) hardware standardization 4) data storage 5) computer imaging, 6) phone service, 7) text message archiving, and 8) antivirus protection and network security

### **1.3. Legal**

1.4. Financial Software Hosting Services – New World Technical Support

## Attachment C: Risk Management

PARTICIPATION IN COUNTY BENEFITS PLAN

1. The purpose of this Agreement is to allow the employees of CTAC to participate in certain employee benefits offered to employees of the County and other participating government employees pursuant to Alachua County Code Sec. 28.02(b)(2). Those specific benefits offered through the health insurance program including dental, vision, and life insurance coverage. From time to time additional products may be made available to employees covered through the self-insurance plan and CTAC will have the option of having their employees participate to the extent the plan design and the Internal Revenue Code allows.
2. This Agreement shall be in effect until terminated. Either party may terminate the agreement by delivering written notice to as set forth below at least 6 months before the end of a fiscal year which runs from October 1 through September 30. Should CTAC end its participation in this Agreement, it shall be responsible for payment to all benefit vendors through the end of the fiscal year of notice. In the event that at the time of termination any of CTAC's employees/former employees be participating in an extension of benefits through COBRA, CTAC will be responsible for any fees owed beyond the premium collected.
3. The premiums payable per employee shall be fixed from year to year by the Board of County Commissioners upon recommendation of the Alachua County Self Insurance Review Committee. CTAC shall participate in the program at the same per employee cost as the other participants.

Payment shall be made monthly in advance in the full amount of the premium for the employees covered under the plan in the amount provided by Alachua County Risk Management. Payment shall be by check and made out to the Alachua County Board of County Commissioners and delivered to:

J.K. Jess Irby, Esquire  
 Clerk of the Circuit Court  
 12 SE 1<sup>st</sup> Street  
 Gainesville, Florida 32602  
 Attn: Finance and Accounting

4. The employee health program is administered through the Alachua County Office of Risk Management and any questions should be directed to that office.
5. Except as otherwise provided herein any notice, shall be provided by U.S. mail to

	<u>And</u>	<u>As to CTAC</u>
Alachua County	J.K. Jess Irby, Esquire	Children's Trust of Alachua County
12 SE 1 <sup>st</sup> Street	Clerk of the Circuit Court	PO Box 5669
Gainesville, Florida 32602	12 SE 1 <sup>st</sup> Street	Gainesville, FL 32627
Attn: Risk Management	Gainesville, Florida 32602	
	Attn: Finance and Accounting	

6. This Agreement may be amended by mutual written agreement executed by the parties.
7. This Agreement shall be governed in accordance with the laws of the State of Florida.
8. This Agreement shall take effect once it has been executed by both parties and recorded as required by law.

**File Attachments for Item:**

8. Agreement with James Moore & Co for Outsourced Human Resource Services

**Item:**

Agreement with James Moore & Co for Outsourced Human Resource Services

Requested Action: The Trust is asked to approve the renewal agreement and authorize the Executive Director to execute the agreement.

**Background:**

CTAC Board Policy Chapter 6.60,B,2 allows the CTAC Board to directly authorize the purchase services.

James Moore performs human resources consulting services to the Children's Trust of Alachua County, as described in Attachment A of the agreement. This is the Trust's 2<sup>nd</sup> contract renewal with James Moore.

**Attachments:**

Engagement letter with James Moore & Co.

**Programmatic Impact:**

None

**Fiscal Impact:**

\$24,000 from account 001.15.1500.513.31.00

**Recommendation:**

Staff Recommends approval

September 6, 2022

Kristy Goldwire  
Interim Executive Director  
Children's Trust of Alachua County  
P.O. Box 5669  
Gainesville, FL 32601

Dear Kristy:

We are pleased to provide Children's Trust of Alachua County (hereinafter "client" or "you") with the professional services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. This engagement between you and our firm will be governed by the terms of this letter.

### **Engagement Objectives**

You have requested that we perform human resources consulting services as described in Attachment B. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

The sufficiency of the consulting services we provide is solely the responsibility of the client. Consequently, we make no representation regarding the sufficiency of our services. Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent on the accuracy and completeness of the representations and information that we receive from your personnel. Accordingly, inaccurate or incomplete information could result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified. Any reports we issue to you as a result of this consulting engagement are solely intended for the use of the client, and should not be used by anyone other than those specified parties. We will not provide any legal services.

### **Your Responsibilities**

You are responsible for all management decisions and responsibilities and for designating an individual, (Kristy Goldwire), with suitable skills, knowledge, and experience to oversee our human resources consulting services and all other nonattest services that we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

As a condition to our performing the human resources consulting services, you are responsible for:

- accepting responsibility for the results of the services performed, including decisions regarding implementation of any recommendations provided by us,
- making all management decisions and performing all management functions,
- evaluating the adequacy and results of the services performed, and
- establishing and maintaining internal controls as well as monitor ongoing activities.

121 Executive Circle  
Daytona Beach, FL 32114-1180  
Telephone: 386-257-4100

133 East Indiana Avenue  
DeLand, FL 32724-4329  
Telephone: 386-738-3300

5931 NW 1st Place  
Gainesville, FL 32607-2063  
Telephone: 352-378-1331

2477 Tim Gamble Place, Suite 200  
Tallahassee, FL 32308-4386  
Telephone: 850-386-6184

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us, the proper recording of your HR records, the safekeeping of assets and records, and the accuracy of your reports. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal controls as part of this engagement.

### **Our Responsibilities**

We will perform our services in accordance with the Statement on Standards for Consulting Services and the Code of Professional conduct issued by the American Institute of Certified Public Accountants. Such services are not intended to represent an audit, examination, attestation, financial forecast or projection, special report or agreed-upon procedures engagement as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by us regarding financial data or internal controls, expressing a conclusion, or providing any form of assurance.

The engagement is limited to the professional services outlined above. James Moore & Co., P.L., in its sole professional judgment, reserves the right to refuse to take any action that may be construed as making management decisions or performing management functions on your behalf. However, we may provide advice and recommendations to assist management in performing its functions and making decisions.

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

### **Other Relevant Information**

Julie Kniseley is the service leader for the services specified in this letter. Her responsibilities include supervising James Moore & Company's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign any reports we issue to you as part of this engagement.

Our fee for these services will be billed at \$2,000 per month for HR Solutions Strategic Partnership Subscription Service. This plan provides for Outsourced HR Services as described in Attachment B. The service period for this engagement is October 1, 2022, through September 30, 2023. This engagement will auto-renew on an annual basis. Either party may terminate the engagement in writing with 60 days notice. Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of Children's Trust of Alachua County's records. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, and/or untimely assistance will result in an increase of our fees. Our invoice for these fees are payable upon presentation.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of additional services and the estimated price. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Subject to the provisions of Section 768.28, Fla. Stat. and the limitations set forth therein you agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Children's Trust of Alachua County  
September 6, 2022  
Page 3

James Moore agrees to indemnify and hold the Trust harmless from any and all suits, claims, actions, proceedings, liabilities, judgments, losses and costs whatsoever (including but not limited to attorneys' fees and litigation costs) arising from gross negligence, or willful misconduct in connection with the performance of its duties performed pursuant to or under the cover of this engagement letter.

Our personnel understand and are sensitive to the confidential treatment of information obtained during engagements. Risks to the security of client information is minimized by means of employee training, physical safeguards (e.g., limiting access to the building and file storage rooms), administrative safeguards (e.g., mandating the use of strong passwords), and technical safeguards (e.g., data encryption and the design and development of secure hardware and software solutions). To mitigate security risks data in all forms (hard copy or electronic/digital) and phases (e.g., acquisition, processing, distribution, transmission, storage and disposal) are analyzed for security risks, and security measures are put into place.

James Moore acknowledges that this matter is governed by the Florida Public Records law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

EMAIL: [publicrecordrequests@childrenstrustofalachuacounty.us](mailto:publicrecordrequests@childrenstrustofalachuacounty.us)

PHONE: (352) 374-1830

ADDRESS: P.O. Box 5669, Gainesville, FL 32627

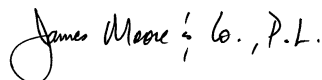
This engagement letter may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days' notice of their intention to terminate the engagement. This engagement may be renewed for an additional year at the option of both parties. Any renewal will be evidenced by an engagement letter. This agreement may be terminated by the Trust for convenience with 30 days notice. No fees shall be due for services rendered after termination of the agreement.

We look forward to a continued relationship with your organization, and we are available to discuss the contents of this letter or other professional services you may desire.

This engagement letter includes the attached James Moore & Co., P.L. Standard Terms and Conditions as Attachment A which is incorporated and made a part of this engagement letter by reference.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Very truly yours,



JAMES MOORE & CO., P.L.



Children's Trust of Alachua County  
July 13, 2021  
Page 4

The services described in the foregoing letter are in accordance with our requirements. The terms described in the letter are acceptable to us and are hereby agreed to.

**CHILDREN'S TRUST OF ALACHUA COUNTY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**  
**James Moore and Co., P.L.**  
**Standard Terms and Conditions**

The terms and conditions set forth below are incorporated into the engagement letter agreement pursuant to which James Moore & Co., P.L. ("JMCO", the "Firm") will provide services to Children's Trust of Alachua County ("Client").

1. **Management's Responsibilities**—Management of Client is responsible for establishing and maintaining an effective internal control system. JMCO services may include advice and recommendations which management may or may not adopt. Client's management shall be fully and solely responsible for applying independent business judgment with respect to the services and work product provided by JMCO, to make implementation decisions, if any, and to determine further courses of action with respect to any matters addressed in any advice, recommendations, services, reports, or other work product or deliveries to Client. Management is responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the engagement to us. Client should retain all the documents, canceled checks, and other data that form the basis of income and deductions. If the engagement also includes tax services, these records may be necessary to prove the accuracy and completeness of tax returns to a taxing authority. Client has final responsibility for the tax return(s) and; therefore should review the return(s) carefully before signing and filing.
2. **Responsible Person**—Client designates the individual signing the engagement letter ("Representative") as the individual to whom JMCO should look to provide information, communicate, answer questions and make elections. Client understands that JMCO will rely on the Representative designated above and that decisions by the Representative may be beneficial to some and detrimental to others. JMCO is directed to rely on the Representative for all Client decisions including but not limited to tax treatments, allocation of income and expense items, tax elections and accounting treatments. All communication with the Representative is deemed to be communication with Client.
3. **Advice in Writing**—JMCO only provides advice for Client to rely upon in writing. Casual discussions of tax, accounting or other issues and informal communication are not advice upon which Client can rely. Client agrees that the only advice from JMCO upon which Client may rely is written advice received from JMCO on our letterhead or via e-mail.
4. **Unencrypted E-Mail Use Authorized for Communication**—In connection with this engagement, JMCO may communicate with Client or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, JMCO cannot guarantee or warrant that e-mails from JMCO will be properly delivered and read only by the addressee. Therefore, JMCO specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions or for the unauthorized use or failed delivery of e-mails transmitted by JMCO in connection with the performance of this engagement. In that regard, Client agrees that JMCO shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. During the term of this engagement Client may elect by notification in writing to JMCO to suspend or terminate the use of e-mail.

5. **Cooperation**—Client agrees to cooperate with JMCO in the performance of JMCO services for the Client, including providing JMCO with reasonable facilities and timely access to Client's data, information and personnel. Client shall be responsible for the performance of Client's employees and agents and for the accuracy and completeness of all data and information provided to JMCO for purposes of this engagement. In the event that JMCO is unable to obtain required information on a timely basis JMCO may revise its estimate of fees, alter the services required and/or terminate the engagement.
6. **Independent Contractor**—Client and JMCO are both independent contractors and neither Client nor JMCO are, or shall be considered to be, an agent, distributor or representative of the other. Neither Client nor JMCO shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf, or in the name of, the other.
7. **Payment of Invoices**—JMCO will bill Client for professional services, expenses, and out-of-pocket costs on a monthly basis. Payment is due within 30 days of the date on the billing statement. JMCO reserves the right to suspend work or terminate the engagement in the event that payment is not received within 30 days of the date on the billing statement. JMCO may also suspend work or terminate the engagement if information furnished is not satisfactory for JMCO to perform work on a timely basis. JMCO will notify Client if work is suspended or terminated. If JMCO elects to terminate the engagement for nonpayment or for any other reason provided for in this letter, the engagement will be deemed to have been completed for purposes of payment being due from Client. Upon written notification of termination, even if JMCO has not released work product, Client will be obligated to compensate JMCO for all time expended and to reimburse JMCO for all out-of-pocket costs through the date of termination. Suspension of work or termination of the engagement may result in missed deadlines, penalties/interest along with other consequences and Client agrees that suspended work or termination of the engagement shall not entitle Client to recover damages from JMCO. All fees, charges and other amounts payable to JMCO hereunder do not include any sales, use, value added or other applicable taxes, tariffs or duties, payment of which shall be the sole responsibility of Client, excluding any applicable taxes based on JMCO's net income or taxes arising from the employment or independent contractor relationship between JMCO and JMCO's personnel. A late payment charge of 1½% per month will be assessed on any balance that remains unpaid after deduction of current payments, credits, and allowances after 90 days from the date of billing. This is an Annual Percentage Rate of 18%.
8. **Confidential & Proprietary Information**—Client and JMCO both acknowledge and agree that all information communicated by one party (the "Disclosing Party") to the other (the "Receiving Party") in connection with this engagement shall be received in confidence, shall be used only for purposes of this engagement, and no such confidential information shall be disclosed by the Receiving Party or its agents or personnel without the prior written consent of the other party. Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that: (a) is or becomes generally available to the public other than as a result of disclosure by the Receiving Party, (b) was known to the Receiving Party or had been previously possessed by the Receiving Party without restriction against disclosure at the time of receipt thereof by the Receiving Party, (c) was independently developed by the Receiving Party without violation of this agreement or (d) Client and JMCO agree from time to time to disclose. Each party shall be deemed to have met its nondisclosure obligations under this paragraph as long as it exercises the same level of care to protect the other's information, except to the extent that applicable law, regulations or professional standards impose a higher requirement. JMCO may retain, subject to the terms of this Paragraph, one copy of Client's confidential information required for compliance with applicable professional standards or internal policies. If either Client or JMCO receives a subpoena or other validly issued administrative or judicial demand requiring it to disclose the other party's confidential information, such party shall (if permitted to do so) provide written notice to the other of such demand in order to permit it to seek a protective order. So long as the notifying party gives

notice as provided herein, the notifying party shall be entitled to comply with such demands to the extent permitted by law, subject to any protective order or the like that may have been entered in the matter. In the event that Client wishes to assert a privilege or Client fails to respond and JMCO asserts the privilege on Client's behalf, Client agrees to pay for all expenses incurred by JMCO in defending the privilege, including, by way of illustration only, JMCO's attorney's fees, court costs, outside adviser's costs, penalties and fines imposed as a result of Client asserting the privilege or Client's direction to JMCO to assert the privilege. JMCO's techniques, judgments, methodology and practices relating to its engagement practices are agreed by Client and JMCO to constitute proprietary confidential business information in the nature of trade secrets, security measures, systems and procedures which are in the nature of competitive interests which would impair the competitive business of JMCO should the information be released.

9. **Disclosures**—Certain communications involving advice are privileged and not subject to disclosure. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, Client, Client's employees or Client's agents may be waiving this privilege. To protect this right to privileged communication, please consult with JMCO or an attorney prior to disclosing any information about JMCO advice. Should Client determine that it is appropriate for JMCO to disclose any potentially privileged communication; Client agrees to provide JMCO with written, advance authority to make that disclosure.
10. **Force Majeure**—Neither Client nor JMCO shall be liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.
11. **Document Retention and Ownership**—The parties agree that JMCO will endeavor to retain documents and records in accordance with the Firm's Record Retention and Destruction Policy or the retention period required by Florida Law or the requirements of any grants received by the Trust for which they are given notice. Client agrees that after the specified period of retention expires (typically seven (7) years), documents and records may not be available. However, the related engagement records will not be destroyed regardless of the retention period, if JMCO has knowledge of potential or pending legal action and/or investigation by a regulatory agency, and it has been determined by the Firm that the records in question are relevant to said legal action and/or investigation. If it is determined that the records in question are relevant to the legal action and/or investigation, the Firm will impose a litigation hold on the records thereby suspending the scheduled destruction of the records. As potential or pending legal action or an investigation may not be public knowledge, we request that you inform us of any such legal action or investigation in a timely manner. Likewise, we request that you inform us when all legal action or investigation has been concluded so that the Firm can release the litigation hold and the records related to our engagement can be destroyed in accordance with our Record Retention and Destruction Policy. JMCO does not retain original client records or documents. Records prepared by us specifically for you as part of this engagement (for example, financial statements and other financial reports, tax returns, general ledgers, depreciation schedules, etc.) and other supporting records prepared by us (for example, adjusting entries and related support, data combining schedules, calculations supporting amounts in tax returns and financial statements, letters, memos and electronic mail, etc.) will remain part of the engagement records. When any records are returned or provided to you, it is your responsibility to retain and protect them for possible future use, including potential examination by any government or regulatory agencies. JMCO owns and retains the rights to JMCO's internal working papers; any information created by JMCO is not the property of Client. In the event that documents are requested by the Representative or any other individual considered by law or regulation to be our client we will furnish the documents readily available in the Client file (which shall not include any obligation on JMCO's part to undertake a search of JMCO's electronic document and email files) to the requesting party.

- 12. Professional Standards**—JMCO will perform this engagement in accordance with the professional standards applicable to the engagement including those standards promulgated by the American Institute of Certified Public Accountants. In the event that issues arise that present a conflict of interest and/or a potential for breach of professional standards it may become necessary to terminate or suspend services of this engagement.
- 13. Use of Third Party Providers**—In the normal course of business, JMCO uses the services of third-parties and individual contractors, which are not employees of JMCO. Those services are performed at various levels and in various aspects of JMCO's engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement JMCO may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require JMCO to handle confidential information and JMCO expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, JMCO requires those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Client acceptance of this arrangement acknowledges and accepts our handling of confidential Client information including access by third-party and individual service providers.
- 14. Limitation of Liability and Actions**—Neither party may assert against the other party any claim in connection with this engagement unless the asserting party has given the other party written notice of the claim within one (1) year after the asserting party first knew or should have known of the facts giving rise to such claim. Notwithstanding anything to the contrary, JMCO's maximum aggregate liability in this engagement (regardless of the nature of the any claim asserted, including contract, statute, any form of negligence, tort, strict liability or otherwise and whether asserted by Client, JMCO or others) shall be limited to twice the sum of the fees paid to JMCO during the term of this engagement. In no event shall JMCO be liable for consequential, incidental, special or punitive loss, damage or expense (including, without limitation, lost profits, opportunity costs, etc.) even if JMCO had been advised of their possible existence. This provision shall survive the termination of this agreement.
- 15. Mediation**—Prior to resorting to arbitration or litigation that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement the parties agree to attempt resolution of any dispute in mediation administered by and conducted under the rules of the American Arbitration Association in mediation session(s) in Leon County, Florida. Unless the parties agree in writing to the contrary, the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. The results of any such mediation shall be binding only upon agreement of each party to be bound. Each party may disclose any facts to the other party or to the mediator that it in good faith considers reasonably necessary to resolve the dispute. However, all such disclosures shall be deemed in furtherance of settlement efforts and shall not be admissible in any subsequent proceeding against the disclosing party. Except as agreed to in writing by both parties, the mediator shall keep confidential all information disclosed during mediation. The mediator shall not act as a witness for either party in any subsequent proceeding between the parties. The costs of any mediation proceeding shall be shared equally by the participating parties.
- 16. Binding Arbitration**—All disputes not resolved by mediation (as described above) arising out of and/or related to the services and/or relationship with JMCO and Client will be resolved through binding arbitration. The parties agree that they are irrevocably voluntarily waiving the right to a trial by jury by entering into this voluntary binding arbitration agreement. The arbitration proceeding shall take place in Leon County, Florida. The arbitration shall be governed by the provisions of the laws of Florida (except if there is no applicable state law providing for such arbitration, then the Federal Arbitration Act shall apply) and the substantive law of Florida shall be

applied without reference to conflicts of law rules. In any arbitration instituted hereunder, the proceedings shall proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the American Arbitration Association (AAA), except that discovery shall be limited to identification of witnesses, exchange of expert reports, deposition of experts only, exchange of documents in the Client file and interrogatories and shall not include any exchange of e-mail or any requirement to produce or search for e-mail. Any Dispute regarding discovery, or the relevance or scope thereof, shall be determined by the Arbitration Panel (as defined below). For amounts in dispute less than One Million Dollars, the arbitration shall be conducted before a single arbitrator appointed as a neutral by the American Arbitration Association. The single arbitrator shall be both a licensed attorney and a licensed certified public accountant at the time of appointment as the arbitrator. If the amount in dispute is One Million Dollars or more, the arbitration shall be conducted before a panel of three persons, all panel members must be members of the American Arbitration Association's panel of neutrals with one arbitrator selected by each party (party selection shall be completed within twenty days of receipt of the panel nominees from the American Arbitration Association or, failing party selection the panel members shall be appointed by the American Arbitration Association), and the third member of the panel will be selected by the American Arbitration Association and will be licensed as a certified public accountant at the time of appointment to the panel (the "Arbitration Panel"). The party-selected arbitrators shall be treated as neutrals. The Arbitration Panel shall have no authority to award non-monetary or equitable relief, but nothing herein shall be construed as a prohibition against a party from pursuing non-monetary or equitable relief in a state or federal court. The parties also waive the right to punitive damages and the arbitrators shall have no authority to award such damages or any other damages that are not strictly compensatory in nature. In rendering their award the Arbitration Panel shall issue a reasoned award. The arbitration panel is directed to award attorneys' fees and costs along with the costs of the arbitration proceeding to the prevailing party as determined by the Arbitration Panel. The confidentiality provisions applicable to mediation shall also apply to arbitration. The award issued by the Arbitration Panel may be confirmed in a judgment by any federal or state court of competent jurisdiction. In no event shall a demand for arbitration be made after the date on which the initiation of the legal or equitable proceeding on the same Dispute would be barred by the applicable statute of limitations or statute of repose or this agreement. For the purposes of applying the statute of limitations or repose or this agreement, receipt of a written demand for arbitration by the AAA shall be deemed the initiation of the legal or equitable proceeding based on such Dispute.

17. **Employees**—Both Client and JMCO agree that they will not employ any employee of the other within one year of the employee's last day of employment with the other, unless mutually agreed upon in writing. Employment of a former employee within one year of the employee leaving the other party may cause significant economic losses and/or breach of professional standards for JMCO and potential economic loss and/or potential conflicts of interest for Client.

- 18. Posting and Distribution of Information**—JMCO's permission is required prior to distribution or posting of JMCO work product. If Client plans to distribute or post online any of JMCO's work product, a copy of the document, reproduction master or proof will be submitted to JMCO not less than seven days prior to distribution or posting to provide JMCO sufficient time for our reading and approval prior to distribution or posting. If, in our professional judgment, the circumstances require, we may withhold our written consent. Client agrees that prior to posting an electronic copy of any of JMCO's work product, including but not limited to financial statements and our report(s) thereon, that Client will ensure that there are no differences in content between the electronic version posted and the original signed version provided to management by JMCO. Client agrees to indemnify JMCO, defend using counsel of JMCO's choosing and hold JMCO harmless from any and all claims that may arise from any differences between electronic and original signed versions of JMCO's work product.
- 19. Assignment**—Neither party may assign any of its rights or obligations under the terms of this engagement without the prior written consent to the other.
- 20. Additional Work**—From time to time Client may request that JMCO undertake to complete additional work. In the event that such work is undertaken without a separate written engagement understanding then the terms of this engagement letter shall govern the additional work.
- 21. Entire Agreement**—This engagement letter constitutes the entire understanding between the parties regarding the JMCO services and supersedes all prior understandings relating to JMCO services. No amendment, modification, waiver or discharge of the terms of this engagement letter shall be valid unless in writing and signed by authorized representatives of both parties. This understanding has been entered into solely between Client and JMCO, and no third-party beneficiaries are created hereby. In the event any provision(s) of the terms of this document shall be invalidated or otherwise deemed unenforceable, such finding shall not cause the remainder of this document to become unenforceable. The proper venue for all actions involving the relationship between JMCO and Client are the tribunals of principal jurisdiction in Leon County, Florida. This engagement and the relationship between the parties shall be construed and enforced in accordance with, and governed by Florida law without giving effect to Florida's choice of law principles. This document may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this document must then remain capable of being retained and accurately reproduced, from time to time, by electronic record by the parties and all other persons or entities required by law. An electronically transmitted signature or acknowledgment will be deemed an acceptable original for purposes of binding the party providing such electronic signature.

## A PROPOSAL TO PROVIDE HR SOLUTIONS

# Children's Trust

## OUR SOLUTIONS

At James Moore, we make sure the services we provide are suited to your organization. Based on our discussion of your needs, we would like to propose the following services:

### Strategic Partnership

A complete, full-service solution to handle all of your human resources needs.

- Exclusive access to our HR client portal
- A complete outsourced HR department (with dedicated HR director) that aligns with company culture
- Performance of day-to-day HR activities including recruiting, onboarding, benefits administration, terminations, and other transactional activities
- Creation and maintenance of handbook and policies
- Employee performance, relations, and disciplinary activities
- Collaboration with your leadership team on strategic planning
- Regular on-site visits

### Pricing

The services above will be provided at a fee of \$2,000/month. (A 12-month contract is required.)





**File Attachments for Item:**

9. Agreement with Level Up Impact, LLC

**Item:**

Agreement with Level Up Impact, LLC

**Requested Action:**

The Trust is asked to approve the agreement with Level Up Impact Group, LLC for consultation services in the amount of \$43,125.

**Background**

In preparation for FY23, Level Up Impact, LLC has agreed to assist the Trust in the development of the solicitation documents, evaluation support, annual scores and provider capacity recommendations.

This contract will be awarded under Section 6.60 (B)(2) of CTAC's procurement policies.

**Attachments**

Consulting Agreement with Level Up Impact Group, LLC

**Programmatic Impact:**

NA

**Fiscal Impact:**

\$43,125 from 001.15.1500.569.31

**Recommendation:**

Staff recommends approval

# Consulting Agreement

**Prepared for:**

The Children's Trust of Alachua County

**Created by:**

Anna Dilernia

Level Up Impact Group, LLC

# Consulting Agreement

This Consulting Agreement (the "Agreement" or "Consulting Agreement") states the terms and conditions that govern the contractual agreement between Level Up Impact Group, LLC (the "Consultant"), and The Children's Trust of Alachua County (the "Client") who agrees to be bound by this Agreement. **WHEREAS**, the Consultant offers consulting services which are ; and **WHEREAS**, the Client desires to retain the services of the Consultant to render consulting services with regard to scope of consulting services according to the terms and conditions herein. **NOW, THEREFORE**, In consideration of the mutual covenants and promises made by the parties hereto, the Consultant and the Client (individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

## 1. Term

This Agreement shall begin October 1, 2022 and will continue through September 30, 2023. Either Party may terminate this Agreement for any reason with 10 days written notice to the other Party.

## 2. Consulting Services

The Consultant agrees that it shall provide its expertise to the Client for all things pertaining to the scope of consulting services (the "Consulting Services"). The scope of services shall include:

- **Youth Development Capacity Building Collaborative (YDCBC) Evaluation**  
Evaluation and analysis of program  
Estimated Hours: 40  
Deliverable(s): Final report and presentation describing the efforts and impact of the YDCBC.  
Date of completion: **November 1, 2022** (to be presented at *11/14/2022 Board meeting*)
- **Scorecards - End of Year Program Review**  
Utilizing information and rubric provided assemble scorecards for 67 programs including providers from afterschool, summer camps, Teens Work Alachua, Youth Development Capacity Building Collaborative, as well the 19 programs noted as "Other providers".  
Estimated Hours: 120  
Deliverable(s): Scorecards for all programs and overall summary  
Date of completion: **November 28, 2022** (to be presented at *12/12/2022 Board meeting*)
- **Provider Capacity Building Recommendation**  
Research and develop recommendation regarding provider capacity building and administrative support (i.e., fiscal agent/sponsor, back-office support). Consultant will utilize data already captured by the client including from provider surveys, listening sessions etc.  
Estimated Hours: 45  
Deliverable(s): Finalized written recommendation and presentation recommendation describing options and recommendations for capacity building and how you arrived at your conclusion.  
Date of completion: **January 3, 2023** (to be presented at *January 2023 Steering Committee*)
- **Evaluation Support and Consultation**  
Support for evaluation projects and technical assistance.  
Estimated Hours: 60  
Deliverable(s): meetings with Trust staff, specified and agreed upon deliverables; services in this category to be detailed in invoice.  
Date of completion: On-going (10/1/22-9/30/23)
- **RFP Development**  
Support for RFP development as needed by Trust staff  
Estimated Hours: 80  
Deliverable(s): meetings with Trust staff, specified and agreed upon deliverables; services in this category to be detailed in invoice.  
Date of completion: On-going (10/1/22-9/30/23)

### 3. Compensation

3.1. In consideration for the Consulting Services, the Client shall pay the Consultant at the rate of \$125 per hour for up to 345 hours in the fiscal year. The Consultant shall invoice the Client once every 30 days.

3.2 All applications for payment shall be processed and paid in accordance with the provisions of Chapter 218, Part VII Florida Statutes ("Local Government Prompt Payment Act"), and shall be remitted to:

invoice@chldrenstrustofalachuacounty.us or

Kristy Goldwire, Children's Trust of Alachua County P.O.Box 5669 Gainesville, FL 32627

### 4. Intellectual Property Rights in Work Product

The Parties acknowledge and agree that the Client will hold all intellectual property rights in any work product resulting from the Consulting Services including, but not limited to, copyright and trademark rights. The Consultant agrees not to claim any such ownership in such work product's intellectual property at any time prior to or after the completion and delivery of such work product to the Client.

### 5. Confidentiality

#### 5.1 General Provisions:

5.1.1 Any document submitted to the Client may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or 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 per §119.011(12), Florida Statutes. Any document is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law.

5.1.2 In accordance with §119.0701, Florida Statutes, the Consultant, when acting on behalf of the Client, as provided under 119.011(2), Florida Statutes, shall keep and maintain public records as required by law and retain them as provided by the General Record Schedule established by the Department of State. Upon request from the Client's custodian of public records, provide the Client with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law. Additionally, the Consultant shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

5.1.3 Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the Client.

#### 5.2 Confidential Information

5.2.1 During the term of this Agreement, the Consultant may claim that some or all of Consultant's information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary by Consultant in accordance with §812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Record Act. Consultant shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the Client shall use reasonable efforts to maintain the confidentiality of the information properly identified by the Consultant as "Confidential Information" or "CI."

5.2.2 The Client shall promptly notify the Consultant in writing of any request received by the Client for disclosure of Consultant's Confidential Information and the Consultant may assert any exemption from disclosure available under applicable law by seeking a protective order against disclosure from a court of competent jurisdiction. Consultant shall protect, defend, indemnify, and hold the Client, its officers, employees and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. Consultant shall investigate, handle, respond to, and defend, using counsel chosen by the Client, at Consultant's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Consultant shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive. Consultant releases Client from claims or damages related to disclosure by Client.

**5.3 Project Completion:** Upon completion of the Work, or in the event this Agreement is terminated, the Consultant, when acting on behalf of the Client as provided under §119.011(2), Florida Statutes, shall transfer, at no cost, to the Client all public records in possession of the Consultant or keep and maintain public records required by the Client to perform the service. If the Consultant transfers all public records to the Client upon completion or termination of the Agreement, it must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon the completion or termination of the Agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the Client, upon request from the Counties custodian of public records, in a format that is compatible with the information technology systems of the Client.

**5.4 Compliance:** The Consultant may be subject to penalties under §119.10, Florida Statutes, if the Consultant fails to provide the public records to the Client within a reasonable time.

Item 9.

**IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CLIENT REPRESENTATIVE AT E-MAIL [publicrecordsrequest@childrenstrustofalachuacounty.us](mailto:publicrecordsrequest@childrenstrustofalachuacounty.us) PHONE (352) 374-1830 Address P.O. Box 5669, Gainesville, FL 32627**

## 6. Indemnification

Without waiving the provisions of Section 768.28, Florida Statutes and subject to the limits therein, the Client agrees to indemnify, defend, and protect the Consultant from and against all lawsuits and costs of every kind pertaining to the Client's business arising out work performed on behalf of Client due to any act or failure to act by the Client based upon the Consulting Services but only to the extent that said act arises out of the sole negligence of the Client. This shall not constitute a waiver of sovereign immunity except as set forth herein.

## 7. No Modification Unless in Writing

No modification of this Agreement shall be valid unless in writing and agreed upon by both Parties.

**IN WITNESS WHEREOF**, by execution by the parties below, this Service-Level Agreement will form a part of the Contract.

Level Up Impact Group, LLC

Children's Trust of Alachua County

Anna Dilernia



Date: September 28th, 2022

Date: \_\_\_\_\_

**File Attachments for Item:**

10. Executive Director's Report 10.10.22



## EXECUTIVE DIRECTOR REPORT

September 1, 2022 - September 30, 2022

### SUMMARY

**Highlight for the Month:**

1. System Mapping project with Kallen Shaw, University of Florida doctoral student
2. Alachua County Board of County Commission presents Children's Trust with a proclamation declaring Lights on Afterschool Day on Oct. 20, 2022.



MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT		
DATE	MEETING / EVENT	SUMMARY
Sept 1	GFWC High Springs New Century Woman's Club	Networking with Woman's Club members and discussing upcoming projects. Presentation by Pace Center.
Sept 2	Leon County CSC	Met with Leon County CSC about their needs assessment, strategic planning, and exploration of enterprise software solutions.
Sept 7	Hillsborough County CSC	Met with Hillsborough County CSC about their evaluation policies, practices, and the data system they utilize (CATS).
Sept 8	Greater Gainesville Chamber of Commerce	Celebrating our Nonprofit Community event.
Sept 9	New World Literacy	Meeting with Nasseka Sargine Denis to learn more about New World Literacy.
Sept 13	Fifth Ave Neighborhood Association	Hosting Fifth Ave Neighborhood Association and networking with members.
Sept 14	University of Florida Eye Opener Discovery Meeting	Update on University of Florida's achievements and networking with attendees. Over 200 attended this event.
Sept 14	Gainesville Immigrant Neighbor Inclusion Initiative (GINI) Blueprint Update	A 6-month update was provided by Gainesville Immigrant Neighbor Inclusion Initiative steering committee to highlight work accomplished towards the five goals to overcome inequalities: Engage communities, Equitable Access, Healthy Communities, Safe Communities, and Equitable Education. The city, county and community are working

		together to advance GINI goals to support Hispanic families and other cultures.
Sept 14	ACCPTA General Meeting	Alachua County Council of PTA's hosted a general meeting at Bishop Middle School. A tour of the school was provided, and information shared by Superintendent Shane Andrew. Great opportunity to learn from PTA members across the county.
Sept 21	Manatee County CSC	Met with Manatee County CSC about their evaluation policies, practices, and the data system they utilize (Blackbaud).
Sept 22	Every Child Deserves a Home Fall Luncheon event	Family Promise hosted a free event to educate community organizations and groups about services provided and offered to support homeless families in need.
Sept 22	EGI Forum	Santa Fe held an event to highlight 20 years of accomplishments all of the East Gainesville Initiative
Sept 23	Duval County CSC	Met with Duval County CSC about their evaluation policies, practices, and the data system they utilize (SAMIS).
Sept 23	Internal meeting	Met internally to finalize discussion for new contracts Saving Smiles, Child Advocacy Center, and Weekend hunger back program-Catholic Charities.
Sept 24	Episcopal Children's Service Wild Reading Safari event	Sponsored and provided a resource table during Episcopal's Children's Services Wild Reading Safari event at Santa Fe Zoo. Provided coloring health & safety books and info about Children's Trust.

Sept 25	Premier Moms Family Health & Fitness Day	Sponsored and provided a resource table at Premier Moms 1st Annual Family Health & Fitness Day in Alachua. Provided coloring health & safety books and info about the Children's Trust.
Sept 27	Duval County CSC	Met with Duval County CSC to learn more about how they leverage their data system, community level planning, and reporting.
Sept 27	Alachua County Board of County Commissioners meeting	Children's Trust received a proclamation by Alachua County Board of County Commissioners and presented by Commissioner Ken Cornell, declaring Oct. 20th as "Lights on Afterschool" Day. Children's Trust will host the LOA event at Harn Museum of Arts on Oct 20th from 4-6pm.

## PROGRAMS CALENDAR

PROGRAMS CALENDAR (CALENDAR FOR THE PREVIOUS MONTH AND THE UPCOMING MONTH)	
September	
Thursday, September 1, 2022	Cade Community Forum
Thursday, September 1, 2022	Campaign for Grade Level Reading Meeting
Tuesday, September 6, 2022	Programs Team Meeting
Wednesday, September 7, 2022	Listening Project - Project Plan with Prismatic
Thursday, September 8, 2022	Early Learning Coalition of Alachua County Quality Committee Meeting
Thursday, September 8, 2022	CTAC Renewal meetings begin
Friday, September 9, 2022	Pritzker Children's Initiative and Community Fellow Meeting
<b>Monday, September 12, 2022 BOARD MEETING</b>	<b>Programs Update &amp; 1st TRIM Meeting</b>
Monday, September 19, 2022	Pritzker Grant Partners Meeting
Tuesday, September 20, 2022	Business Leadership Institute Masterclass Cohort 2 Planning Meeting
Wednesday, September 21, 2022	Early Learning Coalition of Alachua County Board of Directors Meeting
<b>Monday, September 26, 2022 BOARD MEETING</b>	<b>Programs Update &amp; 2nd TRIM Meeting</b>
Friday, September 30, 2022	Capacity Building - End of the year program narrative due (Enrichment Providers)
October	
Tuesday, October 4, 2022	Healthy Start Community Doula Collaboration Meeting
Thursday, October 6, 2022	Campaign for Grade Level Reading Meeting
Friday, October 7, 2022	UF Parade Appearance
<b>Monday, October 10, 2022 BOARD MEETING</b>	<b>Gainesville Empowerment Zone - Family Learning Center Presentation</b>
Thursday, October 13, 2022	WUFT Great Good Documentary
Saturday October 15, 2022	Pritzker Children's Initiative and Community Fellow Planning Meeting
Friday October 21, 2022	NCIT Community Monthly Meeting
Friday October 21, 2022	BLI Community Conversation on the Business of Childcare
Tuesday, October 25, 2022	Campaign for Grade Level Reading Advisory Meeting
Wednesday, October 26, 2022	Florida Children's Movement Advisory Meeting
Friday, October 28, 2022	Help Me Grow Alachua Monthly Meeting

## PLANNING, RESEARCH, AND EVALUATION

**Data Technical Advisory Committee** – Developed a resolution and presentation on the [Data Collection and Management Policy](#) for Board approval during the September 26, 2022 meeting. Beginning implementation of policy through carrying out identified next steps.

**Data System Exploration** – Continued one-on-one discussions with evaluation staff at other CSCs (Leon, Manatee, Hillsborough, Duval) regarding their data systems, evaluation practices, and policies. Received CSC contracts, data user agreements, draft RFP, and other documents for review.

**End of Year Reporting** - Administering End-of-Year Reporting processes for 67 contracts, which includes data submissions, reporting on performance measures, characteristics of the population served, providing narrative reflections, and feedback on how the Trust can improve.

**Contract Renewal** - Review, discuss, and refine performance measures, data collection, and monthly reporting with providers and contract managers.

**Summer Camps** – Compile and analyze data received on summer camp participants, services, and family and provider experiences to support the development of an overall report and 28 program specific snapshots for providers and Trust staff to review and plan for improvements.

**Listening Project** – Provide oversight and on-going input and feedback to support the completion of project plan, stakeholder lists, instruments for engaging and gathering meaningful input. Providing regular updates to colleagues during meetings and via email to ensure staff involvement in initial interviews and to help support the project work as needed.

### Webinars/Articles/Professional Development:

[Afterschool Programming Efficacy Study](#). February 2022. Kids Hope Alliance. Jacksonville, Florida.

[Develop Shared Frameworks to Measure Outcomes and Assure Accountability](#). September 7, 2022. BUILD Initiative and the Center for the Study of Social Policy.

## FINANCE AND ADMINISTRATION

September Bank Activity Report  
 September Balance Sheet Report  
 Monthly Programs and Aid Awards and Expenses  
 4th Quarter Financial Report Memo to BoCC  
 4th Quarter Financial Report to BoCC  
 4th Quarter Income Statement

## COMMUNICATIONS

Communications Report: August 1, 2022 – August 31, 2022

### Website Traffic – Key Points

Page Views 3,310  
 New Users 1,013

### Most Viewed Web Pages

Home Page 629  
 Meetings 208  
 Regular Meeting 202  
 Program Directory 136  
 Bids/RFPs 130

### Followers

Constant Contact 1,288  
 Facebook 997  
 Twitter 216  
 Instagram 209  
 LinkedIn 129

### In the News

[Celebrating 20 years of SF College's East Gainesville Initiative – Gainesville Sun – September 27, 2022](#)

[Help Me Grow Alachua offers free assessments and resources to help children thrive– Gainesville Sun – September 16, 2022](#)

[SF College to host East Gainesville forum - Gainesville Sun/The Guardian – September 16, 2022](#)

## BOARD MOTIONS

Motions included in this section are incomplete as of the previous meeting

DATE	MOTION	STATUS	COMMENTS
9/26/22	Have staff create a policy, using County's policy, for natural disasters	In progress	Staff will work with HR Consultant and report back to Board for approval.
6/27/22	Request from Board to have programs staff meet with the following programs to discuss funding needs 1. Saving Smiles 2. Child Advocacy Center  3. Weekend Hunger Backpack Program	In Progress	Contract negotiations have been scheduled. Staff will report back to the Board in November

## BOARD REQUESTS

DATE	REQUEST	STATUS	COMMENTS
8/8/22	Research programs that address technology and connectivity needs	In progress	Program team will meet to determine the best approach

## SUCCESS STORIES

### Florida Institute of Workforce Innovation- Project YouthBuild

There is a 23-year-old young woman who has 3 children ages 4, 2 and 3 months. She dropped out of high school early in her senior year with the intention of returning, but never re-enrolled. As the mother of 3 young children, she knew it was important for her to earn her high school diploma, so she could provide the best future for her and her children. She applied to Project YouthBuild and was invited back to the Mental Toughness Training (MTT) along with over 60 other young people. She did an outstanding job throughout the MTT and was 1 of 38 young people selected to be a member of the Project YouthBuild Class of 2023. She is excited for the opportunity that she has before her and plans on walking across the stage to accept her high school diploma in the Spring of 2023 at the PYB graduation ceremony.

I AM STEM Summer Camp shared the following successes from their program:

There was a growing number of African American girls engaged in STEM activities. Regardless of the student's age - they were able to individually participate in the dissection of specimens, which is typically introduced in the secondary school grade levels. Students experienced engineering through a hands-on car-building activity. Our high school scholars completed an average of 100 volunteer hours, helping them qualify for future scholarships.

### Peaceful Paths, Inc.

The dawn of the school year brings Peaceful Paths back into Eastside High School for our 12-week curriculum with 11th-grade Medical Skills students. Since we will delve into emotionally charged content, I wanted to spend the first session building rapport. On day one, we played a couple of rowdy icebreaker games and had entirely too much fun for 10:30 am on a school day. I was even dubbed "lit" by a 16-year-old male, which (to my knowledge) is the highest honor. I provided our pre-test and ironed out our expectations for behavior.

When I came in the following week, the students were visibly excited. Our second lesson examined the harmful impact of gender stereotypes, and it pleasantly surprised me how invested the students were in the conversation. When I introduced the stereotype box activity, female-identifying students shared how it feels more socially acceptable for them to step out of the "stereotype box" than men. They even conveyed that they felt sorry for their male counterparts for how restricted they are by rigid gender norms. We



had an insightful conversation about how standards for masculinity can negatively impact men's well-being and mental health. We ended with the students promising to promote acceptance and call out stereotypes they encounter.

#### Big Brothers Big Sisters of Tampa Bay, Inc.

This month we wanted to share a match closure story. As much as we would love all of our matches to continue on forever, life is continuously bringing on change. For Big, Sasha, this change would require her to move all the way to the west coast. Little, Tanisa, and Big, Sasha, have been matched for just under two years. This match hit it off from day one. When these two first met Tanisa was in 7th grade at Westwood Middle School and it was in the middle of Covid. Tanisa's mom, Bri, came to us for support for her daughter as she felt Tanisa's mental state was being impacted negatively by the pandemic and her isolation at the house. Bri shared that she works many hours as a CNA, days and nights, in order to provide for her family. This leaves her very little time to spend with her children. The time Sasha was able to invest in Tanisa not only gave Tanisa an opportunity to get out of the house and explore our community, but Sasha provided Tanisa with conversation and support for Tanisa's future goals. Tanisa is very smart and tenacious toward reaching her goals. Through the guidance of Sasha, Tanisa was accepted into the graphic design program at Loften High School in which she began last week. Tanisa was also awarded two summer scholarships to attend the Hippodromes Acting Camp. These are only two of the gains that were made and easy to identify; however, Tanisa was quoted as stating, "My life was completely changed by meeting Sasha. She will forever be my Big".

For Sasha, she will be moving to California to continue her law career by now working for the FBI. At the match closure meeting Sasha said, "I believe Tanisa and I were always supposed to be friends. She is my soul sister and I love her.". Big Brothers Big Sisters will continue to stay connected to both Big and Little. Once family...always family.

#### Gainesville Thrives, Inc.

Gainesville Thrives is pleased to report that we have reached over 1,000 children registrations for the Dolly Parton Imagination Library and that we are making tremendous strides in our outreach to targeted communities. We are especially enthusiastic about the very positive results of our parent survey and would like to share those results with the Children's Trust. We have increased our registration drives and volunteers to assist in neighborhood canvassing. We are participating in back-to-school events and local programs have been able to table and actively enroll attendees. We are excited that our enrollment numbers are increasing, and we are exceeding national averages in some areas.

**File Attachments for Item:**

11. Listening Project (Bonnie Wagner)

**Item:**

Listening Project (Bonnie Wagner)

**Requested Action:**

The Board is asked to receive this update.

**Background:**

The Children's Trust is offering a variety of opportunities for stakeholders across Alachua County to have their thoughts and input heard. The goal of the Listening Project is to allow for a variety of stakeholders – parents, youth, providers, partners, and other interested community residents – to have meaningful input on services we fund, our approach, and how to best partner and mobilize resources to improve outcomes for children. We hope to gain insight on key priorities, existing community strengths and resources, as well as identify needs and gaps. Input gained from this process will be critical to informing our strategic plan and direction of the Trust moving forward.

Prismatic Services Inc. – the vendor selected to carry out listening activities, analysis, and reporting – submitted the project plan detailing project phases, tasks, timeline, instruments, and approach. Prismatic is deploying a variety of approaches in the coming months to hear from our community including – key informant interviews, surveys, focus groups, and community meetings. Key informant interviews have already begun and will continue throughout October. Provider and partner surveys begin in early October. Parents and teen focus groups and surveys will start in mid-October and continue through December. Finally, two community meetings will occur in November and December.

Listening activities will wrap up in late December/early January. Input derived from the variety of activities will be compiled and analyzed with initial results being workshopped by Steering Committee members in a February 2023 data party. A final report will be completed and presented to the Board during the April 10, 2023, Board meeting. Additional communication products will be used to share back results with those who have participated in the Listening Project. These communication products will highlight key findings, immediate, and long-term next steps are slated to be finalized May 30, 2023.

**Attachments:**

Listening Project - Project Plan

**Programmatic Impact:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Receive the information.

## Listening Project Plan – 15SEP22

As noted in the Invitation to Negotiate (ITN), the results of this project will be used by the Children’s Trust of Alachua County “to identify and characterize ways to support all of Alachua County’s children and to determine how the Trust resources can be invested wisely to achieve collective community impact.” The ITN outlined the Trust’s four planned uses for this project, as well as three goals/objectives:

- *Ensure that various stakeholders have meaningful input into strategic planning of the Trust.*
- *Reveal findings that will allow the Trust to develop priorities and strategies to address the identified needs and gaps while utilizing and mobilizing existing community strengths and resources.*
- *Maximize the impact of the Trust resources in addressing the needs of Alachua County children.*

### Work Plan Tasks



### Coordination Plan

Prismatic will coordinate with Children’s Trust staff, steering committee members, and Board on a regular basis. Monthly check-in Zoom calls will be held on the 4<sup>th</sup> Friday of each month at 10:00 am. Prismatic’s project manager and other staff as needed will participate in these calls. The initial agenda for each call will be:

- discussion of activities completed in the previous month

- review of challenges or changes in project progress since the last call
- review of activities scheduled to occur in the upcoming month
- review of upcoming project products and their deadlines

## TASKS 2 & 3

### Listening Activities – Interviews, Focus Groups, Community Meetings, and Surveys

For this project, we propose both the typical, initial survey to collect a wide variety of opinions but then also a **follow-up survey to a targeted selection of first-survey respondents**, in order to fully explore emerging themes. Prismatic’s process for developing and administering surveys includes seven subtasks.

	Survey Task	Activities
1	Survey Items Approval	➤ Develop survey in collaboration with Trust staff and key stakeholders (i.e., steering committee)
2	Translation of Survey	➤ Translate survey into various languages. Based on Census data, we believe that a Spanish language translation for parent/caregiver and teenager instruments would be useful on this project. We could also accommodate additional survey translations, if needed.
3	Launch of Survey	<ul style="list-style-type: none"> <li>➤ This process will vary, depending on the survey audience. For the Trust partners and providers, the survey would be launched by direct email contact, with a link to the secure survey site. For parents/caregivers, the survey would be launched via news release, sharing the survey link with program providers, posting it on the Trust website, via email/text lists maintained by partners/providers etc.</li> <li>➤ Develop distribution methods in addition to online, if needed</li> <li>➤ Going live and receiving responses</li> <li>➤ Troubleshooting</li> </ul>
4	Boosting Response	<ul style="list-style-type: none"> <li>➤ Emailing reminders</li> <li>➤ Follow-up emails for non-responders</li> <li>➤ Outreach to encourage robust participation</li> </ul>
5	Close Survey	➤ Review response rates along various dimensions to determine whether sufficient responses have been received. If not, conduct additional outreach efforts.
6	Aggregate Survey Results	<ul style="list-style-type: none"> <li>➤ Outreach results and response rates</li> <li>➤ Review demographic data to ensure adequate cross-sections</li> <li>➤ Review closed-ended responses and code open-ended responses</li> <li>➤ Develop aggregate draft analyses.</li> <li>➤ Hold data party with client to discuss initial analyses. This will be held during the February 2023 steering committee meeting (date pending).</li> </ul>

7	Summarize Findings	<ul style="list-style-type: none"> <li>➤ Write narrative report, then discuss with Trust staff.</li> <li>➤ Prepare PowerPoint and other presentation materials. Provide survey results in Excel to the Trust.</li> <li>➤ Present result to the Trust's Board on April 10, 2023.</li> </ul>
---	--------------------	--

Listening project activities and methods vary by stakeholder group.

We propose to conduct specific surveys with all major stakeholders other than staff.

Data Collection Method	Stakeholder Group					
	Trust Staff	Trust Partners	Provider Agencies	Key Informants	Parents & Caregivers	Youth/Teenagers
Survey		X	X	X	X	X
Focus Group/Community Meeting		X	X	X	X	X
Targeted Interview	X	X		X	X	X

To allow our surveying work to learn from each survey, we propose an iterative schedule of survey launches, beginning with those most involved in the specific work of the Trust, then extending to parents, caregivers, and teens. Once survey results are analyzed, we will determine the need to do a second round of surveys to any of the stakeholder groups. This will allow us to dive more deeply into areas as needed.

To ensure the widest possible listening work, we propose an iterative process for focus groups as well, leaving open the possibility for additional focus groups with various stakeholders as the project progresses. This will allow for deeper exploration as insights are developed as well as provide for any necessary course corrections. To that end, Prismatic will conduct an initial nine focus groups with parents/caregivers, then an additional three if we determine that deeper exploration in some areas is needed. In terms of geography, the initial nine parent/caregiver focus groups will be held in these areas:

- two Spanish-language focus groups, one in the Gainesville area (zip code 32608) and one in the Newberry area (zip code 32669)
- three focus groups covering high percentage African-American areas: Alachua (32615), Hawthorne (32640), and Archer/Newberry (32618/32669)
- four focus groups covering Gainesville (32601), High Springs (32643), Waldo (32694), and Micanopy (32667)

Likewise, Prismatic will conduct an initial three teen focus groups, then conduct an additional two, as needed.

Activity	19-23SEP	26-30SEP	03-07OCT	10-14OCT	17-21OCT	24-28OCT	31OCT-04NOV	07-11NOV	14-18NOV	21-25NOV	28NOV-02DEC	05-09DEC	03-13JAN23
Trust Staff Interviews	X												
Key Informant Interviews (select)	X												
Survey Audience Identification	X	X	X	X	X	X							
Partner Survey Window			X	X	X								
Provider Agency Survey Window				X	X	X							
Key Informant Survey Window				X	X	X							
Parent & Caregiver Survey Window						X	X	X	X	X	X		
Teen Survey Window						X	X	X	X	X	X		
Partner Interviews/Focus Groups							X						
Key Informant Interviews/Focus Groups					X								
Provider Agency Interviews/Focus Groups						X	X						
Community Meetings (2)								X				X	
Parent & Caregiver Focus Groups (9)					X		X	X					
Teen Focus Groups (3)					X		X	X					
Parent & Caregiver Focus Groups (additional 3, as needed)												X	X
Teen Focus Groups (additional 2, as needed)												X	X
Community Meeting (additional 1, as needed)													X
Survey Follow-Up Work (as needed)													X

Selection of participants for stakeholder input (surveys, interviews, and focus groups) will done along multiple dimensions:

- Ages: Parents to provide input for children ages birth-18 and teenagers will be asked to provide input for middle/high school-aged children
- Trust involvement: Prismatic will begin with those currently accessing Trust-funded programs, then reach out to those not currently accessing them, typically by contacting those who inquired about programs but ultimately did not enroll or remain enrolled
- Geography: Prismatic will endeavor to obtain substantive input from a cross-section of county municipalities and regions (Alachua, Archer, Gainesville, Hawthorne, High Springs, La Crosse, Micanopy, Newberry, and Waldo), weighted by population



- Vulnerable populations – immigrants, victims of domestic violence, housing insecure, juvenile justice involvement, pregnant women/new mothers, special needs
- At risk/at promise communities – those who have historically not had a voice or have not trusted institutions
- Past Input Providers: It is almost always useful to seek ongoing input from stakeholders

Survey response monitoring will include these objectives:

- Responses from 85%+ of partners and provider agencies
- Responses from 75%+ of key informants
- Parent/Caregiver:
  - 50+ responses each for the Birth-5, Elementary, and Middle/High child age groups
  - 50+ response from those currently accessing the Trust programs and 50+ from those not currently accessing them
  - 50+ responses each from African Americans and Latinos
  - 50+ responses from low-income families
  - 30+ responses from each of the smaller geographic areas (outside Gainesville) and at risk communities (at risk is more vulnerable pops than specific geographies)
  - 30+ responses from each vulnerable population, where possible (relying upon providers/partners to share with members of various vulnerable populations and/or self-identification in the survey's demographic questions)
- Teens:
  - 50+ responses each for the middle and high school age groups
  - 50+ response from those currently accessing the Trust-funded programs and 50+ from those not currently accessing them
  - 30+ responses each from African Americans and Latinos
  - 30+ responses from low-income students
  - 20+ responses from each of the smaller geographic areas (outside Gainesville) and at risk communities
  - 20+ responses from each vulnerable population, where possible

Survey respondents will be allowed to count for multiple categories, which will help to minimize the overall number of survey responses needed while also obtaining sufficient responses for meaningful analysis by geographic area and key demographic characteristics.

Recruitment strategies will vary by target population, but will focus first on contact resources available through the Trust partners and providers.

Target Population	Recruitment Strategies
the Trust Staff Interviews	<ul style="list-style-type: none"> <li>➤ Email with interview request</li> </ul>
Key Informant Interviews	<ul style="list-style-type: none"> <li>➤ Receive initial list from the Trust</li> <li>➤ Email interview request, with option for in-person or Zoom interview</li> <li>➤ Use snowball sampling</li> </ul>
CTA Partner Survey Respondents	<ul style="list-style-type: none"> <li>➤ Receive initial list from the Trust</li> <li>➤ Provide survey link with instructions to share as needed to other relevant partners or additional staff within the same partner organization (snowball sampling)</li> </ul>
Provider Survey Respondents	<ul style="list-style-type: none"> <li>➤ Receive initial list from the Trust</li> <li>➤ Provide survey link with instructions to share as needed to other relevant current or potential providers or additional staff within the same provider organization (snowball sampling)</li> </ul>
Parent & Caregiver Survey Respondents	<ul style="list-style-type: none"> <li>➤ Post on the Trust website</li> <li>➤ Issue press release (the Trust)</li> <li>➤ Provide survey link to current providers with request to share</li> <li>➤ Provide current providers with \$25 incentive for obtaining 10 survey responses (can be repeated up to 30 survey responses per group)</li> <li>➤ Request communication from the school district, schools, partners, and other organizations (churches, civic groups, etc.) to families with the survey link</li> <li>➤ Offer survey respondents a chance to win one of three \$25 gift cards</li> <li>➤ Ask respondents to share link with other families (snowball sampling)</li> <li>➤ Monitor survey returns by demographic subgroups and, as needed, post flyers in areas with underrepresentation and send staff to identified locations to personally solicit responses</li> </ul>
Youth/Teen Survey Respondents	<ul style="list-style-type: none"> <li>➤ Post on the Trust website</li> <li>➤ Issue press release (the Trust)</li> <li>➤ Provide survey link to current providers with request to share</li> <li>➤ Provide current providers with \$25 incentive for obtaining 10 survey responses (can be repeated up to 30 survey responses per group)</li> </ul>

Target Population	Recruitment Strategies
	<ul style="list-style-type: none"> <li>➤ Request communication from the school district to student with the survey link</li> <li>➤ Request communication from partners to students with the survey link</li> <li>➤ Offer survey respondents a chance to win one of three \$25 gift cards</li> <li>➤ Monitor survey returns by demographic subgroups and, as needed, post flyers in areas with underrepresentation and connect with additional groups</li> </ul>
Provider Agency Interviews/Focus Groups	<ul style="list-style-type: none"> <li>➤ Receive initial list from the Trust</li> <li>➤ Email focus group request</li> </ul>
Community Meetings	<ul style="list-style-type: none"> <li>➤ Post on the Trust website</li> <li>➤ Provide email and flyer to provider and partner agencies</li> <li>➤ Provide email and flyer to other relevant community groups, such as churches, social/affinity groups (“Hmong Community Association”, NAACP, etc.)</li> </ul>
Parent & Caregiver Focus Groups	<ul style="list-style-type: none"> <li>➤ Request support in recruiting participants from school district (including systems of care, equity, migrant, VPK/HIPPY, and Title I offices) and provider agencies</li> <li>➤ Host focus groups at provider sites where possible</li> <li>➤ Provide \$25 gift card for participation</li> </ul>
Youth/Teen Focus Groups	<ul style="list-style-type: none"> <li>➤ Request support in recruiting participants from school district (including equity office) and provider agencies</li> <li>➤ Provide email and flyer to student council and affinity clubs (GSAs, Asian Heritage, Hispanic Honor Society, etc.)</li> <li>➤ Host focus groups at provider sites where possible</li> <li>➤ Provide \$25 gift card for participation</li> </ul>
Survey Follow-Up Work	<ul style="list-style-type: none"> <li>➤ Contact those who completed the first survey and agreed to complete a second survey if needed.</li> <li>➤ Provide \$15 gift card for second survey completion</li> </ul>

#### Key Outcomes of Tasks 2 and 3:

- Survey launch plan
- Survey monitoring
- Onsite outreach, as needed to hit survey targets
- Stakeholder survey results
- Customized interview and focus group guides
- Selection of/invitation of cross-section of representatives from larger stakeholder groups
- Completion of a variety Listening Activities across Alachua County with multiple stakeholder groups

- Submission of collected data to Trust staff

#### TASK 4

##### Develop Preliminary Issues

In this task we will work closely with Trust staff and steering committee members to review emerging themes. We will draw together the initial results of the surveys, focus groups, and interviews. We emphasize that these are initial results. We believe in a truly collaborative approach. That means that all

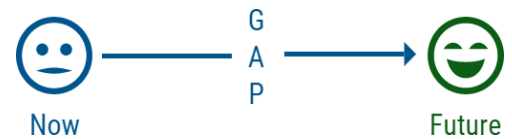


of our initial conclusions and recommendations will be discussed with you thoroughly prior to development of reports and infographics.

We will develop a SWOT analysis, identifying the Strengths, Weaknesses, Opportunities, and Threats of the work of the Trust and its partners in serving all Alachua County children. It is important to emphasize the organization's current status in this task; sometimes, yesterday's programmatic strengths have attenuated into weaknesses or become a weakness due to a change in the operational environment. It is also important to approach this task with sensitivity – we recognize that no

organization is perfect, but that it can also be difficult for an organization to acknowledge its weaknesses.

We will then undertake an analysis of the gaps between the current state and the future state to determine what needs to be done to move toward an improved future state. To accompany this analysis, we will identify risks associated with each potential future state. With any change, there is risk. Even well-laid plans and solid execution do not guarantee future success. However, a careful assessment of risks associated with each future state scenario should point to key factors for success as well as identify areas in which leaders should attempt to mitigate known risks.



##### Key Outcomes of Task 4:

- List of Preliminary Issues by Area
- SWOT and Gap Analyses
- Ongoing collaboration with Trust staff and steering committee
- In-person data party with Trust's Steering Committee in February 2023

## TASK 5

### Develop Multiple Drafts

This task comprises an iterative process between the Prismatic project manager and Trust staff. We have no interest in developing a heavily footnoted, esoteric, academic report that will immediately begin to gather dust on the shelves. We intent to provide the Trust and the community with understandable and actionable reports and infographics that help drive organizational improvement.



We anticipate that the main report will include collective county-level results, as well as extensive geographic and key stakeholder group breakdowns. All Prismatic reports are heavy on data graphics, as we find this method is typically accessible to most audiences.

Once a draft product is submitted, Prismatic expects that the project manager and Trust staff and steering committee will discuss it. As needed, changes to content, format, and tone will be made, until the product meets all client expectations.

Key Outcome of Task 5:

- Initial Report March 20, 2023

## TASK 6

### Develop Final Report

We understand that final products should reflect positively on the Trust. As such, they should adhere to standards of quality and consistency established by the Trust. We are committed to following those standards.



In the final main report, we will:

- *Identify and focus efforts on priority issues impacting all children birth to 18 in Alachua County.*
- *Make recommendations for an overarching framework and key strategies to address priority issues.*
- *Make recommendations for a strategic plan for the use of Trust funds.*

As desired, we will prepare and provide targeted presentations to stakeholder groups. In these, we will highlight the major findings, commendations, and recommendations of the final report. Our presenter will be prepared to answer questions in detail and to discuss possible avenues for recommendation implementation

Key Outcomes of Task 6:

- Final Report, due March 31, 2023

- Communications Products, mid-May and end of May 2023
- Trust Board presentation on April 10, 2023
- Project Presentation(s)

## TASK 7

### Submit Work Papers

Prismatic understands once the final products have been completed and presentation(s) made, the Trust will begin implementing Listening Project recommendations. To that end, the Trust must have a well-organized set of work papers of which to refer in the future. We will ensure proper documentation and records for all information collected (i.e., transcripts, materials used to conduct listening sessions, surveys, video recordings, etc.) are retained and submitted to Trust staff. We have the capability to submit the work papers to the cloud server venue of the Trust's choosing, including iCloud, ShareFile, FTP, Dropbox, Onebox, etc.



Prismatic will develop additional communication products as needed, for instance, a project brief, infographics, dashboard, pamphlet, story map, or short video. These communication products will be used to share back with those who have participated in the Trust's Listening Project and highlight key findings, immediate, and long-term next steps.

#### Key Outcome of Task 7:

- Organized electronic work papers, end of May 2023
- Initial Communications Products, due on May 15, 2023
- Final Communications Products, due on May 30, 2023

**File Attachments for Item:**

12. Gainesville For All Operational and Funding Plan Update on Gainesville Empowerment Zone (GEZ) Family Learning Center (Mia Jones)

**Item:**

Gainesville For All Operational and Funding Plan Update on Gainesville Empowerment Zone (GEZ) Family Learning Center (Mia Jones)

**Requested Action:**

The Board is asked to receive this update.

**Background:**

The Gainesville Empowerment Zone (GEZ) Family Learning Center is a joint project by Gainesville for ALL and the Alachua County Public Schools. When Gainesville for All created the Gainesville Empowerment Zone in 2018, it was with Alachua County's academic achievement gap between black and white students in mind. Located at Metcalf Elementary School, the mission of the Gainesville Empowerment Zone Family Learning Center is to empower children and families from prenatal to age five and with tools that will enhance their lives by providing them with a high-quality educational foundation and connections to vital social and community services. The GEZ Family Learning Center is scheduled to be ready for enrollment in January 2023.

For this presentation, Gainesville for All will present the business case of how the GEZ Family Learning Center will be operated and funded in a sustainable way.

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Receive the information



**File Attachments for Item:**

13. Recommendation to accept a Pritzker Children's Initiative Funding Opportunity (Mia Jones)

**Item:**

Recommendation to accept a Pritzker Children's Initiative Leadership Development Opportunity Funding for grantee partners, Communication Funding for PN-3 initiative, and Community Innovation Sustainability Planning Grant (Mia Jones)

**Requested Action:**

- 1) The Trust is asked to approve the recommendation to accept a Pritzker Children's Initiative leadership development funding in the amount of \$16,000 for grantee partners.
- 2) The Trust is asked to approve the recommendation to accept a Pritzker Children's Initiative Communication mini grant funding in the amount of \$10,000.
- 3) The Trust is asked to approve the recommendation to accept a Pritzker Children's Initiative Community Innovation Sustainability Planning Grant in the amount of \$50,000.
- 4) The Trust is asked to approve the recommendation to accept future Pritzker Children's Initiative leadership development opportunity funding for grantee partners and sustainability funding.

**Background:**

The Pritzker Children's Initiative is offering three separate funding opportunities on leadership development, communication support, and sustainability planning. Each opportunity is intended to support leadership, build capacity, and expand the community reach of high-quality services to the prenatal to age three population. Below provides information on each funding opportunity:

**Leadership Development:**

Earlier this year, the Pritzker Family Foundation (PFF) began to explore how to support their partners' leadership goals and aspirations. Based on feedback from a focus group, they are piloting a flexible funding pool to support the leadership development goals of members of their state and local coalitions and grantee partners specifically leaders of color.

**Communication Support:**

The Communication support grant is intended to support capacity building, assist with carrying out the prenatal to age three plan, and to expand the reach to constituencies that otherwise could not be reached.

**Community Innovation Sustainability Planning:**

In recognition that the community innovation grant will conclude in 2023, Pritzker Children's Initiative is offering a one-time grant to support community planning to sustain the initiative and backbone capacity. This grant is intended to support increased capacity in order to continue implementation of prenatal to age three priorities as the Community Innovation Grant concludes.

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Staff recommends approval