



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR MEETING

ANNUAL MEETING AGENDA

January 10, 2022 at 4:00 PM

Jack Durrance Auditorium, Alachua County Administration Building
12 SE 1st Street, 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 Vacancy](#)
2. [2021 Board Member Attendance](#)
3. [12.13.21 Nominating Committee Meeting Minutes](#)
4. [12.13.21 Board Workshop Minutes](#)
5. [12.13.21 Regular Meeting Minutes](#)
6. [December 2021 Checks and Expenditures Report](#)
7. [1st Quarter Financial Report FY22 to the Alachua County Board of County Commissioners](#)

Election of Officers

8. [Election of Officers \(Snyder\)](#)

Recognition

Governance Committee Report

9. [Resolution 2022-01 Revisions and Additions to Board Policies \(Labarta\)](#)
10. [Board Retreat \(Labarta\)](#)

Presentations

11. [Review of F.S. 125.901 and Local Ordinance 18-08 \(Swain\)](#)

12. [Contracting for Direct Community Services \(Goldwire\)](#)
13. [Research, Planning, and Evaluation \(Wagner\)](#)
14. [Financial Management \(Mason\)](#)

Old Business

15. [Youth Development Capacity-Building Collaborative \(Goldwire\)](#)
16. [Resolution 2022-02 Data Technical Advisory Committee \(Goldwire & Wagner\)](#)

New Business

17. [Resolution 2020-03 Authorization for Signatories on the Children's Trust of Alachua County Bank Accounts \(Murphy\)](#)
18. [Appraisal for 802 NW 5th Ave \(Murphy\)](#)
19. [Resolution 2022-04 Summer Camp & Enrichment Services RFP 2022-03 \(Goldwire\)](#)
20. [Evaluation of the Executive Director for FY 20-21 \(Howard\)](#)

General Public Comments

Board Member Comments

For Your Information

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

21. [Email from Lisa Williams-Taylor, CEO Palm Beach Children's Services Council](#)
22. [Communications Report - December 2021](#)

Next Meeting Date

Adjournment

Virtual Meeting Information

1. Zoom Link to Register: https://us02web.zoom.us/webinar/register/WN_4YNcD5mUTjm01pHXeyZ9AQ
2. View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw
3. Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>

Guidelines for Public Comments

Any member of the public wishing to be heard either under the agenda section “General Public Comments” or on a specific agenda items shall complete an appearance card and present the card to the Clerk of the Trust prior to the start of the Board or Committee meeting. In the event following the start of a Board or Committee meeting additional items are added to the agenda, then with the consent of the Chair of the meeting, any member of the public may submit an appearance card to speak on such additional item(s) prior to Board or Committee discussion of such item(s).

Members of the public recognized by the Chair will have three (3) minutes to speak on a single “subject matter” submitted on an appearance card presented prior to the start of the meeting. In the event an individual submits multiple requests 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 approval of the Board or Committee. The Clerk of the Trust will function as official timekeeper. Members of the public may not share or transfer all or part of their allotted time to any other person or to any other agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board or Committee on the same subject and at which a majority of the Board was present, then the Board Chair may limit repeat comments at the Board meeting by the same speaker.

The Board may provide members of the public the option to participate in Board or Committee meetings electronically. If such an option is provided, the procedures herein apply, but the Board or Committee will provide members of the public with an electronic means to complete an appearance card and present the card to the Clerk of the Trust prior to the start of the Board or Committee meeting.

File Attachments for Item:

1. Board Vacancy



Item:

Letter to Chief Judge Mark W. Moseley regarding board vacancy

Requested Action:

Authorize the Chair to transmit letter to the Chief Judge requesting the appointment of a board member.

Background:

Judge Susanne Wilson Bullard resigned from the board on December 21, 2021. Local Ordinance 18-08 as adopted by the Alachua County Board of Commissioners in accordance with 125.901 Florida Statute, designates the membership of the Children's Trust board. The Ordinance reads that the trust membership shall consist of ten members, including "a judge assigned to juvenile cases who shall sit as a voting member of the board, except that said judge shall not vote or participate in the setting of ad valorem taxes under this section. If there is more than one judge assigned to juvenile cases in Alachua County, the chief judge of the 8th Judicial Circuit shall designate which judge shall serve on the board." In accordance with the Ordinance, each designated member of the trust board shall serve a 4-year term effective January 1, 2019.

To ensure proper documentation, the letter from the Chair asks that the chief judge provide a signed letter indicating the name of the designated judge to fulfill the remainder of Judge Bullard's term.

Attachments:

Letter to Chief Judge Mark W. Moseley
Resignation letter from Judge Susanne Wilson Bullard

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

NA



CHILDREN'S TRUST
OF ALACHUA COUNTY

Children's Trust of Alachua County Item 1.
802 NW 5th Ave, Suite 100
P.O. Box 5669
Gainesville, FL 32627
(352) 374-1830

BOARD MEMBERS

Dr. Margarita Labarta
Chair
Gubernatorial Appointee

Tina Certain
Vice Chair
School Board Member

Lee Pinkoson
Treasurer
Gubernatorial Appointee

Dr. Karen Cole-Smith
Gubernatorial Appointee

Ken Cornell
County Commissioner

Dr. Nancy Hardt
Gubernatorial Appointee

Dr. Carlee Simon
Superintendent
Alachua County Public Schools

Dr. Patricia Snyder
Gubernatorial Appointee

Cheryl Twombly
Community Development
Administrator
Department of Children and
Families

Colin Murphy
Executive Director

January 10, 2022

Chief Judge Mark W. Moseley
Eighth Judicial Circuit of Florida
Alachua County Criminal Justice Center
201 East University Avenue, Room 409
Gainesville, FL 32601

Re: Vacancy on the Board of the Children's Trust of Alachua County

Dear Judge Moseley,

We were sorry to hear of Judge Bullard's resignation from the Board of the Children's Trust of Alachua County. Judge Bullard has been a source of wise counsel on the Board and a tireless advocate for children. Her membership on the Board will be missed.

As you are aware, Local Ordinance 18-08 as adopted by the Alachua County Board of Commissioners in accordance with 125.901 Florida Statute, designates the membership of the Children's Trust board. The Ordinance reads in part that the trust membership shall consist of ten members, including "a judge assigned to juvenile cases who shall sit as a voting member of the board, except that said judge shall not vote or participate in the setting of ad valorem taxes under this section. If there is more than one judge assigned to juvenile cases in Alachua County, the chief judge of the 8th Judicial Circuit shall designate which judge shall serve on the board." In accordance with the Ordinance, each designated member of the trust board shall serve a 4-year term effective January 1, 2019.

To assure we have full and proper documentation for Trust records, I am respectfully asking that you provide a signed letter indicating the name of the designated judge to fulfill the remainder of Judge Bullard's term. This letter can be submitted to my attention to the Trust's mailing address.

If you have any questions regarding this request please reach out to me via the Trust's office.

Sincerely,

Chair
Children's Trust of Alachua County

From: [Judge Susanne Wilson Bullard](#)
To: [Judge Mark Moseley](#)
Cc: [Colin Murphy](#)
Subject: Children's Trust
Date: Tuesday, December 21, 2021 1:11:25 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Chief Judge Mosely,

Please accept this letter as my formal resignation from the Children's Trust, effective December 21, 2021.

It has been a pleasure to serve as a Trust member since March of 2019. I have enjoyed the chance to work in collaboration with the dedicated and committed Trust staff, fellow Trust members and the community, in pursuit of the Trust's vision to facilitate equitable access and opportunities for all children and families in Alachua County to ensure that every child reaches their maximum potential.

I remain available to assist the court and the Trust in moving forward and wish the Trust continued success in improving the lives of children and families in our community.

Warm regards and a heartfelt Happy Holidays to all!

Susanne Wilson Bullard
Circuit Court Judge
Eighth Judicial Circuit

CC: Children's Trust Members
Colin Murphy, Executive Director, Children's Trust

File Attachments for Item:

2. 2021 Board Member Attendance

2021 Board Member Attendance

Item 2.

Regular Meetings	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	9/27/2021	10/11/2021	11/8/2021	12/13/2021
Pinkoson	P	P	P	P	P	P	cancelled	P	P	P	P	P	P
Labarta	absent	P	P	P	V	P	cancelled	P	P	P	P	P	P
Certain	P	P	P	P	P	P	cancelled	P	P	P	P	P	P
Cole-Smith	V	V	V	V	V	P	cancelled	P	V	P	V	V	P
Cornell	P	P	P	P	P	P	cancelled	P	P	P	P	P	P
Hardt	V	V	V	P	P	V	cancelled	P	V	V	P	P	P
Simon	P	P	P	P	absent	P	cancelled	absent	P	P	P	P	P
Snyder	V	V	V	P	P	P	cancelled	P	P	P	P	P	P
Twombly	absent	V	V	V	P	P	cancelled	absent	P	P	V	P	V
Wilson Bullard	P	P	P	P	P	P	cancelled	P	P	P	P	absent	absent

V = Virtual Attendance
P = Physical Attendance

File Attachments for Item:

3. 12.13.21 Nominating Committee Meeting Minutes



**CHILDREN'S TRUST SPECIAL MEETING –
NOMINATING COMMITTEE
MINUTES**

December 13, 2021 at 2:30 PM
Cade Museum, 811 S Main St, Gainesville, FL 32601

Call to Order

Member Snyder called the meeting to order at 2:38 PM.

Roll Call

Member Nancy Hardt

Member Patricia Snyder

Member Cheryl Twombly – participated virtually and was ineligible to vote

Agenda Review, Revision and Approval

Nominations

The committee members agreed and recommended the below nominees for the following Board positions:

- 1) Chair – Member Maggie Labarta
- 2) Vice Chair – Member Tina Certain
- 3) Treasurer – Member Lee Pinkoson

Adjournment

Motion to adjourn the meeting made by Member Snyder, seconded by Member Hardt.

Member Snyder adjourned the meeting at 2:46 PM.

File Attachments for Item:

4. 12.13.21 Board Workshop Minutes



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST SPECIAL MEETING

SUMMER WORKSHOP MINUTES

December 13, 2021 at 3:00 PM

Cade Museum, 811 S Main St, Gainesville, FL 32601

Call to Order

Chair Lee Pinkoson called the meeting to order at 3:00 PM.

Roll Call

PRESENT

Chair Lee Pinkoson

Vice Chair Maggie Labarta

Member Tina Certain - arrived at 3:15 PM

Member Karen Cole-Smith - arrived at 3:40 PM

Member Ken Cornell

Member Nancy Hardt

Member Carlee Simon

Member Patricia Snyder

Member Cheryl Twombly - participated virtually and was ineligible to vote

ABSENT

Member Susanne Wilson Bullard

Programs Report

1. Summer RFP Workshop

ED Murphy presented the CTAC's 2021 Summer Programming strategies and study outcomes. The discussion of 2022 Summer Programming was prompted with the following questions:

What issues would we like to solve?

How many kids do we want to serve? At what cost?

What categories of children are we targeting? (zip codes, family income, IEPs, foster children, etc.)

What would you like to know about the programs at the end of the summer?

At previous meetings, Board Members brought up concerns regarding child safety training, cost per child, investment in the area, and data collection.

Discussion included the issues of transportation, literacy levels, incorporation of enrichment programs, combating the summer slide, academic supports, and expanding on the last year's funding and number of children.

Member Cornell spoke on the importance of offering a variety of experiences and providing access for kids that don't typically attend summer programs, due to the cost or lack of transportation. He mentioned the importance of scaling up organizations and implementing as many recommendations as we can, and provide as much funding for as many kids as we can.

Member Twombly noted the importance of summer programs for kids with emotional or social issues, and would like to see the CTAC fund programming for those children and their families.

Chair Pinkoson asked about the possibility to use school board data to match the children with appropriate summer programs i.e. those with special needs, those with literacy needs, those with transportation needs, etc. He also discussed setting a range for the cost per child, balanced with expected attendance rates, and structure of programs.

Vice Chair Labarta would like to see 2,000 kids served in Summer 2022.

The budgeted funds for this RFP have been approved at 1.1M. Member Hardt requested that staff bring all of the eligible funding requests before the Board; at that time, the Board can decide if they wish to add additional funds for this RFP.

General Public Comments

Adjournment

Chair Lee Pinkoson adjourned the meeting at 4:04 PM.

File Attachments for Item:

5. 12.13.21 Regular Meeting Minutes



CHILDREN'S TRUST REGULAR MEETING MINUTES

December 13, 2021 at 4:00 PM

Cade Museum, 811 S Main St, Gainesville, FL 32601

Call to Order

Chair Lee Pinkoson called the meeting to order at 4:13 PM.

Roll Call

PRESENT

Chair Lee Pinkoson

Vice Chair Maggie Labarta

Member Tina Certain

Member Karen Cole-Smith

Member Ken Cornell

Member Nancy Hardt

Member Carlee Simon

Member Patricia Snyder

Member Cheryl Twombly - participated virtually and was ineligible to vote

ABSENT

Member Susanne Wilson Bullard

Agenda Review, Revision and Approval

ED Murphy noted the addition of Resolution 2021-25 to be discussed within Item 5, and the modification of Item 9 to remove the match funds request from ECS.

Motion made by Vice Chair Labarta, Seconded by Member Simon to approve the agenda as modified.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

Consent Agenda

Motion made by Member Certain, Seconded by Member Cornell to approve the consent agenda.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

1. 11.8.21 Regular Meeting Minutes
2. Board Attendance YTD
3. Checks and Expenditures Report November 2021

Chairman's Report

4. Rescheduling the Annual Board Meeting in January 2022

Motion made by Member Certain, Seconded by Member Cornell to change the location of the January 10, 2022 Board Meeting to the Board of County Commissioners (Jack Durrance Auditorium, Alachua County Administration Building, 12 SE 1st Street, Gainesville, FL 32601).

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

Executive Director's Report

5. Executive Director's Report 12.13.21

ED Murphy discussed Resolution 2021-25 regarding Data Management and Reporting.

Motion made by Member Cornell, Seconded by Vice Chair Labarta (and modified by Member Snyder to include the Early Learning Coalition) to 1. eliminate the current request for personal identifiable information; 2. eliminate the 'default' language issued to existing participants until we finish our policy, and work with these agencies to obtain acceptable demographic information; and 3. refer back to staff to work with the School Board, the Early Learning Coalition, the University of Florida, CTAC Grant Recipients, and community stakeholders to further revise our integrated data management system and data collection policy that is consistent with the statute.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

Programs Report

6. RFP 2022-02 TeensWork Alachua County Summer Youth Employment Program

Director of Program Operations, Kristy Goldwire, presented RFP 2022-02.

The board discussed the clarification of the roles of the CTAC, CareerSource NCFL, and the Alachua County Board of County Commissioners, as well as the data collection requirements for the employed teens.

Motion made by Member Cornell, Seconded by Member Certain to 1. revise the RFP documentation in regards to the roles of CareerSource and the BoCC, 2. approve the release of TeensWork Alachua RFP 2022-02, and 3. to authorize the Executive Director to appoint a review team.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

7. Recommendation for Awards – ITN 2022-1 Youth Development Capacity Building

ED Murphy requested to add a funding recommendation for Aces in Motion, Girls Place, and Kids Count in Alachua County as their scores reflected they were each currently in 'default' due to non-submission of data deliverables per their contracts. As a result of the previous motion in Item 5, removing the 'default' language which impacted this scoring evaluation, these three agencies would now meet the scoring requirements for this recommendation to negotiate awards.

This would increase the fiscal impact by \$100,236.00 - up from \$78,725.00 - for a total of \$178,961.00.

Motion made by Member Cornell, Seconded by Member Certain to 1. add the noted three organizations to recommend for funding, 2. to authorize the Executive Director to negotiate contracts with the seven listed agencies, and 3. to authorize the Executive Director to schedule a publicly-noticed interview with Motiv8U per Section F,6 of the RFP.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

Motion made by Vice Chair Labarta, Seconded by Member Cornell to 1. have staff look at the enrichment programs that could not apply for this funding, 2. explore what the barriers were for those programs to apply, and 3. to see if there is any opportunity for them to build capacity.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

8. Recommendation for Award for RFP 2021-07 Help Me Grow Alachua

Motion made by Member Certain, Seconded by Member Cornell to 1. approve the recommendation for award to the Children’s Home Society of Florida and 2. To authorize the Executive Director to negotiate a contract not to exceed \$220,000.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

9. Match Funds Requests – Funding Recommendations

Motion made by Member Cornell, Seconded by Member Simon to authorize the Executive Director to initiate the contract negotiation process for match funds with the Cade Museum.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

10. Children’s Defense Fund - Freedom Schools

Motion made by Vice Chair Labarta, Seconded by Member Certain to 1. allocate \$60,000 for the Freedom Schools – Summer Literacy Pilot, and 2. to authorize the Executive Director to negotiate a contract with the University of Florida – College of Education Collaborative for Equity in Education.

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon

Not Voting: Member Twombly, Member Snyder

Absent: Member Wilson Bullard

11. Family Resource Center/Community Navigator Program

Motion made by Member Cornell, Seconded by Vice Chair Labarta to 1. authorize \$191,589 for the Community Resource Center/Community Navigator Program, and 2. to authorize the Executive Director to negotiate a contract with Partnership for Strong Families (PSF).

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Hardt, Member Simon, Member Snyder

Not Voting: Member Twombly

Absent: Member Wilson Bullard

General Public Comments

Board Member Comments

For Your Information

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

12. CTAC Public Records Memo 11-12-21
13. Program Calendar - FY 2021-2022
14. Communications Report - November 2021

Next Meeting Date

Annual Board Meeting
Monday, January 10, 2022 @ 4:00 PM
Jack Durrance Auditorium
Alachua County Administration Building
12 SE 1st Street, Gainesville, FL 32601

Adjournment

Chair Lee Pinkoson adjourned the meeting at 7:52 PM.

DRAFT

Children's Trust of Alachua County - Meetings on December 13, 2021

Board Members

Chair Lee Pinkoson
Vice Chair Maggie Labarta
Member Tina Certain
Member Karen Cole-Smith
Member Ken Cornell
Member Nancy Hardt
Member Carlee Simon
Member Patricia Snyder
Bob Swain – Trust Counsel

Staff

Colin Murphy
Kristy Goldwire
Ashley Morgan-Daniel
Dan Douglas
Deon Carruthers
Mia Jones
Belita James
Bonnie Wagner
Liz Cayson

Panelists joined by Zoom

Member Cheryl Twombly - cheryl.twombly@myflfamilies.com
Nicole Odom - nodom@childrenstrustofalachuacounty.us
Frank Mason - CRI - fmason@CRIcpa.com

Joined by Phone

14074888778
13523718002

Attended in Person

Addison Staples
Amy Howard
Angela Howard
Anne Koterba
Ben Smith
Camille Syed
Carla Miles
Chonika Coleman-King
Christi Arrington
Christine Wegner
Crystal Welcome
David Rountree

Dylan Power
Elizabeth Patterson
Eric Lopez
Faye Williams
Gerard Duncan
Gershon Harrell
Guy Jopling
Herman Knopf
Jody Farmer
Jonathan Leslie
Kathryn Williams

Katy Combs
Keri Neel
Kylinn Abner
Leah Galione
Libby Smith
Marly Mesh
Maureen Conroy
Mel Lamanna
Nasseeka Denis
Nikki Lee
Paula Parra

Pebbles Edelman
Sharonda Turner
Shelby Sapp
Shelley Rogers
Sidney Turner
Stacy Merritt
Stephen Pennypacker
Taryrn Brown
Tina Days
Toshia Whitehunt
Wendy Noon

Attendees joined by Zoom

Mary Benedict mbened4179@gmail.com
Shelley Rogers PROGRAM@ACESINMOTION.ORG
Cade Museum eventassist@cademuseum.org
Cade Museum ntorres@cademuseum.org
Nacole Guyton nacole.guyton@chsfl.org
Cecka Rose Green cecka.green@chsfl.org
Barzella Papa b.papa@cfncf.org
Mala Ramoutar Mala.Ramoutar@myflfamilies.com
Jacki Hodges jhodges@elcalachua.org
John S Rollins john@motiv8uofncf.org
Janalyn Peppel janalynpeppel@gmail.com
Joyce Peppel joycepeppel@gmail.com
Shereka Nicole premiermoms1@gmail.com
Aaron Brame abrame@projectyouthbuild.org
Heart Phoenix heart@centerforpeacebuilding.org
Chanda Mayes soaringingservices@gmail.com
Dorothy Benson notyek@aol.com
Jennifer McClure Jen@travelingartcamp.com
Carl Watts undergroundkitchen@chefempowerment.org
Rahkiah Brown Rbrown@unitedwayncfl.org
LaRaven Temoney laraventemoney@yahoo.com
Stella Tholen stellatholen@ufl.edu
Kallen Shaw krshaw@ufl.edu
Julie Moderie jmoderie@wellflorida.org
Ayesha Williams ms.ayesha.williams@gmail.com
Chanae Jackson contact@chanaejackson.com
Dorothy Thomas dorothy.acee.thomas@gmail.com
Ellen Allen ellenallen122@yahoo.com
Jalaini Johnson jlaini87@gmail.com
Kameelah Spence kameelahspence@gmail.com
Kimberly Hale Kimwilliams201125@yahoo.co.uk
Konica Daniels konicadaniels@gmail.com
Leah Cohen leahajcohen@gmail.com
NKwanda Jah nkwandajah53@yahoo.com
T Murphy Murppc@hotmail.com
Tina Days tldays@hotmail.com

Acpta
Aces in Motion
Cade Museum
Cade Museum
Children's Home Society of Florida
Children's Home Society of Florida - Big Bend Region
Community Foundation
Department of Children and Families
Early Learning Center
MOTIV8U of North Central Florida
New Tech Now
New Tech Now
Premier Moms
Project YouthBuild
River Phoenix Center for Peacebuilding
SOAR Mentoring Services
SW Advocacy Group
Traveling Art Camp, LLC
Underground Kitchen
United Way
University of Florida
University of Florida
University of Florida
Well Florida

- 02:10:15 Chanae Jackson: How do virtual attendees give public comment?
- 02:21:10 Children's Trust of Alachua County: Public Comment can be made at www.childrenstrustofalachuacounty.us/commentcard. When the time comes for the specified agenda item or general public comments, your name will be called and you will be asked to unmute your microphone to make your comments.
- 02:24:19 Chanae Jackson: I completed a comment card before the meeting to comment on this topic. However, I don't see an option to unmute my microphone. I will wait until that time to see how it will work. Thank you!
- 02:47:08 Joyce peppel: providers can assign a number to each child that would contain numbers that provide information needed for data collection.
- 02:48:27 Joyce peppel: EX: zip code age code for male or female, etc. then you would no how many time that child's information is used
- 02:52:59 Chanae Jackson: None of these requirements are relevant to identifying information
- 03:01:13 Joyce peppel: When provider give the child a number each provider have to use the same coding system, so when they report the number they have assigned you can tell if that same number came from another provider.
- 03:02:39 NKwanda Jah: Children Trust doesn't have experience to evaluate programs
- 03:06:31 Chanae Jackson: I don't have an unmute button to speak when my turn comes.
- 03:13:46 Children's Trust of Alachua County: Thank you for submitting a virtual comment card, I have received it and will unmute your mic when your turn arrives.
- 04:46:31 Kimberly Hale: Motive8u of North Central Florida located here in Gainesville Fl (Alachua county) at the YMCA is a Robotic program for children ages 10-16. I want to know as a parent why their name haven't been mentioned? My two children attended there after school and they are amazing, not only do they do Robotics, they help with homework, cooking, sports and the love they give to not only my children but others. There are more organizations here (Alachua county) that are working hard for our children. I want to know why some of our local (smaller) organizations are not mentioned or apart of this topic we are having tonight? This meeting is about our children right?? Why not get more involved with our community and dig deeper and find out what and who are really working to make a difference in our children. A concerned parent
- 05:17:03 Kimberly Hale: Youth & Teen center at the YMCA ages 10-16, M- Friday from noontime till 6:30pm and they are open on Saturdays from 10am- 2pm. You guys have to dig deeper in our community.
- 05:22:42 John S Rollins: According to one of the Laws of Leadership, based on Dr. John C. Maxwell's best-selling book, "Trust is the foundation of leadership." Once it is lost, it takes a while to rebuild it. Let's work to maintain it.
- 05:24:31 John S Rollins: Forming is only evident once we see the results.

Question

Please explain why a 10 year old Science program for Elementary age children was disqualified provided by Cultural Arts Coalition which is a 40 year old community based organization

Asker Name

NKwanda Jah

Asker Email

nkwandajah53@yahoo.com

DRAFT

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-25**

ADOPTION OF CHAPTER 8 - DATA MANAGEMENT AND REPORTING

WHEREAS, Florida Statute 125.901 To collect information and statistical data and to conduct research which will be helpful to the CTAC and the Alachua County in deciding the needs of children in Alachua County; and

WHEREAS, The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC-funded programs; and

WHEREAS, the CTAC recognizes the history and the risk of data being misused to negatively impact marginalized communities; and

WHEREAS, the CTAC desires to protect the personal identifiable information (PII) of children and guardians who participate in CTAC-funded programs,

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: **ADOPTION** “8 Data Management And Reporting” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8 Data Management And Reporting(*Added*)

SECTION 2: **ADOPTION** “8.10 Purpose” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.10 Purpose(*Added*)

The purpose of this Section is to govern the CTAC's use of data in accordance with F.S.125.901. The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC funded programs to determine the effectiveness of the program in reaching the goals of the specific program and the overall goals of the CTAC.

SECTION 3: ADOPTION “8.20 Reasons for Data Collection” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.20 Reasons for Data Collection(*Added*)

The Executive Director has the authority to collect any data, or require the collection of data from vendors and contractors, that the Board deems necessary to:

- A. inform the Board as to which services are needed to provide for the general welfare of the children of Alachua County;
- B. provide services for children in Alachua County;
- C. accurately count the number of unduplicated participants served by CTAC funded programs;
- D. prevent the overlapping of services;
- E. facilitate intra-agency coordination of services;
- F. evaluate the quality and effectiveness, including cost effectiveness, of programs and services;
- G. ensure the continuity of services for children and families;
- H. monitor contract compliance; and
- I. ensure that the Goals, Strategies, and Objectives of the CTAC are being accomplished.

Vendors and contractors collecting personal identifiable information (PII) from children and families as required by CTAC as a condition of participation shall obtain consent, from a person legally authorized to give consent, to collect the information and provide it to the CTAC.

SECTION 4: ADOPTION “8.30 Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.30 Responsibilities(*Added*)

The Executive Director shall not fail to:

- A. treat all personally identifiable information (PII) collected by the CTAC as confidential subject to disclosure without consent only as required by law;
- B. follow the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and all other state and federal laws as applicable should the agency providing the data be covered by those specific

- acts, or if it is a requirement of a grant received by the CTAC,
- C. obtain consent before sharing PII with other contractors, vendors, or public or private entities, including the purpose for sharing the information,
- D. take every reasonable precaution to protect PII from disclosure, including, but not limited to establishing appropriate administrative, technical, or physical safeguards;
- E. ensure that data provided to third-party evaluators is either de-identified or shared under an appropriate data-sharing arrangement;
- F. ensure that reporting derived from information obtained PII be reported in a manner that does not identify any individual, and
- G. enter into appropriate data sharing agreements as required by law.

SECTION 5: **ADOPTION** “8.40 Public Records” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.40 Public Records(*Added*)

Personal identifiable information of a child, or the parent or guardian of a child, held by CTAC, or held by a service provider or researcher under contract with CTAC, is exempt from F.S. 119.07 (1) and Section 24 (a) Article 1 of the State Constitution.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD _____.

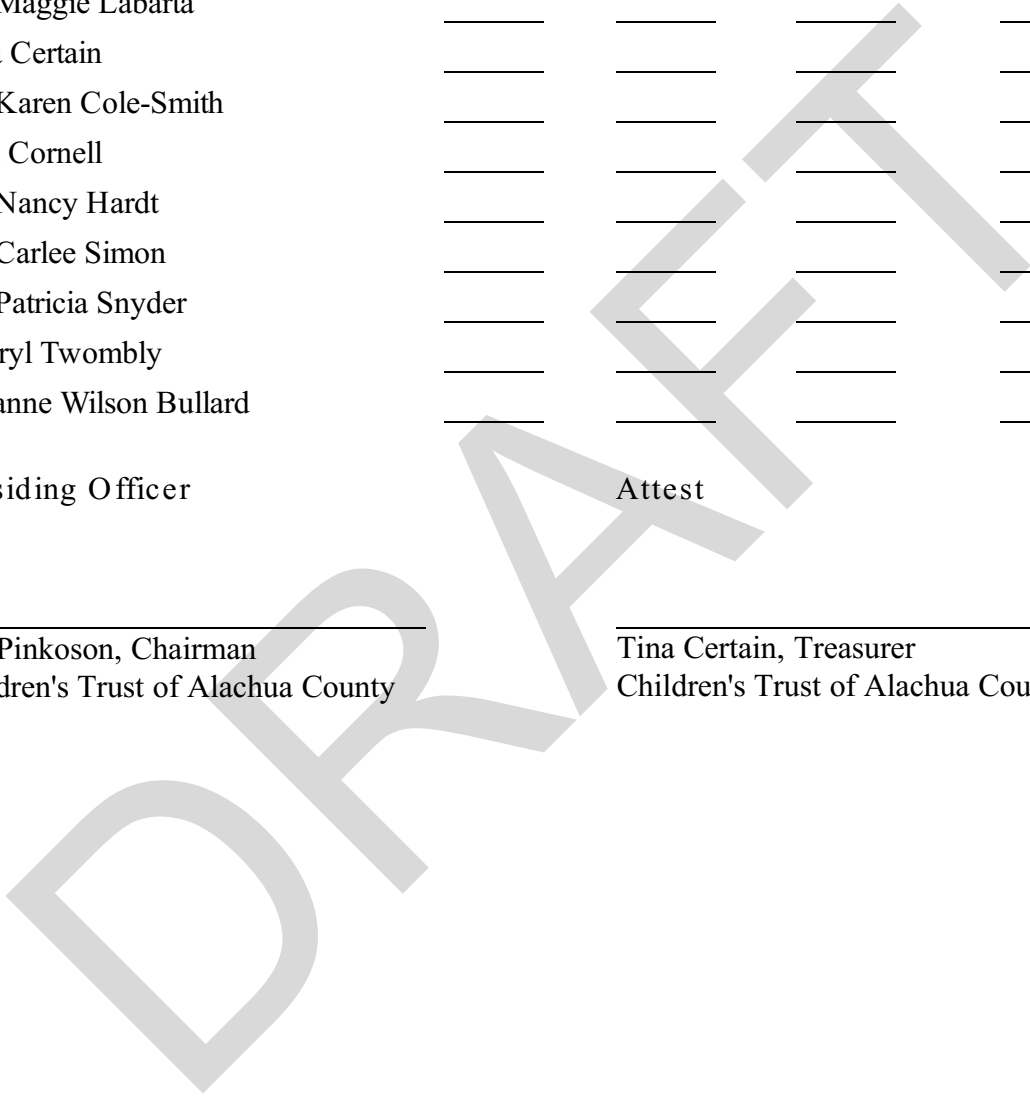
	AYE	NAY	ABSENT	ABSTAIN
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Attest

Lee Pinkoson, Chairman
Children's Trust of Alachua County

Tina Certain, Treasurer
Children's Trust of Alachua County



Data Security in CTAC Google Drive:

Google Drive is a cloud-based technology managed by Google – one of the leading technology companies worldwide. Cloud-based solutions are automatically kept up-to-date and protected against vulnerabilities by Google security engineers, some the world's foremost experts, who work to ensure that data is not compromised. Google Drive itself has never fallen victim to a major cyber security incident.

Some popular competing cloud storage services include: [Dropbox](#) and [OneDrive](#).

Encryption.

Google encrypts data within Google Drive. All files uploaded to Drive are encrypted in transit (i.e., while being editing, or active) and at rest with Advanced Encryption Standard (AES) 256-bit encryption. The AES is a symmetric encryption algorithm and one of the most secure. The United States Government uses it to protect classified information, and many software and hardware products use it as well.

Access Controls.

- CTAC controls who can access files in Google Drive.
- CTAC only provides access to users with a legitimate reason for accessing the files (i.e., the Contract Manager, Research Planning and Evaluation Coordinator, Program Staff, etc.)
- Each program only has access to their own data.
- Staff have been advised to only share the private link with authorized users.
- Authorized users must login with a username and password.
- Google passwords must be a minimum of 8 characters and a mix of letters, numbers, and symbols. It is also recommended not to reuse passwords from other accounts.

Multi-Factor Authentication.

- When logging in from a device other than the one typically used, Google will prompt the user for additional verification before providing access. This is called multifactor authentication (MFA) and will require the user to provide a passcode received via text or email to validate they are indeed an authorized user.

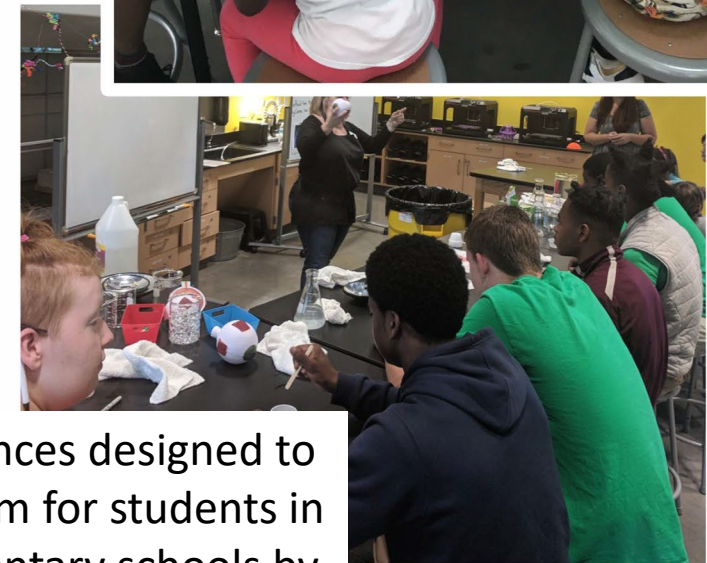
Intrusion Protection.

- Google monitors for any unusual, unauthorized, or suspicious activity. Additionally, the account owner, CTAC, receives notifications and monitors all account activity.



Operation Full STEAM

Cade Museum for Creativity and Invention



Funds Requested: \$33,958.50

provides interactive, hands-on science experiences designed to be aligned with school-based science curriculum for students in grades 2-5 in three strategically selected elementary schools by providing on-going field trips, make and takes, and yearlong membership to the Cade Museum.

Operation Full STEAM provides students with learning opportunities allowing them to make hands on connections beyond the walls of their classroom.



Why?

Teachers noted they lack both the material resources and time required to teach science at the elementary school level.

One educator described, "I don't feel like a science teacher because I don't have the resources to be able to do science. We tell science. We show science. But we don't do science."

Students become disinterested in science when it is disconnected from the real world and their personal experiences.



Performance Measures

How Much?	FY22 Target
Number of children participating in Operation Full STEAM.	800
Number of teachers participating in Operation Full STEAM.	14
Number of parents who serve as field trip chaperones.	10
Number of Cade Museum field trips.	30
How Well?	FY22 Target
% of children from selected schools who attended the field trips.	90%
% of children who attended 2 or more field trips.	75%
% of children who report they like coming to the museum and it makes them excited to learn.	90%
% of teachers who report satisfaction with Operation Full STEAM.	90%
Better Off?	FY22 Target
% of children who utilize the museum membership at least once.	25%
% of children with increased awareness of STEAM careers.	60%
% of children demonstrating increased engagement in STEAM activities.	85%

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Snyder, Patricia		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Children's Trust of Alachua County	
MAILING ADDRESS 5027 NW 67th Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY Gainesville	COUNTY Alachua	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED December 13, 2021		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Patricia Snyder, hereby disclose that on December 13, 20 21 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The measure was to award a grant to a colleague appointed in the same college as me at the University of Florida.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

12-30-21
Date Filed

Patricia Snyder
Signature PS

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Children's Trust of Alachua County - Meetings on December 13, 2021
Cade Museum, 811 S Main St, Gainesville, FL 32601

- 2:30 PM Special Meeting - Nominating Committee
- 3:00 PM Special Meeting - Workshop
- 4:00 PM Regular Board Meeting

1. Zoom Link to Register for any and all:
https://us02web.zoom.us/webinar/register/WN_iFRcQ-OkS9mAd1iuRRwC-A
2. View or listen to the meetings:
https://www.youtube.com/channel/UCpYNa_GkiCo9FQo3aR5-SOw
3. Public Comments: Submit online at
<http://www.childrenstrustofalachuacounty.us/commentcard>

Dec. 1, 2021 # 6590458

DRAFT

File Attachments for Item:

6. December 2021 Checks and Expenditures Report



Item:

December 2021 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

December 2021 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: 12/01/2021 - To Date: 12/31/2021

Item 6.

Bank	Bank Account					
Bank of America	ZBA Accounts Payable					
Deposits:						
Date	Type	Deposit Information	Description	Department	Amount	
No Transactions Exist						
Checks:						
Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open	10648	12/02/2021		Accounts Payable	ALACHUA COUNTY BOCC	4,826.61
Open	10649	12/02/2021		Accounts Payable	Childrens Home Society of FL	1.05
Open	10650	12/02/2021		Accounts Payable	Health Equity Inc	843.35
Open	10651	12/02/2021		Accounts Payable	J&S Design Studio	350.00
Open	10652	12/02/2021		Accounts Payable	OFFICE DEPOT	198.30
Open	10653	12/02/2021		Accounts Payable	OFFICE ENVIRONMENTS, INC.	9,980.04
Open	10654	12/02/2021		Accounts Payable	REAL ESTATE ACQUISITION FOR CHILDREN, LLC	6,300.00
Open	10655	12/02/2021		Accounts Payable	University of Florida Board of Trustees	3,316.60
Open	10656	12/07/2021		Accounts Payable	Allegra Gainesville	141.40
Open	10657	12/07/2021		Accounts Payable	Community Foundation of North Central Florida	50,000.00
Open	10658	12/07/2021		Accounts Payable	Deeper Purpose Community Church Inc	7,646.92
Open	10659	12/07/2021		Accounts Payable	Gainesville Circus Center Inc	11,074.66
Open	10660	12/07/2021		Accounts Payable	OFFICE DEPOT	601.71
Open	10661	12/07/2021		Accounts Payable	Splee LLC	1,250.00
Open	10662	12/10/2021		Accounts Payable	ALACHUA COUNTY BOCC	9,574.39
Open	10663	12/10/2021		Accounts Payable	ALACHUA COUNTY PROPERTY APPRAISER	37,934.00
Open	10664	12/10/2021		Accounts Payable	Ameris Bank	4,993.62
Open	10665	12/10/2021		Accounts Payable	BANK OF AMERICA	864.79
Open	10666	12/10/2021		Accounts Payable	Carr Riggs & Ingram	25,967.00
Open	10667	12/10/2021		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	255.43
Open	10668	12/10/2021		Accounts Payable	Duncan, Gerard	687.50
Open	10669	12/10/2021		Accounts Payable	EARLY LEARNING COALITION OF ALACHUA COUNTY, INC.	15,829.47
Open	10670	12/10/2021		Accounts Payable	Health Equity Inc	75.00
Open	10671	12/20/2021		Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	21,636.26
Open	10672	12/20/2021		Accounts Payable	REAL ESTATE ACQUISITION FOR CHILDREN, LLC	6,300.00
Open	10673	12/22/2021		Accounts Payable	ALACHUA COUNTY BOCC	4,826.61

Children's Trust of Ala Cty LIVE
Bank Account Activity Report

Item 6.

Reconciled & Un-Reconciled
 From Date: 12/01/2021 - To Date: 12/31/2021

Bank	Bank Account					
.	Open	10674	12/22/2021	Accounts Payable	GAINESVILLE REGIONAL UTILITIES	578.36
	Open	10675	12/22/2021	Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
	Open	10676	12/22/2021	Accounts Payable	Gainesville Thrives	241.01
	Open	10677	12/22/2021	Accounts Payable	High Springs Chamber of Commerce	250.00
	Open	10678	12/22/2021	Accounts Payable	James Moore & Co P. L.	1,000.00
	Open	10679	12/22/2021	Accounts Payable	OFFICE DEPOT	68.92
	Open	10680	12/29/2021	Accounts Payable	Childrens Home Society of FL	6.45
	Open	10681	12/29/2021	Accounts Payable	Goldwire, Kristy	26.64
	Open	10682	12/29/2021	Accounts Payable	Health Equity Inc	75.00
	Open	10683	12/29/2021	Accounts Payable	James Moore & Co P. L.	1,000.00
						\$229,421.09

EFTs: Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
.						
Open	106	12/06/2021		Accounts Payable	Health Equity Inc	104.11
Open	107	12/09/2021		Accounts Payable	AlphaStaff Inc.	27,294.78
Open	108	12/09/2021		Accounts Payable	MISSION SQUARE RETIREMENT	741.40
Open	109	12/09/2021		Accounts Payable	Florida Retirement System	9,209.16
Open	110	12/20/2021		Accounts Payable	Health Equity Inc	330.00
Open	111	12/21/2021		Accounts Payable	MISSION SQUARE RETIREMENT	705.88
Open	112	12/21/2021		Accounts Payable	AlphaStaff Inc.	27,968.74
Open	113	12/27/2021		Accounts Payable	Health Equity Inc	32.85
Open	114	12/28/2021		Accounts Payable	Florida Retirement System	9,364.26
						\$75,751.18

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

Wire Transfers: Type	Date	Vendor	Description	Internal Account	Amount
.					
No Transactions Exist					

Adjustments: Type	Date	Description	Amount
.			
No Transactions Exist			

File Attachments for Item:

7. 1st Quarter Financial Report



Item:

1st 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 (insert) Quarter is as follows:

- 1) Expenditures: \$ 685,288.22
- 2) Receipts: \$ 6,224,694.35
- 3) Statement of Funds on Hand: \$ 15,066,325.12
- 4) Total Administrative Costs: \$ 381,479.45

Attachments

Transmittal Memo

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval



TO: KEN CORNELL, CHAIR
ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: LEE PINKOSON, CHAIR
CHILDREN'S TRUST OF ALACHUA COUNTY

SUBJECT: 1st QUARTER FINANCIAL REPORT

DATE: December 31, 2021

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 2021 3rd Quarter Financial Report for the period ending 09/30/2021.

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 1st Quarter is as follows:

- 1) Expenditures: \$ 685,288.22
- 2) Receipts: \$ 6,224,694.35
- 3) Statement of Funds on Hand: \$ 15,066,325.12
- 4) Total Administrative Costs: \$ 381,479.45

CC: Michele Lieberman, County Manager
Alachua County Board of County Commissioners
J.K. "Jess" Irby, Esq. Clerk of the Court & Comptroller
Children's Trust of Alachua County Board
Colin Murphy, Executive Director, Children's Trust of Alachua County

File Attachments for Item:

8. Election of Officers (Snyder)



Item:

Election of Officers (Snyder)

Requested Action:

The Board is asked to elect officers for the positions of Chair, Vice Chair, and Treasurer.

Background:

Article IV Section 1 of the bylaws provide that the CTAC offices shall consist of a Chair, Vice Chair, and Treasurer. The officers shall be chosen at the annual meeting in January and serve a one-year term and may be elected to serve an additional consecutive term.

A nominating committee was formed which consisted of Members Snyder, Twombly, and Hardt. The nominating committee voted to recommend to the full board the following slate of officers:

- Chair: Dr. Margarita Labarta
- Vice Chair: Tina Certain
- Treasurer: Lee Pinkoson

Article V Section 3 of the bylaws says that “election of officers shall be held at the annual meeting. This election shall be by nomination and voice vote”.

Attachments:

N/A

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Motion to accept the slate of officers for 2022

File Attachments for Item:

9. Resolution 2022-01 Revisions and Additions to Board Policies (Labarta)



CHILDREN'S TRUST
OF ALACHUA COUNTY

Item:

Resolution 2022-01 Revisions and Additions to Board Policies (Labarta)

Requested Action:

The Trust is asked to adopt Resolution 2022-01 Revisions and Additions to Board Policies

Background:

The Governance Committee, comprised of Members Pinkoson and Labarta, met between September 2021 and December 2021 for the purpose of revising current board policies and recommending additional board policies. The following sections have suggested revisions:

- CHAPTER 1 - GENERAL ADMINISTRATION
- CHAPTER 2 - BUDGET MANAGEMENT POLICIES
- CHAPTER 3 - FINANCIAL MANAGEMENT
- CHAPTER 5 - HUMAN RESOURCES
- and adding CHAPTER 7 - EXECUTIVE DIRECTOR

The Board was sent a copy of the entire policy book with the suggested revisions the last week of December. The resolution contains revisions and additions only.

Attachments:

Resolution 2022-01

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Staff recommends approval

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-01**

REVISIONS AND ADDITIONS TO BOARD POLICIES

**REVISIONS TO BOARD POLICIES CHAPTER 1 - GENERAL
ADMINISTRATION, CHAPTER 2 - BUDGET MANAGEMENT POLICIES,
CHAPTER 3 - FINANCIAL MANAGEMENT, CHAPTER 5 - HUMAN
RESOURCES, AND ADDING CHAPTER 7 - EXECUTIVE DIRECTOR**

WHEREAS, the Children's Trust of Alachua County (CTAC) is authorized by Florida Statute 125.901 and Local Ordinance 18-08; and

WHEREAS, the CTAC has previously adopted policies for General Administration, Budget Management, Financial Management, Investment Management, Human Resources, Procurement, and an Employee Handbook; and

WHEREAS, a Governance Committee was established to review current policies and make recommendations for revisions and additions; and

WHEREAS, the Governance Committee met from September 2021 through December 2021; and

WHEREAS, the Governance Committee is presenting revisions and additions to board policies for consideration by the full board;

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: **ADOPTION** “1.01 Powers and Functions” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.01 Powers and Functions(*Added*)

A. The Trust will conduct its affairs in keeping with F.S 125.901, Chapter 26 of the Alachua County Board of County Commissioner Ordinance Code, the Bylaws, the Trust’s stated Goals and Strategies, these Policies, and all applicable laws, rules, and regulations. Trust members are governed by Florida Statutes, including but not limited to: F.S.112 Public Officers and Employees, F.S.189 Uniform Special District Accountability, F.S. 119 Public Records, Public Business, Miscellaneous Provisions, F.S 104.31 Political activities of state, county, and municipal officers and employees, and all other laws applicable to the Trust. Additionally, Trust members must

individually satisfy the annual obligation to file the Florida Commission on Ethics Form 1, the Statement of Financial Interest, with the Alachua County Supervisor of Elections.

B. The Trust shall have the following powers and functions:

1. To provide and maintain in the county such preventive, developmental, treatment, and rehabilitative services for children as the council determines are needed for the general welfare of the county.
2. To provide such other services for all children as the council determines are needed for the general welfare of the county.
3. To allocate and provide funds for other agencies in the county which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research which will be helpful to the council and the county in deciding the needs of children in the county.
5. To consult and coordinate with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing shall be construed to authorize the CTAC to issue bonds of any nature, nor shall the CTAC have the power to require the imposition of any bond by the governing body of the county.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and functions.
8. To enter into agreements with government agencies to provide administrative services.

SECTION 2: **ADOPTION** “1.02 Mission, Vision, And Guiding Principles” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.02 Mission, Vision, And Guiding Principles(*Added*)

- A. **Mission:** The Children’s Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.
- B. **Vision:** Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.
- C. **Guiding Principles:** Guiding Principles are utilized within organizations as a method

to align behaviors, guide decision making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families, targeted supports for those who need additional help, and place based supports for those with the greatest need.
2. Innovative initiatives should be funded that coordinate comprehensive systems of support and delivers those supports in collaborative ways that allows the Trust to achieve collective impact.
3. Initiatives shall be evaluated based on their ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
5. Initiatives must be aligned to a documented gap or need.
6. Funds will be invested and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

SECTION 3: ADOPTION “1.03 Role of the Board” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.03 Role of the Board(*Added*)

The organization of the Trust Board shall be pursuant to the laws governing the Trust and its Bylaws and policies. Specific job outputs of the Trust Board, as an informed agent of the public, are those that ensure appropriate organizational performance. Accordingly, the Board will:

- A. Serve as a link between the community and the Trust.

1. In accordance with F.S. 125.901 will annually publish a Report to the Board of County Commissioners presenting information about its services and the communities' expenditures.
 2. The Board will provide information to the County regarding its services to residents of that county, funding of those services, and the outcomes achieved by those services.
 3. The Board will represent the public and, using the data made available by staff, advocate for the continued and increasing support for its vital community mission.
 4. The Board will review data presented by staff that reflects the services provided, outcomes and costs of those services recognizing its role in ensuring effectiveness and efficiency.
- B. Provide governance to the organization through written policies that realistically address the broadest levels of all organizational decisions and situations.
1. Goals and Strategies: Organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative in worth in cost or priority.
 2. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 3. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
 4. Board- Management Delegation: How power is delegated and its proper use monitored; the Executive Director role, authority, and accountability.
- C. Provide assurance of successful organizational performance on Goals and Strategies and Executive Limitations.
- D. Accept ultimate legal authority for the organization.
- E. Evaluate its effectiveness as a Board and that of individual Board members at least annually, or as necessary to ensure the ability to meet its responsibilities.

SECTION 4: ADOPTION “1.04 Board Member Attendance” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.04 Board Member Attendance(*Added*)

The Board recognizes that it can carry out its functions only if members attend consistently.

- A. Board by-laws provide that if a member has (3) consecutive absences without cause from regular board meetings during a fiscal year or a total of five (5) absences without cause from a regular board meeting during a fiscal year, the Chair shall request the appropriate appointing authority to remove that member and make a new appointment to the Trust.

- B. Regular meetings of the Trust shall be held monthly at a time and place set by the Trust at their November meeting. The Trust shall not go more than sixty (60) days between meetings.
- C. Board members may only participate electronically in accordance with Chapter 1.05 Board Member Participation at Board Meetings.
- D. Cancelled meetings are counted as “attended” for compliance purpose.

SECTION 5: AMENDMENT “1.10 Board Member Participation At Board And Committee Meetings” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

1.~~10~~05 Board Member Participation At Board And Committee Meetings

SECTION 6: AMENDMENT “1.20 Public Participation At Board And Committee Meetings” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

1.~~20~~06 Public Participation At Board And Committee Meetings

SECTION 7: AMENDMENT “1.30 Virtual Workshops” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

1.~~30~~07 Virtual Workshops

SECTION 8: ADOPTION “1.08 Meeting Notice And Open Meetings” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.08 Meeting Notice And Open Meetings(*Added*)

Board notice and open meetings policies comply with F.S.189 and F.S.286 which include, but are not limited to, informing the public of CTAC regular Board meetings, special Board meetings, and committee meetings; holding meetings in a publicly accessible building in Alachua County; and allowing the public to speak on any item prior to the Board taking action.

SECTION 9: **ADOPTION** “1.10 Board Member Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.10 Board Member Responsibilities(*Added*)

In order to carry out the functions of the Board, individual member contributions are essential. The following duties are the essential responsibilities of Board members.

- A. Be informed of the services and programs provided by the organization and publicly support it.
- B. Be aware of and abstain from conflicts of interest.
- C. Participate in the development of governance policies in accordance with Florida law.
- D. Participate in the development of long and short term goals and objectives.
- E. Promote the organization through community networking and other agreed methods.
- F. Be accountable to the taxpayers and other funding bodies for programs and services and funds expended.
- G. Monitor and evaluate the effectiveness of the organization through regular review of information and reports.
- H. Provide candid, constructive criticism and advice and comments.
- I. Approve major actions of the organization such as capital expenditure and major service/program changes.
- J. At least annually review the performance of the Board and take steps to improve its performance.
- K. Serve on Committees or in Board office, if called upon to do so.
- L. Foster a positive working relationship with other Board members and staff.
- M. Prepare for and participate in the discussions and deliberations of the Board.

SECTION 10: **ADOPTION** “1.15 Evaluation Of Board Performance” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.15 Evaluation Of Board Performance(*Added*)

It is the Board's policy to evaluate its effectiveness as a Board at least annually to ensure it is (a) performing tasks it has set out for itself in Policy; (b) holding meetings that are organized so as to be efficient and effective, and (c) allowing members to evaluate their own performance and contribution.

- A. Staff will provide the Board with a summary of those tasks, the activities, discussions, and actions taken by the Board to discharge those responsibilities, and an opportunity to rate those each year, according to the Board's established calendar.
- B. At each meeting, a Meeting Evaluation Form will be provided. It will be summarized and placed on the Consent Agenda for the subsequent meeting. Any Board member may ask that the evaluation be placed on the regular agenda for discussion.
- C. Once annually, the Board will be provided with a self-evaluation tool that reflects the Board Member Responsibilities as described in Chapter 1.04 in order for them to assess their own performance.

SECTION 11: ADOPTION "1.20 Agenda Planning" of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.20 Agenda Planning(*Added*)

To efficiently perform its duties consistent with Board policies, the Board will follow an annual calendar that includes (a) a re-evaluation and approval of Goals and Strategies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.

- A. The cycle will conclude each year on the last day of December so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Goals and Strategies.
- B. The cycle will start with the Board's development of its agenda for the next year.
- C. Consultations with selected groups in the community, or other methods of gaining stakeholder input, will be determined and arranged in the first quarter, to be held during the balance of the year.
- D. Governance education and education related goal setting will be arranged in the first quarter, to be held during the balance of the year.
- E. A formal evaluation of the Executive Director will take place once per year on in the month of the Executive Director's employment anniversary.
- F. A Board member may recommend or request an item for Board discussion by submitting the item to the Chairperson no later than five seven days before the Board meeting.

SECTION 12: ADOPTION “1.25 Board Chair's Role” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.25 Board Chair's Role(*Added*)

The Board Chair, a specially empowered member of the Board, assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

- A. The assigned result of the Chair's job is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
1. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide or to monitor.
 2. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as much.
 3. Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
- B. The authority of the Chair consists in making decisions that will fall within topics covered by the Board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment or termination of a Executive Director and (b) where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
1. The Chair is empowered to chair Board meetings with all the commonly accepted power of the position, such as ruling, and recognizing.
 2. The Chair has no authority to make decisions about policies created by the Board within the Trust's Goals and Strategies and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the Executive Director.
 3. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decision and interpretations within the area delegated to that role.
 4. The Chair may delegate this authority, but remains accountable for its use.
 5. The Chair will also be a member of the Executive Committee, which also includes but is not limited, to the Vice Chair and Treasurer.
 6. The Chair represents the Board and the Trust at public events, advocating for our mission, reporting on goals and accomplishments, thereby promoting the Trust in the Community.

SECTION 13: **ADOPTION** “1.26 Board Vice Chair's Role” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.26 Board Vice Chair's Role(*Added*)

The Board Vice-Chair serves as an officer of the Board and assists the Chair in ensuring that the Board operates in accordance with applicable bylaws and policy governance responsibilities.

- A. The Vice Chair shall assist and support the Board Chair in accomplishing his or her tasks by
 - 1. The Vice Chair assists to provide leadership to the Board;
 - 2. Ensures that the Board complies with applicable bylaws and conducts Board business effectively and efficiently in the absence of the Chair.
- B. The Board Vice Chair serves on the Board Committees specified in the bylaws and in this role will
 - 1. Preside at all meetings of the Board and at all meetings of the Executive Committee in the absence of the Chairperson;
 - 2. Is a member of the Executive Committee;
- C. The Board Vice Chair will be an acting Board Chair designate in the absence or the Chairperson
 - 1. The Vice Chair shall perform all the duties and carry out all responsibilities of the Chair with full authority during his/her continued absence.
 - 2. The Vice Chair may represent the Board to outside parties.

SECTION 14: **ADOPTION** “1.27 Board Treasurer's Role” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.27 Board Treasurer's Role(*Added*)

The Treasurer shall:

- A. Preside over the Trust Budget Planning Committee.
- B. Serve as a member of the Executive Committee.
- C. Preside at all meetings of the Trust in the absence of the Chair and Vice-Chair.

SECTION 15: **ADOPTION** “1.28 Board Secretary” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.28 Board Secretary(*Added*)

The Executive Director serves as the Board Secretary with the purpose of ensuring the integrity of the Board’s documents.

- A. The assigned result of the secretary’s job is to see to it that all Board documents and filings are accurate and timely.
1. Policies will be current in their reflection of Board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or Board member recognitions need not be placed in policy.
 2. Policies will generally follow Policy Governance principles.
 3. Bylaw elements necessary for legal compliance be known to the Board.
 4. Board minutes will be produces with brevity, and the requirements for accuracy of Board minutes will be known to the Executive Director.
 5. Contracts, agreements, or other documents requiring an Attestation or Certification will be the responsibility of the Executive Director or designee.
- B. Records Management: In accordance with F.S.257.36(5), the Board Secretary shall maintain an organization-wide records management program that maintains, protects, retains, and disposes of records in accordance with statutory compliance, operational needs, fiscal and legal requirements, and historical or reference purposes.
- C. In accordance with F.S.119, any item that meets the definition of a Public Record will be retained in accordance with the records retention schedule required by law, and upon request, made available to the public unless the information is confidential or exempt from disclosure.

SECTION 16: **ADOPTION** “1.30 Board Committee Policy” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.30 Board Committee Policy(*Added*)

Board Committees, when used, will be assigned so as to reinforce the wholeness of the Board’s job and so as never to interfere with delegation from Board to the Executive Director.

- A. Board Committees are to help the Board do its job, not to help or advise the Staff.

Committees ordinarily will assist the Board by preparing policy alternatives and the implications thereof for Board deliberation. In keeping with the Board's broader focus, Board Committees will normally not have direct dealing with current staff operations. Committees will be used sparingly and ordinarily in an ad hoc capacity.

1. Board Committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations will be carefully stated in order not to conflict with authority delegated to the Executive Director.
 2. Board Committees cannot exercise authority over staff. The Executive Director works for the full Board, and will therefore not be required to obtain approval of a Board Committee before an executive action.
 3. Board Committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board Committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
- B. This policy applies to any group that is formed by Board action, whether or not it is called a Committee and regardless of whether the group includes Board members. It does not apply to Committees formed under the authority of the Executive Director.
- C. Actions taken by Executive Committee in an exigent situation where the full Board could not be convened shall be presented to the full board for ratification at the next scheduled meeting.
- D. The Board maintains only an Executive Committee as a standing Committee, consistent with its Bylaws. The Executive Committee serves as the Audit Committee and is empowered to accept the findings of the Independent Audit, when necessary to meet deadlines outside the control of the Trust.
- E. At least annually, the Board convenes a Nominating Committee to propose a slate of officers.

SECTION 17: ADOPTION "1.32 Conflict Of Interest" of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.32 Conflict Of Interest(*Added*)

In accordance with F.S.112.3143, Board members and members of any advisory body to the Board must abstain from voting on a matter in which the member has a conflict of interest, and the member must disclose the nature of the conflict. Furthermore, the member may not attempt to influence a decision of a matter in which they have a conflict of interest prior to disclosing the nature of the conflict. In either case, the member must delineate such conflict on the Florida Commission on Ethics Form 8B, Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers, which is filed with the Board Secretary and shall be incorporated in the minutes of the appropriate Board or advisory body meeting. However, provided it does not violate conflict of interest laws, a member may vote on such a funding issue if it is a part of a general appropriation addressing multiple programs. In such cases the member will announce his or her affiliation with the entity affected.

SECTION 18:AMENDMENT “2.30 Expenditures” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

2.30 Expenditures

- A. The financial impact associated with new programs or program modifications will be analyzed and determined prior to adoption by the CTAC. When new programs or increased levels of service are proposed, CTAC will identify any applicable Federal or State mandates; outline client benefits and strategic initiatives; demonstrate alignment to organizational goals, objectives, and agreements; identify related health and safety issues; demonstrate conformance to industry/professional standards; and identify all funding sources including tax increases needed to partially or fully fund the program or service.
- B. Understanding what a program or activity costs, and what benefits are derived from these programs or activities allows CTAC to make informed funding decisions. To that end, all expenditures will be analyzed to ensure service alignment with current priorities.
- C. CTAC shall utilize performance measures in order to track performance, support operational improvement, and determine effective use of resources for each program.
- D. Grant applications to fund services/programs with state or federal funds will be recommended to the CTAC upon review with significant consideration given to:
 - 1. The cost of administering the grant relative to the amount of the grant
 - 2. The availability of matching funds
 - 3. The extent to which locally generated funds will be required to support the program when the grant funding is no longer available.
- E. **Operating Budget.** For purposes of budgetary control, expenditures cannot legally exceed the total annual budgeted appropriations.

- F. **Proposed Budget.** CTAC shall develop a proposed budget to include, when appropriate, personal services, operating, capital outlay, grants and aids, and other uses categories.
- G. **Budget Amendments.** Budgetary levels of authority are as follows:
1. Budget amendments that change the fund's total appropriation require the approval of the CTAC via a Resolution. The Resolution must be posted on the CTAC website within 5 days after adoption and must remain there for two years. The CTAC, at any time within a fiscal year, may amend its budget for that year, and may within the first 60 days of a fiscal year amend the budget for the prior fiscal year (F.S 189.016 (6-7)).
 2. Budget transfers between Functions and/or Object Classification, as defined by the Uniform Chart of Accounts (AKA Uniform Accounting System Manual for Florida Local Governments) require approval of the CTAC
 3. ~~Per F.S 129.06(2), appropriations related to prior year non-operating encumbrances, grants, and capital projects not completed will be submitted to the CTAC as a budget amendment no later than the deadline set by Florida Statute Chapter 129.~~ Transfers from the Reserve for Contingency require CTAC approval.
 4. Establishing a budget for revenues that were not anticipated during the annual budget process requires that the CTAC adopt a resolution to recognize and appropriate the revenue ~~(F.S. 129.06(2)(d)and(e))~~.
 5. Upon completion of the prior fiscal year's independent audit, the operating budget may be adjusted to reflect actual beginning fund balances if deemed necessary by the CTAC. Audited fund balances will be adjusted during this "mid-year" process to prevent spending of resources not available ~~(F.S. 129.06(2)(f))~~.
 6. ~~Amendments not specifically authorized in Florida Statute Chapter 129.06(2) (a-e) require the amendment be authorized by resolution or ordinance of the CTAC and adopted following a public hearing. The public hearing must be advertised at least two (2) days, but not more than five (5) days, before the date of the hearing. The advertisement and adoption procedures are similar to those required for adoption of the annual budget (F.S. 129.06(2)(f)). Pursuant to F.S. 129.06(2)(f)2, budget amendments must be posted to the CTAC's official website within 5 days of adoption/approval.~~
- H. **Budget Appropriation.** Appropriations will be made at the Fund, Functional Category, and Object Classification (AKA "categories"; personal services, operating expense, capital outlay, grants and aids, and "other use" expenses) levels.

SECTION 19: AMENDMENT "2.40 Fund Balance" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

2.40 Fund Balance

A. Minimum Fund Balance

1. To the extent feasible, the CTAC's unassigned plus assigned fund balances will be at a minimum of 2 months of annual appropriations.
2. The amount of ending fund balance to be budgeted shall be analyzed and determined during the annual budget process.

B. Uses of Fund Balance. ~~During Carry Forward and Mid-year budget amendments,~~ Fund balance may be used for:

1. Appropriations related to prior year non-operating encumbrances, grants, and capital projects not completed. The total carry-forward amounts will be reported in the prior year independent audit as assigned fund balances.
2. Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
3. Funding for unexpected increases in the cost of providing existing levels of service.
4. Temporary and nonrecurring funding for unanticipated projects.
5. Funding of a local match for public or private grants.
6. Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
7. Funding to accommodate unanticipated program mandates from other governmental bodies.
8. Funding for emergencies, whether economic, natural disaster or acts of war.

SECTION 20: AMENDMENT "2.50 Budget Reserve For Contingency" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

2.50 Budget Reserve For Contingency

Reserve for contingency requests must be approved by the CTAC. The CTAC will use the procedures and evaluation criteria set forth in this, and other policies. The reserve for contingency shall be separate from any unallocated fund balances.

- A. **Minimum and Maximum Contingency.** A reserve for contingency shall be calculated and budgeted at a level not less than 5% of operating revenues and in an amount not greater than 10% of the total budget ~~in accordance with Florida Statute Chapter 129.01(2)(e)~~. If the reserve for contingency falls below 50% of the minimum level, the reserves shall be reestablished the following year.
- B. **Year to Date Activity.** CTAC's budget will be amended at such time as the CTAC authorizes the use of contingency reserves (~~F.S. 129.06(2)(b)~~). All requests for the use of reserve for contingency as referenced in this section shall be accompanied by

information showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

SECTION 21: AMENDMENT “3.40 Fund Balance” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

3.40 Fund Balance

- A. **Reporting Standards.** CTAC will report Fund Balance in accordance with Governmental Accounting Standards CTAC Statement No. 54 Fund Balance Reporting and Government Fund
- B. **Definition.** The financial reporting fund’s Fund Balance shall be composed of non-spendable, restricted, committed, assigned, and unassigned amounts.
- C. The unassigned plus assigned fund balance at each fiscal year end, shall not be less than ~~5%~~ 2 months of the following year’s projected operating revenue. In any fiscal year where CTAC is unable to maintain the minimum fund balance as required in this section, they shall re-establish the minimum amount in the following year. During the reestablishment period, CTAC shall not appropriate any amounts of such fund balance for the purpose of balancing the budget until the minimum is reached.

SECTION 22: AMENDMENT “3.50 Reporting And Audits” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

3.50 Reporting And Audits

- A. Balanced revenue and expenditure forecasts will be prepared to examine CTAC’s ability to absorb operating costs due to changes in the economy, service demands, and capital improvements.
- B. CTAC’s accounting and financial reporting systems will be maintained in conformance with all state, federal and local laws, as well as generally accepted accounting principles as required in Florida Statutes Chapters ~~129~~ 189 and 200.
- C. An annual audit will be performed by an independent public accounting firm, as required by Florida Statute. The results of the audit and the audit opinion will be reported to the CTAC and included in CTAC’s annual financial report.
- D. Financial information mentioned within this section, including the Budget, will be published on the CTAC’s website.
- E. 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.

- F. Property control shall be applied to all assets valued at the level required by State Statute, the current minimum monetary threshold for capitalization and the item shall be tagged and identified by asset number when appropriate. Each item is to be physically identified and assessed as to its condition at least once per fiscal year.
- G. Travel reimbursement will be in accordance with policies adopted in compliance with Florida Statute 112.061 (14).

SECTION 23: AMENDMENT “5.60 Compensation And Benefits” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

5.60 Compensation And Benefits

With respect to employment, compensation and benefits to employees, consultants and contract workers, the Executive director shall not:

- A. change their compensation and benefits, which are to be negotiated with the Board
- B. claim any work-related expenses that go beyond the normal range of commonly accepted work expenses or are outlined in their contract;
- C. promise or imply guaranteed employment;
- D. establish compensation or benefits,(including, but not limited to, paid or unpaid time off, holiday, health insurance or other insurance) that
 - 1. deviate materially from the geographic or professional market for the skills being employed;
 - 2. create obligations of a longer term than revenues can safely be projected;
 - 3. are insufficient to permit the hiring and retention of qualified staff.
- E. establish deferred or long-term compensation or benefits which incur unpredictable future costs;
- F. provide less than statutorily required compensation or benefits to regular and/or contract employees including
 - 1. overtime,
 - 2. PTO
 - 3. Worker’s Compensation
 - 4. Family Medical Leave
 - 5. Retirement or other benefits required under Meridian’s exemption from Social Security taxes;
- G. fail to have written offer of employment signed by the employee and the Executive Director, including any terms or conditions for employment, compensation, benefits;
- H. establish policies that provide reimbursement for approved work-related expenses for travel, training, or other business related expenditures in accordance with Florida

Statutes.

SECTION 24: ADOPTION “5.61 Pay Plan” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

5.61 Pay Plan(*Added*)

A Pay Plan shall be established and approved by the Board, for all classifications in the Classification Plan. The Pay Plan shall include a listing of all approved classifications with a salary range identifying the minimum and maximum rates of pay for each classification. The Executive Director or designee shall be responsible for the maintenance of the Pay Plan in accordance with sound compensation practices.

SECTION 25: ADOPTION “7 Executive Director” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7 Executive Director(*Added*)

SECTION 26: ADOPTION “7.10 Board Delegation to the Executive Director” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.10 Board Delegation to the Executive Director(*Added*)

The Board’s sole official connection to the operational organization, its achievements and conduct will be through the Executive Director.

SECTION 27: ADOPTION “7.20 Unity Of Control” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.20 Unity Of Control(*Added*)

Only officially passed motions of the Board are binding on the Executive Director.

- A. Decisions or instructions of individual Board members, officers, or Committees are not binding on the Executive Director except in rare instances when the Board has specifically authorized such exercise of authority.
- B. In the case of Board members or Committees requesting information or assistance without Board authorization, the Executive Director can refuse such requests that require, in the Executive Director's opinion, a material amount of staff time or funds, or are disruptive.

SECTION 28: ADOPTION “7.30 Accountability Of The Executive Director” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

A D O P T I O N

7.30 Accountability Of The Executive Director(*Added*)

The Executive Director is the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director.

- A. The Board will never give instructions to persons who report directly or indirectly to the Executive Director.
- B. The Board will not evaluate, either formally or informally, any staff other than the Executive Director.
- C. The Board will view Executive Director performance as identical to organizational performance, so that organizational accomplishment of Board-stated Goals and Strategies and avoidance of Board-proscribed means will be viewed as successful Executive Director performance. Executive Director overall performance will be reviewed by the Executive Committee as indicated In the Executive Director contract with the Board.
 1. The Board will review Executive Director performance at least annually, though performance is assessed at each meeting via a review of reports and other material presented to the Board that reflects the degree to which Board policy is carried out and performance and strategic objectives are being attained.
 2. A formal review is conducted annually. The review will include survey data from all Board members as well as data presented to the Board throughout the year, as described above.
 3. Executive Director compensation will be reviewed at the same time as the annual performance review.

D. It is the Board's philosophy that compensation

1. Be competitive as to base salary for like organizations and markets.
2. Be performance-based with regard to bonuses.
3. Provide for coverage of professional memberships and expenditures that encourage the Executive Director's ability to stay current in the field.
4. Provide coverage of travel and other business-related expenses.

SECTION 29: **ADOPTION** "7.40 Delegation to the Executive Director" of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.40 Delegation to the Executive Director(*Added*)

The Board will instruct the Executive Director through written policies that prescribe the organizational goals and strategic objectives. The policies and goals and strategic objectives set forth goals to be achieved, and prescribe organizational situations and actions to be avoided, allowing the Executive Director to use any reasonable interpretation of these policies.

- A. The Board will develop policies instructing the Executive Director to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called the Trust's Goals and Strategies. All issues that are not strategic objectives are means to the attainment of agreed upon goals and objectives and left to the Executive Director.
- B. As long as the Executive Director uses any reasonable interpretation of the Board's policies, the Executive Director is authorized to establish all practices, and develop all activities. Such decisions of the Executive Director shall have full force and authority as if decided by the Board. The Board may change its Goals and Objectives and Policies, thereby shifting the boundary between Board and Executive Director domains. By doing so, the Board changes the latitude of choice given to the Executive Director. But as long as any particular delegation is in place, the Board will respect and support the Executive Director's choices.

SECTION 30: **ADOPTION** "7.50 Evaluation Of The Executive Director" of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.50 Evaluation Of The Executive Director(*Added*)

Systematic and rigorous evaluation of the Executive Director's job performance will be solely against the only expected Executive Director job outputs as defined in the Executive Director's job description, the Executive Director's Contract, the Trust's Goals and Strategies, and adherence to Trust policies.

- A. The evaluation of the Executive Director shall occur in the month of the Executive Director's employment anniversary
- B. Prior to the Board's evaluation, the Executive Director shall provide the Board a summary of work from the previous fiscal year that includes a summary of outputs as defined in the Executive Director's job description, the Executive Director's Contract, the Trust's Goals and Strategies, and Trust policies.
- C. Each Trust member shall complete an evaluation of the Executive Director's performance. The results of the individual evaluation shall be compiled and placed on the agenda for discussion.
- D. At the evaluation of the evaluation of the Executive Director, the Board may increase base salary and/or other benefits of the Director in such amounts and to such an extent as it may determine that it is desirable to do so, in light of the performance by the Director.

SECTION 31: ADOPTION “7.60 Planning Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.60 Planning Responsibilities(*Added*)

It is the responsibility of the Board and the Executive Director to ensure that the Trust's operations are aligned with its Mission, Vision, and Values and Goals and Strategies and that its activities are consistent with those aims. Accordingly, the Executive Director shall;

- A. present the Board suggestions for updated goals and strategies;
- B. include a review of programs and services from the strategic planning processes;
- C. gather internal and external stakeholder input in the strategic planning process;
- D. ensure a balance between financial goals and desired outcomes;
- E. align the development of business practices (clinical and administrative) and allocation of resources (staffing, training, skills, infrastructure) to the established financial and consumer goals.
- F. provide for data driven decision-making process that includes:
 - 1. financial metrics;
 - 2. program performance measures (how much, how well, better offs);
 - 3. business practice metrics to ensure efficiency of processes and ensure access to timely data about processes;
 - 4. assessment(s) of the need and safety of infrastructure, staffing, technology and

other resources needed to carry out the organizational mission.

SECTION 32: **ADOPTION** “7.70 Communication And Consultation To The Board” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.70 Communication And Consultation To The Board(*Added*)

With respect to providing information and counsel to the Board, the Executive Director shall ensure that the Board is fully informed, Accordingly, the Executive Director shall

- A. make the Board aware in a timely manner of relevant trends and issues, anticipated adverse media coverage, material external and internal changes, including key personnel changes, and changes in assumptions underlying current Board policy;
- B. marshal sufficient points of view, issues and options as needed to formulate strategic initiatives, operating policy/procedure, or decisions at all levels of the organization;
- C. provide a means for official Board, staff or Committee communications;
- D. report actual or anticipated non-compliance with any policy of the Board;
- E. inform the Board in a timely manner regarding sensitive issues, especially those having financial or legal implications either in Executive Session, a regular or special Board meeting;
- F. inform the Board on public relations, networking, advocacy and collaborations with funding sources, planning bodies, service providers, consumers, and families;
- G. share information regarding responses to draft legislation, position papers, and new practices;
- H. report to the Board about participation on Committees, task forces, Boards or professional/trade associations;
- I. inform the Board on any Board Policy changes required to meet legislative and funding source requirement.

SECTION 33: **ADOPTION** “7.75 Human Resources Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.75 Human Resources Responsibilities(*Added*)

With regard to employees, the Executive Director shall not cause or allow jeopardy to the safety, integrity, or public image by virtue of employment practices that are unprofessional, unfair, or illegal. Accordingly, the Executive Director shall:

- A. develop policies and procedures that promote and ensure equal employment opportunity, regardless of race, gender, color, religion, national origin, age, disability, marital status, or sexual orientation in all aspects of employment;
- B. have policies and procedures in place that govern practices related to hiring, discipline (including termination), work-force reduction, and expectations for employee performance and conduct;
- C. have policies or procedures that support and encourage diversity and cultural competence at all levels in its workforce;
- D. have policies and procedures in place that govern staff treatment and internal communication, including policies relating to
 - 1. staff development and training
 - 2. respectful collaboration between staff at all levels
 - 3. preventing sexual harassment,
 - 4. personal appearance
 - 5. solicitation;
- E. have a classification and pay plan that clearly identifies position titles, levels and class as well as salary ranges and that are based on profession-specific and/or local market analysis;
- F. ensure all position openings are advertised as required by contract or regulation;
- G. provide opportunities for orientation, training, or supervision;
- H. provide opportunities for promotion, development, talent management and succession;
- I. provide adequate supplies and equipment to ensure job performance and for work-place safety;
- J. maintain a drug-free work place;
- K. develop strategies to prevent workplace violence, including any type of act, gesture or threat that leaves another person injured or fearing injury.

SECTION 34: **ADOPTION** “7.78 Staff Treatment Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.78 Staff Treatment Responsibilities(*Added*)

- A. The Executive Director shall maintain an Employee Handbook which shall be approved and amended by the Board and provide policy guidance for the Executive Director to ensure that staff is treated in a manner that is professional, fair, and legal at

all times. The Employee Handbook shall provide policies that:

1. act in conformance with the Fair Labor Standards Act or other applicable state or federal law governing leave, compensation, classification or accommodation;
2. are kept current and reviewed annually that address at a minimum conduct and ethical standards, hiring, discipline, termination, pay and promotion, leave, evaluation and performance;
3. provide permanent employees a due process grievance procedure, able to be used without bias, up to and including access to the Executive Director for matters including:
 - a. grievances or complaints
 - b. conflicts
 - c. disciplinary actions taken by the supervisor
 - d. termination
4. maintain polices that govern leave, including personal time off, leave without pay, administrative and family medical leave options and requirements;
5. make sure all hires have a background and criminal records check commensurate with their job and responsibilities and that they are informed of this process;
6. ensure that meaningful orientation and ongoing training is provided to staff and volunteers throughout CTAC;
7. monitor employee performance and have performance evaluations conducted in accordance with published criteria and schedules set out in center policies, procedures, and guidelines;
8. link incentives to performance;
9. provide working conditions that are consistent with community standards, including compensation and benefits
10. define and prohibit nepotism and other work-related conflicts of interest;
11. ensure that staff providing direct professional services reserve the right, based on Executive Management staff review to ensure compliance with Federal statutes regarding civil rights or disabilities, to refuse at any time to participate in the care or treatment of any particular consumer or group on the grounds of religious, ethnic cultural, or moral considerations or persuasions;
12. provide separating employees an opportunity to participate in an Exit Interview that is confidential and unbiased.
13. provide a work environment that supports and engages staff, provides meaningful work in as flexible a manner as possible while also promoting excellence, accountability, and ethical practices.

SECTION 35: ADOPTION “7.85 Budgetary Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.85 Budgetary Responsibilities(*Added*)

- A. With respect to budgeting for all or any part of a fiscal period, the Executive Director shall ensure the integrity of the Trust's programs and organization. Accordingly, the Executive Director shall:
1. provide sufficient detail to enable accurate projection of revenues and expenses, separation of capital, program, and administrative items, cash flow and disclosure or planning assumptions;
 2. plan the expenditure in any fiscal year of more funds than are conservatively projected to be received or available in that period;
 3. ensure that appropriated reserves and fund balance meet Trust approved thresholds;
 4. provides sufficient resources for the Board's prerogatives during the year, such as travel, development, the independent financial audit, or access to legal counsel;
 5. reflect anticipated changes in employee compensation, including inflationary adjustments, step increases, incentives, and benefits;
 6. consider the needs for technology expansion, replacement, and maintenance;
 7. consider fiscal soundness in future years and make provisions for the building of organizational capabilities sufficient to achieve strategic goals and objectives in future years;
 8. adhere to the Board's stated priorities in the Board-approved Goals and Strategies in allocating among competing budgetary needs.

SECTION 36:AMENDMENT “3.20 Financial Goals” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

~~3.20~~7.90 Financial ~~Goals~~Responsibilities

- ~~A. To maintain the financial viability of CTAC in order to ensure adequate levels of services. To maintain financial flexibility in order to continually adapt to local and regional economic and demographic changes. To maintain and enhance services in order to provide for the health, safety and welfare of the County's youth.~~

With respect to the Board's financial condition and health, the Executive Director shall prevent the development of fiscal jeopardy and prevent budgetary allocations from deviating materially from Board priorities as stated in the Board's Goals and Strategic Objectives. Accordingly, the Executive Director shall:

- A. establish reporting mechanisms that adequately monitor the organizations' financial

- condition and performance
- B. only expend funds than have been received or are available in the fiscal year to date;
 - C. maintain sufficient cash to settle payroll, current liabilities, and meet the Trust's reserve requirements;
 - D. assure that purchases or contracts for services are based upon reasonable judgment and due diligence and that selections are free from conflict of interest;
 - E. only allow staff expenditure or contract limits that are consistent and reasonable for the scope of responsibility
 - F. receive, process, or disburse funds under controls sufficient to meet the Board appointed auditors' standards and/or outside funder's requirements;
 - G. reasonably pursue receivables
 - H. invest or hold operating capital in financial institutions that are federally regulated and insured;
 - I. only contract with independent auditing firm that is approved or selected by the Board;
 - J. submit financial statements to the state, county commissions, and others as required by statute or contract;
 - K. submit budgetary, personnel and operating plans as required by contract, statute, or regulation;
 - L. maintain records related to financial, contractual, transactions prior to the time line required by statute, administrative rule, or contract.

SECTION 37: **ADOPTION** “7.94 Public Relations Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.94 Public Relations Responsibilities(*Added*)

The Executive Director is responsible for ensuring effective relations with Meridian's external and internal environment. Accordingly, the Executive Director shall:

- A. ensure CTAC is represented by a professional and informed spokesperson;
- B. take an active leadership role in promoting an awareness of the Trust's Mission and Vision;
- C. ensure that staff is aware of CTAC's Mission and Vision and their role in bringing it to fruition.

SECTION 38: **ADOPTION** “7.96 Public Presentation Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.96 Public Presentation Responsibilities(*Added*)

The Executive Director shall:

- A. ensure ongoing liaisons to maintain communication and compliance with financial and service requirements;
- B. collaborate with funding sources, planning bodies, service providers, consumers, and families to ensure a comprehensive coordinated range of services for children and families;
- C. ensure that children remain a priority in the planning processes by advocating by participating in public forums and Committees, as well as state-wide or national associations and forums, that have the potential to influence funding priorities;
- D. ensure that effective public relations are developed and maintained to assist in dealing with the media on sensitive issues, making presentations to the public on children's issues, and promoting the role of the Trust by:
 - 1. drafting responses or media releases articulating CTAC's position, including those that require Board response,
 - 2. responding to requests from the media regarding CTAC policy or positions,
 - 3. developing media press releases, letters to the editor and interviews to advocate issues and policies impacting children.

SECTION 39: **ADOPTION** “7.100 Emergency/Interim Executive Director Succession” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

7.100 Emergency/Interim Executive Director Succession(*Added*)

In order to ensure that the Trust is managed during any interim period when the Executive Director is unavailable and/or any period between successive Executive Directors, the incumbent Executive Director shall:

- A. have at least one manager familiar with the Board and Executive Director issues and processes;
- B. advise the Director of Program Operations, who has the next highest level of agency responsibility, of salient issues prior to any planned absences;
- C. have an Executive Management Team that can manage the day-to-day operations in the Executive Director's absence.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD _____.

	AYE	NAY	ABSENT	ABSTAIN
Dr. Margarita Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

Dr. Margarita Labarta, Chairman,
Children's Trust of Alachua County

Colin Murphy, Secretary Children's
Trust of Alachua County

File Attachments for Item:

10. Board Retreat (Labarta)



CHILDREN'S TRUST
OF ALACHUA COUNTY

Item:

Board Retreat (Labarta)

Requested Action:

The Trust is asked to schedule a date for a Board Retreat.

Background:

NA

Attachments:

NA

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Schedule a date, time, and place

File Attachments for Item:

11. Review of F.S. 125.901 and Local Ordinance 18-08 (Swain)



Item:

Review of F.S. 125.901 and Local Ordinance 18-08 (Swain)

Requested Action:

The Board is asked to receive a presentation on F.S. 125.901 and Local Ordinance 18-08 which govern the Children's Trust of Alachua County.

Attachments:

F.S. 125.901
Local Ordinance 18-08

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Receive the presentation


 Select Year:

The 2021 Florida Statutes

Title XI	Chapter 125	View Entire
COUNTY ORGANIZATION AND INTERGOVERNMENTAL	COUNTY	Chapter
RELATIONS	GOVERNMENT	

125.901 Children’s services; independent special district; council; powers, duties, and functions; public records exemption.—

(1) Each county may by ordinance create an independent special district, as defined in ss. [189.012](#) and [200.001\(8\)\(e\)](#), to provide funding for children’s services throughout the county in accordance with this section. The boundaries of such district shall be coterminous with the boundaries of the county. The county governing body shall obtain approval, by a majority vote of those electors voting on the question, to annually levy ad valorem taxes which shall not exceed the maximum millage rate authorized by this section. Any district created pursuant to the provisions of this subsection shall be required to levy and fix millage subject to the provisions of s. [200.065](#). Once such millage is approved by the electorate, the district shall not be required to seek approval of the electorate in future years to levy the previously approved millage.

(a) The governing body of the district shall be a council on children’s services, which may also be known as a juvenile welfare board or similar name as established in the ordinance by the county governing body. Such council shall consist of 10 members, including: the superintendent of schools; a local school board member; the district administrator from the appropriate district of the Department of Children and Families, or his or her designee who is a member of the Senior Management Service or of the Selected Exempt Service; one member of the county governing body; and the judge assigned to juvenile cases who shall sit as a voting member of the board, except that said judge shall not vote or participate in the setting of ad valorem taxes under this section. If there is more than one judge assigned to juvenile cases in a county, the chief judge shall designate one of said juvenile judges to serve on the board. The remaining five members shall be appointed by the Governor, and shall, to the extent possible, represent the demographic diversity of the population of the county. After soliciting recommendations from the public, the county governing body shall submit to the Governor the names of at least three persons for each vacancy occurring among the five members appointed by the Governor, and the Governor shall appoint members to the council from the candidates nominated by the county governing body. The Governor shall make a selection within a 45-day period or request a new list of candidates. All members appointed by the Governor shall have been residents of the county for the previous 24-month period. Such members shall be appointed for 4-year terms, except that the length of the terms of the initial appointees shall be adjusted to stagger the terms. The Governor may remove a member for cause or upon the written petition of the county governing body. If any of the members of the council required to be appointed by the Governor under the provisions of this subsection shall resign, die, or be removed from office, the vacancy thereby created shall, as soon as practicable, be filled by appointment by the Governor, using the same method as the original appointment, and such appointment to fill a vacancy shall be for the unexpired term of the person who resigns, dies, or is removed from office.

(b) However, any county as defined in s. [125.011\(1\)](#) may instead have a governing body consisting of members, including: the superintendent of schools, or his or her designee; two representatives of public postsecondary education institutions located in the county; the county manager or the equivalent county officer; the district administrator from the appropriate district of the Department of Children and Families, or the administrator's designee who is a member of the Senior Management Service or the Selected Exempt Service; the director of the county health department or the director's designee; the state attorney for the county or the state attorney's designee; the chief judge assigned to juvenile cases, or another juvenile judge who is the chief judge's designee and who shall sit as a voting member of the board, except that the judge may not vote or participate in setting ad valorem taxes under this section; an individual who is selected by the board of the local United Way or its equivalent; a member of a locally recognized faith-based coalition, selected by that coalition; a member of the local chamber of commerce, selected by that chamber or, if more than one chamber exists within the county, a person selected by a coalition of the local chambers; a member of the early learning coalition, selected by that coalition; a representative of a labor organization or union active in the county; a member of a local alliance or coalition engaged in cross-system planning for health and social service delivery in the county, selected by that alliance or coalition; a member of the local Parent-Teachers Association/Parent-Teacher-Student Association, selected by that association; a youth representative selected by the local school system's student government; a local school board member appointed by the chair of the school board; the mayor of the county or the mayor's designee; one member of the county governing body, appointed by the chair of that body; a member of the state Legislature who represents residents of the county, selected by the chair of the local legislative delegation; an elected official representing the residents of a municipality in the county, selected by the county municipal league; and 4 members-at-large, appointed to the council by the majority of sitting council members. The remaining 7 members shall be appointed by the Governor in accordance with procedures set forth in paragraph (a), except that the Governor may remove a member for cause or upon the written petition of the council. Appointments by the Governor must, to the extent reasonably possible, represent the geographic and demographic diversity of the population of the county. Members who are appointed to the council by reason of their position are not subject to the length of terms and limits on consecutive terms as provided in this section. The remaining appointed members of the governing body shall be appointed to serve 2-year terms, except that those members appointed by the Governor shall be appointed to serve 4-year terms, and the youth representative and the legislative delegate shall be appointed to serve 1-year terms. A member may be reappointed; however, a member may not serve for more than three consecutive terms. A member is eligible to be appointed again after a 2-year hiatus from the council.

(c) This subsection does not prohibit a county from exercising such power as is provided by general or special law to provide children's services or to create a special district to provide such services.

(2)(a) Each council on children's services shall have all of the following powers and functions:

1. To provide and maintain in the county such preventive, developmental, treatment, and rehabilitative services for children as the council determines are needed for the general welfare of the county.
2. To provide such other services for all children as the council determines are needed for the general welfare of the county.
3. To allocate and provide funds for other agencies in the county which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research which will be helpful to the council and the county in deciding the needs of children in the county.
5. To consult and coordinate with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.

6. To lease or buy such real estate, equipment, and personal property and to construct such buildings are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subparagraph shall be construed to authorize a district to issue bonds of any nature, nor shall a district have the power to require the imposition of any bond by the governing body of the county.

7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and functions.

(b) Each council on children's services shall:

1. Immediately after the members are appointed, elect a chair and a vice chair from among its members, and elect other officers as deemed necessary by the council.

2. Immediately after the members are appointed and officers are elected, identify and assess the needs of the children in the county served by the council and submit to the governing body of each county a written description of:

a. The activities, services, and opportunities that will be provided to children.

b. The anticipated schedule for providing those activities, services, and opportunities.

c. The manner in which children will be served, including a description of arrangements and agreements which will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.

d. The special outreach efforts that will be undertaken to provide services to at-risk, abused, or neglected children.

e. The manner in which the council will seek and provide funding for unmet needs.

f. The strategy which will be used for interagency coordination to maximize existing human and fiscal resources.

3. Provide training and orientation to all new members sufficient to allow them to perform their duties.

4. Make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

5. Provide an annual written report, to be presented no later than January 1, to the governing body of the county. The annual report shall contain, but not be limited to, the following information:

a. Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness.

b. A detailed anticipated budget for continuation of activities, services, and programs offered by the council, and a list of all sources of requested funding, both public and private.

c. Procedures used for early identification of at-risk children who need additional or continued services and methods for ensuring that the additional or continued services are received.

d. A description of the degree to which the council's objectives and activities are consistent with the goals of this section.

e. Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.

f. Information on programs, services, and activities that should be eliminated; programs, services, and activities that should be continued; and programs, services, and activities that should be added to the basic format of the children's services council.

(c) The council shall maintain minutes of each meeting, including a record of all votes cast, and shall make such minutes available to any interested person.

(d) Members of the council shall serve without compensation, but shall be entitled to receive reimbursement for per diem and travel expenses consistent with the provisions of s. [112.061](#).

(3)(a) The fiscal year of the district shall be the same as that of the county.

(b) On or before July 1 of each year, the council on children's services shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The council shall, in addition, compute a proposed millage rate within the voter-approved cap necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of s. [200.065](#), relating to the method of fixing millage, and shall fix the final millage rate by resolution of the council. The adopted budget and final millage rate shall be certified and delivered to the governing body of the county as soon as possible following the council's adoption of the final budget and millage rate pursuant to chapter 200. Included in each certified budget shall be the millage rate, adopted by resolution of the council, necessary to be applied to raise the funds budgeted for district operations and expenditures. In no circumstances, however, shall any district levy millage to exceed a maximum of 0.5 mills of assessed valuation of all properties within the county which are subject to ad valorem county taxes.

(c) The budget of the district so certified and delivered to the governing body of the county shall not be subject to change or modification by the governing body of the county or any other authority.

(d) All tax money collected under this section, as soon after the collection thereof as is reasonably practicable, shall be paid directly to the council on children's services by the tax collector of the county, or the clerk of the circuit court if the clerk collects delinquent taxes.

(e)1. All moneys received by the council on children's services shall be deposited in qualified public depositories, as defined in s. [280.02](#), with separate and distinguishable accounts established specifically for the council and shall be withdrawn only by checks signed by the chair of the council and countersigned by either one other member of the council on children's services or by a chief executive officer who shall be so authorized by the council.

2. Upon entering the duties of office, the chair and the other member of the council or chief executive officer who signs its checks shall each give a surety bond in the sum of at least \$1,000 for each \$1 million or portion thereof of the council's annual budget, which bond shall be conditioned that each shall faithfully discharge the duties of his or her office. The premium on such bond may be paid by the district as part of the expense of the council. No other member of the council shall be required to give bond or other security.

3. No funds of the district shall be expended except by check as aforesaid, except expenditures from a petty cash account which shall not at any time exceed \$100. All expenditures from petty cash shall be recorded on the books and records of the council on children's services. No funds of the council on children's services, excepting expenditures from petty cash, shall be expended without prior approval of the council, in addition to the budgeting thereof.

(f) Within 10 days, exclusive of weekends and legal holidays, after the expiration of each quarter annual period, the council on children's services shall cause to be prepared and filed with the governing body of the county a financial report which shall include the following:

1. The total expenditures of the council for the quarter annual period.

2. The total receipts of the council during the quarter annual period.

3. A statement of the funds the council has on hand, has invested, or has deposited with qualified public depositories at the end of the quarter annual period.

4. The total administrative costs of the council for the quarter annual period.

(4)(a) Any district created pursuant to this section may be dissolved by a special act of the Legislature, or the county governing body may by ordinance dissolve the district subject to the approval of the electorate.

(b)1.a. Notwithstanding paragraph (a), the governing body of the county shall submit the question of retention or dissolution of a district with voter-approved taxing authority to the electorate in the general election according to the following schedule:

(I) For a district in existence on July 1, 2010, and serving a county with a population of 400,000 or fewer persons as of that date. 2014.

(II) For a district in existence on July 1, 2010, and serving a county with a population of 2 million or more persons as of that date, unless the governing body of the county has previously submitted such question voluntarily to the electorate for a second time since 2005. 2020.

b. A referendum by the electorate on or after July 1, 2010, creating a new district with taxing authority may specify that the district is not subject to reauthorization or may specify the number of years for which the initial authorization shall remain effective. If the referendum does not prescribe terms of reauthorization, the governing body of the county shall submit the question of retention or dissolution of the district to the electorate in the general election 12 years after the initial authorization.

2. The governing body of the district may specify, and submit to the governing body of the county no later than 9 months before the scheduled election, that the district is not subsequently subject to reauthorization or may specify the number of years for which a reauthorization under this paragraph shall remain effective. If the governing body of the district makes such specification and submission, the governing body of the county shall include that information in the question submitted to the electorate. If the governing body of the district does not specify and submit such information, the governing body of the county shall resubmit the question of reauthorization to the electorate every 12 years after the year prescribed in subparagraph 1. The governing body of the district may recommend to the governing body of the county language for the question submitted to the electorate.

3. Nothing in this paragraph limits the authority to dissolve a district as provided under paragraph (a).

4. Nothing in this paragraph precludes the governing body of a district from requesting that the governing body of the county submit the question of retention or dissolution of a district with voter-approved taxing authority to the electorate at a date earlier than the year prescribed in subparagraph 1. If the governing body of the county accepts the request and submits the question to the electorate, the governing body satisfies the requirement of that subparagraph.

If any district is dissolved pursuant to this subsection, each county must first obligate itself to assume the debts, liabilities, contracts, and outstanding obligations of the district within the total millage available to the county governing body for all county and municipal purposes as provided for under s. 9, Art. VII of the State Constitution. Any district may also be dissolved pursuant to part VII of chapter 189.

(5) After or during the first year of operation of the council on children’s services, the governing body of the county, at its option, may fund in whole or in part the budget of the council on children’s services from its own funds.

(6) Any district created pursuant to the provisions of this section shall comply with all other statutory requirements of general application which relate to the filing of any financial reports or compliance reports required under part III of chapter 218, or any other report or documentation required by law, including the requirements of ss. 189.015, 189.016, and 189.08.

(7)(a) Each county may by ordinance create a dependent special district within the boundaries of the county for the purpose of providing preventive, developmental, treatment, and rehabilitative services for children. The district is authorized to seek grants from state, federal, and local agencies and to accept donations from public and private sources, provided that the district complies with the provisions of paragraphs (1)(a) and (2)(b), and provided that the district has a budget that requires approval through an affirmative vote of the governing body of the county or may be vetoed by the governing body of the county.

(b) If the provisions of a county charter relating to the membership of the governing board of a dependent special district conflict with paragraph (1)(a), a county may by ordinance create a dependent special district within the boundaries of the county for the purpose of providing preventive, developmental, treatment, and rehabilitative services for children and the district shall be authorized to seek grants from state, federal, and local agencies and to accept donations from public and private sources, provided that the district complies with the provisions of paragraph (2)(b), and provided that the district has a budget that requires approval through an affirmative vote of the governing body of the county or may be vetoed by the governing body of the county.

(8) It is the intent of the Legislature that the funds collected pursuant to the provisions of this section shall be used to support improvements in children's services and that such funds shall not be used as a substitute for existing resources or for resources that would otherwise be available for children's services.

(9) Two or more councils on children's services may enter into a cooperative agreement to share administrative costs, including, but not limited to, staff and office space, if a more efficient or effective operation will result. The cooperative agreement shall include provisions on apportioning costs between the councils, keeping separate and distinct financial records for each council, and resolving any conflicts that might arise under the cooperative agreement.

(10) Two or more councils on children's services may enter into a cooperative agreement to seek grants, to accept donations, or to jointly fund programs serving multicounty areas. The cooperative agreement shall include provisions for the adequate accounting of separate and joint funds.

(11) Personal identifying information of a child or the parent or guardian of the child, held by a council on children's services, juvenile welfare board, or other similar entity created under this section or by special law, or held by a service provider or researcher under contract with such entity, is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to such information held before, on, or after the effective date of this exemption.

History.—ss. 1, 2, 3, 4, 5, ch. 86-197; s. 26, ch. 89-379; s. 30, ch. 90-288; s. 825, ch. 95-147; s. 2, ch. 97-255; s. 12, ch. 99-8; s. 141, ch. 2001-266; s. 1, ch. 2002-238; s. 1, ch. 2004-86; s. 5, ch. 2004-484; s. 24, ch. 2008-4; s. 1, ch. 2009-151; s. 33, ch. 2010-210; s. 35, ch. 2014-19; s. 5, ch. 2014-22; s. 3, ch. 2015-79; s. 68, ch. 2017-116; s. 25, ch. 2017-151.

ALACHUA COUNTY
BOARD OF COUNTY COMMISSIONERS

ORDINANCE 18-08

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY; PROVIDING FOR THE CREATION OF A COUNTYWIDE INDEPENDENT SPECIAL DISTRICT TO PROVIDE CHILDREN'S SERVICES THROUGHOUT ALACHUA COUNTY; PROVIDING FOR A GOVERNING BOARD TO BE KNOWN AS THE CHILDREN'S TRUST OF ALACHUA COUNTY; PROVIDING FOR THE MEMBERSHIP POWERS AND DUTIES OF THE COUNCIL; PROVIDING FINANCIAL REQUIREMENTS AND BUDGET PROCEDURES; PROVIDING FOR AUTHORIZATION OF THE LEVY OF AD VALOREM TAXES NOT TO EXCEED ONE-HALF MILL; PROVIDING FOR A REFERENDUM AND A BALLOT QUESTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Alachua County Board of County Commissioners established a Children's Services Advisory Board on August 24, 2016, appointed members with advanced expertise in early childhood development, and appropriated funds for innovative and collaborative programs; and

WHEREAS, during its meeting of April 12, 2017, the Children's Services Advisory Board took action to formally recommend to the Alachua County Board of County Commissioners to establish an independent Children's Trust and to hold a referendum on the creation of an independent special district; and

WHEREAS, the Children's Services Advisory Board has worked to implement a Healthy Baby Nurse Home Visit Program, a Transform Professional Development for Early Care and

1 Education Providers program, and has worked to address the social and emotional needs of young
2 children and family supports; and

3 **WHEREAS**, the Children’s Services Advisory Board has determined these innovative
4 initiatives will assure all Alachua County children are ready for success when entering
5 kindergarten; and

6 **WHEREAS**, section 125.901, Florida Statutes, authorizes the County to create an
7 independent special district to provide children's services for all children, from 0 to 18 years of
8 age; and

9 **WHEREAS**, in 2016 the Board of County Commissioners contracted with the WellFlorida
10 Council Inc., to conduct an assessment of Alachua County children’s needs; and

11 **WHEREAS**, the Children’s Services Advisory Board analyzed the needs assessment in
12 detail and discussed its findings; and

13 **WHEREAS**, the Children’s Services Advisory Board concluded that the community can
14 benefit from increased awareness of recognizing the typical stages of growth and development in
15 children birth to age five; and

16 **WHEREAS**, the very early years of a newborn’s brain development is critical to success
17 later in adult life; and

18 **WHEREAS**, there is a need to help Alachua County residents cope with the stress of
19 parenting to assure positive relationships between parents and children, which can reduce the
20 prevalence of child abuse and neglect; and

21 **WHEREAS**, the needs assessment identified that parents can benefit from knowing what
22 to look for in quality early learning and care services and understanding developmentally
23 appropriate early childhood education including what makes a child “ready for school”; and

1 **WHEREAS**, a recent study on Racial Inequity in Alachua County identified significant
2 disparity in educational opportunities and concluded that providing a high quality educational
3 experience will lead to a successfully educated resident who will have a higher lifetime income,
4 better employment opportunities, and less likelihood to become involved in the criminal justice
5 system; and

6 **WHEREAS**, it is the intent of the Board of County Commissioners to create an
7 independent special district with taxing authority if approved by a majority vote of the qualified
8 electors of Alachua County voting in a November 6, 2018 referendum; and

9 **WHEREAS**, the Board of County Commissioners has determined that it would serve the
10 public interest to establish said independent special district within Alachua County.

11
12 **NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY**
13 **COMMISSIONERS OF ALACHUA COUNTY, FLORIDA:**

14 **SECTION 1.** Chapter 26, Children’s Services Independent Special District, is created:

15 **Chapter 26. Children’s Trust, Independent Special District.**

16 **Section 26.01. Creation of an Independent Special District; Creation of Children’s Trust.**

17 Subject to the approval of a majority of the qualified electors of Alachua County voting in
18 a November 6, 2018, referendum, there is hereby created an independent special district to provide
19 children's services throughout Alachua County. The boundaries of the District shall be
20 coterminous with the boundaries of Alachua County. The governing body of the District shall be
21 a board of directors to be known as the Children’s Trust of Alachua County.

22

1 **Section 26.02. Membership.**

2 The Children's Trust shall consist of 10 members, selected as follows:

3 a. The superintendent of schools; a local school board member, chosen by a majority
4 of the School Board of Alachua County; the district administrator from District III of the
5 Department of Children and Family Services, or his or her designee who is a member of the Senior
6 Management Service or of the Selected Exempt Service; one member of the County Commission,
7 chosen by a majority of the Alachua County Board of County Commissioners; and a judge
8 assigned to juvenile cases who shall sit as a voting member of the board, except that said judge
9 shall not vote or participate in the setting of ad valorem taxes under this section. If there is more
10 than one judge assigned to juvenile cases in Alachua County, the chief judge of the 8th Judicial
11 Circuit shall designate which judge shall serve on the board. All of the proceeding members shall
12 serve 4-year terms effective January 1, 2019.

13 b. The remaining five members shall be appointed by the Governor, and shall, to the
14 extent possible, represent the demographic diversity of the population of Alachua County. After
15 soliciting recommendations from the public, the Alachua County Board of County Commissioners
16 shall submit to the Governor the names of at least three persons for each vacancy occurring among
17 the five members to be appointed by the Governor, and the Governor shall appoint members to the
18 council from the candidates nominated. The Governor shall make a selection within a 45-day
19 period or request a new list of candidates. All members appointed by the Governor shall have been
20 residents of the Alachua County for the previous 24-month period. Such members shall be
21 appointed for 4-year terms, except that the length of the terms of the initial appointees shall be for
22 2 years. The Governor may remove a member for cause or upon the written petition of a majority
23 of the County Commission plus one. If any of the members of the council required to be appointed

1 by the Governor under the provisions of this subsection shall resign, die, or be removed from
2 office, the vacancy thereby created shall, as soon as practicable, be filled by appointment by the
3 Governor, using the same method as the original appointment, and such appointment to fill a
4 vacancy shall be for the unexpired term of the person who resigns, dies, or is removed from office.

5
6 **Section 26.03. Powers and Duties.**

7 a. The Children's Trust of Alachua County shall have the following powers and
8 duties:

- 9 1. To provide and maintain in the County such preventive, developmental,
10 treatment, and rehabilitative services for children as the council determines are
11 needed for the general welfare of the County.
- 12 2. To provide such other services for all children as the council determines are
13 needed for the general welfare of the County.
- 14 3. To allocate and provide funds for other agencies in the County which are
15 operated for the benefit of children, provided they are not under the exclusive
16 jurisdiction of the public school system.
- 17 4. To collect information and statistical data which will be helpful to the council
18 in deciding the needs of children in the County.
- 19 5. To consult with other agencies dedicated to the welfare of children to the end
20 that the overlapping of services will be prevented.
- 21 6. To lease or buy such real estate, equipment, and personal property and to
22 construct such buildings as are needed to execute the foregoing powers and
23 functions, provided that no such purchases shall be made or building done

1 except for cash with funds on hand or secured by funds deposited in financial
2 institutions. Nothing in this Chapter shall be construed to authorize the issuance
3 of bonds of any nature.

4 7. To employ and pay, on a part-time or full-time basis, personnel needed to
5 execute the foregoing powers and functions.

6 8. To enter into agreements with government agencies to provide administrative
7 services.

8 9. All powers, functions, and duties specified in Section 125.901, Florida Statutes.

9 b. The Children’s Trust of Alachua County shall:

10 1. Immediately after the members are appointed, elect a chair and vice chair
11 from among its members, and elect other officers as deemed necessary by the
12 council.

13 2. Immediately after the members are appointed and officers are elected, identify
14 and assess the needs of the children in Alachua County and submit to the
15 County Commission of Alachua County a written description of:

16 i. The activities, services, and opportunities that will be provided to
17 children.

18 ii. The anticipated schedule for providing those activities, services, and
19 opportunities.

20 iii. The manner in which children will be served, including a description
21 of arrangements and agreements which will be made with community
22 organizations, state and local educational agencies, federal agencies,

- 1 public assistance agencies, the juvenile courts, foster care agencies,
2 and other applicable public and private agencies.
- 3 iv. The special outreach efforts that will be undertaken to provide services
4 to at-risk, abused, or neglected children.
- 5 v. The manner in which the council will seek and provide funding for
6 unmet needs.
- 7 vi. The strategy which will be used for interagency coordination to
8 maximize existing human and fiscal resources.
- 9 3. Provide training and orientation to all new members sufficient to allow them
10 to perform their duties.
- 11 4. Make and adopt bylaws and rules for the council's guidance, operation,
12 governance, and maintenance, provided such rules are not inconsistent with
13 federal or state laws or county ordinances.
- 14 5. Provide an annual written report, to be presented no later than January 1, to
15 the County Commission of Alachua County. The annual report shall contain,
16 but not be limited to the following information:
- 17 i. Information on the effectiveness of activities, services, and programs
18 offered by the council, including cost-effectiveness.
- 19 ii. A detailed anticipated budget for continuation of activities, services,
20 and programs offered by the council, and a list of all sources of
21 requested funding, both public and private.

- 1 iii. Procedures used for early identification of at-risk children who need
2 additional or continued services and methods for ensuring that the
3 additional or continued services are received.
- 4 iv. A description of the degree to which the council's objectives and
5 activities are consistent with the goals of this section.
- 6 v. Detailed information on the various programs, services, and activities
7 available to participants and the degree to which the programs,
8 services, and activities have been successfully used by children.
- 9 vi. Information on programs, services, and activities that should be
10 eliminated; programs, services, and activities that should be continued;
11 and programs, services, and activities that should be added to the basic
12 format of the Children's Trust.
- 13 c. The council shall maintain minutes of each meeting, including a record of all votes
14 cast, and shall make such minutes available to any interested person.
- 15 d. Members of the council shall serve without compensation, but shall be entitled to
16 receive reimbursement for per diem and travel expenses consistent with the
17 provisions of section 112.061, Florida Statutes.
- 18 e. All financial records and accounts relating to the district shall be available for audit
19 by state auditors as they are assigned from time to time to audit the affairs of the
20 County officials. If no annual audit of the District is conducted by the State, the
21 council shall cause an independent audit of the District to be conducted.
- 22 f. Within 10 days, exclusive of weekends and legal holidays, after the expiration of each
23 quarter annual period, the Children's Trust shall cause to be prepared and filed with

1 the County Commission of Alachua County a financial report which shall include the
2 following:

- 3 1. The total expenditures of the council for the quarter annual period.
- 4 2. The total receipts of the council during the quarter annual period.
- 5 3. A statement of the funds the council has on hand, has invested, or has deposited
6 with qualified public depositories at the end of the quarter annual period.
- 7 4. The total administrative costs of the council for the quarter annual period.

8
9 **Section 26.04. Fiscal Year.**

10 a. The fiscal year of the District shall be the same as that of Alachua County.

11 b. On or before July 1 of each year, the Children’s Trust of Alachua County shall prepare and
12 adopt an annual written budget of its expected income and expenditures, including a contingency
13 fund. The written budget shall be certified and delivered to the Board of County Commissioners
14 on or before July 1 of each year. Included in each certified budget shall be an estimate of the
15 millage rate necessary to be applied to raise the funds budgeted for expenditures, which millage
16 rate shall not exceed a maximum of 0.5 mills of assessed valuation of all properties within the
17 County which are subject to County taxes.

18 c. The budget of the Children’s Trust so certified and delivered to the Board of County
19 Commissioners shall not be subject to change or modification by the Board of County
20 Commissioners or any other authority.

1 **Section 26.05. Levying of Ad Valorem Taxes.**

2 In order to provide funds for the Children’s Trust of Alachua County, the council may levy
3 ad valorem taxes annually on all taxable property in the County in an amount not to exceed
4 one-half mill, provided that the authority to levy such taxes has been approved by a majority vote
5 of the electors of the District voting in the Countywide Election to be held in accordance with the
6 requirements of the constitution and the laws of Florida and as set forth in this chapter. The tax
7 shall be assessed, levied, and collected in the same manner and at the same time as is provided by
8 law for the levy, collection, and enforcement of collection of County taxes. All tax money
9 collected under this Chapter, as soon after the collection thereof as is reasonably practicable, shall
10 be paid directly to the Children’s Trust by the Tax Collector of the County and all other applicable
11 County officials. The moneys so received by the Children’s Trust shall be deposited in qualified
12 public depositories, as defined in section 280.02, Florida Statutes, in accounts specifically for the
13 council and shall be withdrawn only by checks signed by the chair of the council and countersigned
14 by one other member of the council or by a chief executive officer who shall be so authorized by
15 the council. The chair and the other member of the council who signs the council’s checks shall
16 each give a surety bond in the amount of \$1,000 for each \$1 million or portion thereof of the
17 council’s annual budget, which bond shall be conditioned that each shall faithfully discharge the
18 duties of their office. The premium on such bond may be paid by the District as part of the expense
19 by the council. No other member of the council shall be required to give bond or other security.
20 No funds of the council shall be expended except by check as aforesaid, except expenditures of
21 petty cash account which shall not at any time exceed \$100. All expenditures from petty cash shall
22 be recorded on the books and records of the Children’s Trust. No funds of the council, except the

1 expenditure of petty cash, shall be expended without prior approval of the council, in addition to
2 the budgeting thereof.

3
4 **Section 26.06. Referendum.**

5 The authority of the Children’s Trust Special District to levy up to 0.5 mill to carry out the purposes
6 and intent of this ordinance and to do all things necessary to fund the Children’s Trust and the
7 independent district created hereby shall be presented to the County electorate by placing a
8 question on the November 2018 general election ballot. The Supervisor of Elections of Alachua
9 County shall place the following question on the November 6, 2018, general election ballot:

10 **CHILDREN’S TRUST OF ALACHUA COUNTY - AUTHORITY TO LEVY**
11 **ONE-HALF MILL AD VALOREM TAXES**

12
13 IN ORDER TO PROVIDE DEVELOPMENTAL, PREVENTIVE, AND
14 SUPPORTIVE SERVICES FOR CHILDREN, SUCH AS EARLY LEARNING
15 SUPPORTS AND OUT OF SCHOOL ENRICHMENT PROGRAMMING,
16 SHOULD AN INDEPENDENT SPECIAL DISTRICT TITLED “THE
17 CHILDREN’S TRUST OF ALACHUA COUNTY” BE CREATED AND BE
18 AUTHORIZED TO LEVY AN ANNUAL AD VALOREM TAX NOT TO
19 EXCEED ONE-HALF (½) MILL FOR 12 YEARS?

20
21 _____ YES

22
23 _____ NO
24

25 SECTION 2. Inclusion in the Code, Scrivener’s Error. It is the intention of the Board of
26 County Commissioners of Alachua County, Florida, and it is hereby provided that the provisions
27 of this ordinance shall become and be made a part of the Code of Laws and Ordinances of
28 Alachua County, Florida; that the sections of this ordinance may be renumbered or relettered to
29 accomplish such intention; and that the word “ordinance” may be changed to “section,” “article,”
30 or other appropriate designation. The correction of typographical errors which do not affect the

1 intent of the ordinance may be authorized by the County Manager or designee without public
2 hearing, by filing a corrected or recodified copy of the same with the Clerk of the Circuit Court.

3 SECTION 3. Ordinance to be Liberally Construed. This ordinance shall be liberally
4 construed in order to effectively carry out the purposes hereof which are deemed not to adversely
5 affect public health, safety, or welfare.

6 SECTION 4. Modification. It is the intent of the Board of County Commissioners that
7 the provisions of this ordinance may be modified as a result of considerations that may arise
8 during public hearings. Such modifications shall be incorporated into the final version of the
9 ordinance adopted by the Board and filed by the Clerk to the Board.

10 SECTION 5. Severability. It is the declared intent of the Board of County
11 Commissioners that, if any section, subsection, sentence, clause, phrase, or provision of this
12 ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity
13 or unconstitutionality shall not be so construed as to render invalid or unconstitutional the
14 remaining provisions of this ordinance.

15 SECTION 6. Repealing Clause. All Alachua County ordinances and resolutions, or
16 portions thereof, in conflict with this ordinance are, to the extent of such conflict, repealed.

17 SECTION 7. Effective Date. A certified copy of this ordinance shall be filed with the
18 Department of State by the Clerk of the Board of County Commissioners within ten (10) days
19 after enactment by the Board of County Commissioners. This ordinance shall become effective
20 only if approved by a “yes” vote of the majority of those voting on the question posed in a
21 November 6, 2018, referendum. If the majority of those voting do not vote “yes” to the question

1 posed, the District shall not be created and this ordinance shall be of no force and effect. The
2 effective date of the creation of the special district, if approved by referendum, shall be
3 December 1, 2018.

4
5

6 DULY ADOPTED in regular session, this ___ day of _____, 2018 A.D.

7
8
9

BOARD OF COUNTY COMMISSIONERS OF
ALACHUA COUNTY, FLORIDA

10
11

12 By: _____
13 Lee Pinkoson, Chair

14

15 ATTEST:

16
17

APPROVED AS TO FORM

18 _____
19 Jesse K. Irby, II
20 Clerk of Court
21 (SEAL)

Alachua County Attorney

File Attachments for Item:

12. Contracting for Direct Community Services (Goldwire)



Item:

Contracting for Direct Community Services (Goldwire)

Requested Action:

The Trust is asked to receive the information

Background:

The Children's Trust of Alachua County (CTAC) developed and approved **Board Policy Chapter 6 – Procurement**. Procurement policies establish the legal authority of the procurement function within the Trust. All purchases by the CTAC, including the purchase of services for the benefit of children in Alachua County, are procured in accordance with CTAC's procurement policies.

Direct Community Services, or programs such as early learning, after-school, summer and other direct services offered to children and families in Alachua County, are required to be procured through Section 6.50, C, Competitive Sealed Proposals. When using a competitive sealed proposal, the Board approves the 1) minimum qualifications, 2) scope of service, 3) evaluation criteria, and 4) evaluation team. Following the evaluation process, the Executive Director makes a recommendation to the Board for approval.

Once the Board approved a recommendation, the contract negotiation process begins. The procurement policy gives the Executive Director the authority and latitude to negotiate contracts and, if necessary, "reframe(e) the proposed services, and adjust the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract."

Section 6.70: Contract Administration outlines the Executive Director's authority to administer contracts, the types of contract that may be used, and required contractual clauses. The CTAC has developed a model contract for Direct Community Services CTAC has used a variety of different payment methods for contracts including fee-for-service and cost reimbursement payment arrangements.

Notwithstanding the current CTAC procurement policies, federal funding makes a distinction between "Grants" and "Contracts". While CTAC has no such distinction in its procurement policies, tension between the two can be seen in some of the feedback CTAC has received about its current funding approach. This presentation will 1) describe CTAC's current contracting

method, and 2) frame the difference between issuing grants and contracting for services, with the intent of providing policy options for the Board to discuss in the future.

Attachments:

Grants vs. Contracts
Contracting for Direct Community Services PowerPoint

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

The Trust is asked to receive the information

Grants vs. Contracts

	Grants ¹	Contracts ²
Basic Purpose	A flexible instrument designed to provide money to support a public purpose, on behalf of the service provider. Assistance with few restrictions.	A binding agreement between a buyer and a seller to provide goods or services in return for consideration (usually monetary). Goods or services are procured on behalf of the CTAC.
Terms and Conditions	Guided by CTAC Procurement Policies	
Scope	Conceived by agencies. Flexible as to scope of work, budget, and other changes.	Conceived by CTAC. Relatively inflexible as to scope of work, budget, and other changes.
Solicitation	Guided by CTAC Procurement Policies	
Accountability	Diligent efforts are used in completing research and/or the delivery of results.	Significant emphasis placed on delivery of results, product, or performance.
CTAC Involvement in Program Design and Evaluation.	None or minimal. Program is designed by service provider and evaluation is self-reported.	Approves activity, expects results. Service provisions are more prescribed and CTAC conducts its own evaluation.
Payment	Payment awarded in annual lump sum, unless otherwise specified and paid on a cost reimbursement basis.	Payment based on deliverables and milestones. Payment structure of contracts can use multiple payment structures to align payments to contract performance.
Costs and Budgeting	Flexible. Federal standard is “Necessary and reasonable”	More restrictive.
Reporting	Annual reporting requirements	Frequent reporting requirements
Flexibility	Service Provider has more freedom to adapt the project and less responsibility to produce results.	High level of responsibility to the sponsor for the conduct of the project and production of results.

¹ United Ways, Philanthropic Organizations, and even the BoCC’s CAPP program award funding under the “Grants” model. CTAC’s RFP 20-937 also had the characteristics of a grant program. Florida Statutes also provides for certain grant programs, such as the Criminal Justice, Mental Health, and Substance Abuse (CJMHS) Reinvestment Grant Program (F.S. 394.656).

² Funders of social service delivery systems such as the Department of Children and Families’ funding of Community-Based Care agencies, Managing Entities, the Department of Juvenile Justice’s funding of programs through the Florida Network are typically via the “Contracts” model.



CHILDREN'S TRUST

OF ALACHUA COUNTY

Contracting for Direct Community Services
January 10, 2022
4:00pm

Board Policy Questions

1. What level of involvement does the Board want regarding programmatic design and the funding process?
2. How do we plan for and evaluate CTAC funded programs?
3. What type of fiscal oversight does the Board want to exercise over CTAC funds?



Contracting for Direct Community Services

CTAC's Current Policy Practices

- The Executive Director or designee shall establish procedures to administer and monitor contracts issued by the Trust, based on an RFP approved by the Trust.
- Any type of Contract which promotes the best interest of the Trust and has been approved for legal sufficiency by the Trust Attorney, may be used. All Trust Contracts shall include provisions necessary to define the responsibilities and rights of the parties to the Contracts.
- No contract made pursuant to any Section of this policy shall be assigned or sublet as a whole or in part without the written consent of the Trust.

Contracting for Direct Community Services

CTAC's Current Policy Practices

All contracts for Direct Community Services shall have the following clauses:

1. **Maximum Indebtedness**
2. **Term of service**
3. **Contract Type, either fee-for-service, cost reimbursement, or another method approved by the Trust**
4. **Number of renewal options**
5. **Scope of work, which may include incorporating by reference the response to the solicitation**
6. **Deliverables**
7. **Reporting Schedule**
8. **Performance measures approved by the Trust**
9. **Trust's right to withhold or suspend payment, or terminate the contract, if the Provider has not met the performance measures contained in the contract**
10. **Trust's right to terminate for a lack of appropriations**

Contracting for Direct Community Services CTAC's Current Policy Practices

Types of Contracts

Fee for Service

Provider is paid a fee in return for a services or product delivered

Cost Reimbursement

Provider receives a refund of the expenses incurred for providing a service or producing a product



File Attachments for Item:

13. Research, Planning, and Evaluation (Wagner)

**Item:**

Research, Planning and Evaluation

Requested Action:

The Board is asked to receive this information.

Background:

In order to frame further discussion at a future board retreat the following information is presented to communicate: (1) the benefits of an organizational evaluation strategy, (2) distinguish types of inquiry and their purpose, and (3) approach taken by CTAC thus far.

Attachments:

1. Research, Planning and Evaluation Presentation

Programmatic Impact:

An effective evaluation strategy will substantially influence the Trust and its stakeholders' ability to monitor and better position ourselves to achieve improvements in child well-being.

Fiscal Impact:

None.

Recommendation:

Staff recommends further discussion and adoption of an evaluation strategy during a future Board retreat.



Research, Planning and Evaluation

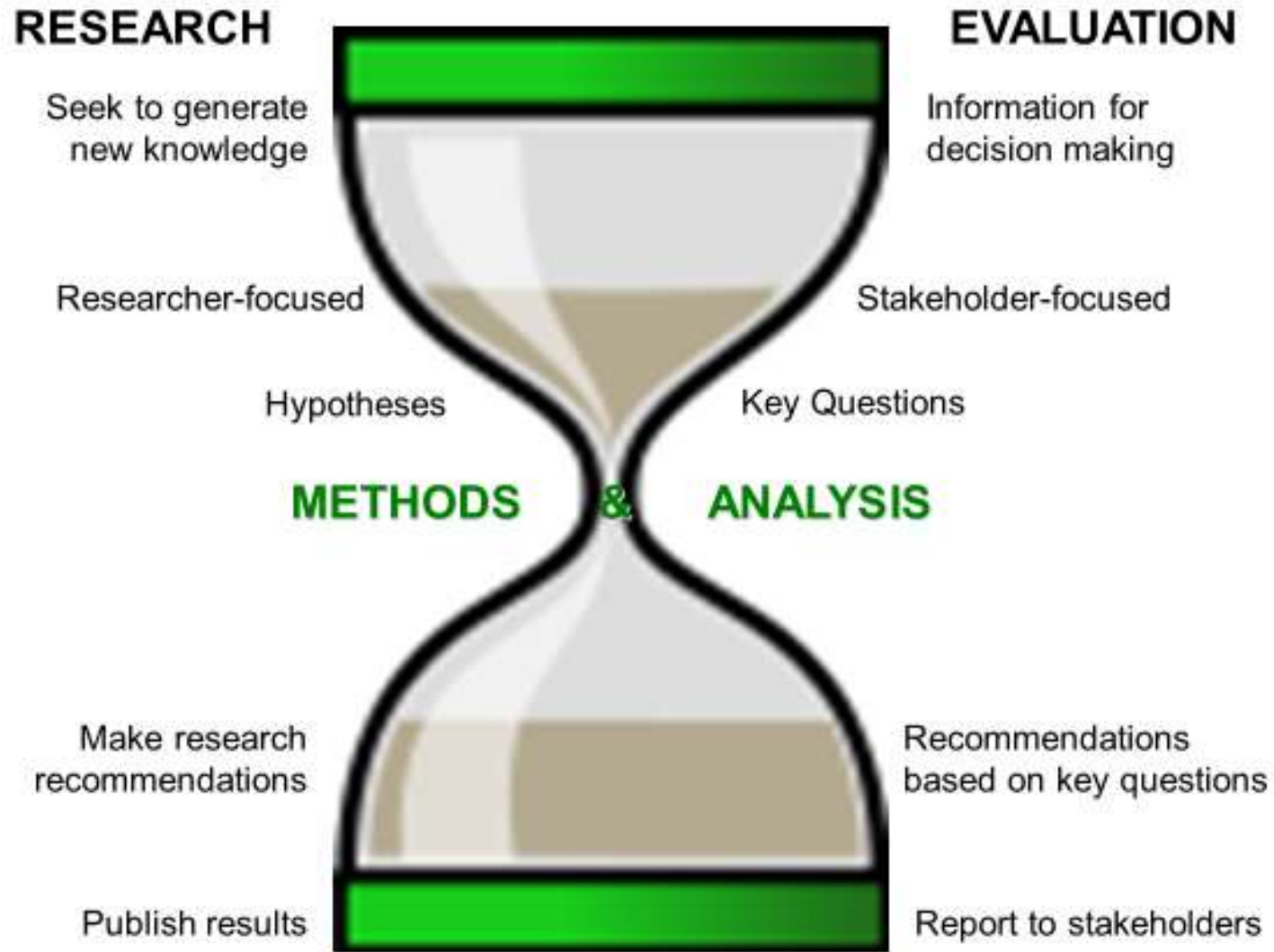
Presented by: Bonnie L. Wagner, MS

Research, Planning, and Evaluation Coordinator

Question:
What do we want our evaluation strategy to be?



CHILDREN'S TRUST
OF ALACHUA COUNTY



Source: John LaVelle, PhD



Why Evaluate?

- ✓ Focus attention on achieving important child outcomes.
- ✓ To establish and monitor key goals and objectives.
- ✓ Provides oversight and accountability.
- ✓ Test out ways to improve services and programming.
- ✓ To help further equitable practices and distribution of resources.
- ✓ Assess effectiveness of programs across populations and contexts.
- ✓ Supplies publicly accessible results that supports transparency.
- ✓ Provide evidence to demonstrate the integrity and value of our work.
- ✓ Supports development of knowledge, innovation, and learning.

Evaluation is an important tool for achieving improvements in child well-being.



What are evaluation priorities of Children's Services Councils?

1) To understand the needs of children and families.

- “To collect information and statistical data and to conduct research which will be helpful to the council and the county in deciding the needs of children in the county.” (Florida Statute [125.901](#))

2) To determine if services are effective and beneficial.

- “Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness.” (Florida Statute [125.901](#))
- “Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.” (Florida Statute [125.901](#))



Forms of Inquiry

Purpose

Monitoring and Performance Measurement

Tracks adherence to accountability requirements; Assesses a program or initiative by quantitatively measuring key indicators of progress.

Process Evaluation (Formative)

Explores how a program or initiative is making progress towards its goals in terms of outputs and short-term outcomes.

Developmental Evaluation

Supports innovation by bringing data to inform and guide on-going decision-making as a part of the development process.

Impact Evaluation (Summative)

Determines the long-term effects (positive or negative, intended or unintended) of a program or initiative.

Research

Seeks answers to questions in order to generate new knowledge and/or understanding.



Source:



Results-Based Accountability (RBA)

Population Accountability

Who?

- Multiple stakeholders sharing accountability for a well-being result among an entire population.

What?

- Examines indicators of results/outcomes in an entire population.

Performance Accountability

Who?

- Program, agency, or service system.

What?

- Examines performance measures within a program, agency, or service system.

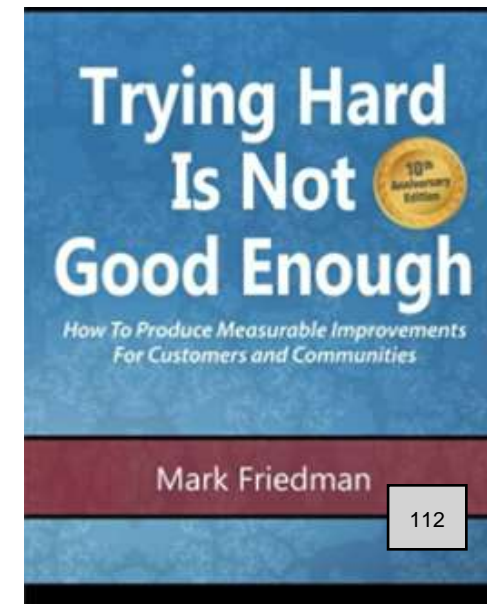
- 1) How Much Did We Do?
- 2) How Well Did We Do It?
- 3) Is Anyone Better Off?



- ✓ Provides and promotes the use of common language among stakeholders.
- ✓ Simple and logical.
- ✓ Provides a framework for discussing and monitoring the achievement of goals.

Source:

Friedman, M. (2015). *Trying Hard is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*. Parse Publishing



“Evaluation is an essential function of an effective governance. Obtaining systematic evidence about performance is a core responsibility for program management.”



- ★ Knowing empowers us.
- ★ Knowing helps us decide.
- ★ Knowing keeps us on track.
- ★ Knowing keeps us improving.



CHILDREN'S TRUST
OF ALACHUA COUNTY



Additional References:

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Morra Imas, L.G. & Rist, R.C. (2009). *The Road to Results: Designing and Conducting Effective Development Evaluations*. The World Bank.

Preskill, H. & Mack, K. (2013). *Building a Strategic Learning and Evaluation System for Your Organization*. FSG. Retrieved from: <https://www.fsg.org/publications/building-strategic-learning-and-evaluation-system-your-organization>



File Attachments for Item:

14. Financial Management (Mason)



Item:

Financial Management (Mason)

Requested Action:

Receive a presentation from Frank Mason of Carr, Riggs, and Ingram.

Background:

Carr, Riggs, and Ingram provides accounting services for the CTAC. Mr. Mason will give a presentation on the CTAC's balances as of 9.30.21 and policy questions for the CTAC to consider.

Attachments:

Balance Sheet as of September 30, 2021

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Receive the presentation

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 001 - General Fund						
104.805	Equity in Pooled Cash Equity in Pooled Cash	5,833,634.29	7,875,845.90	4,348,805.47	9,360,674.72	5,833,634.29
115.0000	Accounts Receivable Accounts Receivable	.00	3,483.00	.00	3,483.00	.00
116.3000	Due From Constitutional Officer Due From Property Appraiser	.00	5,572.36	.00	5,572.36	.00
116.4000	Due From Constitutional Officer Due from Tax Collector	20,698.47	8,956.87	20,862.58	8,792.76	20,698.47
155.0000	Prepaid Items Prepaid Items	2,375.00	7,175.00	.00	9,550.00	2,375.00
201.0000	Accounts Payable Accounts Payable	(70,806.19)	3,238,577.08	3,467,323.88	(299,552.99)	(70,806.19)
202.0100	Payroll Deduction-Benefit Accounts Payable-Expense	(23,118.26)	53,965.83	30,847.57	.00	(23,118.26)
205.1000	Contracts Payable Grants Payable	(395,944.58)	395,944.58	.00	.00	(395,944.58)
208.2000	Due to Other Governments Due to Other Govts - State	(1,014.36)	1,014.36	.00	.00	(1,014.36)
208.3000	Due to Other Governments Due to Other Govts - Local	(207,760.23)	235,757.89	27,997.66	.00	(207,760.23)
271.9900	Fund Balance Unassigned Fund Balance	(5,158,064.14)	.00	.00	(5,158,064.14)	(5,158,064.14)
	Fund Revenues	.00	181.75	7,830,144.92	(7,829,963.17)	.00
	Fund Expenses	.00	4,308,322.57	408,815.11	3,899,507.46	.00
Fund 001 - General Fund Totals		\$0.00	\$16,134,797.19	\$16,134,797.19	\$0.00	\$0.00
Fund 101 - Grants and Awards						
104.805	Equity in Pooled Cash Equity in Pooled Cash	41,667.00	201,798.86	96,358.56	147,107.30	41,667.00
201.0000	Accounts Payable Accounts Payable	.00	25,485.12	25,531.63	(46.51)	.00
202.0100	Payroll Deduction-Benefit Accounts Payable-Expense	(14,608.00)	14,608.00	.00	.00	(14,608.00)
271.9900	Fund Balance Unassigned Fund Balance	(27,059.00)	.00	.00	(27,059.00)	(27,059.00)
	Fund Revenues	.00	.00	197,099.26	(197,099.26)	.00
	Fund Expenses	.00	137,465.44	60,367.97	77,097.47	.00
Fund 101 - Grants and Awards Totals		\$0.00	\$379,357.42	\$379,357.42	\$0.00	\$0.00
Fund 301 - Capital Project Fund						
104.805	Equity in Pooled Cash Equity in Pooled Cash	.00	300,174.87	.00	300,174.87	.00
	Fund Revenues	.00	.00	300,174.87	(300,174.87)	.00
Fund 301 - Capital Project Fund Totals		\$0.00	\$300,174.87	\$300,174.87	\$0.00	\$0.00
Fund 801 - Payroll Fund						
104.805	Equity in Pooled Cash Equity in Pooled Cash	.00	192,440.31	173,567.62	18,872.69	.00
201.0000	Accounts Payable Accounts Payable	.00	77,995.67	82,853.36	(4,857.69)	.00
202.0300	Payroll Deduction-Benefit Withholding Payable	.00	647.30	647.30	.00	.00
202.0500	Payroll Deduction-Benefit Deductions Payable	.00	12,109.99	12,121.90	(11.91)	.00
202.0510	Payroll Deduction-Benefit Health Insurance	.00	69,549.07	69,549.07	.00	.00
202.0520	Payroll Deduction-Benefit Dental Insurance	.00	2,590.88	2,590.88	.00	.00
202.0530	Payroll Deduction-Benefit Life Insurance	.00	1,793.34	1,793.34	.00	.00
202.0540	Payroll Deduction-Benefit 457 Deduction	.00	15,416.81	16,165.97	(749.16)	.00
202.0550	Payroll Deduction-Benefit FSA Deduction	.00	3,139.62	3,573.48	(433.86)	.00

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 801 - Payroll Fund						
202.0560	Payroll Deduction-Benefit Vision Deduction	.00	576.63	576.63	.00	.00
202.0600	Payroll Deduction-Benefit FRS Retirement	.00	77,196.23	90,016.30	(12,820.07)	.00
202.0700	Payroll Deduction-Benefit Accounts Payable - Payroll	.00	46,035.10	46,035.10	.00	.00
202.0800	Payroll Deduction-Benefit Unemployment	.00	179.47	179.47	.00	.00
Fund 801 - Payroll Fund Totals		\$0.00	\$499,670.42	\$499,670.42	\$0.00	\$0.00
Fund 805 - Pooled Cash						
101.0100	Cash Cash	300,390.74	11,203,878.75	11,236,397.49	267,872.00	300,390.74
151.6005	Investments & Other Asset Prime Fund SBA - 2a7-like	5,574,910.55	7,437,047.03	3,453,000.00	9,558,957.58	5,574,910.55
291.001	Equity in Pooled Cash General Fund	(5,833,634.29)	4,348,805.47	7,875,845.90	(9,360,674.72)	(5,833,634.29)
291.101	Equity in Pooled Cash Grants and Awards	(41,667.00)	96,358.56	201,798.86	(147,107.30)	(41,667.00)
291.301	Equity in Pooled Cash Capital Project Fund	.00	.00	300,174.87	(300,174.87)	.00
291.801	Equity in Pooled Cash Payroll Account	.00	173,567.62	192,440.31	(18,872.69)	.00
	Fund Revenues	.00	14,047.03	14,047.03	.00	.00
Fund 805 - Pooled Cash Totals		\$0.00	\$23,273,704.46	\$23,273,704.46	\$0.00	\$0.00
Grand Totals		\$0.00	\$40,587,704.36	\$40,587,704.36	\$0.00	\$0.00

File Attachments for Item:

15. Youth Development Capacity-Building Collaborative (Goldwire)

**Item:**

Youth Development Capacity Building Collaborative

Requested Action:

The Board is asked to receive information on additional opportunities for capacity-building.

Background:

At the December 13, 2021 Board meeting, the Board approved a motion to 1. have staff look at the enrichment programs that could not apply for (capacity-building) funding, 2. explore what the barriers were for those programs to apply, and 3. to see if there is any opportunity for them to build capacity.

The staff has initiated meetings with enrichment providers to learn about their capacity needs. Staff is also working on creating a mechanism for enrichment providers to provide direct feedback to the Director of Program Operations to guide the development of an application to fund capacity needs. This mechanism will inform enrichment providers of CTAC's definition of capacity (including examples of allowable requests), provider capacity needs, barriers, and a tentative meeting date for enrichment providers only.

Attachments:

N/A

Programmatic Impact:

TBD

Fiscal Impact:

TBD

Recommendation:

Receive the information

File Attachments for Item:

16. Resolution 2022-02 Data Technical Advisory Committee (Goldwire & Wagner)

**Item:**

Resolution 2022-02 Data Technical Advisory Committee (Goldwire & Wagner)

Requested Action:

The Board is asked form an ad hoc Data Technical Advisory Committee by adopting Resolution 2022-02.

Background:

At the December 13, 2021 Board meeting, staff presented Chapter 8 – Data Management and Reporting. The Board approved a three-part motion, of which the third part said to ***“refer back to staff to work with the School Board, the Early Learning Coalition, the University of Florida, CTAC Grant Recipients, and community stakeholders to further revise our integrated data management system and data collection policy that is consistent with the statute.”***

Given the importance of the issue, the community interest in the CTAC’s ultimate data strategy, and the desire for transparency, staff is recommending that the Board adopt the model of a “Technical Advisory Committee” that was previously used by the board to develop the CTAC’s 4 Goals and 15 community-level indicators. Board Policy 1.30 says that board committees “assist the Board by preparing policy alternatives and the implications thereof for Board deliberation.”

Staff is recommending that the Data Technical Advisory Committee be led by at least two board members. The members would be supported by the Executive Director or designee and would receive input and prepare policy alternatives for the Board to consider on or before September 20, 2022. All meetings of the Data Technical Advisory Committee will be held in accordance with F.S. 286.011.

Attachments:

Resolution 2022-02
Board Policy Chapter 8 – Data Management and Reporting

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-02**

ESTABLISHING A DATA TECHNICAL ADVISORY COMMITTEE

WHEREAS, Florida Statue 125.901 To collect information and statistical data and to conduct research which will be helpful to the CTAC and the Alachua County in determining the needs and strengths of children in Alachua County; and

WHEREAS, The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC-funded programs; and

WHEREAS, the CTAC recognizes the history and the risk of data being misused to negatively impact marginalized communities; and

WHEREAS, the CTAC desires to protect the personal identifiable information (PII) of children and guardians who participate in CTAC-funded programs; and

WHEREAS, the CTAC staff proposed board policy “Chapter 8 – Data Management and Reporting” for the Board’s consideration; and

WHEREAS, the CTAC approved a motion at the December 13, 2021 Board meeting to “refer back to staff to work with the School Board, the Early Learning Coalition, the University of Florida, CTAC Grant Recipients, and community stakeholders to further revise our integrated data management system and data collection policy that is consistent with the statute”; and

WHEREAS, the CTAC is permitted to form ad hoc committees in order to “assist the Board by preparing policy alternatives and the implications thereof for Board deliberation”; and

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

1. A Data Technical Advisory Committee (the Committee) be established, consisting of at least two board members.
2. The members are to receive the input from the stakeholders as gathered by the CTAC staff from the entities and stakeholders referenced in the motion of December 13, 2021.
3. The members may request that staff gather input from additional stakeholders that the members deem necessary.
4. The Committee will recommend to the full board a revised board policy “Chapter 8- Data Management and Reporting”, or any other policies concerning the collection, use, storage, and reporting of data by September 30, 2022.
5. All meetings of the Committee are subject to F.S. 286.011.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD _____.

	AYE	NAY	ABSENT	NOT VOTING
Dr. Margarita Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

Dr. Margarita Labarta, Chairman,
Children's Trust of Alachua County

Colin Murphy, Secretary,
Children's Trust of Alachua
County

SECTION 1: ADOPTION “8 Data Management And Reporting” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8 Data Management And Reporting(*Added*)

SECTION 2: ADOPTION “8.10 Purpose” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.10 Purpose(*Added*)

The purpose of this Section is to govern the CTAC's use of data in accordance with F.S.125.901. The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC funded programs to determine the effectiveness of the program in reaching the goals of the specific program and the overall goals of the CTAC.

SECTION 3: ADOPTION “8.20 Reasons for Data Collection” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.20 Reasons for Data Collection(*Added*)

The Executive Director has the authority to collect any data, or require the collection of data from vendors and contractors, that the Board deems necessary to:

- A. inform the Board as to which services are needed to provide for the general welfare of the children of Alachua County;
- B. provide services for children in Alachua County;
- C. accurately count the number of unduplicated participants served by CTAC funded programs;
- D. prevent the overlapping of services;
- E. facilitate intra-agency coordination of services;
- F. evaluate the quality and effectiveness, including cost effectiveness, of programs and services;
- G. ensure the continuity of services for children and families;

- H. monitor contract compliance; and
- I. ensure that the Goals, Strategies, and Objectives of the CTAC are being accomplished.

Vendors and contractors collecting personal identifiable information (PII) from children and families as required by CTAC as a condition of participation shall obtain consent, from a person legally authorized to give consent, to collect the information and provide it to the CTAC.

SECTION 4: ADOPTION “8.30 Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.30 Responsibilities(*Added*)

The Executive Director shall not fail to:

- A. treat all personally identifiable information (PII) collected by the CTAC as confidential subject to disclosure without consent only as required by law;
- B. follow the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and all other state and federal laws as applicable should the agency providing the data be covered by those specific acts, or if it is a requirement of a grant received by the CTAC,
- C. obtain consent before sharing PII with other contractors, vendors, or public or private entities, including the purpose for sharing the information,
- D. take every reasonable precaution to protect PII from disclosure, including, but not limited to establishing appropriate administrative, technical, or physical safeguards;
- E. ensure that data provided to third-party evaluators is either de-identified or shared under an appropriate data-sharing arrangement;
- F. ensure that reporting derived from information obtained PII be reported in a manner that does not identify any individual, and
- G. enter into appropriate data sharing agreements as required by law.

SECTION 5: ADOPTION “8.40 Public Records” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.40 Public Records(*Added*)

Personal identifiable information of a child, or the parent or guardian of a child, held by CTAC, or held by a service provider or researcher under contract with CTAC, is exempt from F.S. 119.07 (1) and Section 24 (a) Article 1 of the State Constitution.

File Attachments for Item:

17. Resolution 2020-03 Authorization for Signatories on the Children's Trust of Alachua County Bank Accounts (Murphy)



Item:

Resolution 2020-03 Authorization for Signatories on the Children's Trust of Alachua County Bank Accounts (Murphy)

Requested Action:

The Trust is asked to approve Resolution 2022-03

Background:

Resolution 2022-03 updates the signatories on CTAC bank accounts based on the election of the new officers. Designated signatories are consistent with CTAC policies 6.30,B; and 125.901 (3)(e) 2-3.

Attachments:

Resolution 2022-03
Banking Resolution and Certificate of Incumbency

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Staff recommends approval

RESOLUTION 2022-03

A RESOLUTION OF THE CHILDREN’S TRUST OF ALACHUA COUNTY AUTHORIZING THE CHAIR, TREASURER AND EXECUTIVE DIRECTOR TO ACT AS SIGNATORIES ON THE CHILDREN’S TRUST OF ALACHUA COUNTY’S BANK ACCOUNTS; AUTHORIZING SIGNATURE CARDS AND DEPOSITORY AUTHORIZATIONS TO BE EXECUTED; PROVIDING FOR CIRCULATION OF CERTIFIED COPIES HEREOF; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Children’s Trust of Alachua County must establish bank accounts in order to conduct business; and

WHEREAS, pursuant to Alachua County Ordinance 18-08 monies received by the Children’s Trust of Alachua County shall be deposited in qualified public depositories, as defined in section 280.02, Florida Statutes; and

WHEREAS, monies deposited into the Children’s Trust of Alachua County’s bank accounts shall be withdrawn only by checks signed by the Chair and countersigned by either the Treasurer of the Children’s Trust of Alachua County or the Executive Director; and

WHEREAS, a signature card signed by the Chair, the Treasurer, and the Executive Director will be necessary on all accounts; and

WHEREAS, administrative agreements may be required on some bank accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY:

1. That the two following-named officers may withdraw any or all of the funds of the Children’s Trust of Alachua County now or hereafter on deposit in the accounts to be established in Exhibit "A" attached hereto, and may endorse and sign checks, drafts, and orders

for the payment of money; provided, however, that one of the two signatories on each document shall be the Chair and the others shall be the Treasurer or the Executive Director, to wit:

<u>NAME</u>	<u>TITLE</u>
Dr. Margarita Labarta	Chair
Lee Pinkoson	Treasurer
Colin Murphy	Executive Director

2. That the Children’s Trust of Alachua County shall furnish to every bank listed in Exhibit “A” a certified copy of this resolution and such banks are hereby authorized to act upon this resolution and to honor the signatures of the persons named herein, and each of them, notwithstanding that any such person may in fact have died or ceased to be an officer of this organization unless and until said bank shall be notified in writing that such event has occurred or that the authority of this resolution has been revoked or amended.

3. That all signature cards required by the bank are hereby authorized to be executed by the Chair, Treasurer and Executive Director, and that their facsimiles be placed on the cards and initialed by the respective signatories.

4. In accordance with Section 116.34, Florida Statutes, required Certificates of Facsimile Signature will be filed with the Secretary of the State.

5. That any administrative agreement required to be executed is hereby authorized to be entered into by the Children’s Trust of Alachua County.

6. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____, A.D., 20__.

CHILDREN’S TRUST OF ALACHUA COUNTY
ALACHUA COUNTY, FLORIDA

By: _____
Dr. Margarita Labarta, Chair

ATTEST:

APPROVED AS TO FORM

Colin Murphy, Secretary to the Board

Counsel for the Trust

Exhibit "A"

CHILDREN'S TRUST OF ALACHUA COUNTY
BANK ACCOUNTS

Name of Bank

Account Number

Bank of America

-Concentration Account
-Accounts Payables ZBA Account

*****0937
*****0940

Banking Resolution and Certificate of Incumbency

Note: Please enable Macros

CLIENT INFORMATION

Please select one of the following options:

- New Resolution/Incumbency
- Update Incumbency *(Used to Add or Delete individual authorized signers)*
- Supersede Resolution/Incumbency *(Replaces any and all prior banking resolutions)*

ORGANIZATION LEGAL NAME (Must match legal name indicated in company formation documents)

Children's Trust of Alachua County

• **This Banking Resolution and Certificate of Incumbency will apply to all accounts the Organization maintains with us.**

• **The Organization adopts the following Banking Resolution and Certificate of Incumbency (with specimen signatures)***

The undersigned certifies that:

1) Any individual (each an "Authorized Signer") with any of the following Titles

Title:	CHAIR
Title:	TREASURER
Title:	EXECUTIVE DIRECTOR

Add Row

is authorized, acting alone, including by electronic signature, electronic record or other electronic form, (a) to establish accounts from time to time for the Organization at Bank of America, N.A. (the "Bank"), as well as to operate and close such accounts, (b) to enter into any and all agreements and transactions contemplated by the provision of treasury management services by the Bank, including but not limited to Electronic Funds Transfer Services, and (c) designate persons to operate each such accounts including closing the account, and to designate persons to act in the name and on behalf of the Organization/Client with respect to the establishment and operation of treasury management services.

2) the person whose signature, name, and title appear in the "AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION" section of the Deposit Account Documentation Signature Card or Amendment to Signature Card ("Signature Card") and those persons listed below on the Incumbency Certificate, are Authorized Signers who are authorized, including by electronic signature, electronic record or other electronic form, to establish accounts and to designate persons to operate each such account and to execute contracts and agreements (including treasury management service agreements, including but not limited to Electronic Funds Transfer Agreements) with the Bank and that the signatures of such Authorized Signers are genuine.

3) the persons who signed in the Designated Account Signers section of the Signature Card or Amendment to Signature Card are authorized to operate any accounts opened with the deposit account documentation unless otherwise noted on the Signature Card, and that the signatures of such Designated Account Signers are genuine.

4) the foregoing is a complete, true and correct copy of the banking resolutions adopted by the Board of Directors, the Members or the General Partners, Commission, Council or Governing Board as applicable, of the Organization, government entity or authority and that the resolutions are still in full force and effect and have not been amended or revoked and do not exceed the objects or powers of the Organization, government entity, authority or the powers of its management or Governing Board, Commission or Council. **For government entities, agencies or authorities, each of the individuals noted below are an officer, employee, or agent of the Organization who has plenary authority over funds (an "official custodian") for which the official custodian is appointed or elected to serve. The authority of the official custodian(s) listed below derives from an official source, such as an ordinance or statute.**

Incumbency Certificate:

Add/Delete	Name	Title	Signature
Select One	DR. MARGARITA LABARTA	CHAIR	
Select One	LEE PINKOSON	TREASURER	
Select One	COLIN G. MURPHY	EXECUTIVE DIRECTOR	

Add Row

*** If you choose to provide your own Banking Resolution and Certificate of Incumbency (with specimen signatures), it must be attached to the signature card.**

This Banking Resolution and Certificate of Incumbency must be signed as follows:

- **Corporations:** Secretary or assistant secretary of the company **must** sign.
- **Any Partnership type:** One of the general partners must sign. If the general partner is an organization, show the name of the general partner and include capacity of signer.
- **Limited Liability Company:**
 - **Member Managed LLC:** One of the members or an officer of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.

▪ **Manager Managed LLC:** The manager or managers or an officer authorized of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.

• **Other unincorporated organizations:** An officer of the organization who is authorized by the by-laws or operating agreement of the company must sign.

• **Government entities, authorities or agencies:** An authorized signer of the government entity/authority who is authorized by the statutes must sign.

In Witness Whereof, I have hereunto set my hand as (title) of the Organization listed above

Title: CHAIR

Type or Print Name of Certifying Individual

DR. MARGARITA LABARTA

Name of Company who is General Partner or Member, leave blank if not applicable. (Type or print Name of company including the legal name of any member, managing member, manager, or general partner who is signing and who is not an individual)

Signature:		Date:	JANUARY 10,2022
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File Attachments for Item:

18. Appraisal for 802 NW 5th Ave (Murphy)

**Item:**

Appraisal for 802 NW 5th Ave (Murphy)

Requested Action:

The Board is asked to approve moving forward with an appraisal for the property at 802 NW 5th Avenue.

Background:

CTAC currently leases the entire building at 802 NW 5th Avenue. The current lease expires on September 30, 2023. CTAC has set aside funding each of the past two budget cycles in anticipation of the purchase of a permanent location. REACH, LLC is willing to pursue a sale of the building to the CTAC. An appraisal of the facility would be the next step in evaluating whether a purchase is in the best interest of the CTAC.

Attachments:

Letter from Stephen Pennypacker, REACH LLC.

Programmatic Impact:

NA

Fiscal Impact:

TBD

Recommendation:

Staff recommends approval

From: [Stephen Pennypacker](#)
To: [Colin Murphy](#)
Subject: 802 Building
Date: Friday, December 10, 2021 8:42:26 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The board for REACH, Inc. met on Monday and approved us moving forward with a potential sale of the 802 NW 5th Avenue building to the Children's Trust of Alachua County. We will need to get an appraisal of the building. If you have already obtained one and are willing to share it, we would like to see where we are in terms of a potential sale price. Let me know if you have any other suggestions on how to move forward with this.

Stephen Pennypacker, Esq.
President and CEO
Partnership for Strong Families, Inc.
5950 NW 1st Place
Gainesville, FL 32607
(352) 244-1502 (office)
(352) 359-0157 (cell)
stephen.pennypacker@pfsf.org

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Consider the environment. Please don't print this e-mail unless you really need to.

File Attachments for Item:

19. Resolution 2022-04 Summer Camp & Enrichment Services RFP 2022-03 (Goldwire)

**Item:**

Summer Camp & Enrichment Services RFP 2022-03 (Goldwire)

Requested Action:

1. The Trust is asked to approved the release of the Summer Camp & Enrichment Services RFP 2022-03 by approving Resolution 2022-04.
2. The Trust is asked to authorize Executive Director to appoint a review team.

Background:

The Children's Trust of Alachua County (CTAC) seeks to fund its second year of summer programming for Alachua County children. CTAC funds will be used to expand access to safe and enriching Out of School Time (OST) summer programming for children from low-income families by funding organizations that have a positive impact on children, youth, and families to support a continuum of quality programming. The Summer Camp & Enrichment Services RFP seeks responses from summer camp providers throughout the geographical area, including rural communities.

In addition to summer camps, CTAC also seeks to fund enrichment providers to provide enriching youth services that offer youth the opportunity to learn and explore specialty activities (such as STEM, Fitness, Arts, etc.) that would otherwise not be available through their normal OST programming.

The target population for the summer programming portion of the RFP is children from low-income families living in Alachua County who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders. Full or partial scholarships will be offered to families that meet CTAC eligibility requirements listed below:

- Full scholarships: children from families at or below 200% 2021 federal poverty threshold, children with Individualized Educational Plan (IEP) or a 504 plan, children from families receiving SNAP benefits, children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision.
- Partial scholarships: children from families between 200% - 400% 2021 federal poverty level

Board policy 6.50 C,3 says that “for every competitive sealed proposal, The Trust shall approve the minimum qualifications, the scope of services, the evaluation criteria, and the evaluation team for each competitive procurement opportunity. The Executive Director or their designee will notify, via email, all board members of the release of the solicitation and of the start of the Cone of Silence.”

The minimum qualifications, scope of services, and evaluation criteria can be found in Exhibit A.

Attachments:

Summer Camp & Enrichment Services RFP Presentation
Resolution 2022-03
Exhibit A

Programmatic Impact:

Goal 2 - All children can learn with they need to be successful
Strategy 2.2 - Expand Access to High Quality Childcare, Afterschool, And Summer Programs

Fiscal Impact:

\$1,100,000 Fiscal Year 2022
Account number: 001.15.1500.569.82.00

Recommendation:

Staff recommends approval

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-04
Summer Camp & Enrichment Services RFP 2022-03**

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to expand summer programming for low-income families; and

WHEREAS, the Trust seeks to partner with enrichment providers to offer enriching activities that offer youth the opportunity to learn and explore specialty activities that would otherwise not be available through their out of school time programming; and

WHEREAS, the Trust budgeted \$1,100,000 for summer programming in the FY 21-22 Budget,

NOW THEREFORE, be it ordained by the Board of Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of service, minimum qualifications, evaluation criteria, and review team attached hereto as Exhibit “A” is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 01.10.2022 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 10th day of January 2022.

	AYE	NAY	ABSENT	NOT VOTING
Dr. Margarita Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

Dr. Margarita Labarta, Chairman
Children's Trust of Alachua County

Colin Murphy, Secretary
Children's Trust of Alachua County

Exhibit A

Scope of Service

The CTAC seeks to expand access to safe and enriching programming for children from low-income families living in Alachua County.

Target Population:

The target population for this RFP is children from low-income families living in Alachua County and who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders.

Summer camp providers will recruit and enroll children into summer camp programming under the following guidelines:

Full scholarships:

1. children from families at or below [200% 2021 federal poverty threshold](#)
2. children with Individualized Educational Plan (IEP) and/or 504 plans
3. children in foster care
4. children in voluntary and formal kinship care
5. and children under in-home case management supervision, and/or
6. children from families receiving SNAP benefits

# of Persons in Household	2021 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	\$12,880	\$17,130	\$17,774	\$19,320	\$25,760	\$38,640	\$51,520
2	\$17,420	\$23,169	\$24,040	\$26,130	\$34,840	\$52,260	\$69,680
3	\$21,960	\$29,207	\$30,305	\$32,940	\$43,920	\$65,880	\$87,840
4	\$26,500	\$35,245	\$36,570	\$39,750	\$53,000	\$79,500	\$106,000
5	\$31,040	\$41,283	\$42,835	\$46,560	\$62,080	\$93,120	\$124,160
6	\$35,580	\$47,321	\$49,100	\$53,370	\$71,160	\$106,740	\$142,320
7	\$40,120	\$53,360	\$55,366	\$60,180	\$80,240	\$120,360	\$160,480
8	\$44,660	\$59,398	\$61,631	\$66,990	\$89,320	\$133,980	\$178,640
Add \$4,540 for each person in household over 8 persons							

Partial scholarships:

1. children from families between 200% - 400% 2021 federal poverty level

Note: Children receiving school readiness funds at a site are not eligible for Children’s Trust summer scholarship funds

Enrichment providers will partner with eligible sites across Alachua County to offer enrichment services. Eligible sites for enrichment services must meet the following criteria and sign a site agreement with each awarded provider:

- Site must be located in Alachua County
- Site must service a high percentage of children that meet the following eligibility criteria
 - children from families at or below [200% 2021](#) federal poverty threshold,
 - children with Individualized Educational Plan (IEP) and/or 504 plans,
 - children in foster care/kinship care, and/or

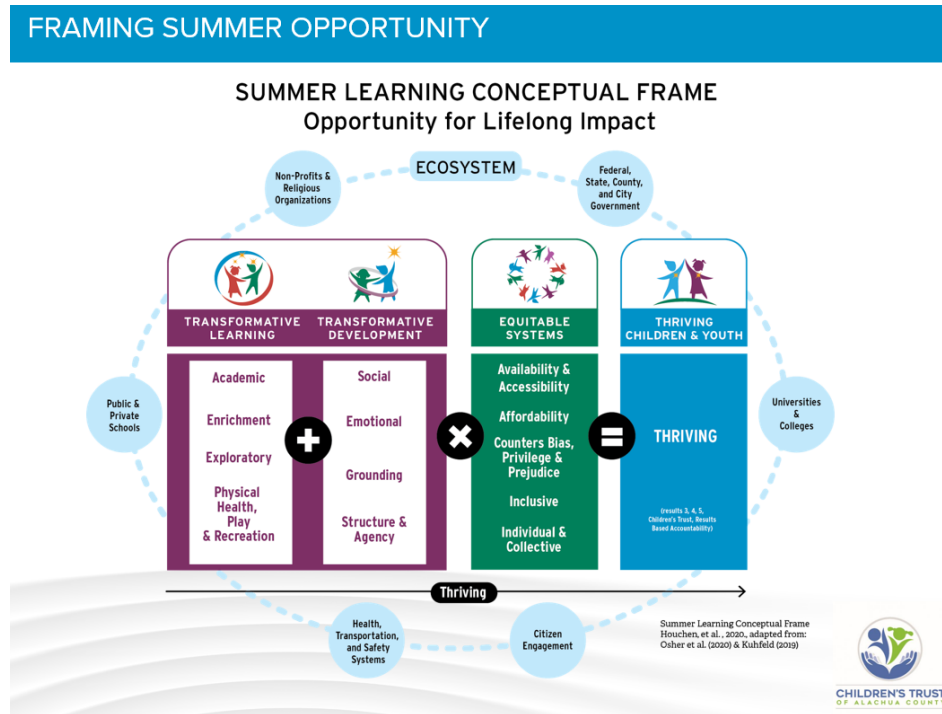
- children from families receiving SNAP benefits
- Site must service children in grades K to 12th with OST programming
- Enrichment services must not duplicate any existing services offered by the site

Programming Activities

The CTAC seeks to fund providers offering a range of programming activities. Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming. Based on a summer needs assessment and recommendations completed by [Youth Development Research-Practice Partnership \(YDRPP\)](#) in 2021, CTAC is in the process in building a supportive ecosystem where all children can thrive. The priority in building the foundation of a thriving ecosystem is to offer activities under the transformative learning section of the conceptual framework including activities that focus on academic, enrichment, exploratory, and physical, health, play and recreation. Applicants will describe how they will implement at least one type of activity under this RFP but are not required to offer more than one type of activity programming. Summaries of activities are listed below for reference.

Transformative Learning:

- **Academic:** activities that are designed to improve success in school. Typically, these activities are led by highly trained staff such as certified teachers and/or tutors.
- **Enrichment:** activities that broaden knowledge and/or culture. Enrichment can cover various topics, including but not limited to STEM/STEAM, arts, music, and environmentalism.
- **Exploratory:** activities that engage in active inquiry, decision making, and problem solving.
- **Physical, Health, Play and Recreation:** activities that allow for fun, physical activity, and health.



Transformative Development:

- **Social:** activities that improve abilities to care, show empathy, cooperate, resolve conflict, and contribute to the group
- **Emotional:** activities that improve emotional development such as self-awareness, motivation, self-efficacy, and confidence.

Figure 1. [Youth Development Research-Practice Partnership \(YDRPP\) – Summer Needs Assessment and Conceptual Framework](#)

- **Grounding:** activities that improve children's sense of identity, meaning, and purpose and of their role in the larger community
- **Structure and Agency:** activities that provide supportive environments for children to exercise choice and develop decision-making skills.

Service Locations:

The CTAC expects to fund sites throughout Alachua County, with a concentration in high poverty communities. Applicants may propose to serve one or more program sites throughout Alachua County. CTAC hopes to fund service sites that are geographically representative of Alachua County including rural areas of the county.

Applicants may provide services in a variety of locations, including, but not limited to: schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality. The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to accommodate all program activities adequately and safely. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be re-arranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual/quiet work, and eating/socializing)
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play
- Alternative plan if an environment is inaccessible due to weather or other external factors

Zip Code	% Under 18 Living in Poverty
32641	39%
32603	38%
32640	29%
32601	29%
32609	27%
32607	26%
32667	24%
32643	22%
32653	21%
32694	20%
32608	17%
32615	17%
32605	14%
32618	13%
32669	13%
32606	2%

Summer Providers

Summer providers are required to host and supervise program participants at their site and must complete a full site profile for each site requesting funding.

Enrichment Providers

Enrichment providers are expected to partner with providers with sites in low-income areas and serving low-income children and youth in Alachua County. Enrichment providers must ensure that sufficient space is available to deliver program services safely and comfortably.

Enrichment providers are not expected to have their own site(s) but rather to offer services at existing OST provider locations.

Scheduling, Frequency, and Duration:

Programs have wide latitude in this RFP concerning the schedule, frequency, and duration of their programming. However, research shows that long-term engagement improves outcomes. Providers must establish an attendance policy consistent with this requirement.

Staffing:

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants to increase collaboration and communication opportunities with youth's schools.

Summer Camp and Enrichment Service Providers:

- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the summer program. At the minimum, the program director will be responsible for managing and implementing the program to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An [Affidavit of Good Moral Character](#) must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

Summer Camp Providers Only:

- **Ratios:** Ratios should be designed to meet the needs of the students targeted by the program and should be appropriate to support the efforts to improve their academic achievement and personal growth goals. Contractors shall implement a ratio no greater than 1:20 ratio of staff /youth.
- **Infant and Child CPR/First Aid:** Each summer program must have always at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor.

Documentation of the online course and on-site assessment must be maintained on file at the facility.

Site Profile (Summer Providers Only)

Summer Camp applicants must complete a site profile for each site they are seeking funding for. For each site applicant is seeking funding, a site profile must be completed with the following information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary, and site staffing.

Program Budget

Summer Camp Providers

All applicants must complete a site budget summary budget including the following areas to determine the CTAC funding request:

- Enrollment/Registration Fees: CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship
- Scholarships (Full): CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.)
- Scholarships (Partial): CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.)

The following line items are eligible for reimbursement from CTAC within alignment with [CTAC budget guidelines and payment procedures](#):

- Materials: CTAC will cover the costs of materials full/partial scholarship children to participate in summer camp activities.
- Fieldtrips: CTAC will cover the costs of full/partial scholarship children to participate in fieldtrips including admission costs. All fieldtrip expenses will include copies of fieldtrip attendance for verification.
- Transportation: CTAC will cover the cost of transportation for full/partial scholarship children to participate in camp activities including fieldtrips. These expenses for buses, vehicle rentals, gas etc.
- Background Checks: CTAC will cover the costs for all staff to receive Level 2 background checks.

Summer Provider Compensation:

Summer providers awarded contracts will be compensated as follows:

Advance Payment – Contractor may invoice the CTAC for an advance payment of 25% of the scholarship amount total awarded (full and partial). The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered.

Subsequent payments will be made monthly based on each site’s monthly enrollment. To be considered enrolled, proper demographic information and at least one day of attendance in the

week the child is enrolled is required. Enrollment Fees, Materials, Field Trips, and Background Checks will be reimbursed on a cost-reimbursement basis.

In addition to the above compensation, the following performance-based incentives will be awarded at the end of the contract for all summer providers that meet the following **optional** outcomes. Incentives will be reevaluated every year and are at the sole discretion of CTAC:

- Extended hours of operations: \$100 per each enrolled child will be awarded to providers that offer daily programming for 8 or more hours or a maximum of \$5,000 per provider [Note: must be documented with schedules and contract manager observations]
- Family engagement activities: \$500 per site will be awarded to providers the host at least 1 family engagement activity to encourage positive child and parent interactions [Note: must be documented with session sign-in sheets]
- Extended Summer Duration: \$1,000 per site will be awarded to providers that offer summer services for the duration of summer (e.g. 1st day of Summer to Last day of Summer from Alachua County Public School Calendar) [Note: must be documented with schedules and contract manager observations]
- High Participation rates: \$10 per week per child that attends the program **four or more days** or a maximum of \$10,000 per provider [Note: must be documented with schedules and submitted attendance]

Enrichment Providers

CTAC will cover a reasonable cost per session for enrichment services delivered to eligible children in OST programs. The cost per session should include all expenses necessary to offer a full session (staffing, materials, etc.).

Compensation: Enrichment providers awarded contracts will be compensated as follows:

- Advance Payment - Contractor may invoice the CTAC for an advance payment of 25% of the sessions amount total awarded. The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered. Subsequent payments will be made monthly based on number of sessions delivered.
- Background: CTAC will cover the costs for all staff to receive Level 2 background checks

Data Collection:

Summer Camp Providers

All contractors funded will be required to collect the following data:

- Participant demographics (note, will be deidentified on reporting tools):
 - Enrollment criteria for scholarship (i.e., at or below 200% 2021 federal poverty threshold, IEP and/or 504 plans, in foster care/kindship care, from family receiving SNAP benefits, children from families between 200% - 400% 2021 federal poverty level)
 - Scholarship Type: Full or Partial and Amount of Scholarship
 - Residence City
 - Residence ZIP
 - Month and Year of Birth

- School Name
- Grade (i.e., K-12)
- Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other)
- Ethnicity (i.e., Hispanic or Non-Hispanic)
- Gender
- Parental consent and image releases
- Participant attendance
- Parent and Child Satisfaction surveys

Contractors will be expected to attend a summer provider training at the beginning of the contract to go over overall data collection requirements and tools. Additionally, data is expected to be entered on a monthly basis throughout the summer.

Enrichment Providers

All contractors funded will be required to collect the following data:

- Site Partner Information
 - Partner Organization Name
 - Site Description
 - Site Contact information
 - Site Address
 - Site Eligibility Criteria (i.e., service a high percentage of children K to 12 that are at or below 200% 2021 federal poverty threshold, have IEP and/or 504 plans, are in foster care/kindship care, from family receiving SNAP benefits, or from families between 200% - 400% 2021 federal poverty level)
 - # of children served
- Session Attendance
- Site Satisfaction Surveys

Contractors will be expected to attend a training at the beginning of the contract to go over overall data collection requirements and tools. Additionally, data is expected to be entered on a monthly basis throughout the contract period.

All data collected will only be shared with CTAC staff and their contractors. Data will be collected for the sole purpose of program evaluation and continuous improvement. Any data analysis of data collected will only be shared in aggregate and any personally identifiable information will not reported to The Children’s Trust or the public.

A. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Eligibility	The applicant clearly meets all minimum qualifications to bid and completed certification responses satisfactorily	1
Organizational Capacity	The applicant clearly outlined experience and ability to provide services and is aligned with RFP scope of services	1
Services	The applicant completed the full application for either Summer Camp Services or Enrichment Services. Proposed services are aligned with the RFP scope of services	1
Program Budget	The applicant completed budget sections, and all costs appear reasonable and aligned with RFP scope of services	1
		4 points

Applicants that meet the criteria will be recommended for funding, with priority given high poverty zip codes. In the case of limited funding, full scholarships will be funded first before partial scholarships.

Application Score	Funding Recommendations
4	Green – Recommended for Funding
3	Yellow – Maybe Recommended for Funding
2 or less	Red – Not Recommended for Funding

B. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposal (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to

influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.

3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's proposal evaluation team expects to take the following actions to determine the merits of the proposals that are submitted:
 - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
 - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
 - d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the

vendor’s capacity to effectively deliver what is proposed. Subjectively rated criteria will be scored on according to the scoring scheme below:

Application Score	Funding Recommendations
4	Green – Recommended for Funding
3	Yellow – Maybe Recommended for Funding
2 or less	Red – Not Recommended for Funding

6. **Discussion.** Following each reviewer’s individual rating, the review team meets in a publicly noticed debriefing meeting to discuss each proposal and assigns a consensus team score, including explanatory comments. Applicants may attend the debriefing meeting as observers. The highest-ranking proposal score does not assure a funding recommendation.
7. **Interview/site visit.** At the CTAC's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or the CTAC's offices. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. Reviewers come to consensus on interview/site visit observations using a standard rating tool and provide input to staff recommendations.
8. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
9. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
10. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
 - a. **Posting.** The Trust shall publicly post the award on the TRUST's website within three full business days after the Board's award decision has been made. All bidders or proposer will be sent an email with the notice of award to the email address provided in the bid or proposal.

b. Requirements to Protest.

- i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
 - ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
- c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
- d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
- e. **Review of Executive Director's Decision.**
- i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
 - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
 - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three

business days of the CTAC Board meeting. The decision shall be final and conclusive.

- f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

11. The CTAC reserves the right to:

- Reject any or all submittals
- Request clarification of any submitted information
- Waive any informalities or irregularities in any response
- Not enter into any contract
- Not select any firm
- Cancel this process at any time
- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- A. All proposed services must take place within Alachua County.
- B. Applicant must be currently qualified to conduct business in the State of Florida.
- C. Applicant must not be a charter school approved by any public school system in the State of Florida.
- D. Applicant must have experience working with youth in out-of-school time and focus on promoting positive youth development in a safe and enriching environment.
- E. Applicant must plan to offer in-person youth development services in 2022



CHILDREN'S TRUST
OF ALACHUA COUNTY

Summer Camp & Enrichment Services

RFP 2022-03

January 10, 2022

Summer Camp & Enrichment Services RFP 2022-03

Overview of Solicitation

- \$1,100,000.00
- Full and partial scholarships
- Kindergarten – 12th grade

Eligible Applicants

- For profit
- Not-for-profit
- Faith-based

Submission Timeline

- Release date
- Bidder's conference/application training
- Application deadline and review period
- Funding recommendations
- Contracts



Summer Camp & Enrichment Services RFP 2022-03

Summer Camp Providers

- In person programming
- 1:20 staff to youth ratio
- First aid and CRP trained
- Level 2 background screenings
- Serve low income children

Enrichment Providers

- Partner with existing OST Providers
- Facilitate enrichment activities
- Level 2 background screenings
- Serve low income children



Summer Camp & Enrichment Services RFP 2022-03

Minimum Qualifications

- Qualified to conduct business in the State of Florida
- Public schools and charter schools do not qualify for Trust funding
- Services provided in Alachua County
- Out-of-school time experience
- In-person summer camp program

Terms of Service

Summer Camp Providers

- April 2022 – September 2022
- Fee for services for enrollment & weekly attendance
- Contract renewal options

Enrichment Providers

- April 2022 – September 2022
- Fee for service for number of sessions delivered
- Contract renewal options



Scope of Services

The target population for this RFP is children from low-income families living in Alachua County who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders

Full Scholarship

- 200% 2021 federal poverty threshold
- IEP or 504 plan
- SNAP benefits
- children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision

Partial Scholarships

- children from families between 200% - 400% 2021 federal poverty level



Scope of Services

Scheduling, Frequency and Duration

- Attendance policy
- CTAC will not fund drop-in programs

Site Profile and Program Budget

- All locations
- Site and program description
- Number of children expected to serve
- Activities
- Program costs

Staffing

- Positions
- Ratios
- Background screens
- Training and certifications

Performance Based Incentives

- Extended hours of operations - 8 hours or more per day **\$100 per child (Max \$5000 per provider)**
- Family engagement activity – one family engagement activity **\$500 per site**
- Extended summer duration - offer camp for the duration of summer **\$1000 per site**
- High participation rates – participant attendance is 4 or more days **\$10 per week per child (Max \$10,000 per provider)**

Scope of Services

Data Collection (**Summer Camp Provider**)

- Demographics (Non personally Identifiable)
- Parental consent & image releases
- Attendance
- Satisfaction surveys

Data Collection (**Enrichment Provider**)

- Site partner information
- Session attendance
- Site satisfaction surveys

All data collected will only be shared with CTAC staff and their contractors. Data will be collected for the sole purpose of program evaluation and continuous improvement. Any data analysis of data collected will only be shared in aggregate and any personally identifiable information will not be reported to The Children's Trust or the public.

Scope of Services

Evaluation Criteria

- Organizational Eligibility
- Organizational Capacity
- Site Profile
- Site Budget

Contracts

- Scope of services
- Deliverables
- Performance measures
- Monitoring visits
- Data and reporting



Recommendations

1. Approve the release of Summer Camp & Enrichment Services RFP 2022-03.
2. Authorize the Executive Director to appoint a review team.



File Attachments for Item:

20. Evaluation of the Executive Director for FY 20-21 (Howard)

**Item:**

Evaluation of the Executive Director for FY 20-21 (Howard)

Requested Action:

The Board is asked to receive information regarding the process for evaluating the performance of the Executive Director.

Background:

Board Policy 7.50 (proposed) requires the “systematic and rigorous evaluation of the Executive Director's job performance ... solely against the expected Executive Director job outputs as defined in the Executive Director's job description, the Executive Director's Contract, the Trust's Goals and Strategies, and adherence to Trust policies”.

Furthermore, the Executive Director's contract states that “Section 11 Performance Evaluation: CTAC shall review and evaluate the performance of the Director at least once per year. At such time CTAC may increase base salary and/or other benefits of the Director in such amounts and to such an extent as it may determine that it is desirable to do so, in light of the performance by the Director”.

The Trust will receive information on how the evaluation process will be conducted for the ED's evaluation for FY 20-21.

Attachments:

Attachment A – Executive Director Evaluation Process

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

Receive the information

ED Evaluation Timeline

January 18 th	Executive Director self-evaluation sent to Board Members in narrative form
January 21 st	Evaluation sent to Board Members to be completed via Google Form
January 28 th	Board Member evaluations due
February 1 st	Evaluation scores and comments sent to the Board Chair by the HR Consultant
	HR Consultant provides the Executive Director copies of the scoring and comments
February 4 th	Executive Director and Board Chair discuss the results and recommendations for the February meeting
February 7 th	Executive Director evaluation and recommendations placed on the February agenda
February 8 th -13 th	Executive Director and Board Member one-on-one meetings to discuss results (as needed)
February 14 th	Executive Director evaluation and recommendation discussed and approved at the regular Trust board meeting

File Attachments for Item:

21. Email from Lisa Williams-Taylor, CEO Palm Beach Children's Services Council

Colin Murphy

From: Lisa Williams <Lisa.Williams-Taylor@cscpcb.org>
Sent: Tuesday, December 21, 2021 12:19 PM
To: Colin Murphy
Cc: Michele Watson
Subject: FW: Accountability
Attachments: FSUMastersProgramRequest-CraigMayers.docx

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Colin,

I am sending along some PI requests we had on evaluation/data. Let me know if I can send anything else.

Hope it helps, Lisa

Lisa Williams-Taylor, Ph.D.
 she/her/hers [Why Pronouns Matter](#)
 Chief Executive Officer

Children's Services Council of Palm Beach County
 2300 High Ridge Road
 Boynton Beach, Florida 33426

 **561.374.7623**
 **561.420.2859**
 **561.374.7823**
 Lisa.Williams-Taylor@cscpcb.org
 www.cscpcb.org    

35 years #HealthySafeStrong

Helping Palm Beach County
 children grow up
 healthy, safe and strong



Please note: Florida has a very broad public records law regarding government business. Most written communications to or from government agencies such as the Children's Services Council are public records available to the public and media upon request. Your e-mail communications may, therefore, be subject to public disclosure.

From: John Bartosek <John.Bartosek@cscpcb.org>
Sent: Tuesday, December 21, 2021 11:50 AM
To: Lisa Williams <Lisa.Williams-Taylor@cscpcb.org>

Cc: Debra Gotlib <Debra.Gotlib@cscpb.org>

Subject: Accountability

Lisa, Debra: Following up from CEO Team discussion.

- This link is to a request from Orange County in 2018 that is probably the most complete.

<https://cscpb.org/box.com/s/d0mfwes8lxptlqaqub457m4xrdr354p5>

- The attached document is a pretty easy read in Q&A format in response to requests from FSU more recently. The first few questions are related to how we choose programs. The second half is related to evaluation.

- Finally, this is from our website's FAQs section:

[How does CSC monitor its funded programs?](#)

To ensure our contracted programs are producing the best results for children and families, the following are required and completed on a regular basis: an on-going performance assessment through the Comprehensive Program Performance Assessment (CPPA) process, on-site monitoring of our funded programs, budget monitoring and agency audits.

If program performance, contract compliance or business continuity concerns are identified, CSC staff use appropriate levels of intervention and action, as required. [For more information on contract monitoring, please visit our Providers landing page.](#)

Hope this is helpful, Thanks.

JBart

John Bartosek

Chief Communications Officer

Lean Six Sigma Green Belt

Children's Services Council of Palm Beach County

2300 High Ridge Road

Boynton Beach, Florida 33426

 **561.374.7626**

 **561.800.8927**

 **561.374.7826**

 **John.Bartosek@cscpb.org**

 www.cscpb.org    

35 years #HealthySafeStrong

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Public Information Request from Craig Mayers, scmayersii@gmail.com; 941-323-2999; 850-228-3029

Questions for the Children's Services Council of Palm Beach County

1. What are the criteria for selecting applications for funding after they receive the applications? Independent site visits to applicants?

We fund programs/organization using our procurement procedure through a competitive bid process (Request for Proposals). The requirements or criteria depend on the specific services we're looking for. Every competitive bid process has its own criteria and scoring. For more information about how we fund, see the attached RFP template and visit: <https://www.cscpbcc.org/how-we-fund>

2. What internal controls does your organization prefer applicants for funding to have? This depends on the nature and size of the procurement. The larger the funding amount, the more internal controls we expect. In certain situations, we do provide financial support to organizations to enhance their infrastructure/capacity.

3. How thoroughly does your organization examine the Past Audits & Past Performance applicants? As discussed via our phone conversation, financial requirements depend on the requirements of the specific RFP.

4. Who participates in the application review process?

Depending on the RFP/bid process, there is generally a team of reviewers (both internal staff and external/community participants) across disciplines, with at least one person with subject matter expertise.

5. What sets applicants apart and makes them worthy of funding?

This would depend on the specific requirements of the RFP and on the applicant's submission and interview (if necessary).

6. Does your organization require Performance Data or Evidence-Based Performance Measures? If so, how many performance metrics are ideally included in an application for funding? If so, does your organization use standard metrics for all award recipients? Why or why not?

Yes, we require specific performance data or measures for accountability purposes. Those are outlined in the program contracts. We also use some across-the-board measures.

7. Do recipients of funding from your organization create unique performance metrics for themselves? Why or why not?

Not generally, but this could happen. Again, it depends on the nature of the service.

8. How often do the recipients of funding from your organization have to report?

Depending on the vendor or service, reporting may be quarterly, bi-annually or annually. Most programs report quarterly and are measured by CSC once or twice annually.

9. When are the recipients required to provide performance measurement data? Before the application is submitted, after the application is submitted

We measure performance relating to our own contracts, so this would not take place until after the provider has delivered the program or service for at least a year.

10. Does your organization independently audit the performance measurement data reports received from recipients of your organization's funding?

Yes.

11. Are any employees in the recipient organizations responsible for compiling the performance measurement data? Is it part of an employee's job description among the recipient organizations?

Some providers provide the data, but most enter data into our own performance data system. Both provider and CSC can access data and review performance reporting.

12. What percentage of applicants receiving funding are a continuation of projects that received funding in the previous fiscal year? Do the same recipient organizations always receive funding? (i.e. Continuation Funding)

We operate a system of care. This system operates with an entry agency and referral function. Many of the programs we fund are part of the system, so they necessarily are funded year over year, subject to meeting performance measures. Please visit our website here for more information: <https://www.cscpsc.org/our-system-care>

13. How are individual members of your organization's governing Board selected? (i.e. politically appointed, volunteers etc.)

This is outlined in Florida Statute 125.901. For more on this, visit our website here: <https://www.cscpsc.org/council>

14. Does your organization have a process that independently verifies the performance measurement data received from funding recipients?

Generally, yes. An annual performance assessment is conducted for agencies funded to implement a program with the intent to directly or indirectly impact outcomes for children and families served. This assessment includes an analysis of outcome achievement for those intending to have a direct impact.

15. Does your organization's application process incorporate a risk-based review? (i.e. Federal Government Grant Perspective - Past Audits, Past Performance, Internal Controls etc.)

When issuing a competitive bid, CSC does use a scoring section that includes the number of points awarded based upon demonstration of sound fiscal practices (competency and capacity).

16. May we have a digital copy of the application that applicants are asked to complete to be considered for funding?

Please see RFP template attached to this email.

17. May we have a copy of the document outlining the evaluation tools or format used when selecting recipients?

Every RFP has different questions and criteria so we do not have a uniform tool to measure applicants. We do use a scoring rubric. Please see RFP template mentioned above.

18. Does your organization overlap with the City Government and County Government regarding funding areas and projects? If so, how do you all communicate, prevent overlap, and if there is overlap how is the partnership between these entities structured?

We collaborate on a number of project/programs with local government. In some cases, we pool funding. In other cases, the collaboration is structural.

For more information about this, visit: <https://www.cscpb.org/community>

19. Does your organization have City Government and County Government contacts that might provide more insight into the relationships if one exists?

Our relationship with the County and cities, as well as other business and philanthropic stakeholders, is supported by a comprehensive collective impact effort called Birth to 22. You can learn more here: <http://pbcbirthto22.com/>

Affiliated with this effort is an active collaboration of funders of education, health and human services that encourages joint funding of projects, particularly in times of disaster relief and recovery.

20. Do you know of other Children's Services Councils that do an excellent job that we might also reach out to?

For more insight, you may want to reach out to the Florida Children's Council.

You may also want to reach out to the Children's Trust in Miami-Dade County or Broward County's Children's Services Council.

File Attachments for Item:

22. Communications Report - December 2021



Item:

Communications Report - December 2021

Requested Action:

N/A

Background:

The report highlights communications activities of the Children's Trust for the preceding month.

Attachments:

Communications Report – December 2021

Programmatic Impact:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A



Communications Report – December 2021

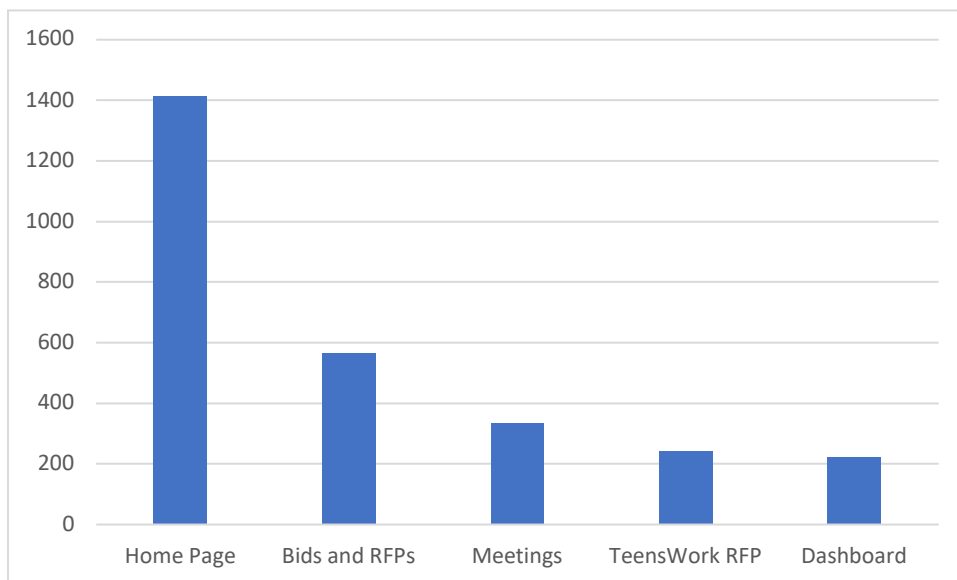
December 1, 2021 – December 31, 2021

Website Dashboard





Website Traffic – Key Points

- Page Views 6,208
- Sessions 2,095
- New Users 1,147

Most Viewed Pages



Followers

	1,121
	702
	159
	139
	110

CTAC in the News

[An agenda for progress in 2022 for Gainesville and Alachua County, January 1, 2022
Gainesville Sun](#)

[Employers can get help hiring teenagers for summer work through Children's Trust
December 27, 2021, Gainesville Sun](#)

[TeensWork RFP released by Children's Trust, December 20, 2021, Alachua Chronicle](#)

[Children's Trust of Alachua County votes to give withheld funding to youth organizations,
December 14, 2021, Gainesville Sun](#)

[Some youth program providers aren't happy with Children's Trust funding policies, December
11, 2021, Gainesville Sun](#)

OPINION *This piece expresses the views of its author(s), separate from those of this publication.*

An agenda for progress in 2022 for Gainesville and Alachua County

The Gainesville Sun Editorial Board

Published 6:00 a.m. ET Jan. 1, 2022

The start of 2022 feels like we're stuck on repeat as COVID-19 continues to be a challenge. But federal relief funding offers the opportunity to better address problems caused by the pandemic as well as other longstanding issues in Gainesville and Alachua County.

The money should be spent on major local needs such as affordable housing and reducing racial and socioeconomic disparities in schools. Elected officials must also implement policies that create a more sustainable community.

The Sun has an annual tradition of presenting a local "agenda for progress" around the start of each new year, providing recommendations for the coming year. Here are some changes that we would like to see happen in 2021:

Housing and development: Officials should keep pursuing policies and programs, such as inclusionary zoning and a community land trust, that increase the availability of affordable housing and spread multi-family housing more equitably throughout Gainesville. Disparities in housing must be better addressed, such as through energy efficiency upgrades that reduce utility costs for lower-income residents. Development plans for the Power District and downtown Gainesville need to be finalized and Community Reinvestment Area funding should start being spent on major east-side projects.

Transportation: The city needs to follow through on safety improvements that better protect pedestrians and cyclists in the University of Florida campus area as well as throughout the city, including east Gainesville. Regional Transit System service should be improved for residents who need it most, such as through the construction of an east-side mobility hub and expansion of the First Mile/Last Mile pilot program.

Criminal justice: Initiatives to prevent gun violence should continue to be a priority, particularly the Gainesville Police Department's intervention programs. Reforms need to be made at the Alachua County Jail in the wake of an inmate giving birth there and the death of the child.

Schools and youth issues: Alachua County Public Schools should use federal relief funding to address learning losses caused by the pandemic as well as a persistent racial gap in student test scores. An equity plan to address that gap shouldn't be abandoned, but has to be improved upon. Better coordination is needed between after-school, pre-K and summer programs, eliminating duplication and making the best use of resources such as Children's Trust funding.

Higher education: The University of Florida needs to go beyond its narrow changes in policies on professors testifying in court cases and its narrow investigation into the destruction of COVID-19 data, broadly addressing problems with academic freedom. The UF administration must follow through on the full slate of racial justice initiatives announced in the summer of 2020.

Health and environment: Operating funds must be secured for a central receiving facility that provides a place to bring people experiencing a mental health crisis. Vaccinations should continue to be promoted among children and booster shots among those eligible. Solar farms and other renewable energy projects should be pursued in all parts of the county. Parks projects such as the Sweetwater Branch Greenway and Boulware Springs renovations should be approved.

Government reforms: Changes should be made to reduce conflict in Gainesville city government such as reducing the number of charter officers. Duplicate city and county services should be consolidated.

These are just a few recommendations for improving our community in 2022. Happy New Year, readers.

EDUCATION

Employers can get help hiring teenagers for summer work through Children's Trust

Gershon Harrell The Gainesville Sun

Published 9:53 p.m. ET Dec. 26, 2021

Children's Trust of Alachua County — a local tax initiative to fund youth programs — has recently opened their RFP application for their TeensWork Alachua Summer Youth Program.

The pilot program will help employ 150-200 students aged 14-18 as interns during summer 2022. Employers can get support paying the teenagers through funds provided through Children's Trust.

The local tax initiative has set aside a total of \$150,000 to give to local youth organizations. The funds can help contractors with expenses such as marketing, outreach, work recruitment, work training and job coaching. The Trust estimates the cost to perform those services should range from \$700-\$1,000 per teenager.

According to the Trust's application, workers should be paid at least \$10 an hour, the state's minimum wage. A hire wage can be proposed, but the contractor must provide a reason for why the wage is necessary. Teenagers should work up to 25 hours paid hours for six to eight weeks in June and July.

The Bureau of Labor Statistics stated that in July of 2021 the unemployment rate for young people was 10%. That's down from the rate in July of 2020 which was 18.5%.

The Bureau further found that there is an uptick in searching for jobs in youth ages 16 to 24-years-old around April and July. It further states that during those months high school and college aged students are looking for summer jobs.

The Trust also found that violent crime in the state of Florida doubled. And that youth arrest in Alachua County outrank the state, which have affected 79% of black youth.

To qualify contractors the organization must be within Alachua County, must have

qualifications to do business in the state, be a 501c3 non-profit approved by the County of North Central Florida's Philanthropy Hub. Charter schools are not eligible. Item 22.

Applications will be reviewed from January 17-21. Contracts are set to begin March 1.

TeensWork RFP released by Children's Trust

December 20, 2021



Press release from Children's Trust of Alachua County

CTAC is seeking a Contractor or Contractors to manage the TeensWork Alachua (TWA) Summer Youth Employment Program. TWA is a pilot project of CTAC that aims to employ between 150-200 youth from ages 14-18 years old as summer interns during the summer of 2022. Summer interns will be employees of a temporary staffing agency and their salaries will be paid through funds provided directly by CTAC. The Contractor will be responsible for marketing, outreach, worksite recruitment, summer intern recruitment, work readiness training, and job coaching.

RFP documents can be found here:

<https://www.childrenstrustofalachuacounty.us/communications/page/teensworks-alachua-rfp-released-childrens-trust>

EDUCATION

Children's Trust of Alachua County votes to give withheld funding to youth organizations

[Gershon Harrell](#) The Gainesville Sun

Published 11:05 a.m. ET Dec. 14, 2021

One thing was made clear at the Children's Trust of Alachua County's Monday night board meeting: there is a lack of trust between the leaders of the taxpayer initiative and the community they are supposed to serve.

The board met Monday night to discuss the Children's Trust data collection policy that requires the collection of personal identifiable information about students and their parents. The board also discussed whether to fund the programs that refused to give up that information.

In the end the board members voted 8-0 to approve the motion to remove the current data policy requirements that prohibited the youth providers from obtaining their funding.

The meeting was spurred after Executive Director of Aces in Motion Addison Staples posted on his Facebook account that funding was withheld for his after-school program.

In a news release sent to The Sun on Friday, Aces in Motion explained that it was informed on Dec. 7 that its current contract for after-school programming was in default and that its funding was being withheld.

Staples told The Sun that over \$20,000 was withheld from their youth organization after Staples decided not to share personal information about students or their parents in a Google document.

Aces In Motion (AIM) is a youth organization that promotes health, character development and academic achievement through its tennis program. The after-school program is headquartered at Duval Early Learning Center.

At the board meeting Staples expressed that he reached out to the Children's Trust

about its policy in an email Nov. 3. He also told The Sun that he verbally brought his concern about sharing personal information to Children's Trust in June.

According to the RFP application for after-school programming the data that youth providers were expected to collect included the first and last names of students, scholarship criteria, current grade, race, names of parents and their address.

Kids Count and Girls Place were other youth organizations that chose not to give Children's Trust personal identifiable information.

Nikki Lee, a concerned parent, came to the Children's Trust board meeting to support AIM. Her 17-year-old daughter has been attending the AIM's after-school program for six years.

"If you just ask me what my gender is, my ZIP code or something like that, I will give it to you freely. But a lot of times when we do give more information, they reach out to us. I don't want nobody come into my house. I don't want anyone reaching out to me when it has nothing to do with me, this is for kids funding." Lee said.

Colin Murphy, executive director of the Children's Trust, said he feels terrible that there is a strong lack of trust in the community and their contract providers because the intent of the organization is to advocate for children.

"Unfortunately sometimes as adults we mess things up, but I think we're all on the same team when it comes to children," Murphy said.

The Children's Trust of Alachua County was approved by voters in 2018. Voters agreed to tax themselves an extra half-mill on property taxes to generate roughly \$7 million a year to support children's programs.

Children's Trust to change data collecting policy, give withheld funds back to youth organizations

By [Camille Syed](#)

Published: Dec. 13, 2021 at 11:37 PM EST

GAINESVILLE, Fla. (WCJB) - The Children's Trust of Alachua County (CTAC) agreed to give funding to organizations that were previously in default at Monday nights board meeting. Aces in Motion (AIM), Girl's Place, and Kids Count refused to give personal identifiable information of students and legal guardians to the CTAC.

Nikki Lee's daughter, Sonia James, has been in AIM for six years.

Lee said she feels like the goal of the CTAC is to benefit kids, and collecting identifiable information like names, addresses, of marginalized groups is unnecessary in reaching that goal.

"I was furious," Lee said.

AIM is being withheld more than \$20,000 for not giving staff the information, as they serve Black and marginalized communities.

"As a board member I don't feel comfortable asking for personal identifiable information," CTAC Board Member Tina Certain said.

According to AIM, they first verbally raised concerns during the summer.

Executive Director Addison Staples said they expressed concern through email on Nov. 3 and heard back from staff on Nov. 5.

"You're asking me did I graduate or am I married or anything like that," Lee said. "What do that have to do with anything for our kids."

Several people spoke passionately during the meeting.

"If you just asked me what my gender is, my zip code or something like that, I would give it to you freely," Lee said. "A lot of times when we do give more information they reach out to us. I don't want nobody coming to my house."

Lee was also worried that the information would be used inappropriately.

"You want to know something? Come talk to the kids," Lee said. "Come figure out what's really going on with the kids instead of you thinking that somebody is trying to use funding for something that has nothing to do with anything. I think it's more than just data."

Board Member Ken Cornell motioned to eliminate the private information requirement for now, give these organizations the funds being withheld and work with several agencies to reevaluate their policy. The motion was approved unanimously

"We've heard that in this case, less is more and the less we collect, the more trust we build," CTAC Executive Director Colin Murphy said.

In their new policy making process, Murphy said they will go agency by agency and hear what data they feel comfortable sharing.

"It was a big mistake, so that's on me," Murphy said. "I apologize and we're going to do better."

Staff will have an outline on how to move forward with the policy for the board at their next meeting on Jan. 10.

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EDUCATION

Some youth program providers aren't happy with Children's Trust funding policies

[Gershon Harrell](#) The Gainesville Sun

Published 10:32 p.m. ET Dec. 11, 2021

Addison Staples, executive director of Aces in Motion, is disappointed with the Children's Trust of Alachua County after he received notification that the contract for his after-school programming is in default and that funding is being withheld for not sharing personal information about students.

Children's Trust is an agency established to manage money coming in from a local property tax initiative for educational programs for youth, especially before- and after-school activities.

Staples posted on Facebook on Wednesday a call to action urging the community to reach out to Children Trust asking "if the practice is ethical" and "if it is being conducted in a way that aligns with the best practice."

"The reason this issue is critically important is because there is a history of institutions mishandling individual data that negatively affects the communities it claims to be helping, especially the Black community and communities that are labeled 'low income'," the Facebook post states.

The Gainesville Sun reached out to Staples for an interview, but he declined to comment.

AIM is an after school youth program that uses the sport of tennis to help the development of students in terms of health, academics and social emotional development. The organization was one of six youth programs approved for funding by Children's Trust in mid August. Their contract began in October.

According to documents from the Children's Trust website, AIM was awarded \$188,443.

Executive Director Colin Murphy said in an email statement that "everyone should be concerned about the misuse of data and we share those concerns." He stated that Children's Trust collects the data to help measure the program's performance and keep themselves accountable.

Murphy also assured that the data provided is kept within the organization and has only been used to evaluate programs and "quality improvement."

In an additional email sent to The Sun, Murphy stated that the data collection provision was also included in the application for summer programming and that AIM collected the data as required.

"AIM can receive full payment as soon as they fulfill their contractual agreement," Murphy said in an email.

Within the Children's Trust contractor application there is a data section where youth providers must enter scholarship criteria, the children's name, address, race, parent information, school grade level, race and the students Alachua County student ID number.

The application also asks that the youth providers keep a personnel file of all the staff and volunteers who are involved.

Cultural Arts Coalition also not pleased with the Trust policies

Nkwanda Jah is the executive director of the Cultural Arts Coalition. The CAC is a non-profit and has been around for about 42 years serving children that live on the east side of Gainesville.

When Children's Trust asked for proposals for afterschool programming, she was one of the providers seeking funding for her after-school science program, but found she didn't meet the qualifications.

"We have this school term eight clubs in the East Gainesville community and our clubs meet weekly or bi-weekly. And I was told we do not qualify because we do not serve the same children every day," Jah said.

The CAC program travels to different locations around East Gainesville to engage children who sign up for their activities. Jah said they have partnerships with other local organizations such as Kids Count, the Cone Park Branch Library and the Wilhelmina Johnson Center.

"So for instance, the library partnership has the same kids every day. They have different things for the kids to do each day. We go in there on one of those days and we do science activities with them," Jah said.

On Aug. 21, Jah submitted a question to the Children's Trust organization stating that her program serves numerous community centers and resource centers for children in grades kindergarten through sixth grades, and that their organization does not serve the same children every day. She requested that Children's Trust offer some insight on why her after school program wouldn't be funded.

Children's Trust responded stating her program would be considered an enrichment program and that she does not meet the requirements to bid for after-school funding. However, they did inform her that qualified program providers are encouraged to partner with enrichment providers and they could add the cost to their budget.

Jah applied for Children's Trust funding during the summer for her Environmental Ambassadors program where she qualified and was approved. The program ran for five weeks from July to August at the Wilhelmina Johnson Center.

If she had been qualified to apply for funding it would have helped with staff, materials and additional science equipment for their programs.

"They (Children's Trust) don't have the skills to recognize the programs that they should be supporting. If they see something that should be corrected they should be working with those groups to correct that so they can become eligible for the funding," Jah said.

Jah said even though she doesn't have the funding she will continue to provide her after school programming to children.

The Children's Trust of Alachua County was approved by voters in 2018. Voters agreed to tax themselves an extra half-mill on property taxes to generate roughly \$7 million a year to support children's programs.