



## CHILDREN'S TRUST - GOVERNANCE COMMITTEE MEETING AGENDA

October 12, 2021 at 1:00 PM

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

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### Call to Order

### Roll Call

### Agenda Review, Revision and Approval

Approval of the agenda and minutes.

1. [9.23.21 - Governance Committee Meeting Minutes](#)

### Discussion

2. [General Administration](#)

### General Public Comments

### Next Meeting Dates

November 16, 2021 from 1:00 pm

December 9, 2021 from 1:00 pm

### Adjournment

#### Virtual Meeting Information

**Zoom Link to Register:** [https://us02web.zoom.us/webinar/register/WN\\_cycYCZQ4TSu8pnp-06btpQ](https://us02web.zoom.us/webinar/register/WN_cycYCZQ4TSu8pnp-06btpQ)

**View or listen to the meeting:** [https://www.youtube.com/channel/UCpYNq\\_GkjCo9FQo3qR5-SOw](https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw)

**Public Comments:** Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard> by 12:00 PM on October 11, 2021.

#### 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. 9.23.21 - Governance Committee Meeting Minutes



## CHILDREN'S TRUST - GOVERNANCE COMMITTEE MEETING MINUTES

September 23, 2021 at 2:30 PM

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

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### Call to Order

Chair Lee Pinkoson called the meeting to order at 2:30 PM.

### Roll Call

### PRESENT

Chair Lee Pinkoson

Vice Chair Maggie Labarta

### Schedule of Meetings

1. Meeting Dates and Agenda

### Review of Policies

2. Revisions to the Employee Handbook and Chapters 4 & 6 of CTAC Board Policies

#### **Resolution 2021-18 – Revisions to Board Policy Chapter 4 – Investment Management**

The language of this policy was provided by Alachua County when the CTAC was established in December 2018. At that time, the Alachua County Clerk of the Court was responsible for managing investments. In 2020, the Board hired an Executive Director to manage the CTAC as a Florida Independent Special District. Resolution 2021-18 proposes to correct this language and assign investment management to the Executive Director.

Currently, the CTAC has no funds invested. A review will be held in early 2022 to discuss eligible funds for spend, reserves, and investments. An outside investment vendor will be consulted at that time.

#### **Resolution 2021-17 – Revisions to the Employee Handbook**

In July 2021, the CTAC hired a Human Resources Consultant with James Moore & Co. Revisions to the Employee Handbook are proposed to reference the position of Human Resources as a contact to employees relating to various policies.

Proposed revisions include adding language relating to the Florida Public Records Law (Chapter 119 F.S.), Diversity and Inclusion, the Family Medical Leave Act, and a Whistleblower, Harassment and Retaliation Policy.

Changes also intend to clarify the travel policy for non-exempt employees, the timeline of sick leave accrual, and to remove language regarding unemployment during a probationary period.

The Trust's Attorney stated that as this organization began as part of Alachua County, the current CTAC policy includes separate accruals of vacation leave and sick leave. He suggests having a future discussion on if the current policy or if a 'paid time off' policy would be preferable to CTAC. Colin will discuss with HR on pros and cons.

Action Items to revise Resolution 2021-17 prior to the 9.27.21 Board Meeting:  
Katie Howard will provide language for FMLA – by 9.24.21.  
Bob Swain will provide language for Public Records Law – by 9.24.21.

#### **Resolution 2021-19 – Revisions to Board Policy Chapter 6 – Procurement**

Resolution 2021-19 proposes clarifying items in section 6.50 B. Competitive Sealed Bids and removing section 6.80 A. Unsolicited Proposals.

Discussion noted that the removal of section 6.80 A. is feasible as other sections of CTAC Board Policy Chapter 6, Procurement can be used to request assistance for needs as they arise. CTAC staff will work to ensure that community voices are heard around priorities and issues concerning Alachua County children and their families. The Youth Development Capacity Building Collaborative (YDCBC) would be an excellent place for community participation.

#### **General Public Comments**

#### **Next Meeting Dates**

October 12, 2021 from 1:00 pm

November 16, 2021 from 1:00 pm

December 9, 2021 from 1:00 pm

#### **Adjournment**

**Vice Chair Maggie Labarta adjourned the meeting at 4:10 PM.**

#### Attendees

Colin Murphy – Executive Director  
Ashley Morgan-Daniel – Clerk of the Trust  
Nicole Odom – Fiscal Assistant

Kristy Goldwire – Director of Program Operations  
Bob Swain – Trust's Attorney  
Katie Howard – Human Resources Consultant



## CHILDREN'S TRUST - GOVERNANCE COMMITTEE MEETING MINUTES

September 23, 2021 at 2:30 PM

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

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### Signature Page

Approval of Meeting Minutes

#### CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Governance Committee Meeting of the Children's Trust of Alachua County, held on the 23rd day of September, 2021.

CHILDREN'S TRUST OF ALACHUA COUNTY

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

Lee Pinkoson, Chair

CHILDREN'S TRUST OF ALACHUA COUNTY

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

Colin Murphy, Secretary

**File Attachments for Item:**

2. General Administration



## POLICY GOVERNANCE MANUAL

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These  
will need to  
mirror  
requirements  
for gov'tal  
entities