



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR MEETING AGENDA

November 14, 2022 at 4:00 PM

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

Call to Order

Roll Call

Agenda Review, Revision and Approval

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

Consent Agenda

1. [Board Member Attendance YTD](#)
2. [Data Technical Advisory Committee Minutes on 8.25.22](#)
3. [9.26.22 Minutes - Final TRIM Hearing](#)
4. [9.26.22 Regular Board Meeting Minutes](#)
5. [10.10.22 Regular Board Meeting Minutes](#)
6. [Board Meeting Evaluation - Survey Results from 10.10.22](#)
7. [Programmatic Award and Expense Report](#)
8. [October 2022 Checks and Expenditures Report](#)
9. [Resolution 2022-16: Authorization for Signatories on Children's Trust Bank Accounts](#)

General Public Comments

Chair's Report

10. [Executive Director Contract - M. Kiner](#)

Executive Director's Report

11. [ED Report](#)
12. [Board Meeting Schedule for 2023](#)
13. [Children's Trust Seeking Applicants for Board of Directors](#)

Committee Updates

14. [Steering Committee \(Cheryl Twombly\) Listening Project Update \(Bonnie Wagner\)](#)

Presentations

15. [Children’s Defense Fund Freedom School – Program Overview \(Belita James\)](#)
16. [Youth Development Capacity Building Collaborative \(Deon Carruthers\)](#)

New Business

17. [Children's Trust By-Laws - Succession Planning](#)

Board Member Comments

Next Meeting Date

Regular Meeting - Monday, December 12, 2022 @ 4:00 PM

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

Adjournment

Virtual Meeting Information

View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw
Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>.

Guidelines for Public Comments

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

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

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

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

File Attachments for Item:

1. Board Member Attendance YTD

2022 Board Member Attendance

Item 1.

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

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

V = Virtual Attendance
P = Physical Attendance

File Attachments for Item:

2. Data Technical Advisory Committee Minutes on 8.25.22



DATA TECHNICAL ADVISORY COMMITTEE MINUTES

August 25, 2022 from 9:30 AM – 11:00 AM

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

Welcome

CTAC staff members (Bonnie Wagner, Elizabeth Cayson, Kristy Goldwire, and Daniel Douglas) welcomed committee members. CTAC staff, Bonnie Wagner, called the meeting to order and briefly reviewed the agenda topics for the current meeting.

Roll Call

Member Attendance: Anne Koterba, Fred Posner, Janet Bente Romero, Taylor Gilfillan, Shane Andrew, Michael Bowie and Shirley Watts.

Members Absent: Lee Pinkoson and Lauren Levitt.

Meeting Topics

1) Discussion and Finalization

- Discuss Revisions

CTAC staff discussed the feedback received from committee members and shared how these changes were incorporated into the revised policy.

Discussed whether to include a statement on the ability to audit records should be included in the policy. The committee agreed a statement about audit was not needed because it is part of the provider contract; specifically, that records and reports relating to the utilization of funds are subject to inspection, review, and audit by the Trust.

Discussed whether to include specific criteria within the policy which would guide whether the Trust would require personally identifiable information to be collected. CTAC staff indicated that the last paragraph in Section 2 speaks to this in a general way:

“Data elements required for each contractor will be determined by the type of service, program model, duration or amount of service, and level of investment.”

Specific data elements, including performance measures, data collection and reporting requirements, are included in the procurement (RFP/ITN), so providers interested are aware of these elements upfront. Performance measures, data collection and reporting requirements are also discussed during contract negotiation and are included in the draft and finalized contracts to vet prior to contract execution. CTAC staff shared it is challenging to define a data collection rubric in this policy given the considerable variety of programming the Trust funds. Attorney Swain added such a rubric could present challenges and may be unadvisable for inclusion in the policy.

- Reach Consensus on Policy Recommendations

CTAC staff asked committee members if they were in support of the policy, or if there were reservations that needed to be discussed further. No members indicated reservations or objections with the policy presented.

Motion to approve the Data Collection and Management Policy was made by Member Bowie, Seconded by Member Koterba.

Motion was unanimously approved by voice vote.

2) Next Steps

- Discuss Policy Implementation

CTAC staff reviewed identified next steps to ensure the policy is being implemented as intended. The suggested next steps included: adding the policy to the Children's Trust website, messaging the policy, developing a consent statement, acquiring a data system, developing a data purposes dictionary, and incorporating the policy into procurement & contracting.

CTAC staff asked for feedback and additional considerations on next steps. Committee members suggested we track the policy implementation – logging any concern and issues – and revisit the policy to make improvements after a year of implementation. Further develop plans for communicating and utilization of evaluation results (this section could be expanded), adding more detailed explanations of why data is being collected (included in RFP/ITNs and in contracts).

Public Comments

None.

Close

The Trust's Acting Executive Director, Kristy Goldwire, expressed her appreciation and gratitude to committee members for their time and contributions. Members in attendance were presented with a certificate of appreciation.

CTAC staff, Bonnie Wagner, echoed Mrs. Goldwire's sentiments and shared that the Data Collection and Management Policy will be presented to the Board for approval on September 26, 2022 at 9:30am-11am at the Children's Trust office; committee members were invited and encouraged to attend if available.

Non-Committee Members in Attendance:

CTAC Staff Attendance: Bonnie Wagner (Research, Planning, and Evaluation Coordinator), Kristy Goldwire (Acting Executive Director), Daniel Douglas (Communications Manager), Elizabeth Cayson (Community Engagement Coordinator) and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

Others in Attendance: Bob Swain (Deputy County Attorney)

File Attachments for Item:

3. 9.26.22 Minutes - Final TRIM Hearing



CHILDREN'S TRUST - FINAL TRIM HEARING MINUTES

September 26, 2022, at 5:01 PM

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

Call to Order

Chair Dr. Margarita Labarta called the meeting to order at 5:01 PM.

Roll Call

PRESENT

| | |
|-------------------------|--|
| Chair Margarita Labarta | Member Ken Cornell |
| Vice Chair Tina Certain | Member Judge Denise R. Ferrero |
| Treasurer Lee Pinkoson | Member Patricia Snyder |
| Member Karen Cole-Smith | Member Cheryl Twombly – attended virtually |

ABSENT

| | |
|---------------------|--------------------|
| Member Shane Andrew | Member Nancy Hardt |
|---------------------|--------------------|

Agenda Review, Revision and Approval

Public Hearing - FY 2022-23 Final Millage and Final Budget

1. Resolution 2022-12 (Final Millage) and 2022-13 (Final Budget)

Motion made by Member Cornell, Seconded by Treasurer Pinkoson to approve Resolution 2022-12 Final Millage.

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

Not Voting: Member Judge Denise R. Ferrero

Motion made by Member Cornell, Seconded by Treasurer Pinkoson to approve Resolution 2022-13 Final Budget.

Voting Yea: Chair Labarta, Vice Chair Certain, Treasurer Pinkoson, Member Cole-Smith, Member Cornell, Member Snyder, Member Judge Denise R. Ferrero

Adjournment

Chair Dr. Margarita Labarta adjourned the meeting at 5:09 PM.

File Attachments for Item:

4. 9.26.22 Regular Board Meeting Minutes



CHILDREN'S TRUST REGULAR MEETING MINUTES

September 26, 2022, at 4:00 PM

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

Call to Order

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

Roll Call

PRESENT

Chair Margarita Labarta
Vice Chair Tina Certain
Treasurer Lee Pinkoson
Member Karen Cole-Smith
Member Ken Cornell
Member Judge Denise R. Ferrero
Member Patricia Snyder
Member Cheryl Twombly – attended virtually

ABSENT

Member Shane Andrew
Member Nancy Hardt

Agenda Review, Revision and Approval

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

Motion to approve the Agenda made by Member Pinkoson, Seconded by Member Cornell.

Motion was unanimously approved by voice vote.

Consent Agenda

1. Board Attendance YTD
2. 9.12.22 Regular Board Meeting Minutes
3. 9.12.22 Minutes - First TRIM Hearing
4. Board Meeting Evaluation - Survey Results from 9.12.22
5. Programmatic Award and Expense Report

General Public Comments

Chair's Report

6. Term-Limited Board Members - Gubernatorial Appointees

Chair Labarta updated the members on the term expiration dates of Member Snyder and herself on 1/1/2023. Atty Swain asked AED Goldwire to inform county staff to initiate the application process. The Board was informed that the Trust does not currently have a policy for Storm Closures, so it was suggested to follow the County's direction until a policy is approved. Member Cornell confirmed that due to Hurricane Ian's potential, the County has announced that offices will be closed this Wednesday through Friday.

Motion made by Member Cornell, Seconded by Member Pinkoson that staff draft an emergency order policy that follows the direction of the County, as well as follow the County's policy on this immediate occasion.

Motion was unanimously approved by voice vote.

Committee Updates

7. Data Technical Advisory Committee Update (Bonnie Wagner)

Bonnie Wagner presented the final draft of the Data Collection and Management Policy that the DTAC Committee have been drafting for the past six months. Member Pinkoson recognized and thanked Bonnie for her leadership. Chair Labarta thanked all of the committee members for serving.

Motion to approve Resolution 2022-14 Data Collection and Management Policy made by Member Pinkoson, Seconded by Member Cornell.

Motion was unanimously approved by voice vote.

Presentations

8. 2022 Summer Programming (Belita James)

Belita James presented results on participant statistics and survey results from the 2022 Summer Programming.

Chair Labarta recessed the meeting to conduct the statutory Final TRIM and Final Budget meeting at 5:01 PM and reconvened at 5:09 PM.

Board Members discussed the number of days a student should attend a summer program in order to reach future performance targets.

9. Business Leadership Institute for Early Learning V'Locity Masterclass Cohort 1 (Mia Jones)

Mia Jones gave an update on the first cohort of the BLI's V'Locity Masterclass, which graduated from the program on August 13, 2022. Pre and post-test data shows a great increase in participant's knowledge of business practices taught within this course.

Old Business

10. Strategies 2.3 & 2.4 Survey Results (Bonnie Wagner)

Bonnie Wagner presented on the statistics of CTAC funded summer and afterschool programs that specifically addressed Strategy 2.3: Support Literacy and Other Academic Supports and Strategy 2.4: Improve Capacity to Support Special Needs.

New Business

11. Board Policy Recommendation (Bob Swain & Chair Labarta)

Resolution 2022-15 proposes changes to Board Policies Chapters 1 and 7, detailing what happens for events beyond discrimination and retaliation, should it be necessary, clarifying the line of succession, and adding the process for approving the Executive Director's leave requests.

Motion by Member Cornell, Seconded by Vice Chair Certain to approve Resolution 2022-15.

Motion was unanimously approved by voice vote.

Board Member Comments

Member Cornell reminded the board that this will be the last meeting with Kristy Goldwire as the Acting Executive Director. He suggests rewarding her with a pay increase. After discussion, the Board decide to continue her differential (10,000 annually above salary for extra duties) for six months during the transition and training of the incoming Executive Director.

Motion made by Member Cornell to continue Ms. Goldwire's differential pay for six months, Seconded by Member Pinkoson.

Motion was unanimously approved by voice vote.

Next Meeting Dates

Regular Meeting - Monday, October 10, 2022 @ 4:00 PM
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601


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

Adjournment

Chair Dr. Margarita Labarta adjourned the meeting at 6:21 PM.



1



- Develop explicit principles, norms, rules and expectations.
- Create alignment and incorporate input from providers & community stakeholders.
- Adhere to best practices and those utilized at similar organizations.

What was the purpose of developing a policy?

2



Data Technical Advisory Committee Membership

- Anne Koterba, Realtor, Bosshardt Realty, Board Chair, Aces in Motion
- Fred Posner, Director, The Palner Group
- Janet Bente Romero, Regional Planner, Florida Department of Children & Families
- Lauren Levitt, Parenting Program Coordinator, Project YouthBuild
- Michael Bowie, Director, Community Engagement & Diversity Outreach, K-12 University of Florida
- Shirley Watts, Director, Community Praise Center, dba Heavenly Kids Academy
- Taylor Gilfillan, Director of Analytics, Evaluation, & Accountability, School Board of Alachua County

Board member representatives on the committee included Lee Pinkoson and Shane Andrew.

3

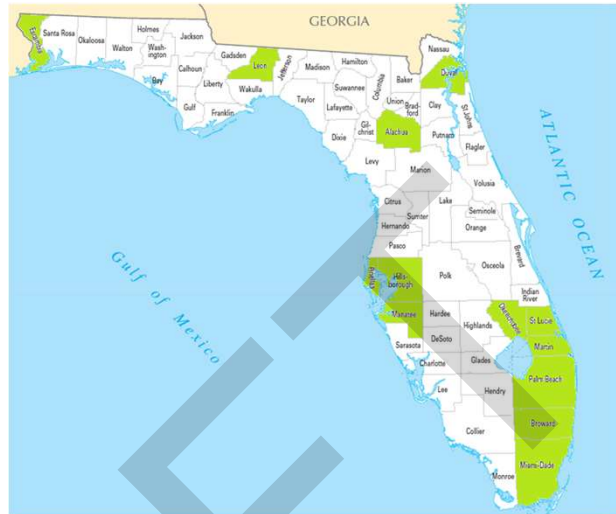
The Data Technical Advisory Committee met monthly between March and August 2022.



4

What are other CSC's doing?

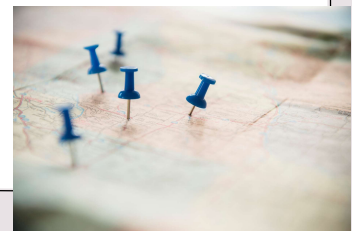
- Evaluation Policies and Practices
 - Data Collection
 - Data Security
 - Data Utilization
- Data Systems



5

What other information was reviewed?

- ✓ Florida Statute [125.901](#)
- ✓ Notes from the Children's Trust Board Retreat in February 2022
- ✓ Kinarsky, A. R., & Christie, C. A. (2022). Analysis of Evaluation Policies in the Philanthropic Sector. American Journal of Evaluation, 43(2), 175-192.
- ✓ SBAC Policies, MOUs, and Data Sharing Agreement templates
- ✓ U.S. Department of Education Privacy Technical Assistance Center
- ✓ Contracts, Policies, Manuals, and Guidelines of other CSCs.
- ✓ [Guiding Principles for Evaluators](#) by the American Evaluation Association.



6

Data Collection and Management Policy

Section 1 – Purpose and Intent

Section 2 – What data is collected?

Section 3 – How do we inform participants?

Section 4 – What data is required vs. encouraged?

Section 5 – How do we secure data?

Section 6 – Data sharing agreements

Section 7 – How are evaluation results shared?

7

Next Steps

Implementing the Data Collection and Management Policy

- ❑ Add Policy to the Website
- ❑ Message the Policy to Providers and Community Stakeholders
- ❑ Develop an Informed Consent Statement and Process
- ❑ Acquire a Data System
- ❑ Develop a Data Purposes Dictionary
- ❑ Incorporate Policy into Procurement and Contracting
- ❑ Revisit the Policy

8

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-14**

ADOPTION OF DATA COLLECTION AND MANAGEMENT POLICY

WHEREAS, the Trust recognizes the importance of protecting the personally identifiable information (PII) of the children and families served;

WHEREAS, in accordance with Sec. [125.901](#), Fla. Stat. PII of children or parents or guardians of children held by the Trust, a contracted service provider, or researcher is exempt from the provisions of the Florida Public Records Law, Sec. [119.07](#), Fla. Stat.

WHEREAS, the Trust recognizes that evaluation of programs and services improves quality, gauges impact, promotes transparency, increases accountability, and confirms whether efforts are effective and beneficial in helping Alachua County children achieve their full potential;

WHEREAS, PII is needed to provide, assess, and coordinate services over time, and for on-going planning, quality improvement, and to determine effectiveness of efforts, strategies and ultimately whether the goals of the Trust are being accomplished.

WHEREAS, the Trust convened a Data Technical Advisory Committee to involve service providers and community stakeholders in formulating and reaching consensus on the recommendations set forth in this policy;

WHEREAS, the Trust agrees it shall protect data collected in a manner that will not permit the personal identification of children and their parents to persons other than those authorized to receive the records.

SECTION 1: ADOPTION The data policy 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 09.26.2022 and after the required approval and publication according to law.

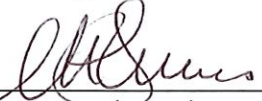
PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 26th day of September 2022.

| | AYE | NAY | ABSENT | NOT VOTING |
|-----------------------|------------|------------|---------------|-------------------|
| Dr. Margarita Labarta | ✓ | _____ | _____ | _____ |
| Tina Certain | ✓ | _____ | _____ | _____ |
| Lee Pinkoson | ✓ | _____ | _____ | _____ |
| Dr. Karen Cole-Smith | ✓ | _____ | _____ | _____ |
| Ken Cornell | ✓ | _____ | _____ | _____ |
| Dr. Nancy Hardt | _____ | _____ | ✓ | _____ |
| Shane Andrew | _____ | _____ | ✓ | _____ |
| Dr. Patricia Snyder | ✓ | _____ | _____ | _____ |

Cheryl Twombly
Hon. Denise Ferrero

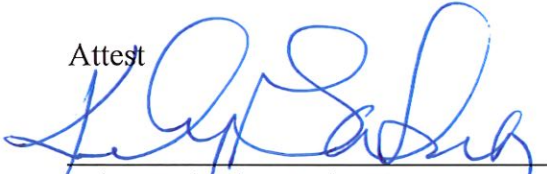
_____ ✓
_____ ✓
_____ ✓
_____ ✓

Presiding Officer



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

Attest



Kristy Goldwire, Acting Secretary
Children's Trust of Alachua County

DRAFT

EXHIBIT A

SECTION 1:

Purpose and Intent

Sec. [125.901](#), Fla. Stat., as adopted by ordinance approved by referendum of the electorate of Alachua County, provides the legal authority for the creation of the Children’s Trust of Alachua County to become a coordinating body and funder of children’s services throughout the county. Accountability and evaluation are noted as functions and responsibilities per this statute:

- 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.” (Sec. 125.901(2)(a)4, Fla. Stat.)

- 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.” (Sec. 125.901(5)(a), Fla. Stat.)
 - “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.” (Sec. 125.901(5)(e), Fla. Stat.)

Data is essential for prioritizing, managing, and guiding decision making on how to provide the best and most impactful services for Alachua County children. Evaluation is a systematic process and widely recognized as critical for establishing and achieving goals. Using data to regularly monitor progress helps organizations achieve higher levels of success, delivers evidence to demonstrate utilization and effectiveness of Trust funded services. Data is a critical communication tool to develop partnerships and advocate for resources to address needs.

Additionally, the evaluation process provides opportunities for children and families to have a voice and express valuable feedback on quality, benefits of services, and other information that can contribute to program improvements. Evaluation supports the development of knowledge needed to understand the reach and effectiveness of programs across populations and contexts which furthers equitable practices and distribution of resources. In sum, data collection is critical in helping the Trust carry out its mission.

SECTION 2

What data is collected?

The Trust seeks to collect data so it may effectively fulfill our mission of serving children, so they are healthy, educated, supported, and safe. At the February 2022 Board Retreat, Board members expressed the need for information to measure the impact of the Trust. Specific information needs include how Trust funds are being invested, who the Trust is reaching, effectiveness of services, benefits and outcomes, what progress has been made toward community-level goals and developing trusting and collaborative relationships with families and partners. The Data Technical Advisory Committee commissioned by the Board was in alignment and echoing many of the same

data collection imperatives, including:

- amount and duration of services,
- program cost,
- key characteristics of participants,
- benefits and effectiveness of funded services,
- ways to potentially link with other systems,
- an identified purpose, and
- ways to meaningfully use and communicate findings.

The Trust encourages providers to allocate staff time for data collection and related evaluation activities. Providers will be compensated for data collection and evaluation activities prompted by the Trust through this allocation of staff time.

Data elements required for each contract will be determined by the type of service, program model, duration or amount of service, and level of investment. Contracts providing the same or similar service will have the same data elements and assessment tools for consistency to allow for analysis across contracts to evaluate the Trust's investment in the overall initiative.

SECTION 3

How do we inform participants?

The Trust will develop a consent statement and process that informs participants why information is being collected and how it will be used. The Trust will inform participants about our data collection and management through the following practices:

- Providers collecting PII from children and families to submit to the Trust shall obtain consent, from a person legally authorized to give consent, to collect and provide this data to the Trust.
- The Trust will provide a short consent statement that will include the following: (1) why the information is being collected, (2) how it will be used, and (3) how it will be protected.
- This data collection and management policy will be available on the Trust's website, along with staff contact information, to receive any questions, concerns, or grievances.

SECTION 4

What data is required vs. encouraged?

Required data elements for accountability typically includes enrollment/registration, eligibility documentation, and attendance or participation. As a government entity, the Trust requires these data to account for services being rendered and to confirm dollars were appropriately used for public good and as specified in the contract.

While providers may provide services to children and families through other funding sources, due to the Trust's accountability requirements, there is not an opt-out option for required data elements by participants receiving Trust funds.

- Providers will communicate with families why and how information will be used and protected and emphasize their information would be used in ways consistent with this policy (i.e., kept private, not shared with unauthorized individuals, and used specifically for accountability, evaluation, program improvement).
- The Trust would establish a feedback cycle with providers and families, which would include learning more about any concerns about the information collected, so the Trust can gain understanding, make improvements, and address concerns families have related to information being requested.

Providers are required to help administer and encourage participants to take part in data collection activities to assess program performance and outcomes. Data tools used may include surveys, focus groups, interviews, and other types of qualitative data collection. Participation of parents, caregivers, and children in additional evaluation processes beyond accountability requirements is voluntary, and participants may refuse to participate. Parents' may elect or decline to release data to/from third parties for evaluation purposes. Participation in any Trust funded services is voluntary. Parents have the right to decide whether it is acceptable for the Trust to use photos or media that identify them or their minor children, or use identified personal testimonials, narrative, or success stories.

- The Trust values the input of as many participants as possible in data collection activities. This ensures that the data is representative, and findings drawn from it are accurate and credible. The Trust aims for participant completion rates of 70% or higher in its evaluative efforts. The Trust works individually with each provider to establish reasonable goals and targets that are achievable, consistent with the program model, and frequency and duration of services.

SECTION 5

How do we secure data?

The Trust recognizes the importance of protecting personal information of children and families who participate in Trust funded services. Personally identifiable information (PII) requested by the Trust on children and families who enroll, participate, or receive services will be collected via a secure data system where all individuals have a unique identifier. The Trust, its staff, funded providers, and IT/software vendors all have a role in data security.

The Trust will require IT and software vendors to adhere to the following practices to safeguard data collected on children and families:

- ✓ Ensure data is encrypted while at rest and in transit.
- ✓ Routinely complete an external security audit.
- ✓ Maintain an audit trail of system access.
- ✓ Configure system access to each user's specific role.
- ✓ Apply industry-standard best practices to protect PII from disclosure, through system security settings, including:

- A strong password
- Identity authentication (e.g., multi-factor, network/user validation)
- Password expiration
- System lock-out after multiple failed login attempts
- Inactivity timeout
- Login inactivity suspension

All Trust and provider staff who have data system access and interface with PII will receive training on expectations related to privacy, data security, and appropriate system usage. The Trust will require both its staff and providers to adhere to the following practices to safeguard data collected on children and families:

- ✓ All data system users must commit to protect the data in a manner that does not permit the personal identification of program participants to unauthorized persons.
- ✓ All data system users will participate in training on how to use the system.
- ✓ All data users must complete a Data System User Agreement at initial login and every year thereafter.
- ✓ All data system users must report any device theft or account compromise.
- ✓ Devices used for data system access must have a password.
- ✓ Supervisors must report and/or terminate data system access immediately upon staff separation from employment.

In the event of a data breach, the Trust will take immediate action to mitigate the impact. This would include working with security experts as needed to identify and secure all affected data, devices, and systems. The Trust would notify those who were subject to an unauthorized disclosure: the nature of the disclosure, the Trust's actions to remedy the occurrence, and make improvements going forward.

SECTION 6

Data Sharing Agreements

The Trust recognizes that data sharing is important to facilitate interagency coordination of services and examination of outcomes as organizations collectively work together to serve children and families.

The Trust may enter into data sharing agreements with organizations with whom the Trust partners to achieve mutual goals to benefit children and families. Prior to sharing any data with external organizations, the Trust would ensure the following practices:

- External data sharing decisions consider the purpose and intention and weigh both the risks and benefits posed.
- Appropriate data security safeguards are employed to minimize risks.

- Research or evaluations conducted by external organizations use only deidentified data from the Trust.
- The Trust will be the organization to conduct any analysis that involves the Trust's data combined with an external dataset. To that end, only the minimum amount of information required for data matching will be released and potentially achieved by use of ID #s, pseudoIDs, and other tokens.


SECTION 7

How are evaluation results shared?

Data collection serves many purposes for the Trust in planning, monitoring performance, and progress towards goals. Data is best leveraged through thoughtful evaluation and collaboration processes so that information is fully utilized to improve the lives of children and families. To that end, the Trust desires to engage in on-going collaborative quality improvement with its providers (such as, Plan, Do, Study, Act), so there are opportunities to review evaluation results, reflect on implementation, plan for, and make needed improvements.

The Trust, as a government entity, is required to make evaluation reports, results, and presentations available to the public on request. Such reporting will be in aggregate and not identify any individual children, parents, or families. An individual may voluntarily choose to be identified through sharing their success story, or narrative experience, and photograph or other media which would require additional permission (i.e., media release).

The Trust values transparency and accountability. Therefore, the Trust will make on-going and intentional efforts to share our work with key stakeholders as well as publicly (i.e., targeted communication, outreach, through our website) in addition to making reports, results, and presentations available upon request.



CHILDREN'S TRUST
OF ALACHUA COUNTY

2022 Summer Programming
Program Overview and Outcomes
September 26, 2022

1

Presentation Overview



1. 2022 Summer Programming RFP
2. Program Outcomes
 - a. 2022 Summer Providers
 - b. Participant Demographics
 - c. Youth/Family Satisfaction
 - d. Provider Feedback
3. Program Funding
4. Learnings & Recommendations



Santa Fe College Summer 2022

2

2022 Summer Programming RFP Overview

The Children's Trust of Alachua County funded qualified summer camp providers to host rising kindergarteners (five years old on or before September 1st) through rising 12th graders from low-income families in safe and enriching summer programming in 2022.

- CTAC intended to award full and partial summer programming scholarships to summer camp providers across Alachua county
- Offer funding for enrichment providers to serve youth at program sites
- Contracts were fee for service, based on actual enrollment and weekly attendance of children eligible for full and partial summer camp scholarships
- Programs were able to serve one or more program sites throughout Alachua County

3

2022 Summer Programming RFP Overview

The Children's Trust of Alachua County sought to fund providers offering a range of programming activities for Summer 2022. Applicants had the flexibility to implement creative, innovative programming that meet the needs and interests of children. Applicant must implement at least one of the following activities:

- **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.

4

Performance Measures



Quantity: How Much?

- Number of children enrolled
- Number of program days



Quality/Effort: How well are services provided?

- Weekly attendance - % of CTAC funded kids will meet the attendance requirement
- Site Monitoring

Client Benefits: Is anyone better off?

- 80% of children enjoyed camp activities
- 75% of parents satisfied with registration process
- 85% parents satisfied with camp activities
- 90% of parents felt their kids were safe at camp
- 80% of parents satisfied with camp communication
- 85% of families enjoyed the overall camp experience

5

Program Outcomes



Traveling Art Camp, Summer 2022

6

Who were the providers?

- 24 organizations
- 28 summer camps
- 5 enrichment providers
 - Child Advocacy Center
 - Cultural Arts
 - Florida Museum of Natural History
 - Motiv8U
 - Underground Kitchen



Star Center Theatre

7

Children receiving Trust Scholarships by Provider

| Summer Camp Provider | Children Served |
|------------------------------|-----------------|
| Aces in Motion | 50 |
| Alachua BoCC | 15 |
| A-Team Consulting | 15 |
| Boys and Girls Club | 85 |
| Cade Museum | 36 |
| City of Alachua | 100 |
| Community Impact Corporation | 55 |
| Cultural Arts Coalition | 10 |
| Deeper Purpose | 67 |
| Empowerment Consultants | 8 |
| Gainesville Circus | 20 |
| Girls Place | 75 |
| Good News Art | 54 |
| Greater Duval | 13 |
| I AM STEM | 158 |
| Just For Us Education | 45 |
| Kids Count | 31 |
| Santa Fe College | 42 |
| St. Barbara Leadership | 55 |
| Star Center Theatre | 34 |
| Traveling Art | 79 |
| UF CROP | 19 |
| UF IncuGator | 1 |
| YMCA | 89 |
| Total Children | 1,156 |

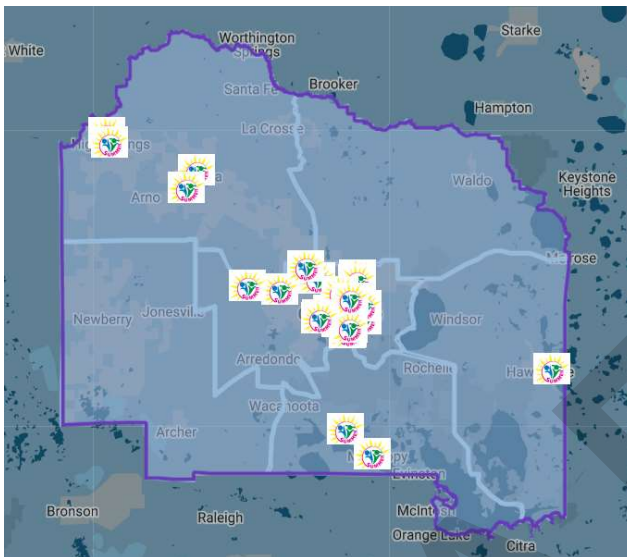


Cuscowilla Camp

8

Camp Locations and Participation by City

Camps were in Gainesville (21), High Springs (2), Alachua (2), Micanopy (2), and Hawthorne (1).

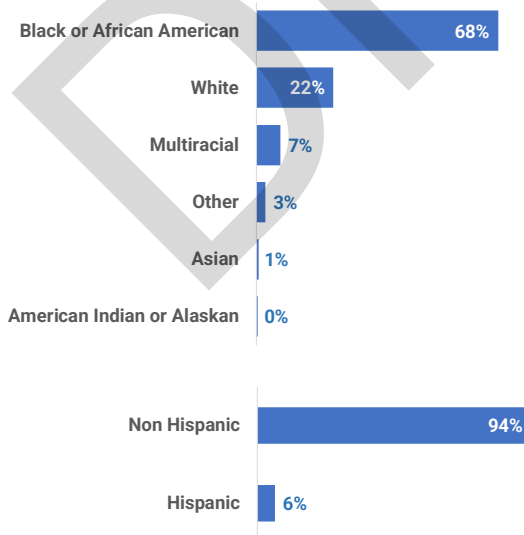


Summer programs served 1,156 children in Alachua County.

| City of Residence | Count | Percent |
|---------------------|--------------|-------------|
| Alachua | 111 | 10% |
| Archer | 6 | 1% |
| Brooker | 2 | 0% |
| Gainesville | 846 | 73% |
| Hawthorne | 35 | 3% |
| High Springs | 109 | 9% |
| La Crosse | 1 | 0% |
| Micanopy | 23 | 2% |
| Newberry | 18 | 2% |
| Waldo | 5 | 0% |
| Total | 1,156 | 100% |

9

Children served



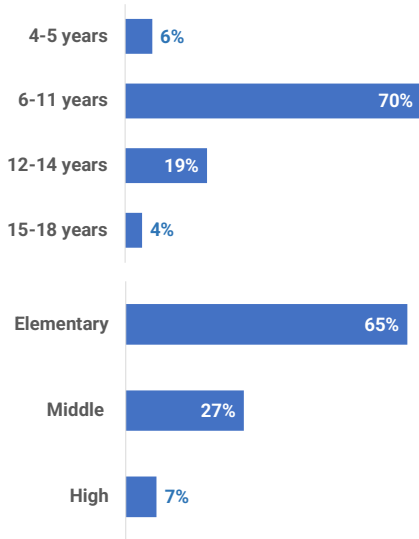
- More than two-thirds of children served are Black or African American.
- Most children are non-Hispanic.



City of Alachua

10

Children served



- The average age of children served was **9.4 years old**, which spanned from four to 18 years old.
- 89% are between 6 and 14 years old.

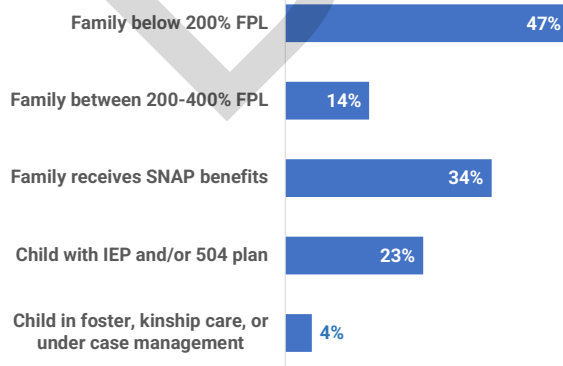
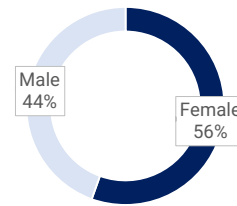


Aces in Motion

11

Children served

88% of children received a full scholarship
12% of children received a partial scholarship



Empowerment Leadership Camp

12



How much did youth attend?



Summer camps varied in length from **one week** to the full **ten weeks** of summer. Also, some camps focus on serving the same group of kids for the duration of the summer, while others served a different cohort of kids each week.

20.5 average days of attendance

71% of youth attended 1 or more days for the expected program length.

25% of youth attended 4 or more days for the expected program length.

17 of 28 programs offered a **family engagement event** with **568** camp youth in attendance.

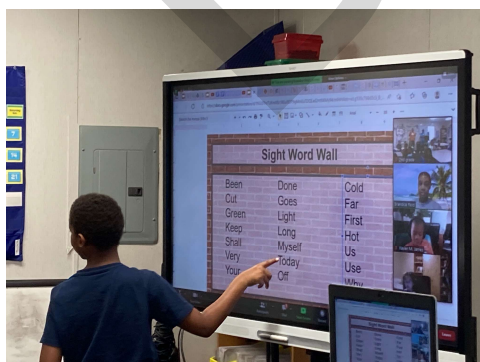
21 of 28 programs offered **one or more field trips** with **677** camp youth in attendance.

13

Was academic support offered?



- **16 of 28** programs indicated that academic support was offered as a part of their summer camp.



I AM STEM

“Once a week, students participated in a club called “Book Explorers” in which they practiced their literacy skills through stories and made crafts that went along with what they were reading.” – Kids Count

6 of 16 primarily focused on STEM or science:

- ✧ Cade Museum
- ✧ Cultural Arts Coalition
- ✧ I AM STEM
- ✧ Santa Fe Kids College
- ✧ UF CROP
- ✧ UF IncuGator

14

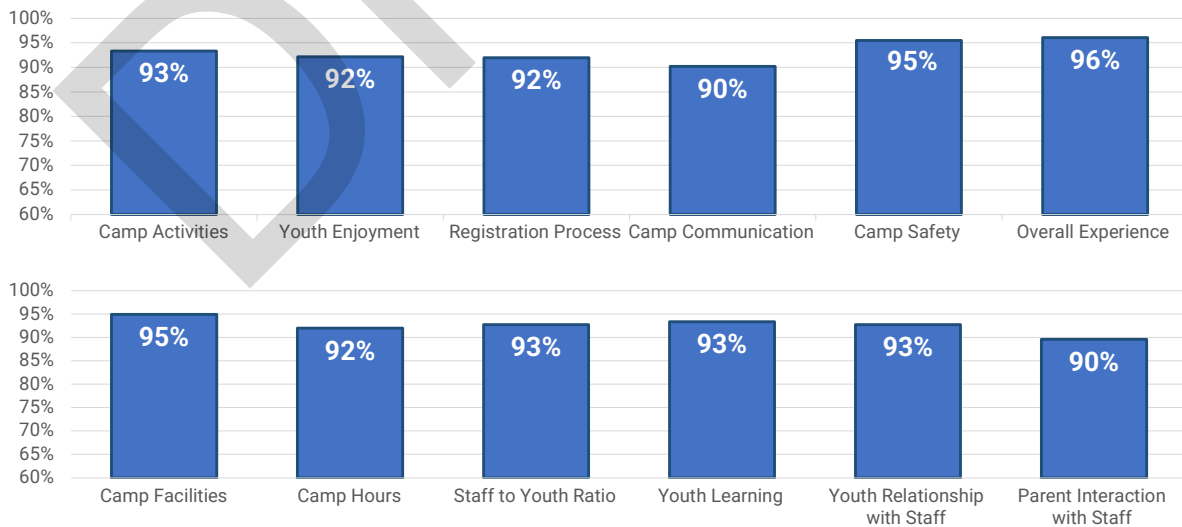
How did youth/families experience services?



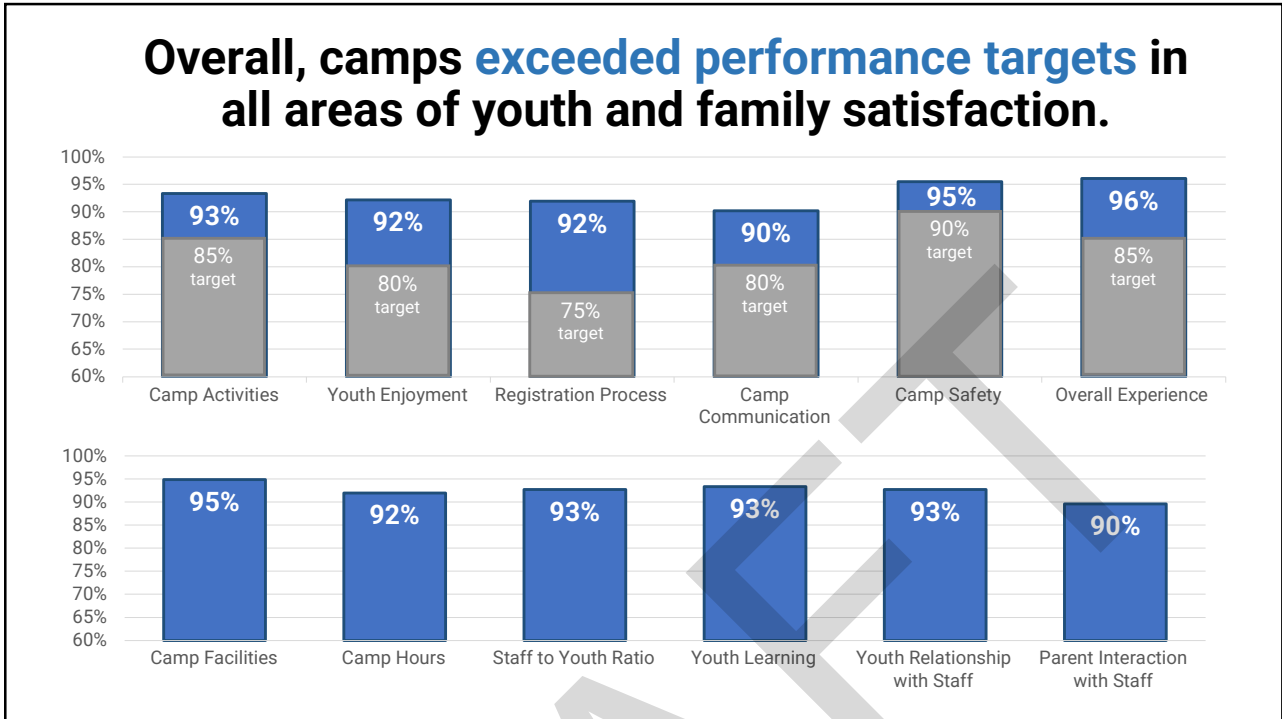
Deeper Purpose Kids Academy

15

Overall, youth and families report **high levels of satisfaction** across all survey items.



16



17

What did youth like best?

- Field Trips
- Activities
- Being with Friends
- Relationships with Staff

- *“Learning and creating relationships with other campers and camp counselors.”*
- *“The relationships she made with some of the staff and the field trips.”*
- *“Staff is always friendly and caring. Keeps me informed “*
- *“He loved the Harry Potter class and trips to the planetarium and zoo”*

Community Impact Corporation

18

What did youth like least?

- Cancelled Trips
- Program Length (not long enough)
- Summer Heat
- Waking up Early
- Food
- Peer Conflicts
 - *"Some unfriendly kids that did not want to include/play with them."*
 - *"Had a hard time with one of the other students."*
 - *"At first it was hard to make connections with fellow campers."*
- "Stern" Teachers
 - *"Some counselors lack of tolerance for children & falling short on what was supposed to be done and created while at the camp."*
 - *"Yelling counselors"*
 - *"Camp staff being disrespectful"*



19

Why did parents choose this program for their children?

- Familiar, Trusted
- Location, Convenience
- Work Schedule
- Scholarship
 - *"I couldn't afford summer camp, but you all made it possible."*
- Diversity
 - *"I would like to say the diversity was evident and that is stellar."*
- Values and Atmosphere
- Activities, Learning
- Interaction with other children
- Keep their child active and busy during summer
 - *"to keep their days filled, fun and happy"*
 - *"It was an all-day program that allowed my child to interact with children his own age and was affordable."*



Gainesville Circus Center

20

Recommendations from Parents:

- ✓ Keep funding the scholarships.
- ✓ Spread the word so more families know about this opportunity.
- ✓ Transportation options.
- ✓ Longer program length.
- ✓ More parent involvement in programs.

“Keep doing what you're doing our children need these opportunities in our community.”



Good News Art Camp

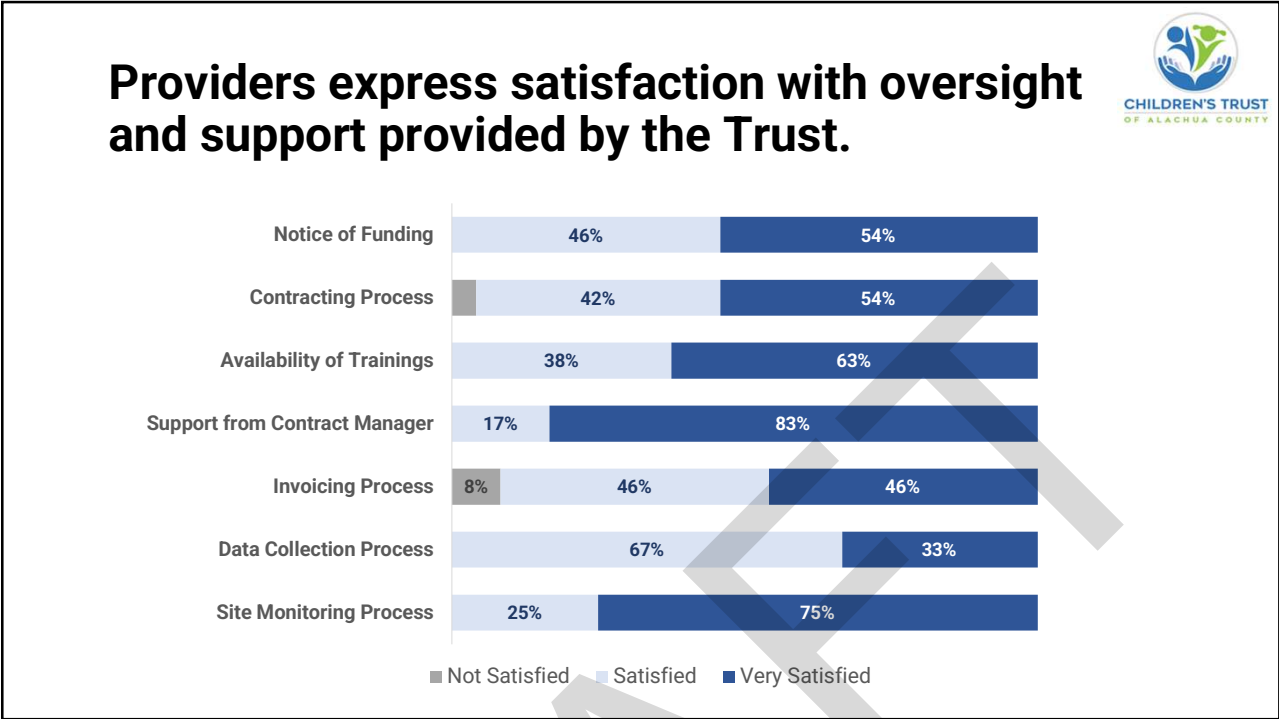
21

Provider Feedback



UF IncuGator


22



23

Notable Process Improvements

- In December 2021, the Trust facilitated a [Summer Input Session](#) to allow for providers to review evaluation result and give feedback and suggestions to improve services in 2022.
- RFP was released nearly two months earlier this year.
- Two Bidders Conferences and Individual Technical Assistance Offered.
- RFP was open for 35 days, versus 21 days in the previous year.
- Contracts were able to start effective April 1st, rather than May 1st.

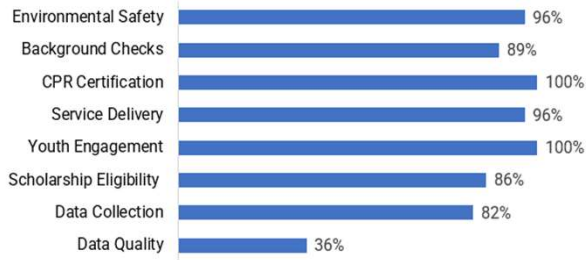


| Fiscal Year | RFP Release | RFP Close | Days Open | Contract Start |
|-------------|-------------|-----------|-----------|-----------------------|
| 2022 | 1/14/2022 | 2/18/2022 | 35 | April 1 st |
| 2021 | 3/9/2021 | 3/30/2021 | 21 | May 1 st |

City of Alachua

24

Site Monitoring Overview



25

Provider Challenges:

- Invoicing
- No Shows
- Significant Youth Behavioral Challenges
- Facility capacity
- Collecting scholarship documentation in a timely matter

26

Success Story

We had the great pleasure to work with a student who has Down's Syndrome and a few Autistic students. The parents were apprehensive about bringing them to camp because of fear of their children being mistreated by other campers and staff not be adequately prepared to accommodate them. The success for the children and us is the level of growth seen in all these students. The campers who were initially introverted began to communicate, play with other campers.



27

Program Funding



Traveling Art Camp, Summer 2022

28

Funding Overview



Funded Programs: 28
Number of Children: 1,156

To date CTAC Spent: \$1,308,965
Contract Amounts Awarded: \$1,998,020

29

Funding Overview

For 2022 Summer programs the Trust added performance-based incentives, to be awarded at the end of the contract for all summer providers that met the following optional outcomes.

- **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]

30

Funding Overview

Performance based incentives

- All providers were eligible to receive at least one incentive
- 16 provided extended hours of operations
- 14 hosted at least one family engagement activity
- 3 provided extended summer duration
- All summer providers were awarded in the area of high participation rate
- CTAC projected amount spent: \$105,280

31

Learnings and Recommendations



Traveling Art Camp

32

Opportunities for Improvement

- Explore professional development opportunities for camp staff.
- Provide more trainings on invoicing and fiscal requirements.
- Increase program days/hours.



St. Barbara Leadership Institute

33

Questions



I AM STEM Summer 2022

34



1

PRITZKER Children's Initiative

Objective 2: Improve the quality and availability of early care and education services by increasing the percentage of accredited providers

COMMUNITY INNOVATION GRANT

2

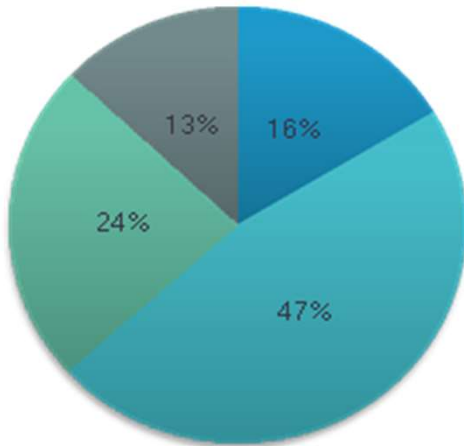


3



4

Business Knowledge Pretest



- 16% Very Knowledgeable
- 47% Somewhat Knowledgeable
- 24% Hardly Knowledgeable
- 13% Not Knowledgeable

5

PRETEST REPORT

- **33%** of participants reported that they were not taking a salary
- **60%** of businesses reported they were under enrolled
- Businesses report employing an average of 9 people.
- Businesses were serving an average of 50 children.
- Only **27%** of the centers were accredited.

6



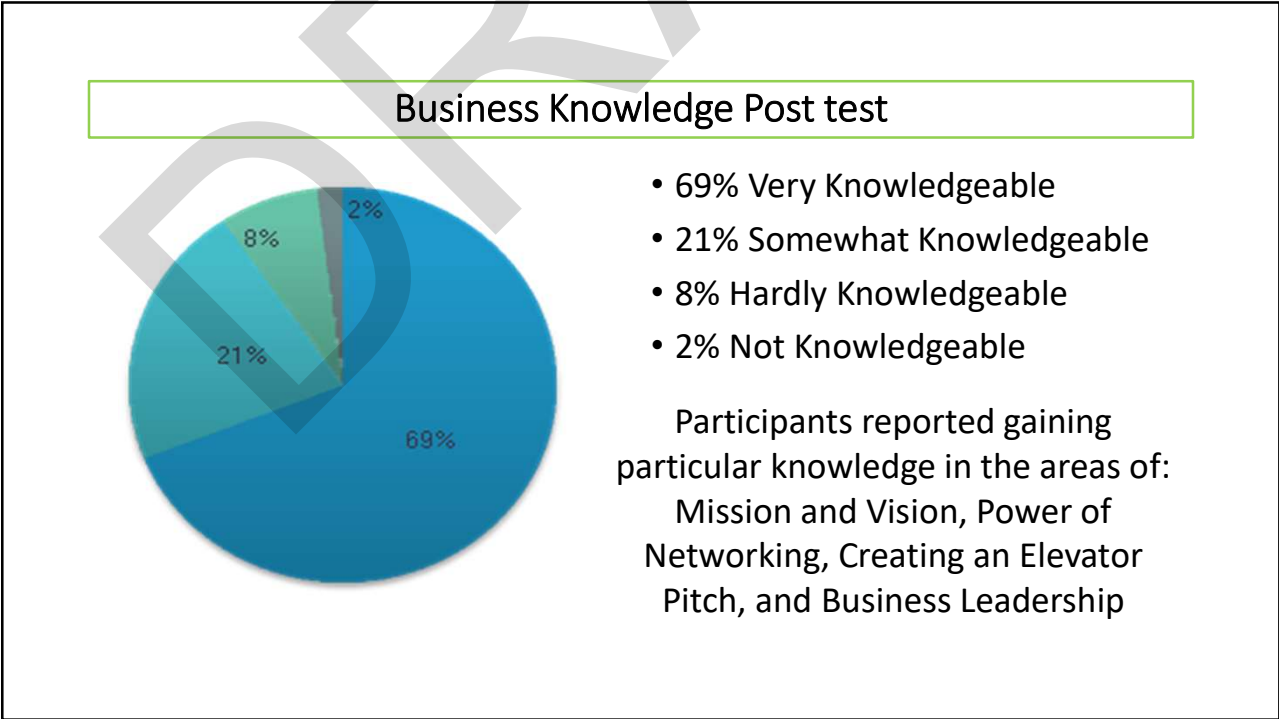
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9



10

POSTT EST REPORT

- ✓ 100% of participants expect to increase their **revenue** as a result of BLI.
- ✓ 80% of participants expect to increase their **enrollment** as a result of BLI.
- ✓ 80% of participants expect to increase their **hiring** as a result of BLI.
- ✓ 90% of participants expect to increase **teacher salaries** as a result of BLI.
- ✓ 90% of participants expect to apply for **accreditation** as a result of BLI.
- ✓ 70% of participants expect to **renegotiate a lease, or with a vendor**.
- ✓ 80% expect to apply for **new working capital**.
- ✓ 80% expect to serve **more school readiness children** as a result of BLI.

11

PRITZKER
Children's Initiative

FY 2023 Goals



12



CHILDREN'S TRUST
OF ALACHUA COUNTY

**Afterschool and Summer Programs –
Academic Support and Special Needs**

September 26, 2022

1



**Afterschool
Programs**

Boys and Girls Club

2

Academic Support

(e.g., literacy and math instruction, 1:1 tutoring)

5 of 6 programs (83%).

- "1:1 reading tutoring for our students. Our tutoring program was developed in partnership with the University of Florida Literacy Institute." (Kids Count)
- "1 to 1 and group tutoring is a big focus for our program." (Aces in Motion)
- "We provide a robust program for academic and homework support, including math, reading, and science." (Boys & Girls Club)
- "Academic support is coordinated through our ACHIEVE program; components include homework completion and comprehension, intervention as needed, independent assessment, and experiential learning." (Girls Place)
- "The program aides work with the children daily on homework as well as tutoring them." (Deeper Purpose)

3

Special Needs

(i.e., specialized staffing for children with long term physical, mental, intellectual, or sensory impairment)

1 of 6 programs (17%).

- *"Our staff have received some training in working with kids on the spectrum and we are striving to continue our education in this area"* (Gainesville Circus)

Several providers indicate that they are serving this population and there is a need for specialized training, services, equipment and facilities improvements to better serve special needs children.

4



5

Academic Support

(e.g., literacy and math instruction, 1:1 tutoring)

16 of 28 programs (57%).

- "We provided group and individual teaching and tutoring in the areas of reading, writing, and mathematics." (SBLI)
- "Campers had opportunities to participate in literacy activities. Our rural communities participated in specialized activities focused on learning retention." (YMCA)
- "We provide daily teacher led, fun and interactive academic support during the summer. This includes creative sports based academic learning, STEM projects, and arts that help facilitate ongoing academic learning in the areas of math, science, and literacy." (Boys & Girls Club)
- "Students were provided worksheets on skills emphasizing vocabulary, reading and writing. Science and engineering projects were done to further promote learning. Students were taken to the library..." (Community Impact)

6

Special Needs

(i.e., specialized staffing for children with long term physical, mental, intellectual, or sensory impairment)

13 of 28 programs (46%).

Training:

- “We specifically reached out to UF CARD for staff training since so many of our students are on the Autism spectrum or have ADHD or other special learning needs.” (Good News Art)
- “We had multiple special need students in the program with autism, ODD, ADD, and ADHD and we worked with everyone and made them all feel included and trained staff on how to work with them.” (Deeper Purpose)

Staffing:

- “We hired school faculty/teachers as camp leadership and counselors. They brought knowledge from their roles during the school year in areas of [...] EBD (emotional/behavioral disability), special needs/disabilities” (YMCA)
- “We had special needs students with intellectual impairments who received individual assistance. Certain special needs students received occupational and speech therapy for the duration of the camps.” (SBLI)
- “The CEO is a master level mental health counselor and attended camp daily.” (Empowerment Consultants)

7

DRAFT

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-15**

REVISIONS TO BOARD POLICIES

**REVISIONS TO BOARD POLICIES CHAPTER 1 - GENERAL
ADMINISTRATION, AND 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 and Executive Director; and

WHEREAS, the Trust's Chair and Counsel are presenting revisions to board policies for consideration by the full board;

WHEREAS, the Children's Trust of Alachua County desires to amend the following with the applicable amendments provided herein;

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: **AMENDMENT** "1.25 Board Chair's Role" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A M E N D M E N T

1.25 Board Chair's Role (*Amended*)

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, except as expressly provided by Board action or in the policies or the employee handbook 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.
7. The Chair shall be responsible for approving leave requests of the Executive Director.
8. Should an allegation be made regarding the conduct of the Executive Director which, if supported by evidence, would constitute a violation of the law, a policy of the Board or the Employee Handbook, the Chair may, after consultation with Board Counsel and Human Relations suspend the Executive Director with pay pending an investigation if warranted and further action by the Board. Any such suspension shall be immediately reported to the Board.

SECTION 2: AMENDMENT “7.78 Staff Treatment Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A M E N D M E N T

7.78 Staff Treatment Responsibilities (*Amended*)

- 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 policies 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.
 14. The Employee Handbook shall govern the conduct of all employees of the Children's Trust of Alachua County.

SECTION 3: AMENDMENT "7.100 Emergency/Interim Executive Director Succession" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A M E N D M E N T

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

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:

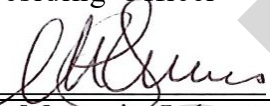
- A. have at least one manager familiar with the Board and Executive Director issues and processes;
- B. advise the Director of Program Operations, who has the next highest level of agency responsibility, of salient issues prior to any planned absences. In the event that the

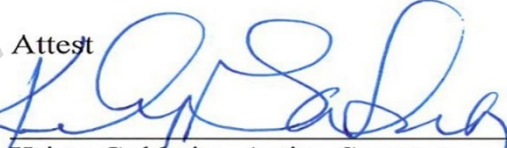
Executive Director is unable to exercise their authority, the Director of Program Operations shall exercise that authority pending action of the Trust;

- 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 this 26th day of September, 2022.

| | AYE | NAY | ABSENT | ABSTAIN |
|------------------------|---------------|---------------|---------------|----------------|
| Dr. Margarita Labarta | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Tina Certain | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Lee Pinkoson | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Shane Andrew | <u> </u> | <u> </u> | <u>✓</u> | <u> </u> |
| Dr. Karen Cole-Smith | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Ken Cornell | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Hon. Denise R. Ferrero | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Dr. Nancy Hardt | <u> </u> | <u> </u> | <u>✓</u> | <u> </u> |
| Dr. Patricia Snyder | <u>✓</u> | <u> </u> | <u> </u> | <u> </u> |
| Cheryl Twombly | <u> </u> | <u> </u> | <u> </u> | <u>✓</u> |

Presiding Officer

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

Attest

Kristy Goldwire, Acting Secretary
Children's Trust of Alachua County

File Attachments for Item:

5. 10.10.22 Regular Board Meeting Minutes



CHILDREN'S TRUST REGULAR MEETING MINUTES

October 10, 2022, at 4:00 PM

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

Call to Order

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

Roll Call

PRESENT

Chair Margarita Labarta
 Vice Chair Tina Certain
 Treasurer Lee Pinkoson
 Member Shane Andrew
 Member Karen Cole-Smith
 Member Ken Cornell
 Member Judge Denise R. Ferrero
 Member Nancy Hardt
 Member Patricia Snyder
 Member Cheryl Twombly

Agenda Review, Revision and Approval

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

Motion to approve the Agenda made by Member Pinkoson, Seconded by Vice Chair Certain.

Motion was unanimously approved by voice vote.

Consent Agenda

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

General Public Comments

Executive Director's Report

10. Executive Director's Report 10.10.22

Marsha Kiner, at her first meeting as Executive Director, expressed that she was honored to be in post with the Children's Trust of Alachua County, that the team had already been extremely welcoming, and gave her intentions on meeting with each staff member, each board member, and many community partners in the next few weeks.

Committee Updates

11. Listening Project (Bonnie Wagner)

Bonnie Wagner informed the board on the progress of the Listening Project, and the meetings and focus groups that have been scheduled for parents, youth, and the community at large. The Board asked about the outreach methods to each group, and suggested scheduling weekend groups, perhaps with a childcare option, to better support parents in attendance.

Presentations

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

Representatives from GNV4ALL presented their plan and budget for a Family Learning Center. The Board discussed how this might fit in with CTAC's strategic plan, the other centers in Alachua County, and how they might all work together toward a common goal.

Member Cornell asked staff to meet and discuss a specific future budget request ask with GNV4ALL which is in line with CTAC's budget cycle.

New Business

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

Mia Jones presented that the Trust has been awarded three grants from the Pritzker Children's Initiative and explained the benefits and uses of each.

Motion to approve the recommendation to accept a Pritzker Children's Initiative funding opportunity in leadership development in the amount of \$16,000, for a communication mini grant in the amount of \$10,000, and a community innovation sustainability planning grant in the amount of \$50,000 made by Member Pinkoson, Seconded by Member Cornell.

Motion was unanimously approved by voice vote.

Board Member Comments

Next Meeting Dates

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

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

Adjournment

Chair Dr. Margarita Labarta adjourned the meeting at 5:58 PM.

DRAFT

GNV4ALL



Gainesville Empowerment Zone Family Learning Center

1

Income

| Year 1 | | | | Year 2 | | | |
|-----------------------|---------------------|------------------|--------------------|-----------------------|-----------------------------|------------------|------------------|
| | | One Time | Recurring | | | One Time | Recurring |
| Funds Received | | | | Funds Received | | | |
| | Private Donors | \$167,500 | | | Private Donors | | |
| | 2021 Grants | \$77,500 | | | Grants | | |
| | 2022 YTD | \$410,000 | | | | | |
| Funds Pending | | | | Funds Pending | | | |
| | Family Contribution | | \$20,020 | | Family Contribution | | \$20,020 |
| | School Readiness | | \$601,650 | | School Readiness *Gold Seal | | \$721,900 |
| | VPK | | \$90,396 | | CLASS Assessment Incentive | | \$72,190 |
| | Private Pay | | \$0 | | Child Assessment Incentive | | \$36,095 |
| | | | | | VPK | | \$90,396 |
| | | | | | Private | | \$0 |
| | Subtotal | \$655,000 | \$712,066 | | Subtotal | \$940,601 | |
| | | | Total | | | | Total |
| | | | \$1,367,066 | | | | \$940,601 |

2

Expenses

| | Year 1 | | | Year 2 | | |
|----------------------------------|-----------|-------------|--------------------|----------------------------------|-------------|--------------------|
| | One Time | Recurring | | One Time | Recurring | |
| Staffing | | \$877,300 | | \$877,300 | | |
| Contracted Work | | \$84,500 | | \$84,500 | | |
| Communications | \$10,000 | \$10,100 | | \$10,100 | | |
| Insurance | | \$28,900 | | \$28,900 | | |
| Consumable Supplies | | \$61,300 | | \$61,300 | | |
| Other Supplies | | \$10,000 | | \$10,000 | | |
| Accreditation | | \$3,000 | | \$2,000 | | |
| Training | | \$18,000 | | \$12,000 | | |
| Family Involvement | | \$10,000 | | \$10,000 | | |
| Additional Expenses | \$410,000 | \$10,000 | | \$100,000 | \$4,000 | |
| Subtotal | \$420,000 | \$1,113,100 | \$1,533,100 | \$100,000 | \$1,090,100 | \$1,190,100 |
| Total Expenses for Year 1 | | | \$1,533,100 | Total Expenses for Year 2 | | \$1,190,100 |

3

- ## In-Kind Donations
- Alachua County School Board - Building, utilities
 - East Coast Migrant Head Start - Classroom furniture
 - Cox Cable
 - Catholic Charities

4

Building Community Partners

- Alachua County Public Schools
- City of Gainesville
- Florida Association for the Education of Young Children and North Central FL chapter of FLAEYC
- Early Learning Coalition of Alachua County
- University of Florida
 - College of Education: Lastinger and Zucker Center
 - College of Building Construction
 - Center for Performing arts
 - Harn Museum
 - College of Dentistry
 - Listed on UF Campaign for Charities
- Alachua County NAACP
- Partnership for Strong Families
- Community Hospice of Alachua County
- The Cade Museum
- Library Partnership
- Catholic Charities Bureau and the local faith community
- Home Instruction for Parents of Preschool Children (HIPPY)

5

**Thank you,
any questions?**



GNV4all

GAINESVILLE FOR ALL

6

File Attachments for Item:

6. Board Meeting Evaluation - Survey Results from 10.10.22



Summary of Board Meeting Evaluation Surveys

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

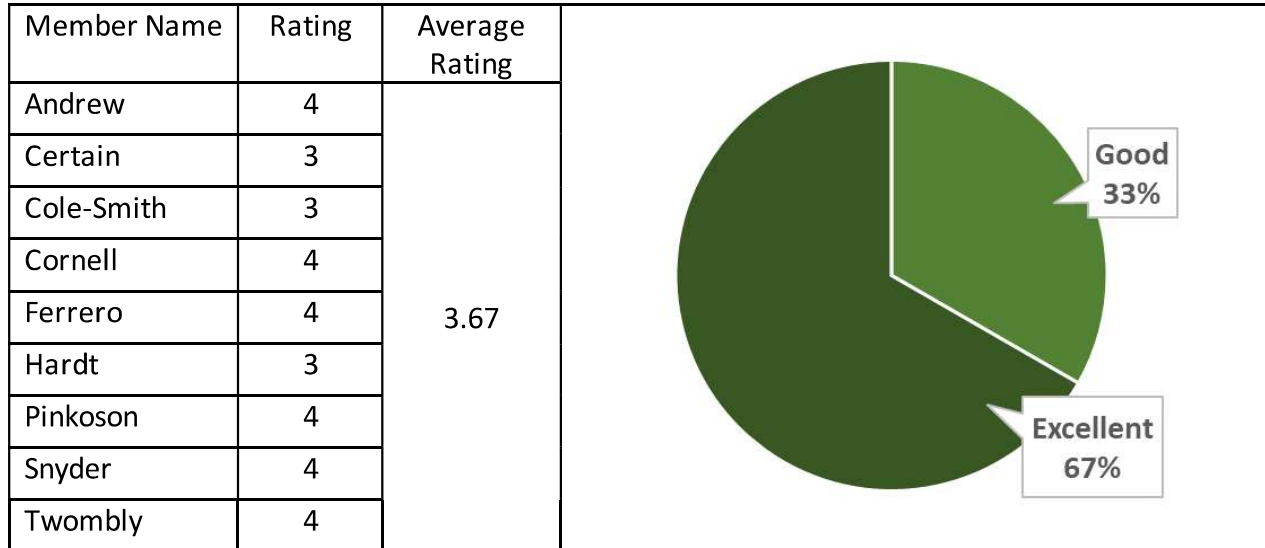
| | |
|--------------------------------|---|
| <u>Date of Meeting:</u> | October 10, 2022 |
| <u>Completion Rate:</u> | 90% of Board members completed (9 of 10) |

Evaluation of Meeting Components:

Board members rate effectiveness and efficiency of four components from 1 to 4. Ratings signify 1 = “poor”, 2 = “fair”, 3 = “good”, and 4 = “excellent”. All meeting components received favorable ratings of either “good” or “excellent”. The *Materials Provided* and *Presentations* meeting components received higher than average ratings while *Meeting Facilitation* and *CTAC Staff* received a lower than the average rating. Appreciation and positive feedback were received on the presentation made by GNV4ALL.

| Date of Meeting | Meeting Component | | | |
|--------------------------------------|--------------------|----------------------|------------|---------------|
| | Materials Provided | Meeting Facilitation | CTAC Staff | Presentations |
| October 10, 2022 | 3.67 ↑ | 3.72 ↓ | 3.78 ↓ | 3.75 ↑ |
| Average Rating (January – September) | 3.63 | 3.76 | 3.79 | 3.69 |

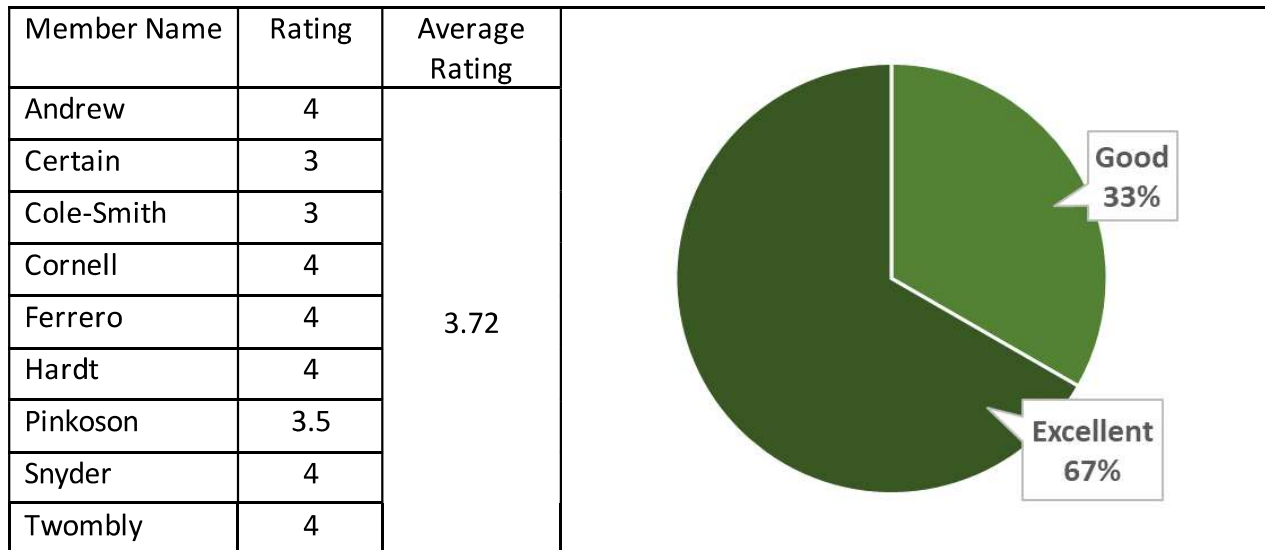
Materials Provided (The Board packet was received in a timely fashion and provided the information needed to prepare for the meeting)



Comments:

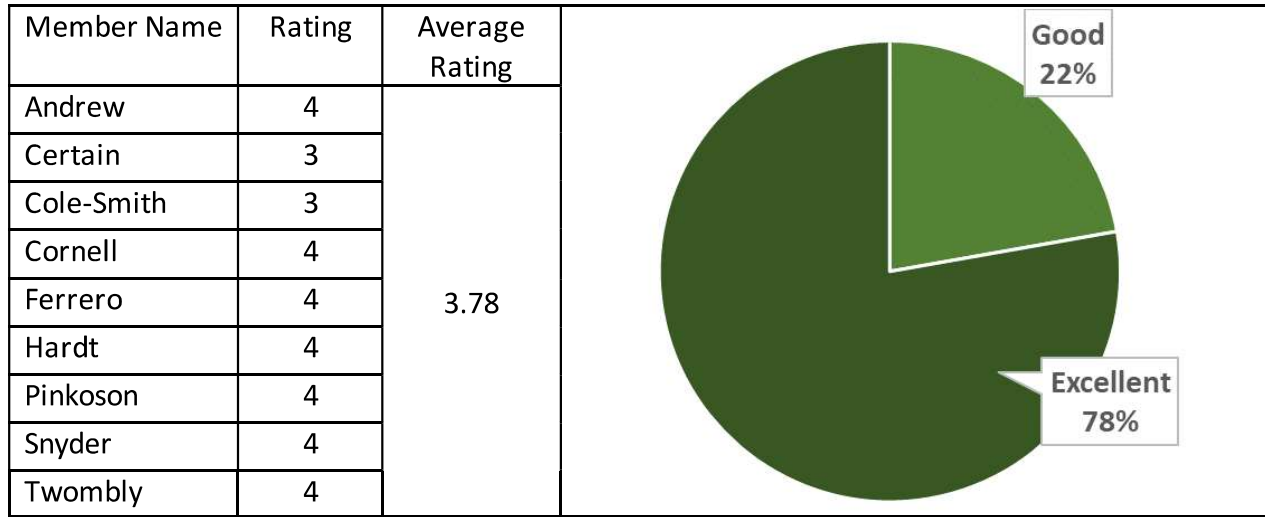
- Please add a date to (item 3) Program Award and Expenses Report as of _____. (Certain).

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



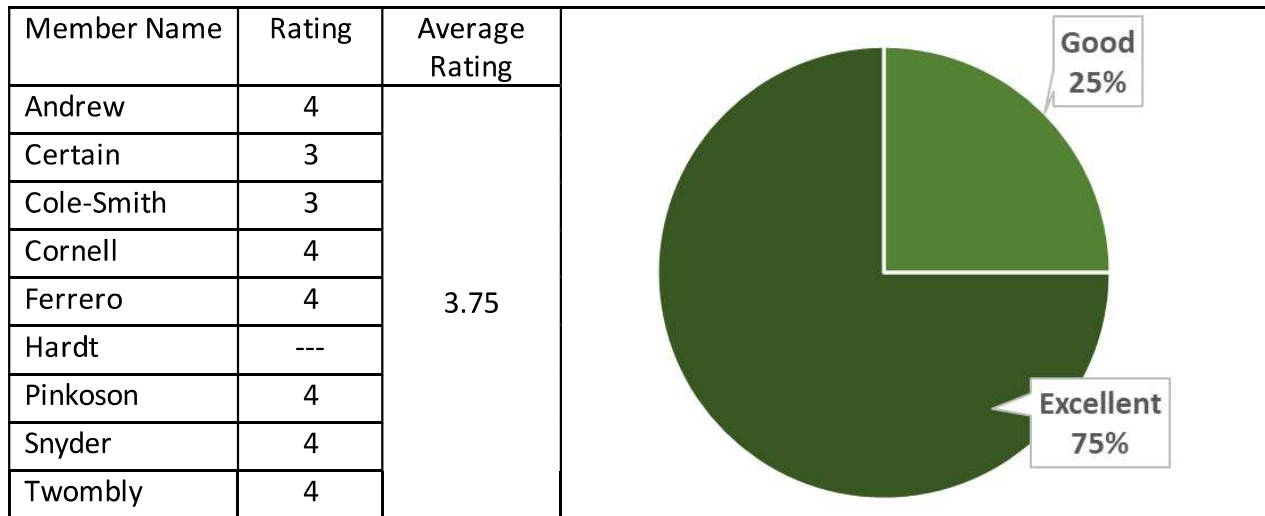
Comments: None Received.

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



Comments: None Received.

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



Comments:

- GNV4ALL very good (Hardt).
- Appreciated the GNV4ALL presentation. (Snyder).
- Great dynamic discussions on how we can collaborate on creating a cohesive vision of transforming child care. Loved Pat's comments and insights! (Twombly).

Finally, Board members are able to provide general comments on the meeting overall as well as topics they'd like to see addressed on future agendas. These comments are listed below.

General Comments:

- We need to be the glue that holds the new system together. (Hardt).

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

- Oh so many. I will make a list for the new ED. (Hardt).

File Attachments for Item:

7. Programmatic Award and Expense Report



Item:

Programmatic Award and Expense Report

Requested Action:

The Trust is asked to receive the report.

Background

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

Attachments

Program Funding and Expense Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

| GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY | | \$ | 687,706 | \$ | 687,706 | \$ | 357,358 | \$ | |
|---|--|------------------------|-----------|-----------------------|-----------|-----------------|-----------|-------------------------|-----------|
| STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| MATERNAL FAMILY PARTNER | Healthy Start of North Central Florida, Inc. | \$ 75,000 | | \$ 75,000 | | \$ 29,097 | | \$ 45,903 | |
| NEWBORN HOME VISITING PROGRAM | Healthy Start of North Central Florida, Inc. | \$ 400,000 | | \$ 400,000 | | \$ 224,656 | | \$ 175,344 | |
| STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| REACH COMMUNITY COUNSELING SERVICES FOR ADOLESCENT GIRLS | PACE Center for Girls Inc. | \$ 75,000 | | \$ 75,000 | | \$ 26,696 | | \$ 48,304 | |
| YOUTH MENTAL HEALTH SUPPORT DURING AFTER-SCHOOL AND SUMMER PROGRAMMING | Partners in Adolescent Lifestyle Support (PALS) THRIVE (A University of Florida Health Program) Shands Teaching Hospital | \$ 75,000 | | \$ 75,000 | | \$ 50,690 | | \$ 24,310 | |
| STRATEGY 1.3 SUPPORT PHYSICAL HEALTH | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| WELLNESS COORINATOR @ HOWARD BISHOP MS * | Children's Home Society of Florida | \$ 62,706 | | \$ 62,706 | | \$ 26,219 | | \$ 36,487 | |
| STRATEGY 1.4 IMPROVE FOOD SECURITY | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| | | | | | | | | | |
| GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL | | \$ | 4,950,567 | \$ | 4,502,076 | \$ | 3,142,461 | \$ | 1,099,615 |
| STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| TRANSFORMATIVE PROFESSIONAL DEVELOPMENT | Early Learning Coalition of Alachua County | \$ 248,026 | | \$ 248,026 | | \$ 135,372 | | \$ 112,654 | |
| V'LOCITY MASTER CLASS SERIES | Business Leadership Institute for Early Learning | \$ 90,000 | | \$ 95,500 | | \$ 91,900 | | \$ 3,600 | |
| ACCREDITATION ACADEMY | Multiple | \$ 300,000 | | TBD | | \$ - | | \$ - | |
| PROFESSIONAL DEVELOPMENT REGISTRY | The Children's Forum | \$ 34,650 | | \$ 34,650 | | \$ 34,650 | | \$ - | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Alachua County Board of County Commissioners | \$ 8,125 | | \$ 9,251 | | \$ 4,709 | | \$ 4,542 | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Boys and Girls Club of NE Florida | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | \$ - | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Traveling Arts Camp | \$ 23,626 | | \$ 22,736 | | \$ 20,317 | | \$ 2,419 | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Gainesville Circus Center | \$ 16,974 | | \$ 16,974 | | \$ 16,960 | | \$ 14 | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Gainesville Area Tennis Association (Aces in Motion) | \$ 37,850 | | \$ 37,850 | | \$ 30,350 | | \$ 7,500 | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Kids Count in Alachua County, Inc. | \$ 30,586 | | \$ 30,350 | | \$ 17,493 | | \$ 12,857 | |
| ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING | Girls Place, Inc. | \$ 31,800 | | \$ 31,000 | | \$ 19,188 | | \$ 11,812 | |
| ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS | TBD | \$ 97,119 | | | | TBD | | | |
| ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS | Motiv8U | \$ 8,723 | | \$ 8,723 | | \$ 7,640 | | \$ 1,083 | |
| ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS | New Technology Made Simple Now Inc | \$ 14,158 | | \$ 14,158 | | \$ 2,850 | | \$ 11,308 | |
| PHILANTHROPY HUB | Community Foundation of North Central Florida | \$ 8,500 | | \$ 8,500 | | \$ 8,500 | | \$ - | |
| STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS | | | | | | | | | |
| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | | <u>Under Contract</u> | | <u>Expensed</u> | | <u>Remaining Budget</u> | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | TBD | \$ 1,980 | | | | \$ - | | \$ - | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Alachua County Board of Commisioners | \$ 85,400 | | \$ 85,400 | | \$ 13,250 | | \$ 72,150 | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | A-Team Consulting & Training | \$ 24,992 | | \$ 24,992 | | \$ 23,593 | | \$ 1,399 | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Boys & Girls Club of NE Florida | \$ 134,042 | | \$ 134,042 | | \$ 76,940 | | \$ 57,102 | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Cade Museum for Creativity | \$ 16,268 | | \$ 16,268 | | \$ 12,029 | | \$ 4,239 | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Child Advocacy Center Enrichment | \$ 10,500 | | \$ 10,500 | | \$ 4,500 | | \$ - | |

APPENDIX A - PROGRAM FUNDING

Item 7.

| | | | | | | | | | |
|---|---|----|---------|----|---------|-----|---------|----|----------|
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | City of Alachua | \$ | 66,665 | \$ | 66,665 | \$ | 48,878 | \$ | |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Community Impact Corporation | \$ | 138,575 | \$ | 138,575 | \$ | 133,248 | \$ | 5,327 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Cultural Arts Coalition | \$ | 28,200 | \$ | 28,200 | \$ | 24,416 | \$ | 3,784 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Cultural Arts Coalition Enrichment | \$ | 14,544 | \$ | 14,544 | \$ | 14,544 | \$ | - |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Deeper Purpose | \$ | 91,500 | \$ | 91,500 | \$ | 93,350 | \$ | (1,850) |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Empowerment Consultants & Associates | \$ | 12,253 | \$ | 12,253 | \$ | 3,296 | \$ | 8,957 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Florida Musuem of Natural History Enrichment | \$ | 22,080 | \$ | 22,080 | \$ | 17,040 | \$ | 5,040 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Gainesville Area Community Tennis ACES in Motion | \$ | 66,925 | \$ | 66,925 | \$ | 63,842 | \$ | 3,083 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Gainesville Chamber Orchestra Enrichment | \$ | 7,500 | \$ | 7,500 | \$ | - | \$ | 7,500 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Gainesville Circus Center | \$ | 25,200 | \$ | 25,200 | \$ | 24,778 | \$ | 422 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Girls Place | \$ | 89,950 | \$ | 89,950 | \$ | 61,667 | \$ | 28,283 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Good News Arts | \$ | 157,220 | \$ | 157,220 | \$ | 113,008 | \$ | 44,212 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Greater Duval Neighborhood Association | \$ | 49,709 | \$ | 49,709 | \$ | 48,049 | \$ | 1,660 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Just for Us | \$ | 33,000 | \$ | 33,000 | \$ | 33,570 | \$ | (570) |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | I AM STEM | \$ | 163,075 | \$ | 163,075 | \$ | 175,250 | \$ | (12,175) |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Kids Count in Alachua County | \$ | 32,700 | \$ | 32,700 | \$ | 3,030 | \$ | 29,670 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Motiv8U Enrichment | \$ | 45,000 | \$ | 45,000 | \$ | 33,900 | \$ | 11,100 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | North Central YMCA | \$ | 189,812 | \$ | 189,812 | \$ | 124,526 | \$ | 65,286 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Santa Fe College | \$ | 40,708 | \$ | 40,708 | \$ | 36,228 | \$ | 4,480 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | St Barbara CFC Ministries | \$ | 62,600 | \$ | 62,600 | \$ | 57,905 | \$ | 4,695 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Star Center Children's Theater | \$ | 93,675 | \$ | 93,675 | \$ | 28,209 | \$ | 65,466 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Traveling Art Camp | \$ | 169,505 | \$ | 169,505 | \$ | 148,818 | \$ | 20,687 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | Underground Kitchen Enrichment | \$ | 66,322 | \$ | 66,322 | \$ | 65,079 | \$ | 1,243 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | University of Florida CROP | \$ | 47,860 | \$ | 47,860 | \$ | | \$ | 47,860 |
| SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024) | University of Florida Incugator | \$ | 12,240 | \$ | 12,240 | \$ | 1,143 | \$ | 11,097 |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Gainesville Area Tennis Association (Aces in Motion) | \$ | 188,443 | \$ | 188,443 | \$ | 180,158 | \$ | 8,285 |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Kids Count in Alachua County, Inc. | \$ | 143,025 | \$ | 143,025 | \$ | 114,451 | \$ | 28,574 |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Boys and Girls Club of Alachua County | \$ | 142,569 | \$ | 142,569 | \$ | 103,700 | \$ | 38,869 |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Girls Place, Inc. | \$ | 120,238 | \$ | 120,238 | \$ | 45,100 | \$ | 75,138 |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Gainesville Circus Center | \$ | 95,539 | \$ | 95,539 | \$ | 95,539 | \$ | - |
| AFTERSCHOOL PROGRAMMING (RFP 2021-06) | Deeper Purpose Community Church, Inc. | \$ | 72,175 | \$ | 72,175 | \$ | 85,868 | \$ | (13,693) |
| AFTERSCHOOL PROGRAMMING (CONTRACT EXTENSION JUNE - SEPTEMBER) | TBD | \$ | 260,000 | \$ | 260,000 | TBD | \$ | \$ | - |
| | Deeper Purpose Community Church, Inc. | | | | | | | | |
| | Gainesville Area Tennis Association (Aces in Motion) | | | | | | | | |
| | Kids Count in Alachua County, Inc. | | | | | | | | |
| | Gainesville Circus Center | | | | | | | | |
| | Boys and Girls Club of Alachua County | | | | | | | | |
| SUMMER PROGRAMMING (FREEDOM SCHOOL) | UF - College of Education Collaborative for Equity in Education | \$ | 60,000 | \$ | 60,000 | \$ | 49,315 | \$ | 10,685 |

STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS

| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | <u>Under Contract</u> | <u>Expensed</u> | <u>Remaining Budget</u> |
|--|--|------------------------|-----------------------|-----------------|-------------------------|
| DOLLY PARTON IMAGINATION LIBRARY | Gainesville Thrive | \$ 14,000 | \$ 14,000 | \$ 9,420 | \$ 4,580 |
| THE BRIDGE COMMUNITY CENTER LITERACY PROGRAM | Vineyard Christian Fellowship of Gainesville, FL | \$ 42,690 | \$ 42,688 | \$ 42,688 | \$ - |
| OPERATION FULL STEAM* | Cade Museum | \$ 33,959 | \$ 33,959 | \$ 23,393 | \$ 10,566 |

STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS

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

STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION

| <u>PROGRAM</u> | <u>AGENCY</u> | <u>Current Funding</u> | <u>Under Contract</u> | <u>Expensed</u> | <u>Remaining Budget</u> |
|-------------------|----------------------------------|------------------------|-----------------------|-----------------|-------------------------|
| TEENSWORK ALACHUA | MINORITY BUSINESS LISTINGS, INC. | \$ 125,000 | \$ 125,000 | \$ 93,778 | \$ |

Item 7.

| | | | | | | | | | |
|------------------------------------|--------------------------------------|----|---------|----|---------|----|---------|----|--------|
| TEENSWORK ALACHUA | GOODWILL INDUSTRIES OF NORTH FLORIDA | \$ | 125,000 | \$ | 125,000 | \$ | 11,941 | \$ | |
| TEENSWORK ALACHUA | GOODWILL INDUSTRIES OF NORTH FLORIDA | \$ | 250,000 | \$ | 222,455 | \$ | 143,784 | \$ | 78,671 |
| TEENSWORK ALACHUA | CAI | \$ | 250,000 | \$ | 223,455 | \$ | 198,657 | \$ | 24,798 |
| NEW TECH NOW STE2AM ENGINE PROGRAM | New Technology Made Simple Now Inc | \$ | 47,792 | \$ | 47,792 | \$ | 40,653 | \$ | 7,139 |

GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS \$ 486,589 \$ 484,138 \$ 165,075 \$ 319,063

STRATEGY 3.1 SUPPURT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES

| <u>PROGRAM</u> | <u>AGENCY</u> | | <u>Current Funding</u> | <u>Under Contract</u> | <u>Expensed</u> | <u>Remaining Budget</u> |
|--|------------------------------------|----|------------------------|-----------------------|-----------------|-------------------------|
| RFP 2021-07 HELP ME GROW ALACHUA | Children's Home Society of Florida | \$ | 220,000 | \$ | 219,999 | \$ 37,863 \$ 182,137 |
| FAMILY RESOURCE CENTERS/COMMUNITY NAVIGATORS | Partnership for Strong Families | \$ | 191,589 | \$ | 189,139 | \$ 70,066 \$ 119,073 |

STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS

| <u>PROGRAM</u> | <u>AGENCY</u> | | <u>Current Funding</u> | <u>Under Contract</u> | <u>Expensed</u> | <u>Remaining Budget</u> |
|---------------------------------------|--|----|------------------------|-----------------------|-----------------|-------------------------|
| PROJECT YOUTH BUILD PARENTING PROGRAM | FL Institute for Workforce Innovation, Inc. d/b/a Project YouthBuild | \$ | 75,000 | \$ | 75,000 | \$ 57,147 \$ 17,853 |

GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY \$ 57,054 \$ 57,054 \$ 44,886 \$ 12,168

STRATEGY 4.1 SUPPURT INJURY PREVENTION

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

STRATEGY 4.2 SUPPURT INITIATIVES THAT PREVENT DELINQUENCY /TRUANCY

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

STRATEGY 4.3 SUPPURT VIOLENCE PREVENTION INITIATIVES

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

COMMUNITY ENGAGEMENT

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

SPONSORSHIPS \$ 25,000 \$ 14,160 \$ 990

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

APPENDIX A - PROGRAM FUNDING

Item 7.

COATS FOR KIDS
 VISIT UF TOURS JUNE 8
 READING PALS PROGRAM
 SPRING FIELD DAY EVENT
 EAST GAINESVILLE BBQ EVENT
 4TH ANNUAL AVIATION ACADEMY

| | | | | |
|----------------------------------|----|-------|----|-------|
| SOAR MENTORING | \$ | 300 | \$ | 300 |
| UF FOUNDATION | \$ | 2,000 | \$ | 2,000 |
| UNITED WAY OF NCF | \$ | 500 | \$ | 500 |
| VINEYARD | \$ | 2,000 | \$ | 2,000 |
| SOAR MENTORING | \$ | 1,500 | \$ | 1,500 |
| 100 BLACK MEN OF GREATER FLORIDA | \$ | 2,000 | \$ | 2,000 |

Items in red not included in original annual budget.

| | | | | | | | | |
|--|----|-------------|----|-----------|----|-----------|----|-----------|
| REIMAGINE GAINESVILLE | \$ | 50,000 | \$ | 50,000 | \$ | 50,000 | \$ | - |
| MATCH (* executed agreements under corresponding goal) | \$ | 200,000 | \$ | 96,665 | \$ | 49,612 | \$ | 103,336 |
| FY 22 BUDGETED GRANTS AND AID | \$ | 5,014,315 | | | | | | |
| FY22 PROGRAM FUNDING BOARD APPROVED | \$ | 6,360,251 | \$ | 5,795,134 | \$ | 3,823,552 | \$ | 1,865,520 |
| (+/-) | \$ | (1,345,936) | \$ | (780,819) | \$ | 1,190,763 | \$ | 3,148,795 |

Updated 11.07.2022

DRAFT

File Attachments for Item:

8. October 2022 Checks and Expenditures Report



Item:

October 2022 Checks and Expenditures Report

Requested Action:

The Trust is asked to receive the report.

Background

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

Attachments

October 2022 Bank Activity Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

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

Reconciled & Un-Reconciled

From Date: 10/01/2022 - To Date: 10/31/2022

| | |
|-------------|---------------------|
| Bank | Bank Account |
|-------------|---------------------|

Bank of America

Concentration Account

| Deposits: | Date | Type | Deposit Information | Description | Department | Amount |
|-----------------------|------|------|---------------------|-------------|------------|--------|
| No Transactions Exist | | | | | | |

| Checks: | Status | Check Number | Payment Date | Reconciled | Source | Payee Name | Amount |
|-----------------------|--------|--------------|--------------|------------|--------|------------|--------|
| No Transactions Exist | | | | | | | |

| EFTs: | Status | EFT Number | Payment Date | Reconciled | Source | Payee Name | Amount |
|-----------------------|------------|------------|--------------|------------|------------------|---------------------------|----------|
| No Transactions Exist | | | | | | | |
| | Open | 10 | 10/03/2022 | 11/03/2022 | Accounts Payable | MISSION SQUARE RETIREMENT | 321.57 |
| | Open | 11 | 10/03/2022 | 11/03/2022 | Accounts Payable | MISSION SQUARE RETIREMENT | 274.24 |
| | Reconciled | 12 | 10/03/2022 | 10/10/2022 | Accounts Payable | MISSION SQUARE RETIREMENT | 279.19 |
| | | | | | | | \$875.00 |

| Returned Checks: | Date | Payer | Check Number | Amount |
|-----------------------|------|-------|--------------|--------|
| No Transactions Exist | | | | |

| Wire Transfers: | Type | Date | Vendor | Description | Internal Account | Amount |
|-----------------------|-------------------|------------|--|---------------------------|----------------------|--------------|
| No Transactions Exist | | | | | | |
| | Wire Transfer Out | 10/03/2022 | | 10.3.22 transfer to 0940 | ZBA Accounts Payable | (4,441.15) |
| | Wire Transfer In | 10/03/2022 | State Board of Administration of Florida | WT from SBA to 0937 | | 1,000,000.00 |
| | Wire Transfer Out | 10/05/2022 | | 10.5.22 transfer to 0940 | ZBA Accounts Payable | (125.00) |
| | Wire Transfer Out | 10/07/2022 | | 10.7.22 transfer to 0940 | ZBA Accounts Payable | (687.50) |
| | Wire Transfer Out | 10/11/2022 | | 10.11.22 transfer to 0940 | ZBA Accounts Payable | (25,936.84) |
| | Wire Transfer Out | 10/12/2022 | | 10.12.22 transfer to 0940 | ZBA Accounts Payable | (42,272.12) |
| | Wire Transfer Out | 10/13/2022 | | 10.13.22 transfer to 0940 | ZBA Accounts Payable | (2,539.71) |
| | Wire Transfer Out | 10/14/2022 | | 10.14.22 transfer to 0940 | ZBA Accounts Payable | (31,680.60) |
| | Wire Transfer Out | 10/17/2022 | | 10.17.22 transfer to 0940 | ZBA Accounts Payable | (43,707.10) |
| | Wire Transfer Out | 10/18/2022 | | 10.18.22 transfer to 0940 | ZBA Accounts Payable | (6,174.99) |
| | Wire Transfer Out | 10/19/2022 | | 10.19.22 transfer to 0940 | ZBA Accounts Payable | (6,098.00) |
| | Wire Transfer Out | 10/20/2022 | | 10.20.22 transfer to 0940 | ZBA Accounts Payable | (9,250.00) |

| | | | | |
|-------------------|------------|---------------------------|----------------------|--------------|
| Wire Transfer Out | 10/21/2022 | 10.21.22 transfer to 0940 | ZBA Accounts Payable | (71,000.00) |
| Wire Transfer Out | 10/24/2022 | 10.24.22 transfer to 0940 | ZBA Accounts Payable | (9,000.00) |
| Wire Transfer Out | 10/25/2022 | 10.25.22 transfer to 0940 | ZBA Accounts Payable | (470.00) |
| Wire Transfer Out | 10/26/2022 | 10.26.22 transfer to 0940 | ZBA Accounts Payable | (150,546.57) |
| Wire Transfer Out | 10/27/2022 | 10.27.22 transfer to 0940 | ZBA Accounts Payable | (5,656.50) |
| Wire Transfer Out | 10/28/2022 | 10.28.22 | ZBA Accounts Payable | (41.68) |
| Wire Transfer Out | 10/31/2022 | 10.31.22 transfer to 0940 | ZBA Accounts Payable | (37,747.16) |
| | | | | \$551,593.36 |

Item 8.

| Adjustments: Type | Date | Description | Amount |
|-----------------------|------|-------------|--------|
| No Transactions Exist | | | |

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 |
|----------------|--------------|--------------|------------|------------------|---|-----------|
| Reconciled | 11078 | 10/05/2022 | 10/13/2022 | Accounts Payable | 100 Black Men of Greater Florida GNV, Inc. | 2,000.00 |
| Reconciled | 11079 | 10/05/2022 | 10/17/2022 | Accounts Payable | Carr Riggs & Ingram | 12,465.00 |
| Reconciled | 11080 | 10/05/2022 | 10/12/2022 | Accounts Payable | CDW GOVERNMENT | 999.00 |
| Reconciled | 11081 | 10/05/2022 | 10/11/2022 | Accounts Payable | CFX OFFICE TECHNOLOGY OF GAINESVILLE | 184.85 |
| Reconciled | 11082 | 10/05/2022 | 10/18/2022 | Accounts Payable | Child Advocacy Center Inc. | 250.00 |
| Reconciled | 11083 | 10/05/2022 | 10/12/2022 | Accounts Payable | Deeper Purpose Community Church Inc | 11,122.26 |
| Reconciled | 11084 | 10/05/2022 | 10/27/2022 | Accounts Payable | FLORIDA INSTITUTE FOR WORKFORCE INNOVATION, INC. | 5,656.50 |
| Reconciled | 11085 | 10/05/2022 | 10/31/2022 | Accounts Payable | GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION | 2,343.48 |
| Reconciled | 11086 | 10/05/2022 | 10/11/2022 | Accounts Payable | Health Equity Inc | 75.00 |
| Reconciled | 11087 | 10/05/2022 | 10/24/2022 | Accounts Payable | OFFICE DEPOT | 470.93 |
| Reconciled | 11088 | 10/05/2022 | 10/12/2022 | Accounts Payable | Randstad North America Inc. Spherion Staffing LLC | 934.40 |
| Reconciled | 11089 | 10/05/2022 | 10/17/2022 | Accounts Payable | Splee LLC | 1,093.75 |
| Reconciled | 11090 | 10/05/2022 | 10/14/2022 | Accounts Payable | University of Florida Board of Trustees | 10,542.16 |
| Reconciled | 11091 | 10/07/2022 | 10/14/2022 | Accounts Payable | ALACHUA COUNTY BOCC | 5,929.90 |
| Open | 11092 | 10/07/2022 | | Accounts Payable | CADE MUSEUM LABS INC | 233.96 |
| Reconciled | 11093 | 10/07/2022 | 10/18/2022 | Accounts Payable | City of Waldo | 2,000.00 |
| Reconciled | 11094 | 10/07/2022 | 10/17/2022 | Accounts Payable | Lancaster, Kimberly | 526.68 |
| Reconciled | 11095 | 10/07/2022 | 10/11/2022 | Accounts Payable | Motiv8U of North Central Florida Inc | 1,350.00 |
| Reconciled | 11096 | 10/07/2022 | 10/28/2022 | Accounts Payable | Odom, Nicole C | 41.68 |
| Reconciled | 11097 | 10/07/2022 | 10/14/2022 | Accounts Payable | Shands Teaching Hospital and Clinics, Inc. | 15,208.00 |

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myReports

| | | | | | | | |
|------------|-------|------------|------------|------------------|---|---|------------|
| Reconciled | 11098 | 10/07/2022 | 10/20/2022 | Accounts Payable | University of Florida Board of Trustees | 2 | Item 8. |
| Reconciled | 11099 | 10/12/2022 | 10/17/2022 | Accounts Payable | ALACHUA COUNTY BOCC | 4 | |
| Reconciled | 11100 | 10/12/2022 | 10/25/2022 | Accounts Payable | GIRLS PLACE, INC. | | 350.00 |
| Reconciled | 11101 | 10/12/2022 | 10/21/2022 | Accounts Payable | Hedges DBA Dam The Torpedoes LLC, Jason M | | 1,500.00 |
| Reconciled | 11102 | 10/17/2022 | 10/21/2022 | Accounts Payable | ALACHUA COUNTY PROPERTY APPRAISER | | 37,573.00 |
| Reconciled | 11103 | 10/17/2022 | 10/17/2022 | Accounts Payable | CE's Underground Kitchen | | 15,442.42 |
| Open | 11104 | 10/17/2022 | | Accounts Payable | Children's Forum | | 2,887.50 |
| Reconciled | 11105 | 10/17/2022 | 10/26/2022 | Accounts Payable | Computer Aid Inc | | 117,542.48 |
| Reconciled | 11106 | 10/17/2022 | 10/24/2022 | Accounts Payable | Deeper Purpose Community Church Inc | | 8,956.13 |
| Open | 11107 | 10/17/2022 | | Accounts Payable | Florida Alliance of Children's Councils & Trusts | | 12,000.00 |
| Reconciled | 11108 | 10/17/2022 | 10/19/2022 | Accounts Payable | James Moore & Co P. L. | | 5,250.00 |
| Reconciled | 11109 | 10/17/2022 | 10/20/2022 | Accounts Payable | REAL ESTATE ACQUISITION FOR CHILDREN, LLC | | 6,300.00 |
| Reconciled | 11110 | 10/17/2022 | 10/19/2022 | Accounts Payable | UNITED WAY OF NORTH CENTRAL FL | | 500.00 |
| Reconciled | 11111 | 10/17/2022 | 10/21/2022 | Accounts Payable | University of Florida Board of Trustees | | 32,531.28 |
| Open | 11112 | 10/26/2022 | | Accounts Payable | Allegra Gainesville | | 75.00 |
| Reconciled | 11113 | 10/26/2022 | 10/31/2022 | Accounts Payable | Ameris Bank | | 12,729.05 |
| Open | 11114 | 10/26/2022 | | Accounts Payable | BIG BROTHERS BIG SISTERS OF TAMPA BAY, INC. | | 5,834.29 |
| Open | 11115 | 10/26/2022 | | Accounts Payable | Business Leaders Institute for Early Learning | | 6,820.00 |
| Open | 11116 | 10/26/2022 | | Accounts Payable | CADE MUSEUM LABS INC | | 2,482.15 |
| Open | 11117 | 10/26/2022 | | Accounts Payable | Childrens Home Society of FL | | 2,488.79 |
| Reconciled | 11118 | 10/26/2022 | 10/31/2022 | Accounts Payable | First Florida Insurance Brokers LLC | | 13,943.00 |
| Reconciled | 11119 | 10/26/2022 | 10/31/2022 | Accounts Payable | GAINESVILLE REGIONAL UTILITIES | | 731.63 |
| Open | 11120 | 10/26/2022 | | Accounts Payable | KIDS COUNT IN ALACHUA COUNTY, INC. | | 12,857.16 |
| Reconciled | 11121 | 10/26/2022 | 10/31/2022 | Accounts Payable | NEW TECHNOLOGY MADE SIMPLE NOW, INC. | | 8,000.00 |
| Open | 11122 | 10/26/2022 | | Accounts Payable | OFFICE DEPOT | | 47.56 |
| Open | 11123 | 10/26/2022 | | Accounts Payable | Peaceful Paths Inc. | | 11,461.48 |
| Open | 11124 | 10/26/2022 | | Accounts Payable | Randstad North America Inc. Spherion Staffing LLC | | 801.95 |
| Open | 11125 | 10/26/2022 | | Accounts Payable | REAL ESTATE ACQUISITION FOR CHILDREN, LLC | | 6,300.00 |
| Open | 11126 | 10/26/2022 | | Accounts Payable | Shands Teaching Hospital and Clinics, Inc. | | 7,583.67 |
| Open | 11127 | 10/26/2022 | | Accounts Payable | VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC | | 4,742.84 |
| Open | 11128 | 10/28/2022 | | Accounts Payable | Childrens Home Society of FL | | 25,612.59 |
| Open | 11129 | 10/28/2022 | | Accounts Payable | City of Alachua | | 19,201.88 |
| Open | 11130 | 10/28/2022 | | Accounts Payable | FLORIDA INSTITUTE FOR WORKFORCE INNOVATION, INC. | | 15,941.28 |
| Open | 11131 | 10/28/2022 | | Accounts Payable | GAINESVILLE REGIONAL UTILITIES | | 700.00 |
| Open | 11132 | 10/28/2022 | | Accounts Payable | Health Equity Inc | | 75.00 |
| Open | 11133 | 10/28/2022 | | Accounts Payable | Howard Industries Inc d.b.a. Howard | | 6,208.79 |

| | | | | | Technologies | |
|------|-------|------------|--|------------------|---|--------------|
| Open | 11134 | 10/28/2022 | | Accounts Payable | James Moore & Co P. L. | 1 |
| Open | 11135 | 10/28/2022 | | Accounts Payable | KIDS COUNT IN ALACHUA COUNTY, INC. | 16,805.83 |
| Open | 11136 | 10/28/2022 | | Accounts Payable | Larry Brown DBA Clubhouse Athletics | 62.00 |
| Open | 11137 | 10/28/2022 | | Accounts Payable | LinkedIn Corporation | 4,050.00 |
| Open | 11138 | 10/28/2022 | | Accounts Payable | NEW TECHNOLOGY MADE SIMPLE NOW, INC. | 6,791.59 |
| Open | 11139 | 10/28/2022 | | Accounts Payable | Randstad North America Inc. Spherion Staffing LLC | 1,168.00 |
| | | | | | | \$516,434.77 |

Item 8.

| EFTs: Status | EFT Number | Payment Date | Reconciled | Source | Payee Name | Amount |
|--------------|------------|--------------|------------|------------------|-------------------|-------------|
| . | | | | | | |
| Open | 169 | 10/13/2022 | 10/03/2022 | Accounts Payable | AlphaStaff Inc. | 29,141.46 |
| Open | 170 | 10/13/2022 | 10/03/2022 | Accounts Payable | AlphaStaff Inc. | 539.71 |
| Open | 171 | 10/20/2022 | 10/03/2022 | Accounts Payable | Health Equity Inc | 75.00 |
| Open | 172 | 10/26/2022 | 10/03/2022 | Accounts Payable | Health Equity Inc | 1,037.49 |
| Open | 173 | 10/26/2022 | 10/03/2022 | Accounts Payable | Health Equity Inc | 348.00 |
| Open | 174 | 10/26/2022 | 10/03/2022 | Accounts Payable | Health Equity Inc | 120.00 |
| | | | | | | \$31,261.66 |

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

| Wire Transfers: Type | Date | Vendor | Description | Internal Account | Amount |
|----------------------|------------|--------|---------------------------|-----------------------|------------|
| . | | | | | |
| Wire Transfer In | 10/03/2022 | | 10.3.22 transfer to 0940 | Concentration Account | 4,441.15 |
| Wire Transfer In | 10/05/2022 | | 10.5.22 transfer to 0940 | Concentration Account | 125.00 |
| Wire Transfer In | 10/07/2022 | | 10.7.22 transfer to 0940 | Concentration Account | 687.50 |
| Wire Transfer In | 10/11/2022 | | 10.11.22 transfer to 0940 | Concentration Account | 25,936.84 |
| Wire Transfer In | 10/12/2022 | | 10.12.22 transfer to 0940 | Concentration Account | 42,272.12 |
| Wire Transfer In | 10/13/2022 | | 10.13.22 transfer to 0940 | Concentration Account | 2,539.71 |
| Wire Transfer In | 10/14/2022 | | 10.14.22 transfer to 0940 | Concentration Account | 31,680.60 |
| Wire Transfer In | 10/17/2022 | | 10.17.22 transfer to 0940 | Concentration Account | 43,707.10 |
| Wire Transfer In | 10/18/2022 | | 10.18.22 transfer to 0940 | Concentration Account | 6,174.99 |
| Wire Transfer In | 10/19/2022 | | 10.19.22 transfer to 0940 | Concentration Account | 6,098.00 |
| Wire Transfer In | 10/20/2022 | | 10.20.22 transfer to 0940 | Concentration Account | 9,250.38 |
| Wire Transfer In | 10/21/2022 | | 10.21.22 transfer to 0940 | Concentration Account | 71,604.28 |
| Wire Transfer In | 10/24/2022 | | 10.24.22 transfer to 0940 | Concentration Account | 9,427.06 |
| Wire Transfer In | 10/25/2022 | | 10.25.22 transfer to 0940 | Concentration Account | 470.00 |
| Wire Transfer In | 10/26/2022 | | 10.26.22 transfer to 0940 | Concentration Account | 150,546.57 |
| Wire Transfer In | 10/27/2022 | | 10.27.22 transfer to 0940 | Concentration Account | 5,656.50 |
| Wire Transfer In | 10/28/2022 | | 10.28.22 | Concentration Account | 41.68 |
| Wire Transfer In | 10/31/2022 | | 10.31.22 transfer to 0940 | Concentration Account | 37,747.16 |

\$448,406 80

Adjustments: Type Date Description

No Transactions Exist

File Attachments for Item:

9. Resolution 2022-16: Authorization for Signatories on Children's Trust Bank Accounts



Item:

Resolution 2022-16 Authorization for Signatories on the Children's Trust of Alachua County Bank Accounts (Marsha Kiner)

Requested Action:

The Trust is asked to approve Resolution 2022-16

Background:

Resolution 2022-16 updates the signatories on CTAC bank accounts based on the employment of the new Executive Director. Designated signatories are consistent with CTAC policies 6.30,B; and 125.901 (3)(e) 2-3.

Attachments:

Resolution 2022-16
Banking Resolution and Certificate of Incumbency

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval

RESOLUTION 2022-16

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 |
| Marsha Kiner | 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 14th Day of November, A.D., 2022.

Presiding Officer

Attest

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

Marsha Kiner, Secretary of the Board
Children's Trust of Alachua County

Approved as to form

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

File Attachments for Item:

10. Executive Director Contract - M. Kiner

**EMPLOYMENT AGREEMENT BETWEEN
CHILDREN’S TRUST OF ALACHUA COUNTY
AND MARSHA KINER**

THIS AGREEMENT, made and entered into this 8th day of August, AD., 2022, by and between the Children’s Trust of Alachua County, an independent special district located in Alachua County, Florida, hereinafter referred to as the “CTAC,¹” and Marsha Kiner, hereinafter referred to as the “Director” (and together with CTAC, the “Parties”) and is effective on October 3rd, 2022;

WITNESSETH:

WHEREAS, CTAC desires to employ an Executive Director to serve as CTAC’s chief executive officer; and

WHEREAS, CTAC desires to employ the services of Marsha Kiner as Executive Director; and,

WHEREAS, it is the desire of CTAC to provide certain benefits and establish certain conditions of employment for the Executive Director; and

WHEREAS, it is the desire of CTAC to secure and retain the services of Marsha Kiner as the Executive Director and to provide inducement for the Director to remain in such employment, to make possible full work productivity by assuring the Director’s morale and peace of mind with respect to future security, to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Director, and to provide a just means for terminating the Director’s services at such time as the Director may not be able to fully discharge the duties or when CTAC may otherwise desire to terminate the Director’s employment; and

¹ Depending on the context the term “CTAC” may refer to the District or alternatively to its governing board.

WHEREAS, Marsha Kiner desires to accept employment as Executive Director of the CTAC; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree that this Agreement supersedes and replaces any prior agreement or negotiations with the Director, and further agree as follows:

Section 1. Appointment. CTAC appoints Marsha Kiner as Executive Director effective October 3rd 2022, to perform the functions and duties specified in the Alachua County Code, the job posting and to perform such other legally permissible and proper duties and functions as CTAC shall from time to time assign.

Section 2. Duties and Obligations.

A. Director shall exercise those powers enumerated in Florida Statute Section 125.901 and Alachua County Code Section 26.03 as directed by CTAC and shall perform any other legally permissible and proper duties and functions as may be assigned by CTAC. Specifically, the Director shall be responsible for the management, administration, supervision, and oversight of all CTAC programs that presently exist or that may be created by CTAC. The Director shall be available to perform such duties and agrees to be available as needed. All duties required hereunder shall be performed by the Director personally or through the assistance of CTAC employees, assigned to the Director's staff concerning which the Director shall assume full responsibility; provided, however that nothing herein shall be deemed to absolve the Director of personal responsibility for the duties set forth herein.

B. Residence. As a condition of continued employment, the Director shall reside in Alachua County within six (6) months of the date of her appointment.

Section 3. Employment at Will.

A. The Director serves at the pleasure of CTAC. This Agreement shall commence on October 3rd, 2022, and continue indefinitely until the Director's employment is terminated by either party pursuant to the provisions of Sections 4 or 5, below.

B. If the Director's employment is terminated pursuant to Section 4, herein, upon mutual consent of the Parties, the Director may continue to function in the role of Director until a permanent replacement shall be selected by CTAC, or through such period as the Parties agree. In the absence of such mutual Agreement, the Director shall be free of all obligations of service to CTAC.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of CTAC to terminate the employment of Director at any time, subject only to the provisions set forth in Section 4 of this Agreement.

D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Director to resign at any time from the employment with CTAC, subject only to the provisions set forth in Section 5 of this Agreement.

E. Director serves as an at will employee of the CTAC and may be terminated at any time, subject to the conditions set forth herein. Nothing in this Agreement is intended to create a continuing contract under Section 121.055, Fla. Stat.

Section 4. Termination and Severance Pay.

A. CTAC may, at any time whatsoever, for any reason, terminate the employment of the Director in accordance with the provisions of the Bylaws. If such event should occur, the Director will be given written notice of the decision of CTAC not less than 30 calendar days prior to the effective date of the termination of the employment. In lieu of written notice CTAC may pay the Director 30 calendar days of salary at her base rate. The Director will be entitled to a lump-sum severance payment equal to 12 weeks of base salary following the effective date of termination. Payment of any amount representing salary or calculated based upon salary as part of any severance or separation agreement shall include such deductions as may be required by law including contributions for the Florida State Retirement System.

B. CTAC shall not be required to pay the severance payments set forth in Section 4.A. above, in the event this Agreement is terminated by CTAC because of the Director's conviction (or plea of guilty or nolo contendere) of any felony act, or because of the Director's misconduct as defined in Section 443.036(29), Florida Statutes, or because of the Director's death or voluntary resignation pursuant to Section 5, herein. The interpretation of the terms will be as stated on the face of the statute, in the common understanding of the terms, and not in caselaw interpreting them in the context of reemployment assistance.

Section 5. Resignation. In the event the Director voluntarily resigns the position with CTAC, the Director hereby agrees to give CTAC not less than 60 calendar day written notice prior to the effective date of any voluntary resignation and there is no severance pay due unless the Parties agree otherwise. CTAC is not under any obligation to require the Director to work out the 60-day notice nor under any obligation to pay for any notice which is not worked out.

Section 6. Compensation. CTAC shall pay the Director an annual base salary of One Hundred Twenty-Five Thousand dollars [\$125,000], payable in biweekly installments pursuant to CTAC policy. This base salary shall be reviewed annually subject to Section 11, Performance Evaluation. The salary may be increased in such amounts and to such an extent as CTAC may, determine based on annual review of the Director's performance. The first performance review is due in the year 2023 on, or shortly after, the anniversary of her hire.

Section 7. Other Benefits.

A. Leave. Except as may be amended by this Agreement, Director shall be entitled to leave, holidays and such other benefits as are granted generally to other employees of the CTAC. The Director shall be entitled to begin with three weeks annual leave accrued and available when she commences employment. The Director shall be allowed to accrue and accumulate leave in accordance with CTAC leave policy. Upon separation from employment as Director, the Director shall be entitled to be paid for accrued leave at the Director's rate of pay on the effective date of separation in accordance with adopted CTAC policy.

B. Florida Retirement System. In addition to the base salary paid by CTAC to the Director, will participate in the Florida Retirement System as a member of the senior management class and CTAC will pay the required employer's contribution on behalf of the Director once she has been enrolled in the system in that class or as otherwise required by the Florida Retirement System.

C. Vehicle Allowance. CTAC shall pay the Director a \$300 (three hundred dollar) monthly car allowance. Such allowance is designed to reimburse the Director for all costs associated with the use of the Director's vehicle for CTAC business. Any additional compensation for travel expense must be approved by the CTAC upon request by the Executive Director.

D. Health Insurance. The Director shall have the opportunity to participate in the health plan as available to CTAC employees at the same cost to the Director as provided to employees of the CTAC which coverage currently includes medical, dental, and optical insurance.

E. Technology. CTAC shall provide Director with the use of a smart phone, subject to applicable CTAC policies and procedures.

F. Other Benefits. The Director shall have the opportunity to participate in such other benefits as are granted to other employees of the CTAC at the same cost to the Director as provided to other CTAC employees.

Section 8. No Reduction of Benefits. CTAC shall not at any time during the term of this Agreement reduce the salary, compensation, or other financial benefits of the Director, except to the degree of such a reduction for all CTAC employees, provided, however, CTAC shall not be required to hold the Director harmless from reductions imposed by the State.

Section 9. Continuing Education and Memberships.

A. CTAC agrees to pay for the professional dues and subscriptions of the Director necessary for the Director's continued and full participation in national, state, and local associations and organizations necessary and desirable for the Director's professional development. Such expenditures are based upon budget approval by CTAC. The Parties recognize that the Director's participation in professional organizations and associations provides a benefit to both CTAC and the Director.

B. The Parties agree that it is necessary for the Director and beneficial to CTAC for the Director to attend professional conferences and training sessions associated with the Director's duties. CTAC agrees to allow the Director to attend professional association conferences or training sessions as selected by the Director and to pay the travel expenses of the Director pursuant

to CTAC's travel policy, and Section 112.061, Fla. Stat. Such expenditures are based upon budget approval by CTAC and shall be reported to the CTAC.

Section 10. Outside Activities. The Director agrees to devote all the Director's full working time to the performance of the responsibilities and duties under this Agreement and agrees not to engage in other paid employment without the prior consent of CTAC. This provision shall not include occasional teaching, writing, or consulting during the Director's time off. The Director shall disclose to CTAC the terms of such teaching, writing, and consulting engagements.

Section 11. Performance Evaluation. CTAC shall review and evaluate the performance of the Director at least once each year beginning on or near the anniversary of her hire in 2023.. At such time the CTAC may increase base salary and/or other benefits of the Director in such amounts and to such extent as it may determine that it is desirable to do so, considering the performance by the Director.

Section 12. Suspension. CTAC may suspend the Director with full pay and benefits at any time during the term of employment in accordance with the policies of the CTAC.

Section 13. Bonding. CTAC shall bear the full cost of any fidelity or other bonds required of the Director under any law or ordinance.

Section 14. Liability Insurance. CTAC shall provide for and maintain at its expense comprehensive liability insurance, including public officials employment liability insurance, covering the acts or omissions of the Director pursuant to this Agreement. Insurance coverage through CTAC's participation in a self-insurance fund program fulfills the requirements of this paragraph.

Section 15. Indemnification. If allowed by law, CTAC, subject to approval in a public meeting defend, hold harmless and indemnify the Director against any tort, professional liability

claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring within the course and scope of the performance of the duties as Director. CTAC will settle or litigate any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Said indemnification shall extend beyond termination of employment, to provide full and complete protection to the Director, by CTAC as described herein, for any acts undertaken or committed in the performance of the duties as Executive Director, regardless of whether the notice or filing of a lawsuit for such tort, claim, demand, ethics complaint or other legal action occurs during or following Marsha Kiner's employment with the Trust. The protections of this paragraph regarding indemnification do not extend to those situations where there has been a finding of criminal activity, actions taken in bad faith or violations of civil rights in cases where CTAC would not otherwise be liable.


Section 16. Entire Agreement. The text of this document shall constitute the entire Agreement between the Parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with general laws, special laws of the State of Florida, and local ordinances. Such laws shall take precedence over any part or portion of this Agreement.

Section 17. Non-assignment. The duties required to be performed hereunder by the Director, and all rights and obligations under this Agreement in favor of the Director, are personal and are not assignable.

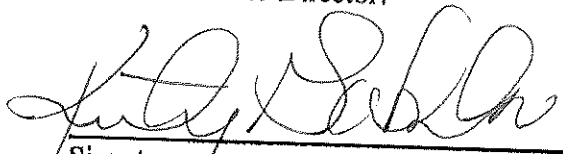
Section 18. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

DIRECTOR:

Signed this 10th day of August, 2022

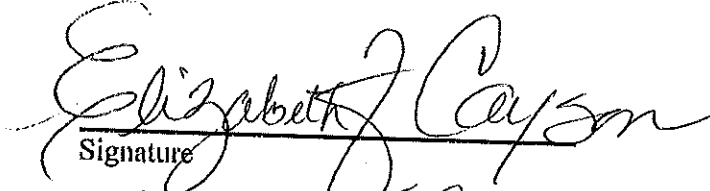
By: 
Marsha Kiner

Witness #1 as to Director:


Signature

Kristy Gordwine
Print Name

Witness #2 as to Director:


Signature

Elizabeth F. Cayson
Print Name




Section 19. Amendment. This Agreement shall not be amended except in writing and executed by both parties hereto.

IN WITNESS WHEREOF, the parties have caused this Executive Director Employment Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

CTAC:


CHILDREN'S TRUST OF ALACHUA COUNTY

By: 
Margarita Labarta, Chair

ATTEST:

Lee Pinkoson
Lee Pinkoson (Aug 10, 2022 09:45 EDT)
Lee Pinkoson, Treasurer

APPROVED AS TO FORM


Bob Swain (Aug 10, 2022 09:29 EDT)
CTAC Attorney

(SEAL)

(signatures continued on next page)



File Attachments for Item:

11. ED Report



EXECUTIVE DIRECTOR REPORT

October 1, 2022 – October 31, 2022

SUMMARY

Highlight for the Month:

1. Lights on Afterschool. We had a total of 94 guests in attendance at the Children's Trust's 2nd Annual Lights On Afterschool event at the Harn Museum.
2. UF Parade participation promoting the Trust.
3. Visits to: GNV4all, SWAG Resource Center and Childcare Center, Alachua Co. Community Support Services, ELC, Alachua League of Cities Meeting, City of Alachua Meeting, and the Cease Fire Summit Community Action Meeting

| MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT | | |
|---|--|---|
| DATE | MEETING / EVENT | SUMMARY |
| Oct. 3 | Community Doula meeting with Dr. Harris | Staff and Pritzker Community Fellow shared community doula project with Dr. Harris and staff. Dr. Harris is a practicing Obstetrician/Gynecologist. |
| Oct. 4 | The Children's Movement of Florida Future Project Steering Committee meeting | The Children's Movement of Florida launched the Future Project to bring together parents, educators, early childhood directors and owners with advocates to reimagine the future for Florida's youngest learners. |
| Oct. 4 | Campaign for Grade Level Reading Advisory Committee meeting | This meeting was to review and plan for the upcoming newsletter and plan for the next meeting. |
| Oct. 7 | UF Homecoming Parade | Staff participated in UF Homecoming Parade to promote Children's Trust. |
| Oct. 8 | Deeper Purpose Community Church-The Ultimate Family Carnival | Hosted a resource table-shared information and gave away promotional items. |
| Oct. 11 | United Way of North Central Florida | Meeting with Amber Miller, CEO, to present a sponsorship check to the United Way for ReadingPals program. |
| Oct. 11 | Fifth Ave Neighborhood Association meeting | This Association group meets monthly at our office. This month's presentation was provided by Alachua County Tax Collector. Next month's presenter will be Marsha Kiner, Children's Trust. |
| Oct. 17 | Sweetwater Fall Fest | Hosted a resource table and shared resources and promotional items. This is one of our sponsored events. |
| Oct. 17 | Steering Committee | The Trust's Steering Committee met to discuss the strategic planning timeline, contracting a consultant, and received a Listening Project update. |

| | | |
|---------|---|--|
| Oct. 18 | Partnership for Strong Families | Partnership hosted an in-person quarterly meeting. All of the Partnerships shared their reports and upcoming activities. Nonprofit members and Children's Trust shared information with the group. |
| Oct. 18 | Parent Focus Group | The Trust hosted its first Listening Project Parent Focus Group at the Trust office. |
| Oct. 19 | Student Focus Group | The first Listening Project Student Focus Group was hosted at Gainesville HS. |
| Oct. 20 | Children's Trust Lights on Afterschool event | Partnered with National Afterschool Alliance to host the 23rd annual Lights On Afterschool event at Harn Museum of Art. (This was Children's Trust 2nd annual event) |
| Oct 21 | BLI Community Conversation on the Business of Childcare | The Children's Trust along with Greater Gainesville Chamber of Commerce, and The Early Learning Coalition of Alachua County have partnered to provide a platform where local business leaders, public policy decision makers, public officials, early learning center owners/ operators, and other community partners gather and explore the business of the childcare industry in Alachua County. |
| Oct. 22 | City of Waldo Fall Festival | Hosted a resource table and shared information with families and participants. Handed out CTAC t-shirts. This was one of our sponsored events. |
| Oct. 25 | High Springs Chamber of Commerce | Meeting with Sharon Decker, Executive Director to share Children's Trust information and discuss Chambers upcoming events. |
| Oct. 25 | Alachua League of Cities | Attended Alachua League of Cities meeting held in Alachua. Marsha Kiner, ED, shared an update on CTAC. |
| Oct. 26 | Community Foundation-Women's Giving Circle | The Community Foundation hosted the Women's Giving Circle at First Magnitude. We were invited to host a resource table and present information about the Children's Trust to the members of the Women's Giving Circle. |

| | | |
|------------|--|---|
| Oct. 26 | Florida Children's Movement Advisory Meeting | Quarterly regional meeting held at the office of the Children's Trust of Alachua County. This meeting focused on updates on the Future Project, Legislative engagement, and Bosses for Babies statewide initiative. |
| Oct. 28 | Cease Fire Summit- Community Action Meeting | Gainesville Police Department partnered with the Ministerial Alliance to discuss ways to combat violence in the community. GPD plans to form a committee to have ongoing conversations and events to foster safer communities. The Children's Trust was invited to attend the summit and committee. |
| Oct. 31 | Introduction Meeting | Meeting with Tyran Butler with Santa Fe College, The Greater Gainesville Chamber, and the Children's Trust of Alachua County staff to discuss Early Learning Educators, BLI, educational project ideas, and Career and Technical Education. |

PROGRAMS Calendar

| PROGRAMS CALENDAR (CALENDAR FOR THE PREVIOUS MONTH AND THE UPCOMING MONTH) | |
|---|---|
| October | |
| Tuesday, October 4, 2022 | Healthy Start Community Doula Collaboration Meeting |
| Thursday, October 6, 2022 | Campaign for Grade Level Reading Meeting |
| Friday, October 7, 2022 | UF Parade Appearance |
| Monday, October 10, 2022 BOARD MEETING | Gainesville Empowerment Zone - Family Learning Center Presentation |
| Thursday, October 13, 2022 | WUFT Great Good Documentary |
| Saturday October 15, 2022 | Pritzker Children's Initiative and Community Fellow Planning Meeting |
| Friday October 21, 2022 | NCIT Community Monthly Meeting |
| Friday October 21, 2022 | BLI Community Conversation on the Business of Childcare |
| Tuesday, October 25, 2022 | Campaign for Grade Level Reading Advisory Meeting |
| Wednesday, October 26, 2022 | Florida Children's Movement Advisory Meeting |
| Friday, October 28, 2022 | Help Me Grow Alachua Monthly Meeting |
| November | |
| Tuesday, November 1, 2022 | Heat Map Presentation & Discussion with Dr. Hardt |
| Tuesday, November 1, 2022 | Pritzker Children's Initiative Fellows Meeting |
| Thursday, November 3, 2022 | Youth Services Presentation with Kingsman Academy |
| Thursday, November 3, 2022 | Campaign for Grade Level Reading Meeting |
| Thursday, November 3, 2022 | Community Meeting at Powerhouse Worship Center |
| Friday, November 4, 2022 | Community meeting with Bishop Chris Stokes at the Willie Mae Stokes Community Center |
| Friday, November 4, 2022 | Summer Bridge Program for Early Learning Centers & Discussion with Episcopal Children's Services and CHILD Center |
| Friday, November 7, 2022 | CHS Help Me Grow Program Meeting |
| Tuesday, November 8, 2022 | Future Project Steering Committee Meeting |
| Tuesday, November 8, 2022 | Listening Project - Communications Meeting |
| Tuesday, November 8, 2022 | Meeting with Jack Levine - 4Generations Institute |
| Tuesday, November 8, 2022 | Meeting with Barzella Papa - Community Foundation |
| Wednesday, November 9, 2022 | Pritzker Children's Initiative Bi-monthly Grant Check-In Meeting |
| Wednesday, November 9, 2022 | Early Childhood Discussion with Dr. Snyder |
| Wednesday, November 10, 2022 | Early Learning Coalition of Alachua County Quality Committee Meeting |
| Monday November 14, 2022 BOARD MEETING | Youth Development Capacity Building Collaborative & Freedom School Presentation |
| Thursday, November 17, 2022 | Greater Gainesville Chamber and Community Childcare Discussion |
| Friday, November 18, 2022 | NCIT Community Monthly Meeting |
| Monday, November 21, 2022 | Pritzker Children's Initiative Grant Partner Meeting |
| Tuesday, November 22, 2022 | Campaign for Grade Level Reading Advisory Meeting |
| Wednesday November 29 - December 2 | Florida Alliance of Children's Councils & Trusts Retreat |

PLANNING, RESEARCH, AND EVALUATION

Listening Project - Planning, coordination, and internal and external communications. Developed and maintained the Listening Project [website](#) and a [map](#) of Listening Project activities. Frequent on-going communication with Prismatic Services. More information and details included in the “Staff Report - Listening Project Update”.

End of Year Reporting - Reviewing End of Year reporting submitted and following-up with providers regarding questions and missing information. Finalized the counts served by programs. Updated the [FY2022 - Program to Goal Pathway](#). Overall, in FY2022 the Children’s Trust served: **15,270 children, 3,433 parents, and 231 professionals**. This is up considerably from our numbers last year, where in FY2021 we served: **6,495 children, 455 parents, and 284 professionals**.

Performance Measures and Data Collection - working with providers and contract measure to develop and refine performance measures and data collection for new and continuing FY2023 contracts.

TeensWork Alachua Evaluation - completing analysis and developing a presentation to detail the program design, background, efforts, outcomes, and results - highlighting successes and accomplishments, as well as, learnings and opportunities for improvement.

Webinars/Articles/Professional Development:

American Evaluation Association - October 13, 2022 - *Coffee Break Conversation: [How to Build a Culture of Evaluation?](#)*

FACCT Lunch & Learn: Out-of-School Time Resources - October 25, 2022 - resources on OST training, quality, curriculum. Link to [Dropbox](#).

FINANCE AND ADMINISTRATION

October Bank Activity Report
 October Balance Sheet Report
 Monthly Programs and Aid Awards and Expenses

COMMUNICATIONS

Website Traffic – Key Points

- Page Views - 8,037
- New Users - 2,919

Most Viewed Web Pages

- Home Page - 2,355
- Listening Project - 1,396
- Program Directory - 359
- Calendar - 231
- Bids/RFPs - 130

Followers

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

In the News

- [Children’s Trust to hold first Community Meeting of its Listening Project on Nov. 7 - Alachua Chronicle - November 3, 2022](#)
- [GNV4ALL receives \\$50,000 grant for early learning center at Metcalfe Elementary - Gainesville Sun - October 26, 2022](#)
- [Children’s Trust of Alachua County Seeking Applicants for Gubernatorial Recommendation - Alachua Chronicle - October 21, 2022](#)
- [Children's Trust and Harn Museum Celebrate Lights On Afterschool - Alachua Chronicle - October 14, 2022](#)
- [Celebrating 20 years of SF College's East Gainesville Initiative – Gainesville Sun – September 27, 2022](#)

BOARD MOTIONS

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

| DATE | MOTION | STATUS | COMMENTS |
|---------|--|-------------|----------|
| 9/26/22 | Have staff draft an emergency order policy that follows the direction of the County. | In progress | |

SUCCESS STORIES

Pace Center for Girls Reach Program reported that two girls were successfully discharged from Reach services in the month of September. During services one girl improved prosocial involvement, maintained a low risk of peer relations, and improved social relations. The other girl successfully completed her anger management sessions, she reported improved mental health and overall social relations.

The Early Learning Coalition- Transformative Professional Development Program shared that The University of Florida Anita Zucker Center requested us to be part of a Spotlight Presentation to present on the evolution of the Transformative Professional Development project across all four years. Also, one of the teachers, during a debrief session, reflected on how she can see how effective her practices of self-talk are with her students. She spoke about how student engagement is higher when she does this, and she really understands why this teaching practice is used in the classroom.

File Attachments for Item:

12. Board Meeting Schedule for 2023



Item:

Board Meeting Schedule for 2023

Requested Action:

The Board is asked to approve the meeting schedule for 2023.

Background:

Article II Section 1 of the Trust bylaws state that “regular meetings of the Trust shall be held monthly at a time and place set by the Trust at their November meeting. The annual meeting shall be held in January, at which time the election of officers shall take place”.

Attachments:

Schedule of meetings

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval

CTAC Board Meetings 2023

| January | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February | | | | | | |
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| 26 | 27 | 28 | | | | |

| March | | | | | | |
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| April | | | | | | |
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| Board Meetings | | | | | | |
|---------------------------------------|--|--|--|--|--|--|
| Monday, January 9, 2023 at 4:00 PM | | | | | | |
| Monday, February 13, 2023 at 4:00 PM | | | | | | |
| Monday, March 20, 2023 at 4:00 PM | | | | | | |
| Monday, April 10, 2023 at 4:00 PM | | | | | | |
| Monday, May 8, 2023 at 4:00 PM | | | | | | |
| Monday, June 12, 2023 at 4:00 PM | | | | | | |
| Monday, July 10, 2023 at 4:00 PM | | | | | | |
| Monday, August 14, 2023 at 4:00 PM | | | | | | |
| Monday, September 11, 2023 at 4:00 PM | | | | | | |
| *First TRIM Hearing starts at 5:01 PM | | | | | | |
| Monday, September 25, 2023 at 4:00 PM | | | | | | |
| *Final TRIM Hearing starts at 5:01 PM | | | | | | |
| Monday, October 9, 2023 at 4:00 PM | | | | | | |
| Monday, November 13, 2023 at 4:00 PM | | | | | | |
| Monday, December 11, 2023 at 4:00 PM | | | | | | |

| May | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| June | | | | | | |
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| July | | | | | | |
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| September | | | | | | |
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| October | | | | | | |
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| November | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| December | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| Alachua County Public Schools | | | | | | |
|----------------------------------|--|--|--|--|--|--|
| Spring Break - March 13-17, 2022 | | | | | | |

File Attachments for Item:

13. Children's Trust Seeking Applicants for Board of Directors



Children's Trust of Alachua County Seeking Applicants for Gubernatorial Recommendation

Alachua County is now accepting applications from individuals interested in serving on the Children's Trust of Alachua County for a four-year term. There are two appointments coming available. Applications must be received by Friday, November 18, 2022, to be considered at the December 13, 2022, County Commission meeting for possible recommendation to the Governor's Office.

The County Commission will consider all applications received and recommend at least three individuals for each vacancy. The Governor makes appointments to the Children's Trust Board from the list of applicants recommended by the County Commission.

[Applications are available online.](#) Applicants should fill out the application in its entirety, save it, and email it to ttonkavich@alachuacounty.us.

A ten-member board governs the Children's Trust. The Trust is an Independent Special District with taxing authority empowered to provide preventive, developmental, and treatment services for our local children.

Learn more about the [Children's Trust of Alachua County](#).

For more information, contact Alachua County Community Support Services Assistant Director Tom Tonkavich at 352-264-6738 or ttonkavich@alachuacounty.us.



The Children's Trust of Alachua County Application

Name: _____

FIRST MIDDLE LAST

Street Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Home Phone: _____ Mobile Phone: _____

Work Phone: _____ Ext.: _____

Section 1 – General Information

List all your places of residence for the last ten (10) years:

| Address | City & State | Dates: From / To |
|---------|--------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List all your former and current residences outside of Florida that you have maintained at any time during adult

| Address | City & State | Dates: From / To |
|---------|--------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150.00 or less was paid.)

Yes No

If "Yes" give details:

| Date | Place | Nature | Disposition |
|-------|-------|--------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Section 2 – Education and Background

High School: _____ Year Graduated: _____
(Name) (Location)

List all postsecondary education institutions attended:

| Name | Dates | Degree Received | Major Field of Study |
|-------|-------|-----------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Are you or have you ever been a member of the armed forces of the United States? Yes No

If "Yes" list:

Dates of service: _____
 Branch or component: _____
 Date & type of discharge: _____

If your service was on an appointed board(s), committee(s), or council(s):

- (1) How frequently were meetings scheduled: _____
- (2) If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reason(s) for your absence(s).

| | | |
|--------------------------|------------------------|---------------------------|
| Meetings Attended | Meetings Missed | Reason for Absence |
|--------------------------|------------------------|---------------------------|

| |
|--|
| |
| |
| |
| |

Has probable cause ever been found that you were in violation of the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, F.S.? Yes No

If "Yes", give details:

| Date | Nature of Violation | Disposition |
|-------------|----------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

Have you ever been suspended from any office by the Governor of the State of Florida?

Yes No

If "yes", list:

Title of Office: _____ Reason for Suspension: _____

Date of Suspension: _____ Result: Reinstated ___ Removed ___ Resigned ___

Have you previously been appointed to any office that required confirmation by the Florida Senate?

Yes No

If "Yes", list:

(1) Title of Office: _____

(2) Term of Appointment: _____

(3) Confirmation Result: _____

Have you ever been refused a fidelity, surety, performance, or other bond?

Yes

No

Item 13.

If "Yes", explain:

| License/Certificate | Title/Number | Date Issued | Issuing Authority | Disciplinary Action/Date |
|---------------------|--------------|-------------|-------------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Do you affirm that your personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities' rules and regulations? Yes No

Section 3 – References and Experience

State your experiences and interests or elements of your personal history that qualify you for this appointment:

Please list specifically any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment:

Please list any awards or recognitions you have received relating to the subject matter of this appointment:

Please identify all association memberships and offices (including any business, professional, occupational, civil, fraternal organizations) you have held or hold relating in the last 10 years.

| Name of the Association | Role | Dates of Membership |
|-------------------------|------|---------------------|
| | | |
| | | |
| | | |

Are you currently serving or have you ever served on an Alachua County Advisory Board?

Yes No

If "Yes", please list board(s):

Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you seek appointment? Yes No

If "Yes", explain:

List three persons who have known you well within the past five (5) years. Include a current telephone number. Exclude your relatives.

| Name | Organization | Phone Number |
|------|--------------|--------------|
| | | |
| | | |
| | | |

If "Yes", explain:

Name of Business Relationship to You Relationship to Business Business Relationship to Agency

Have you ever had a registered lobbyist or have you lobbied at any level of government at any time during the past five (5) years? **Yes** **No**

(1) Did you receive any compensation other than reimbursement expenses? **Yes** **No**

(2) Name of agency or entity you lobbied and the principal(s) you represented:

Agency Lobbied

Principal Represented

If you agree, please type or write your initials for each of the following statements:

(1) If appointed, I agree to follow, as applicable to the position, Florida's public records and open meeting laws.

Yes **No**

(2) If appointed, I agree to follow, as applicable to the position, the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, F.S.

Yes **No**

(3) I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities' rules and regulations.

Yes **No**

Optional: Check the Race/Ethnic Group with which you identify:

(This information helps us provide diversity on our advisory boards.)

| | | | | | | | |
|--------------------------|------------------|--------------------------|------------------|--------------------------|--------------------------|--------------------------|----------|
| <input type="checkbox"/> | African American | <input type="checkbox"/> | Asian | <input type="checkbox"/> | Bi-Racial / Multi-Racial | <input type="checkbox"/> | Hispanic |
| <input type="checkbox"/> | Native American | <input type="checkbox"/> | Pacific Islander | <input type="checkbox"/> | White | <input type="checkbox"/> | Other |

I understand that this completed application is the property of Alachua County and I hereby certify that the statements made on this application are true and correct (must be read and checked).

To complete the application, download and save it to your computer, then complete the application and save it again. Once it is complete submit it by email to ttonkavich@alachuacounty.us or fax at 352-264-6703.

File Attachments for Item:

14. Steering Committee (Cheryl Twombly) Listening Project Update (Bonnie Wagner)

**Item:**

Listening Project Update (Bonnie Wagner)

Requested Action:

The Board is asked to receive this update.

Background:

The Listening Project is an opportunity to help us build better partnerships and receive great insights on how to build a better system for children.

Our goal is reaching and notifying everyone interested that they have an opportunity to be heard and we want to hear from them! Trust staff developed a [Listening Project website](#) to provide an overview of the project as well as provide the most up-to-date information on activities and opportunities to be heard. The Listening Project is prominently featured on the homepage of [Children's Trust website](#). We are encouraging participation in the Listening Project through our social media, sharing info and flyers with partners, the Alachua County School District's Peachjar, and at events we are attending. We are also advertising the Listening Project through newspaper ads, radio, press releases, and in our newsletters.

There are several different opportunities to be heard:

- Surveys
- Community Meetings
- Focus Groups
- Interviews

As of 11/7/2022, the following Listening Project activities and participation has occurred:

Surveys

| | |
|---|----|
| Parents | 65 |
| Youth | 56 |
| Padres (Parents in Spanish) | 4 |
| Jovenes (Youth in Spanish) | 4 |
| Providers | 65 |
| Partners | 16 |

Community Meetings

- [3 scheduled](#)

Focus Groups

| Type | Status | Participation |
|------------------|-------------|---------------|
| Parent | 7 completed | 32 parents |
| | 4 scheduled | |
| Student | 2 completed | 16 youth |
| | 1 scheduled | |
| Provider/Partner | 0 completed | |
| | 0 scheduled | |

The [following map](#) displays the locations where Listening Project activities have or will be occurring. Table below displays all scheduled and completed activities:

| Type | Date | Day of Week | Time | Venue | City | ZIP code |
|--------------------|----------|-------------|--------------|---------------------------|--------------|----------|
| Community Meeting | 11/7/22 | Monday | 4pm-7pm | Fearnside Family Center | Gainesville | 32609 |
| Community Meeting | 12/10/22 | Saturday | 10am-1pm | Community Praize Center | Gainesville | 32609 |
| Community Meeting | 12/11/22 | Sunday | 4pm-6pm | Greater Bethel AME Church | Gainesville | 32641 |
| Parent Focus Group | 10/18/22 | Tuesday | 6pm-7:30pm | Children's Trust | Gainesville | 32601 |
| Parent Focus Group | 11/4/22 | Friday | 10:30am-12pm | Library Partnership | Gainesville | 32601 |
| Parent Focus Group | 11/5/22 | Saturday | 2pm-3:30pm | Farmers' Market Pavilion | High Springs | 32643 |
| Parent Focus Group | 11/5/22 | Saturday | 10am-11:30am | Greater Bethel AME | Gainesville | 32641 |
| Parent Focus Group | 11/6/22 | Sunday | 4:30pm-6pm | Upper Room Ministries | Gainesville | 32609 |
| Parent Focus Group | 11/6/22 | Sunday | 2pm-3:30pm | Iglesia Casa De Dios | Gainesville | 32608 |
| Parent Focus Group | 11/7/22 | Monday | 8:30am-10am | Archer Elementary | Archer | 32618 |
| Parent Focus Group | 11/7/22 | Monday | 1pm-2:30pm | Micanopy Town Hall | Micanopy | 32667 |

| Type | Date | Day of Week | Time | Venue | City | ZIP code |
|---------------------|----------|-------------|---------------|-------------------------------|-------------|----------|
| Parent Focus Group | 11/9/22 | Wednesday | 10am-11:30 am | Newberry Library | Newberry | 32669 |
| Parent Focus Group | 11/12/22 | Saturday | 6pm-7:30pm | Forest Pines Community Center | Gainesville | 32641 |
| Student Focus Group | 10/19/22 | Wednesday | 3pm-4:30pm | Gainesville HS | Gainesville | 32609 |
| Student Focus Group | 11/2/22 | Wednesday | 3:30pm-5pm | Santa Fe HS | Alachua | 32615 |
| Student Focus Group | 11/8/22 | Tuesday | 2:30pm-4pm | Hawthorne MS/HS | Hawthorne | 32640 |

As of 11/7/2022, additional focus groups are in the process of being scheduled for the following zip codes: 32694 (Waldo) and 32607 (southwest Gainesville). Provider/partner focus groups have not yet been scheduled.

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

Attachments:

[Listening Project - Website](#)

[Listening Project Activities - Map](#)

Programmatic Impact:

None.

Fiscal Impact:

None.

Recommendation:

Receive the information.



CHILDREN'S TRUST
OF ALACHUA COUNTY

STEERING COMMITTEE MEETING MINUTES

October 17, 2022, at 3:00 PM

Virtual Meeting

Call to Order

Chair Twombly called the meeting to order at 3:00 pm.

Roll Call

Present

Cheryl Twombly
Marsha Kiner
Kristy Goldwire
Ken Cornell
Lee Pinkoson
Barzella Papa
Candice King
Christi Arrington

Absent

Patricia Snyder
Elizabeth Cayson
Christopher Stokes

Trust staff present

Bonnie Wagner
Mia Jones
Demetrica Tyson

Discussion Items

1. Committee Communication

Member Kristy Goldwire reminded the committee that this virtual meeting would not contain any action items. The format is like a workshop there will be no items to vote on. Member Goldwire discussed the overall rules regarding committee communication reminding members that they should not discuss the business of the committee outside of a meeting with another member.

2. Strategic Planning Consultant Update

Member Kristy Goldwire informed the committee that Cathryn Raymond will no longer be the strategic planning consultant for the group. CTAC staff has identified a new consultant Nikki Martin-Bynum with Seek Higher Ground has been selected to fill the role. Nikki has experience working with CSC's, coaching, and facilitating meetings. Member Marsha Kiner agreed that Nikki comes highly recommended. Committee Chair Twombly spoke highly of Cathryn and the work product that is currently in place that she is leaving behind. Chair Twombly told the group that Catherine is available for questions and asked Member Goldwire when the new consultant is scheduled to start. Member Goldwire advised that the contract would begin November 1st pending board approval.

3. Listening Project Plan Activities & Timeline

Dr. Prieto the consultant leading the project introduced herself and the primary people helping her with the work on her team. Dr. Prieto provided a visual to show the work that has been completed since the project plan began. The listening project input plan was discussed. Dr. Prieto gave a general update to the group on how the project is going; to date 8 key informants, 9 trust staff interviews and 30 providers surveys have been received. The partner survey will launch later today 10/17/22.

Member Candice King asked who she should send questions to. She also asked about revisions to the flyer that were discussed in the CTAC board meeting. CTAC staff member Bonnie Wagner explained that the changes were not made because the flyer was already distributed. Wagner discussed the items that the group would see in the future.

4. Strategic Planning Activities & Timeline

Bonnie Wagner reviewed with the group the Strategic planning activities and timeline that was developed by Catherine Raymond. Wagner went over the upcoming events and schedule that the steering committee previously agreed on. The strategic planning consultant will lead the discussion and meetings outlined unless they would like to make changes to the schedule.

Open discussion

Chair Twombly asked the group how they would like to receive updates in the future. Bonnie Wagner reminded the group that their feedback is very important the more involved the committee is the better the project will be. Member King asked for the updates in an email. Member Papa agreed that email communication would be good. Member Goldwire reminded the committee to be mindful of replying and adding people to the email communications.

CTAC Staff member Bonnie Wagner advised the group that she would send an email to the steering committee after the meeting was over to show them the information that would be posted on the webpage. Wagner informed the group that she along with others on the CTAC team have developed a communications plan that will be sent to the community in various ways.

General Public Comments -None

Adjournment -Meeting adjourned at 3:36pm

Virtual Meeting Information

5. Meeting ID: 270 622 314 369
Passcode: 5fvcbZ

[Click here to join the meeting](#)

CONTRACT FOR SERVICES
 BETWEEN THE CHILDREN’S TRUST OF ALACHUA COUNTY AND
 SEEK HIGHER GROUND, LLC

THIS CONTRACT made and entered into this _____ day of _____, A.D., 20____ by and between the Children’s Trust of Alachua County, an independent taxing district in Alachua County, hereinafter referred to as the “CTAC”, and “**Seek Higher Ground, LLC**”, a limited liability corporation organized under the laws of the State of Florida hereinafter called the “Contractor”. Collectively hereinafter CTAC and the Contractor are referred to as the “Parties”.

WITNESSETH:

WHEREAS the CTAC is authorized under § 125.901, Fla. Stat., and § 26.01, Fla. Stat., *et. seq.* Alachua County Code of Ordinances, for the purpose of providing children's services throughout Alachua County; and,

WHEREAS, the CTAC funds and supports a coordinated system of community services that allows all youth and their families to thrive.

WHEREAS, the CTAC has initiated a listening project that will be used by CTAC to identify and characterize ways to support all of Alachua County’s children and to determine how CTAC resources can be invested wisely to achieve collective community impact.

WHEREAS, the CTAC is working to ensure that various stakeholders have meaningful input into CTAC’s strategic planning.

WHEREAS, CTAC is desirous of entering into an Agreement with SEEK HIGHER GROUND, LLC to support the development of the Trust’s strategic plan;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

Term:

This agreement shall commence on November 1, 2022 and continue through and including June 30, 2023 unless earlier terminated, as provided herein. CTAC performance and obligation to pay under this agreement is contingent upon a specific annual appropriation by the Children's Trust of Alachua County. The parties hereto understand that this Agreement is not a commitment of future appropriations.

Responsibilities

Contractor

1. Review relevant documents provided by CTAC that provide information needed for development of the strategic plan.

2. Plan and facilitate steering committee strategic planning meetings beginning in November, according to **Attachment A - Deliverables**.
3. Plan and facilitate staff strategic planning meetings beginning in November, according to **Attachment A - Deliverables**.
4. Plan and facilitate 2 board strategic planning retreats, according to **Attachment A - Deliverables**.
5. Collect feedback on the draft plan and revise for final version
6. Develop the final strategic plan, including graphic design of the strategic plan.
7. Present the strategic plan to board and staff.

CTAC

1. Identify location and attendees for all meetings and planning sessions.
2. Communication with participants.
3. Expenses associated with strategic planning meetings, retreats, and presentations: supplies, food, consultant travel, etc.
4. Provision of necessary information and documents for development of the strategic plan.
5. Provide guidance and input on materials for meetings and planning sessions (PowerPoint content, handouts, etc.).
6. Timely review of planning materials and documents.

Fee:

A maximum of TWENTY THOUSAND DOLLARS (\$20,000) for the services above and in accordance to **Attachment A – Deliverables**.

Travel Expenses:

Travel expenses will be paid in accordance with section 112.061, Fla. Stat. and CTAC's travel policy for one staff person.

For the purposes of this agreement:

1. Seek Higher Ground, LLC is retained as an independent contractor. The Contractor has all required permits and licenses needed to perform the services of this contract. CTAC assumes no responsibility for state or federal taxes, benefits, or insurance.
2. The Contractor will maintain confidentiality surrounding the information CTAC provides except where disclosure of such information is necessary in the performance of the services covered under this contract.
3. Reports produced under this contract will be CTAC's exclusive property. The Contractor will not disseminate reports to anyone without CTAC's permission.
4. CTAC is responsible for all materials and expenses directly related to this contract. All expenses are subject to CTAC's prior approval.
5. CTAC is responsible for ensuring the accuracy of all products.
6. If time requirements or costs increase due to circumstances beyond the Contractor's control or delays or changes caused by CTAC, the Contractor will notify CTAC promptly regarding modifying this contract.
7. Expansion of the scope or extent of this contract may be made only through written mutual agreement of both parties.

- 8. Either CTAC or the Contractor can cancel this contract at any time with 15 business days written notification. In the event of cancellation, the Contractor will be entitled to compensation for all services performed and outside expenses incurred prior to the termination date.
- 9. Terms of Payment: All invoices will be submitted to invoice@childrenstrustofalachuacounty.us and in accordance to **Attachment A – Deliverables**.
- 10. This agreement is governed by the provisions of Chapter 119, Fla. Stat. otherwise known as the Florida Public Records Law. Should the Contractor have any documents or records which they believe are exempt, confidential or trade secrets under the Public Records Act, it will notify the CTAC of its position.

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

E-MAIL: publicrecordrequests@childrenstrustofalachuacounty.us

PHONE: 352-374-1830

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

Acceptance: The signatures below indicate acceptance of the details, terms and conditions in this agreement and provide approval to begin work as specified.

Nicole Martin-Bynum
 Founder
 Seek Higher Ground, LLC

Marsha Kiner
 Executive Director
 Children's Trust of Alachua County

**Attachment A
Deliverables**

| DATE RANGE | DELIVERABLE | EVIDENCE | DUE DATE (on or before) | Invoice |
|-------------------|--|--|------------------------------------|-------------------------------|
| November 2022 | 1. Staff planning virtual session (2 hr) staff environmental scan results review. | 1. Virtual Staff meeting held 2. Session notes and action items | December 15, 2022 | Payment of 20% \$4,000 |
| December 2022 | 1. Staff planning virtual session (2 hr) prep for steering committee workshop. 2. Steering committee ½ day in-person workshop - review of staff environmental scan results, exploration of potential CTAC theories of change/frameworks, update on the Listening Project. | 1. Virtual Staff meeting held 2. ½ day steering committee meeting held 3. Session notes and action items | January 15, 2023 | \$2,285 |
| January 2023 | 1. Staff planning virtual session (2 hr) prep for steering committee session. 2. Steering committee virtual strategic planning session (2 hr) – continued discussion as needed (of staff environmental scan, CTAC theory of change, mission, vision, principles) | 1. Virtual steering committee meeting held 2. Session notes and action items | February 15, 2023 | \$2,285 |
| February 2023 | 1. Listening Project preliminary results presented to steering committee 2. Staff planning virtual session (2 hr) prep for steering committee workshop 3. Steering committee ½ day in-person workshop – review of preliminary Community Listening results, SWOT exercise | 1. Attendance of preliminary results meeting 2. Virtual staff meeting held 3. ½ day steering committee meeting held 4. Session notes and action items | March 15, 2023 | \$2,285 |

| | | | | |
|------------|---|--|----------------|---------|
| March 2023 | <ol style="list-style-type: none"> 1. Staff planning virtual session (2 hr) prep for board workshop 2. Board ½ day in-person workshop - presentation of Listening Project results and staff environmental scan; discussion of potential CTAC theories of change/frameworks; SWOT exercise | <ol style="list-style-type: none"> 1. Virtual staff meeting held 2. ½ day Board meet held 3. Session notes and action items | April 15, 2023 | \$2,285 |
| April 2023 | <ol style="list-style-type: none"> 1. Staff planning virtual session (2 hr) prep for steering committee workshop 2. Steering committee ½ day in-person workshop - identify funding priorities and allocations, key goals and strategies and performance metrics 3. Staff planning virtual session (2 hr) follow-up from steering committee workshop 4. Steering committee virtual strategic planning session (2 hr) – follow-up discussion from workshop | <ol style="list-style-type: none"> 1. Virtual staff meeting held 2. ½ day steering committee meeting held 3. Virtual staff meeting held 4. Virtual steering committee meeting held <p>Session notes and action items</p> | May 15, 2023 | \$2,285 |
| May 2023 | <ol style="list-style-type: none"> 1. Steering committee virtual strategic planning session (2 hr) review of plan contents 2. Staff planning virtual session (2 hr) prep for steering committee session 3. Steering committee virtual strategic planning session (2 hr) review of plan contents 4. Board ½ day in-person workshop - presentation and discussion of draft plan 5. Staff planning virtual session (2 hr) follow-up from board workshop | <ol style="list-style-type: none"> 1. Virtual steering committee meetings held 2. Virtual staff meetings held 3. ½ day Board meeting held 4. Session notes and action items | June 15, 2023 | \$2,285 |
| June 2023 | <ol style="list-style-type: none"> 1. Final Board presentation for plan approval | <ol style="list-style-type: none"> 1. Final Board presentation 2. Final Strategi Plan 3. Session notes and action items | June 30, 2023 | \$2,290 |

File Attachments for Item:

15. Children's Defense Fund Freedom School – Program Overview (Belita James)

**Item:**

Children's Defense Fund Freedom School—Program Overview

Requested Action:

1. The Board is asked to receive this update.
2. The Board is asked to consider increasing funding to accurately fund Freedom School.

Background:

On December 13, 2021, the Trust approved Resolution 2021- 23 authorizing the Executive Director to negotiate a contract with University of Florida College of Education-Collaborative for Equity in Education for The Children's Defense Fund (CDF) Freedom School. In an effort to take an intentional approach to addressing literacy during the summer, CTAC staff and the UF College of Education - Collaborative for Equity in Education collaborated to bring the CDF - Freedom School model to Alachua County. Staff recommended funding this pilot program for 40 low-income, public-school children, who otherwise may not have access to books and educational enhancement programs during the summer, particularly African American and Latino children from at-risk communities.

The Children's Defense Fund (CDF) Freedom Schools, a six-week summer reading camp that aims to motivate low-income children to fall in love with reading. CDF Freedom Schools focus on addressing summer slide, where children fall behind academically because their families and/or community lack the resources to engage them in high quality summer programs. Freedom Schools also emphasize how scholars (students) can make a difference in themselves, their families, school community, the country, and world. Specific program activities include:

- Integrated Reading Curriculum (3 hours/day)
- Weekly field trips
- Weekly parent meetings/workshops
- Extracurricular activities (e.g., music, dance, sports, arts, etc.)
- STEM development
- Weekly programming at the intersection of arts, culture, entrepreneurship, education, and wellness
- Teacher candidate and teacher professional development

Annual assessments of CDF Freedom Schools have shown that the program has a statistically significant, positive effect on children's reading skills, attitudes toward learning, and belief in themselves, and in their ability to make a difference in the world around them.

This contract was exempt from competitive procurement under Board Policy, 6.60,B,4 which exempts all Supplies or Services, purchased from another unit of government. Freedom School was implemented June 2022.

This report will provide an update of program goals/objectives, activities, outcomes, and challenges.

Attachments

Freedom School Presentation

Programmatic Impact:

This initiative supports Goal 2 - All children can learn what they need to be successful, Strategy 2.3 - Support literacy and other academic supports.

Fiscal Impact:

\$60,000 for FY2021-2022

Account number 001.15.1500.569.82.00

Recommendation:

Receive the information

Consider fully funding Freedom School to support all program components

AKWAABA FREEDOM SCHOOL



**I CAN and MUST
make a
DIFFERENCE!**

EST. SUMMER 2022

ORIGINAL MISSION & PURPOSE

The Freedom Schools of the 1960s were first developed by the Student Nonviolent Coordinating Committee (SNCC) during the 1964 Freedom Summer in Mississippi. Through reading, writing, arithmetic, history, and civics, participants received a progressive curriculum during a six-week summer program that was designed to prepare disenfranchised African Americans to become active political actors on their own behalf (as voters, elected officials, organizers, etc.). Nearly 40 freedom schools were established serving close to 2,500 students, including parents and grandparents.

Freedom Schools allow students and teachers today to explore the purpose and possibilities of public education.



ADDRESSING GAPS & LOSSES

The "Achievement gap" is really an

Opportunity gap

Discipline gap

Curriculum gap

Teacher gap

"Summer learning loss" is really

Summer enrichment &

opportunity gap

3 months
x 12 summers
3 years





AKWAABA

FREEDOM SCHOOL

The Akwaaba Freedom School program provides summer enrichment through a research-based and multicultural program model that supports K-12 scholars and their families through five essential components:

- high quality academic and character-building enrichment
- parent and family involvement
- civic engagement and social action
- intergenerational servant leadership development
- and nutrition, health and mental health.



AKWAABA

FREEDOM SCHOOL

DAILY SCHEDULE

| | |
|----------|-------------------------------|
| 8:00 AM | Breakfast |
| 8:30 AM | Harambee |
| 9:00 AM | Integrated Reading Curriculum |
| 10:30 AM | Snack |
| 10:45 AM | Integrated Reading Curriculum |
| 11:45 AM | DEAR time |
| 12:00 PM | Lunch |
| 1:00 PM | Enrichment Activities |
| 3:00 PM | Dismissal/After-care |

CURRICULUM

By providing K-12 scholars with rich, culturally relevant pedagogy and high quality books that deepen scholars' understanding of themselves and all they have in common with others in a multiracial, multicultural democratic society, Akwaaba Freedom School further empowers scholars to believe in their ability and responsibility to make a difference while instilling in them a love of reading to help them avoid summer opportunity loss.

I can and must make a **difference** in...

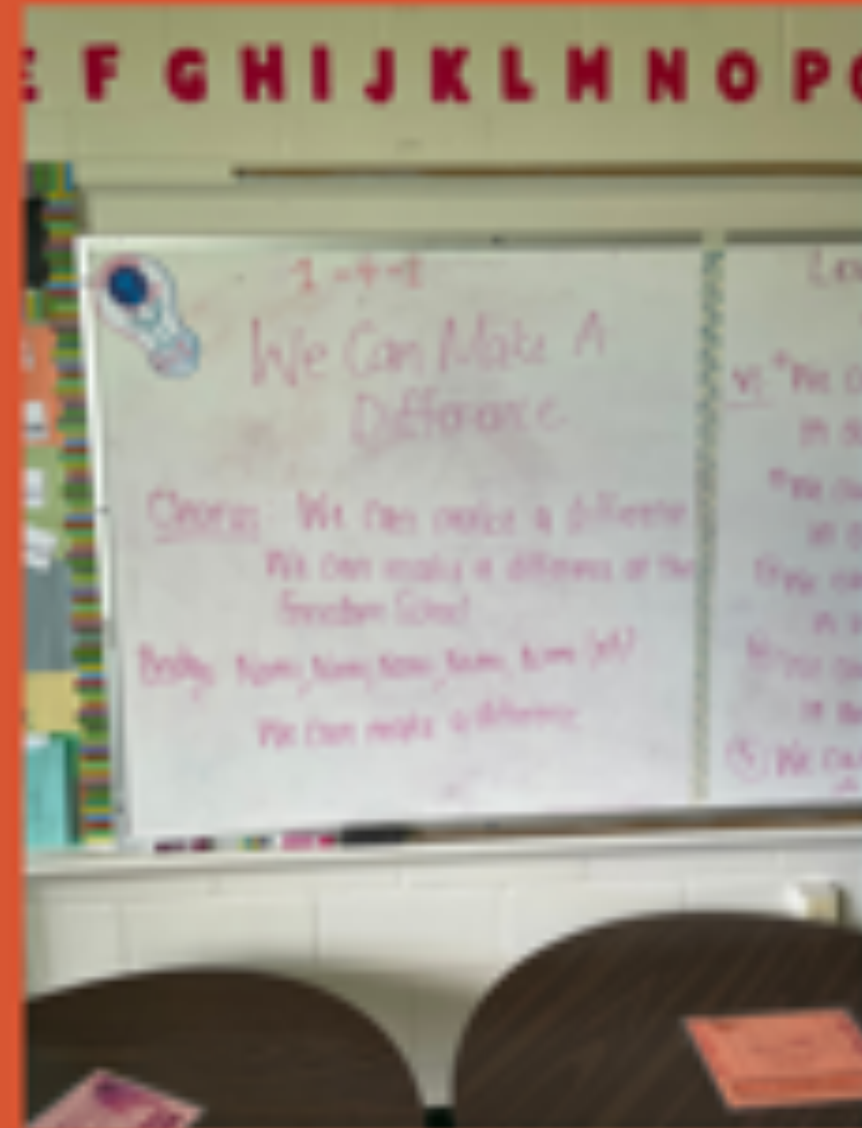
- Myself
- My Family
- My Community
- My Country
- the World

with hope, education, and action.



THE SPACE

- Warm & inviting
- Themed classrooms
- Uniquely customized
- Student work displayed
- Diverse books & representation
- Affirmations



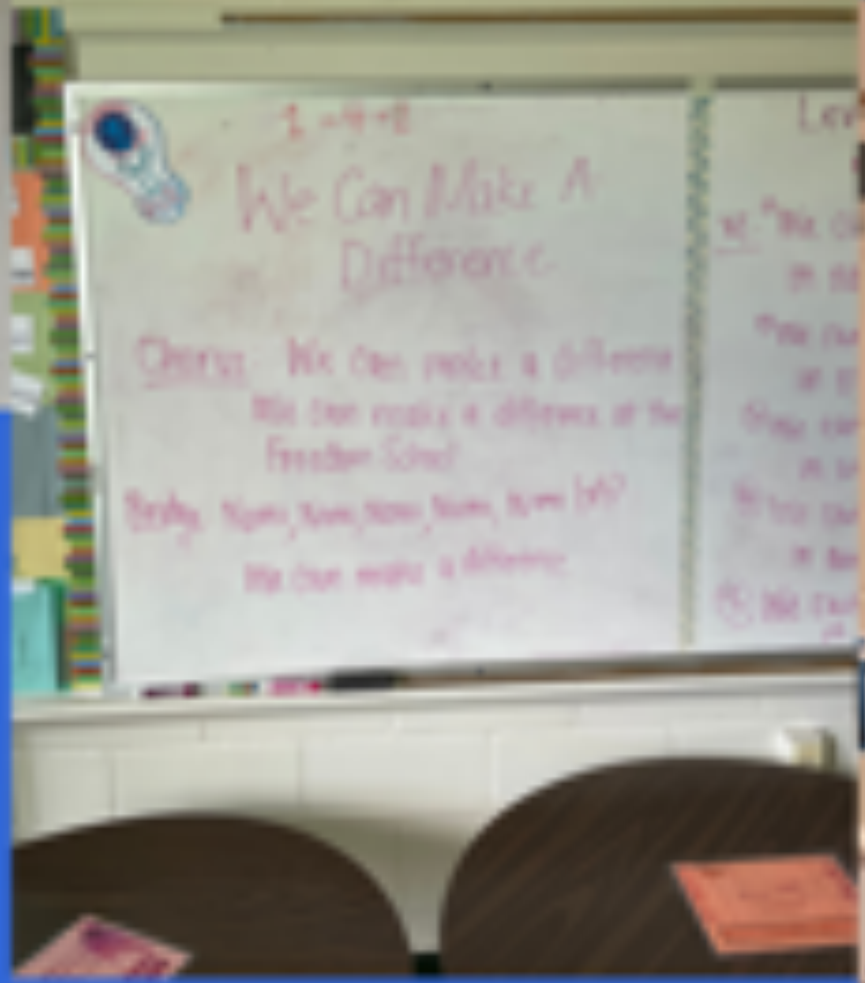
Item 15.

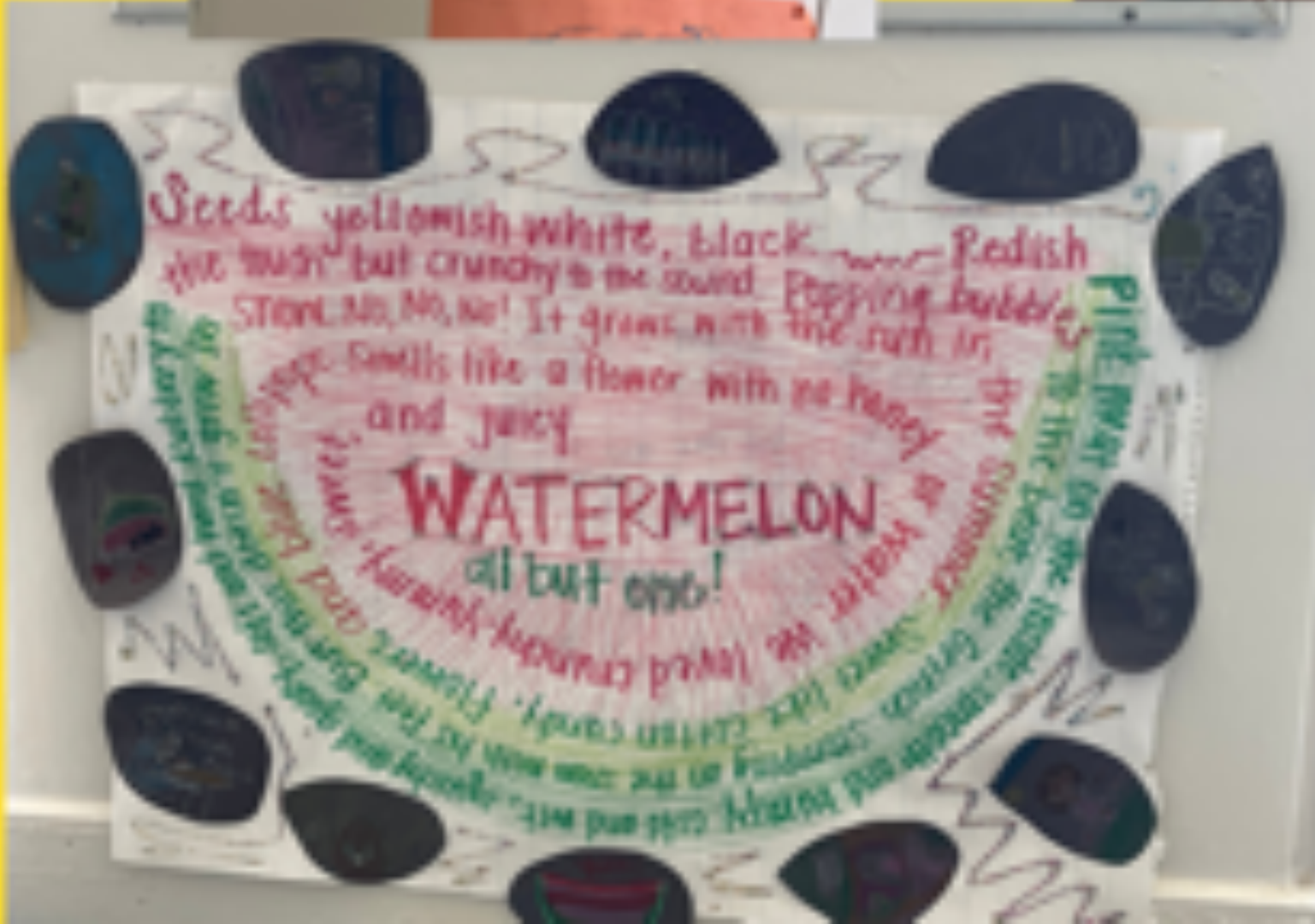


ST 2022



E F G H I J K L M N O P Q







AFTERNOON ENRICHMENT

Sign language
I am STEM
Montessori Math
Yoga
Soccer
Improvisation
Money management
Latin Dance
Jamaican games
Poetry & spoken word



FIELD TRIPS

AFS Scholars attend a field trip weekly. This summer we visited:

- University of Florida – Gator for a Day
- Cade Museum
- Depot Park Splash Pad
- Kanapha Botanical Gardens
- Florida Museum of Natural History
- Santa Fe Planetarium



PARENT MEETINGS

College access & readiness
Money management
Adverse childhood
Experiences
Navigating disabilities & IEPs

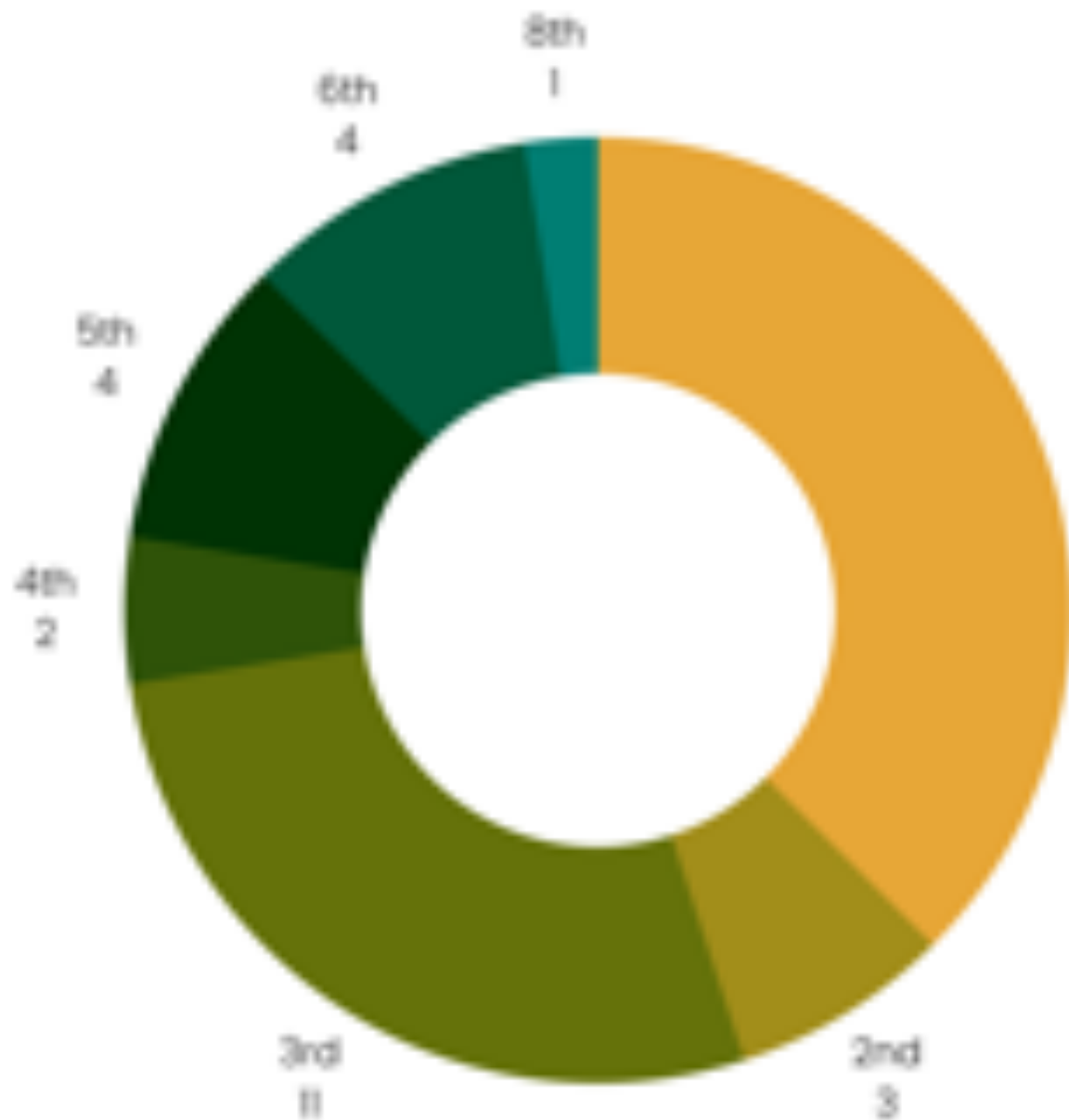


RESULTS



AKWAABA

FREEDOM SCHOOL



Enrollment

40 scholars enrolled
36 participants retained

Racial Demographics

Black/African American **31**
 Multiracial or Multiethnic **4**
 White **3**
 Asian American **0**
 Hispanic Latino **2**

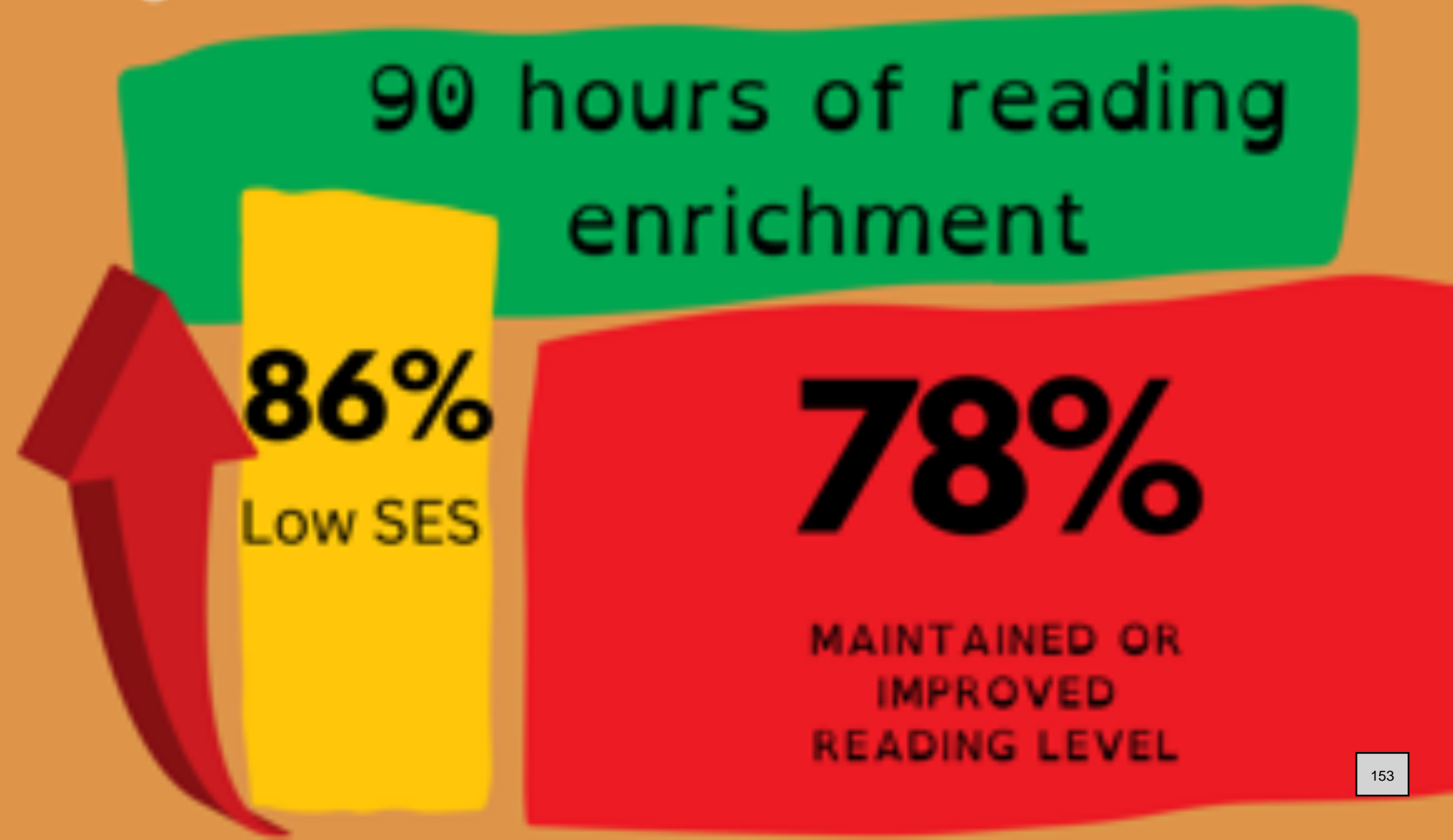


REMEDYING SUMMER OPPORTUNITY LOSS

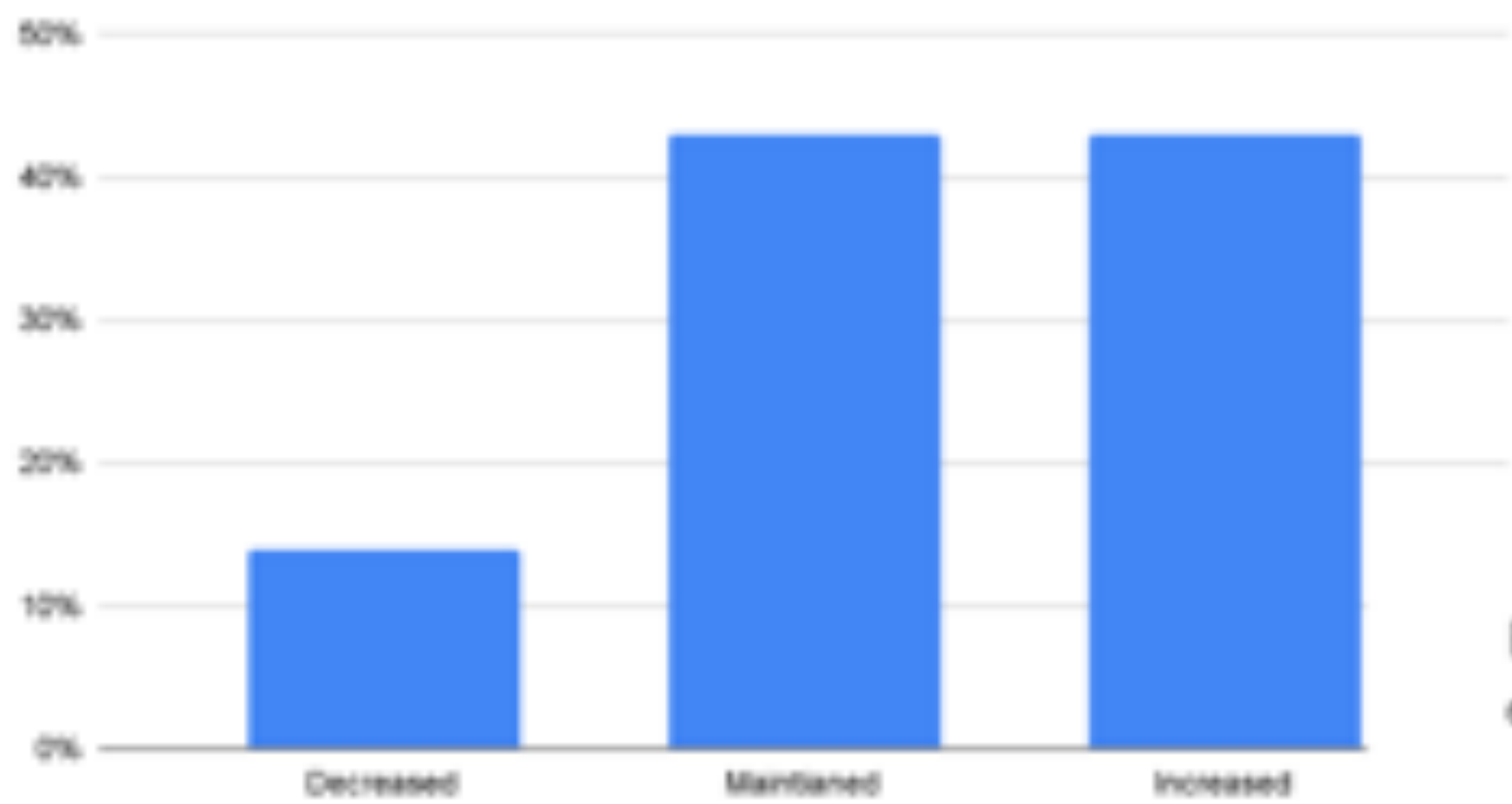
"When comparing students to national benchmarks, although study participants started at lower skill levels than the national averages, they kept pace with the national rate of improvement for their respective grade levels. This is a strength of this study that both personal growth and normative growth rates were observed."

"Students who participated in this 9-week summer program (approximately 36 hours of intervention/enrichment) were able to preserve their reading fluency skills."

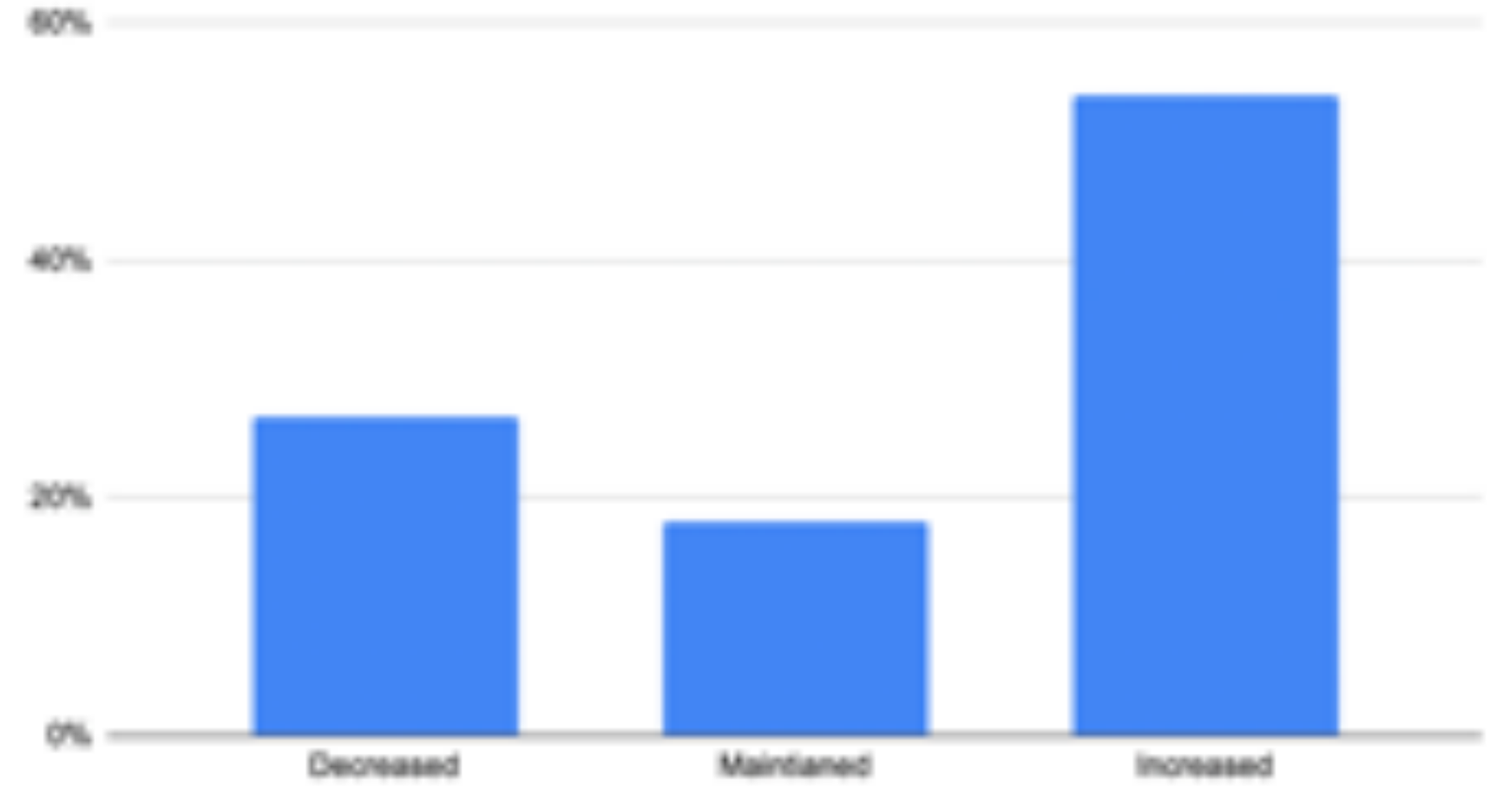
"...providing easy access to self-selected books for summer reading over successive years does, in fact, limit summer reading setback."



Reading Grade Level Changes of Low-Income Scholars

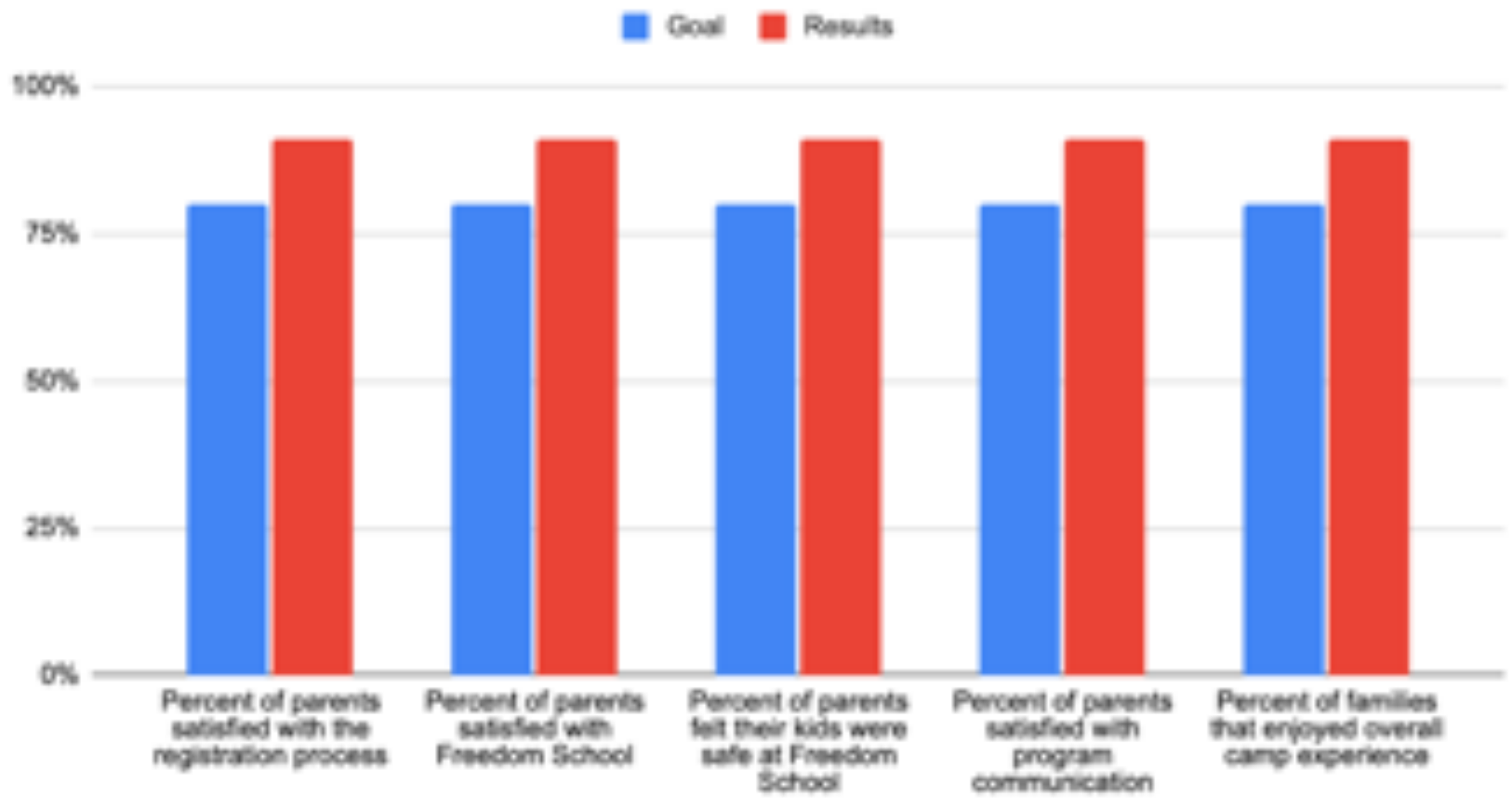


Reading Grade Level Changes of Non-Low-Income Scholars



PARENT SATISFACTION

Akwaaba Freedom School Parent/Guardian Satisfaction



FUTURE GOALS

Improve
STEM:

Enjoyment
Self-perception
Motivation
Achievement



Item 15.



156



*I can
&
I will*

My children's black identity was celebrated at Freedom school. At home my kids began to vocalize how they value their brown skin. They did not feel like the minority in the classroom and that made a big difference in their confidence boost. They felt valued by all teachers and volunteers. My kids enjoyed the cultural exposure and Harambee the most. I am confident that this will be an experience they will never forget because of the amazing community, the exciting and energetic instruction, and the celebration of their black American culture.

My child showed much more personal interest in reading after attending the program.

I hope it comes back in a year round capacity.y

TESTIMONIES

MY DAUGHTER DEFINITELY INCREASED HER LOVE FOR READING.

I am so glad my kids had this opportunity to experience learning in a context where they felt intellectually safe and loved. I appreciate that they were able to discuss issues and ideas relevant to their experiences and that would help make them active participants in civic engagement. I am glad they had an opportunity to enjoy learning to the point where they consistently wanted more--more reading, science, math, outdoor time, chanting, singing! Akwaaba Freedom School feeds the whole child.

"At our school, you sit there, like writing on a piece of paper solving math problems, or you sit on a computer to figure out math problems. But when you come to Freedom School, it's all about communication because they put you in groups. And so it's all about communication and working together, which is called teamwork. And the thing that's different between Freedom School and our schools, because at our school, you sit there with a piece of paper, figuring out problems and either on a computer, either or, but at Freedom School, you use physical things to like touch with their hands, like the 1000 beads." (Scholar Focus Group part II, Pos. 132)

"One thing I learned that is like, it's really easier to understand something when you're when you're like reading something if you'd like discussing with somebody...like the writing was reading. If you discuss it and think about it a lot more, I learned that it's just really easy to do it. You just have to put your mind to it."

CHANGE

"I think that the space definitely allowed the scholars to be comfortable enough to be themselves and true to who they are. And not only that, but apply that to like, just education in general. So like for Samuel, he read out loud for the first time in a year in Freedom School, but that's because, one, he felt comfortable in the space. We encourage them to do that."

"IT [WAS] REALLY FUN [BECAUSE] THE READING WAS DIFFERENT. BECAUSE WE GET, WE GOT TO HAVE THIS CERTAIN TERM CALLED DEAR TIME. AND WE GOT TO READ A LOT OF DIFFERENT BOOKS. OUR CLASS REALLY LIKED A BIGGIE BIGGIE, OUR CLASS REALLY LIKED THE BIGGIE, BIGGIE BOOKS, AND SO, SO WE WOULD SHARE THEM, SO WE WOULD SHARE THE BOOKS TOGETHER."

"One thing that I noticed with Freedom School, versus you know, regular school is that like, in regular school if a kid does something that's basically not the norm, then essentially [they] like get in trouble. Whereas, you know, in Freedom School, you know, it was us saying, Well, you did something that made this person feel this type of way, and you know, how did you feel in this situation and what meant to the situation and essentially, you know, there was a process behind it just to get them to think through like what they did, you know possible solutions. Like, I've never seen that in regular school. So that was something that was very different."

COSTS & CONTRIBUTIONS

CHILDREN'S TRUST OF
ALACHUA COUNTY

60K

CDF curriculum & training
fees, salaries, books,
supplies, snacks

Other

Parent food donations
Parent supply donations
Volunteer readers
Extracurricular volunteers

UE

5K additional staff
8K Field trips, supplies, books
8K subsumed faculty salaries
1am STEM Curriculum
2 full-time unpaid interns
3 part-time unpaid intern
Staff donations

~36K

LOOKING FORWARD:

SERVING MORE, SERVING BETTER

60K

- 40 Scholars
- 4 Servant Leader Interns
- Site Coordinator
- Some supplies
- \$250/scholar per week

110K

- 50 Scholars
- 5 Servant Leader Interns (5K)
- 2 Floaters
- Field Trips
- Supplies/books
- Extracurricular support staff/program
- \$370/scholar per week

180K

- 80 Scholars
- 8 Servant Leader Interns (5K)
- 2 Site Coordinators
- 2 Floaters
- Field Trips
- Supplies/books
- Extracurricular support
- \$375/scholar per week

Thank
you!

File Attachments for Item:

16. Youth Development Capacity Building Collaborative (Deon Carruthers)

**Item:**

Youth Development Capacity Building Collaborative (Deon Carruthers)

Requested Action:

Receive the Information

Background:

In September 2021, The Children's Trust of Alachua County (CTAC) announced the start of the Youth Development Capacity Building Collaborative and opened applications to any eligible out-of-school time (OST) providers serving children in K to 12th in Alachua County to participate in the collaborative. The goal of this collaborative was to enhance OST provider's organizational capacity and strengthen the OST system across Alachua County by:

1. Providing access to training in key areas to improve organizational capacity
2. Supporting providers with capacity building funding and implementation support
3. Convening OST providers around best practices and coordination of services

Providers received access to training to improve organizational capacity to deliver high quality OST programming.

Out-of-school providers also had the opportunity to apply for CTAC funds to support the development and implementation of a capacity building plan that would focus on increasing: 1) program access, 2) program quality, and/or 3) organizational readiness for future CTAC funding. CTAC's goal was to expand access to safe and enriching OST programming for children from low-income families living in Alachua County by funding organizations that have a positive impact on children, youth, and families to support a continuum of quality programming.

Awarded Providers

ITN Capacity Building

After School Providers:

- Alachua County Board of County Commissioners, Boys' and Girls' Club of Northeast Florida, Gainesville Area Community Tennis Association, Gainesville Circus Center, Girls Place, Kids Count in Alachua County, and Traveling Arts Camp.

Enrichment Providers:

- Motiv8U, and New Tech Now

Attachments:

Youth Development Capacity Building Collaborative (YDCBC) PowerPoint Presentation

Programmatic Impact:

Goal 2: All Children Can Learn What They Need to Be Successful
Strategy 2.1 Support Professional Development and Capacity Building

Fiscal Impact:

\$300,000 Fiscal Year 2022

Account number: 001.15.1500.569.82.00

Recommendation:

N/A



Item 16.

CHILDREN'S TRUST
OF ALACHUA COUNTY

Youth Development Capacity Building Collaborative

Program Evaluation
November 14, 2022

Presentation Overview

- Draft
1. Overview of Youth Development Capacity Building Collaborative
 1. Overview of Funded Programs
 1. Summary of Outcomes & Impact
 1. Looking Towards the Future
 1. Questions

Youth Development Capacity Building Collaborative



Youth Development Capacity Building Collaborative

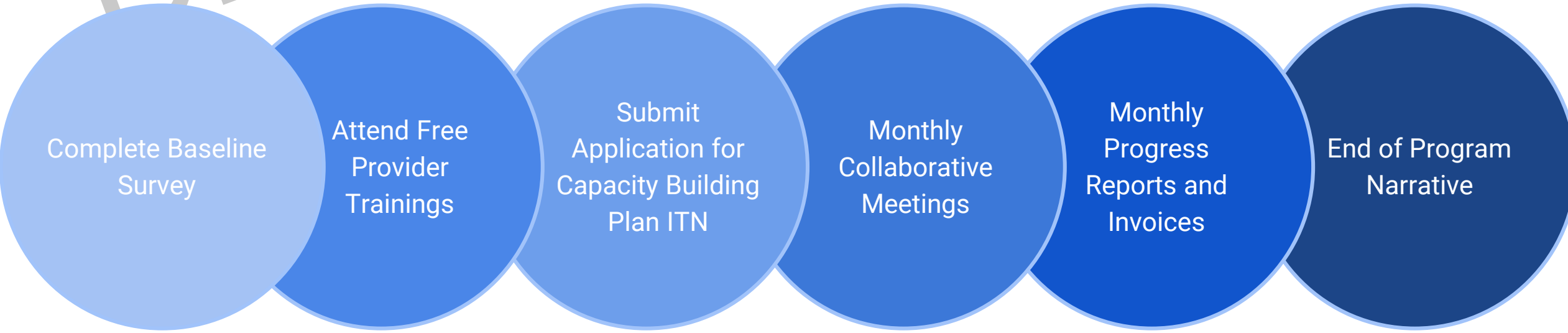
In September 2021, The Children's Trust of Alachua County (CTAC) announced the Youth Development Capacity Building Collaborative and opened applications to participate in the collaborative to any eligible out-of-school time (OST) providers serving children in grades K to 12 in Alachua County.

The Collaborative's goal was to enhance OST providers' organizational capacity and strengthen the OST system across Alachua County by:

- Providing access to free training in key areas to improve organizational capacity
- Supporting providers with capacity building and implementation support
- Convening OST providers around best practices and coordination of services, leveraging their experiences and expertise

Program Overview

Draft



Required Free Trainings

In October 2021, CTAC provided free trainings in key areas including:

- Collaborative Overview and Doing Business with the Trust
- Florida Afterschool Network Training
- Early Learning Coalition School Readiness
- DCF Licensing (exempt if already active or not applicable)

Capacity Building

In November 2021, CTAC released an ITN to support OST providers in the development and implementation of a capacity building plan that focused on increasing:

- 1) Program access
- 2) Program quality, and/or
- 3) Organizational readiness for future CTAC funding.

The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming for children and youth in OST settings. The standards provide a framework for the development of a caring, dynamic, stimulating, and safe OST environment for children and youth.

Florida Standards for Quality Afterschool Programs



Florida Afterschool Network
FLafterschool.com



3RD
EDITION

Florida Standards for Quality Afterschool Programs

Quality Self-Assessment & Improvement Guide

The Florida Afterschool Network Quality Self-Assessment & Improvement Guide provided OST programs with a clear, concise, and usable tool that assisted them in enhancing their program. Categories of the guide reflect the Standards for Quality Afterschool Programs:

1. Administration and Organization
2. Program Management and Staff
3. Communication and Interaction
4. Program Structure and Activities
5. Health, Safety and Nutrition
6. Program Environment
7. Family and Community Involvement

Completing the Capacity Building Self-Assessment

- We asked all organizations applying to the ITN to complete a self-assessment of their current organizational capacity and to identify and prioritize between 5 to 10 elements to focus on as they developed their capacity building plans based on their ratings.
- It was important to ensure providers were able to choose the standards and elements they wanted to work on to improve their program.

| Quality Standard 1: Administration and Organization | | | | |
|---|---------|--|---|--|
| Quality Standard | Funding | Element | Self-Assessment (Drop down) | Evidence to support rating |
| 1.1. The program has a written mission statement based on its philosophy and goals | IP | a) The mission statement, philosophy and goals are shared with and made available to staff, children and youth, and families. | LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways. | Website, promotional materials, e-mails |
| | IP | b) The mission statement is posted prominently in high-traffic locations throughout the facility. | LEVEL 3: Our program has done some work on this standard. | currently posted at sign in area, working on creating posters with visuals to display throughout the facility. |
| 1.2. The program involves children and youth, families and staff in planning and implementing suitable activities that are consistent with the program's mission statement. | IP | a) Program administration documents the input of staff, children and youth, and families and uses it plan activities and offerings as appropriate. | LEVEL 3: Our program has done some work on this standard. | Currently surveys are given to parents & feedback is used to improve programing. We will be adding surveys for children & staff. |

Developing the Capacity Building Plan

The purpose of the Capacity Building Plan was to think about what it would take to improve the selected elements providers chose to work on based on their self-assessment.

Providers were asked to develop a plan of action to improve in these areas by creating SMART Goals and deliverables, and by identifying a due date and person responsible for achieving the goal for that element.

| Selected Quality Standard (Select From Drop Down) | Program Goal (Needs to be SMART Goal) | Proposed Deliverables | Task Lead | Due Date |
|---|--|--|-----------|-----------|
| 1. Obtaining DCF Licensing | By March 2022, ABC Organization will identify what improvements are needed in order to obtain DCF licensing for all three of our sites that serve elementary school children. ABC Organization will work to implement these changes before June 2022, in preparation for Summer programming. By August 2022, all changes will be incorporated and DCF licensing will be obtained | 1. List of identified improvements needed, with associated costs 2. DCF license | Stacy P | 8/31/2022 |

Monthly Collaborative Meetings

- Providers participated and, at times, co-led monthly meetings to share best practices and expertise.
- These meetings focused on topics chosen by the providers and supported the successful implementation of their capacity building plans such as:
 - Administration & Organization
 - Evaluation & Collecting Feedback
 - Fundraising & Grants
 - Developing Training Plans

Monthly Progress Reports

Every month, providers submitted a progress report with updates on completed tasks, submitted deliverables and money spent for the month. Providers were compensated upon completion of deliverables identified in their capacity building plans.

| Program Name | Sample Program | Approved Capacity Building Plan Budget | | \$30,000.00 | | |
|--|--|---|------------|------------------|------------------------------|-----------------------------------|
| Month | January 2022 | | | Spent this month | \$5,000.00 | |
| | | | | Remaining | \$25,000.00 | |
| Selected Elements | Program Goal (Needs to be SMART Goal) | Proposed Deliverables | Due Date | Goal Status | Deliverables submitted | Comments |
| 2.3a. Program administration works with each staff member to create and implement an individual training plan of at least 15 hours per year of documented relevant training. | By March 2022, Program Administration will meet with all 15 direct staff members to develop their individual training plan and identify at least 3 trainings they will attend before Summer programming begins in June 2022. | Individual Training Plans | March 2022 | 2=On Track | | |
| 4.1a. Lesson plans demonstrate age and developmentally appropriate activities that reflect the mission and goals of the program | By May 2022, Program will work with a certified teacher to develop age appropriate lesson plans and identify strategies to promote engagement | Finalized Lesson Plans | May 2022 | 4= Completed | Lesson Plans Submitted to CM | |
| 5.4a. There is evidence staff are certified in first aid and CPR and universal health precautions are followed | 5 direct service staff members will attend the free CTAC CPR training to ensure that someone on site is always trained. | Training Attendance CPR Certifications | | 1= Not Started | | |
| CTAC will sponsor free CPR Training for staff | | | | | | |
| 8.1b. Obtain DCF Licensing | Program Administration will work with CTAC to successfully obtain a DCF license before June 2022. | DCF License | June 2022 | 0= Need Support | | Need support with DCF requirement |
| Known Direct Cost: CTAC will pay for all reasonable costs related to obtaining DCF | | | | | | |
| 8.5a. Participate in monthly workshops with other OST providers across Alachua County | 2 Representatives from program will attend monthly CBC meetings and share their learnings with the rest of program staff at weekly staff meetings. | | | 2=On Track | | |
| All programs must select this element. No deliverables or due | | | | | | |

Performance Measures

| Quantity: How much? | Target |
|---|---|
| # of goals identified in capacity-building plan | 5-10 goals |
| Quality/Effort: How well are services provided? | Target |
| Participation in workshops | Attended all schedule monthly workshops |
| Collaborative leadership | Presented or shared during a monthly workshop |
| Client Benefits: Is anyone better off? | Target |
| Met or exceeded goals identified in capacity building plans | 100% |

Overview of Funded Organizations

9 organizations received funding for capacity building plans

These organizations serve over **2,000 children and youth** in Alachua County

Employ over **100 direct service staff** to provide services

Over \$2 Million allocated to OST programs

Funding Awarded

Total Funding Awarded
\$204,856.87

Average Award Amount
\$22,762.87

| Organization | Funding Awarded | # of Quality Elements |
|---------------------------|-----------------|-----------------------|
| Aces in Motion | \$ 37,850.00 | 11 |
| Alachua BOC | \$ 21,398.69 | 9 |
| Boys and Girls Club | \$ 30,000.00 | 6 |
| Gainesville Circus Center | \$ 7,850.00 | 9 |
| Girls Place | \$ 31,800.00 | 12 |
| Kids Count | \$ 30,350.00 | 9 |
| | \$ 22,762.87 | |

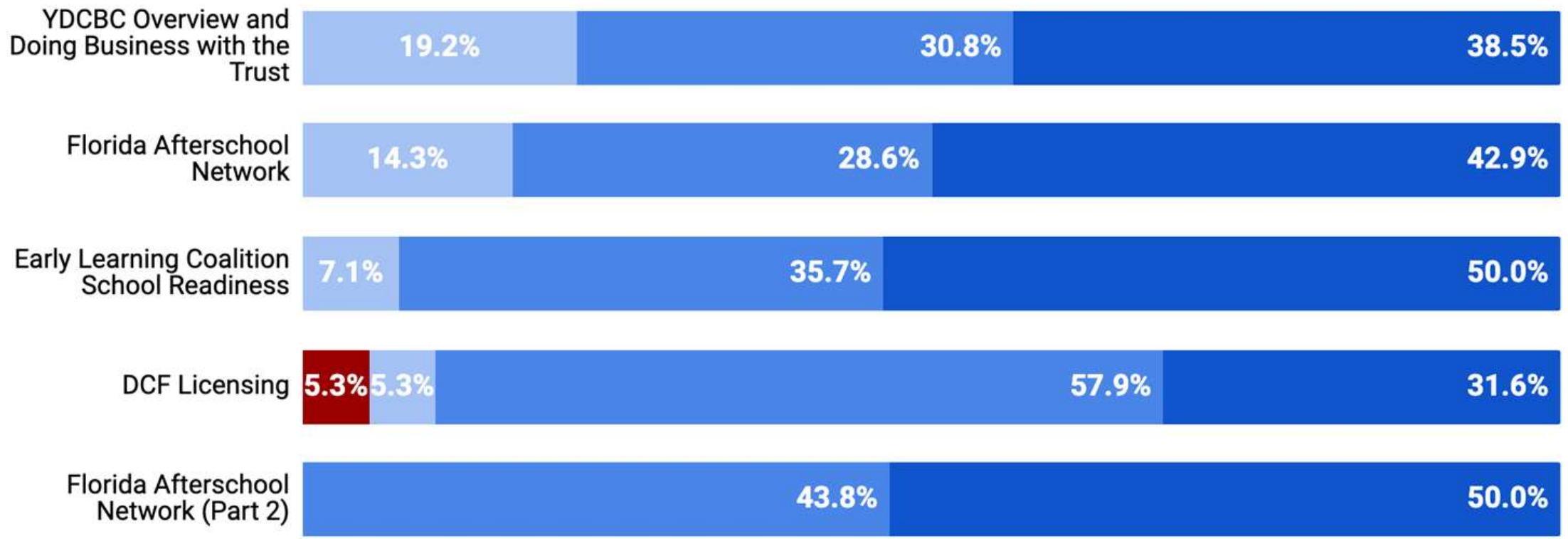
Capacity Building Plan Focus Areas

| Organization | Quality Standard 1: Administration & Organization | Quality Standard 2: Program Management & Staff | Quality Standard 3: Communication & Interaction | Quality Standard 4: Program Structure & Activities | Quality Standard 5: Health, Safety, & Nutrition | Quality Standard 6: Program Environment | Quality Standard 7: Family & Community Involvement | Quality Standard 8: System Building |
|--|---|---|---|--|---|---|--|--|
| Aces in Motion | ★ | ★ | | | ★ | | | ★ |
| Alachua County Board of County Commission | ★ | ★ | ★ | ★ | ★ | ★ | | ★ |
| Boys & Girls Clubs of Northeast Florida | | ★ | ★ | | | | | ★ |
| Gainesville Circus Center, Inc | ★ | | ★ | ★ | | | ★ | ★ |
| Girls Place, Inc. | ★ | ★ | ★ | ★ | ★ | | | ★ |
| Kids Count in Alachua County | ★ | ★ | | | ★ | | | ★ |
| Traveling Art Camp | ★ | ★ | | ★ | ★ | ★ | ★ | ★ |
| New Tech Now | ★ | ★ | | | ★ | | | ★ |
| Motiv8U | ★ | ★ | | ★ | ★ | | ★ | ★ |

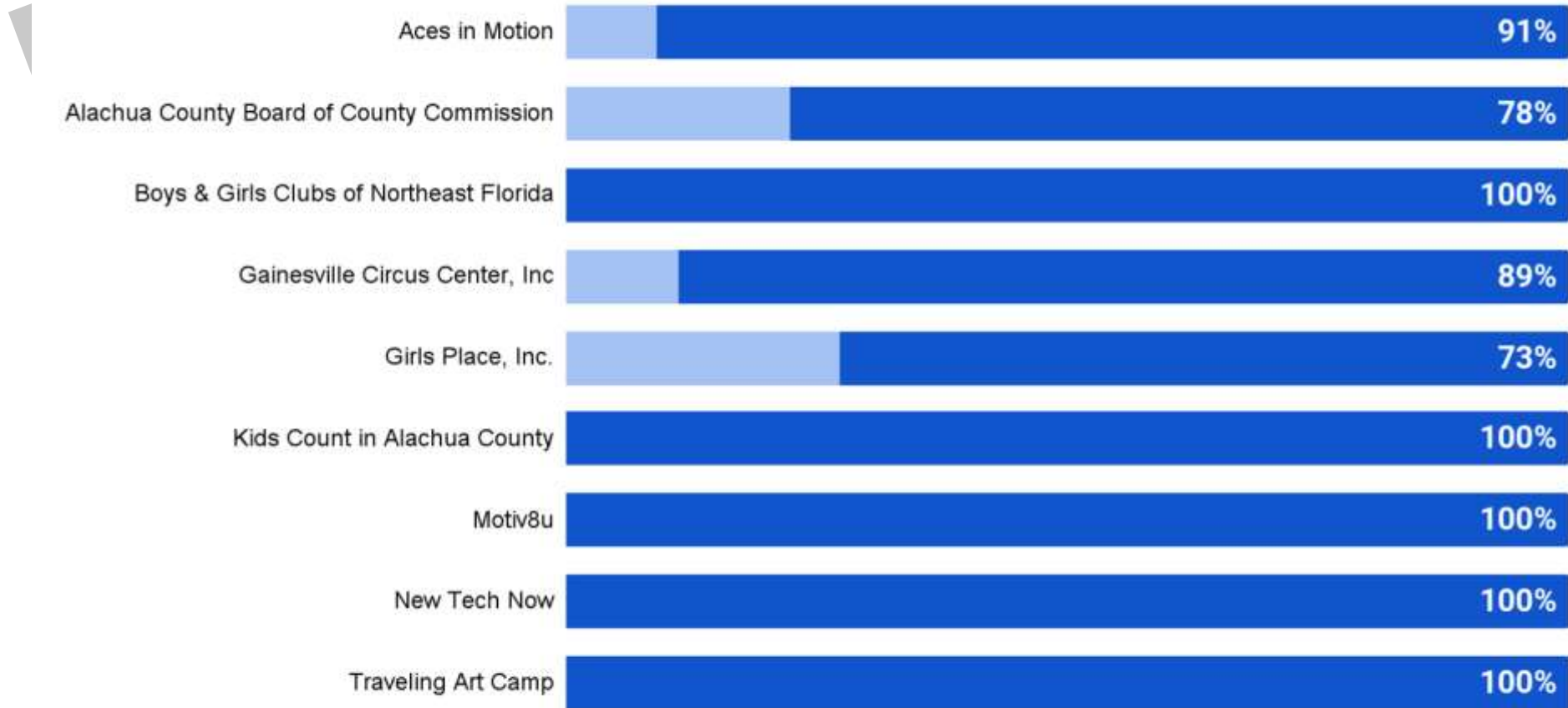
Outcomes & Impact



Providers reported being **very satisfied** or **satisfied** with the trainings



Overall, 91% of capacity building goals were **completed**



Gainesville Circus Center

| Monday | Tuesday |
|--|---|
| 2:00 Wash hands! Snack | 2:00 Wash hands! HW |
| Free Floor: juggling - hula hoops - acrobatics - leggos - student-led games | Floor: juggling - hula hoops - acrobatics - leggos - student-led ga |
| 2:45 Group Game coach-led | 2:45 Group game coach-led |
| ex. four corners, freeze tag, rock-paper-scissors battle, poisonous lizard, etc. | |
| 3:00 Homework and QUIET PLAY | 3:00 Homework and QUIET PLAY |
| (delay warm-up for free play if many students are still working on homework) | |
| 3:30 Warm-up | 3:30 Warm-up |
| 3:45 FREE PLAY | 3:45 FREE PLAY |
| | |
| 3:55 Clean up and water break | 3:55 Clean up and water break |
| | |
| 4:00-6:00 Stilts and Aerial | 4:00-6:00 Acrobatics and Aerial |
| Notes: Allow 6-8 year olds who leave early (Grant, Max, etc.) to do stilts with bigger kids. Allow kids who get picked up early (Maya, Max, Grant, Juliette) to have their turns first. HAVE THE KIDS CLAP THEIR SHOES OUT OVER THE TRASH CANS before coming to the black floor. Stilts are on the plastic shelves next to the cabinets in the storage room. Knee pads (used by request only, ususally by Avi and Ari) are in a black drawstring bag in a crate to the left of the stilts. SMALLEST KIDS use green stilts, then yellow stilts. Orange and red are only for the biggest kids like Keanu, Zolan, and Eliana. Turns are approximately 8 minutes (timer starts once everyone has stilts on and is up) and they get two turns. NOT ALLOWED on concrete! Make a barrier on carpet between aerial class and stilts. HAVE STUDENTS set out ballet bars on the black floor, and a mat to fall on away from the mirrors. | |
| When dividing students: Gloria and Callie can go in either the big kid or small kid group depending on numbers | Tumbletrack |



Kids Count

Aspirational Objectives & Key Results

Objective 1

Graduated Students Participating in Programming

Objective 2

Have Every Child Reading on Grade Level

Objective 3

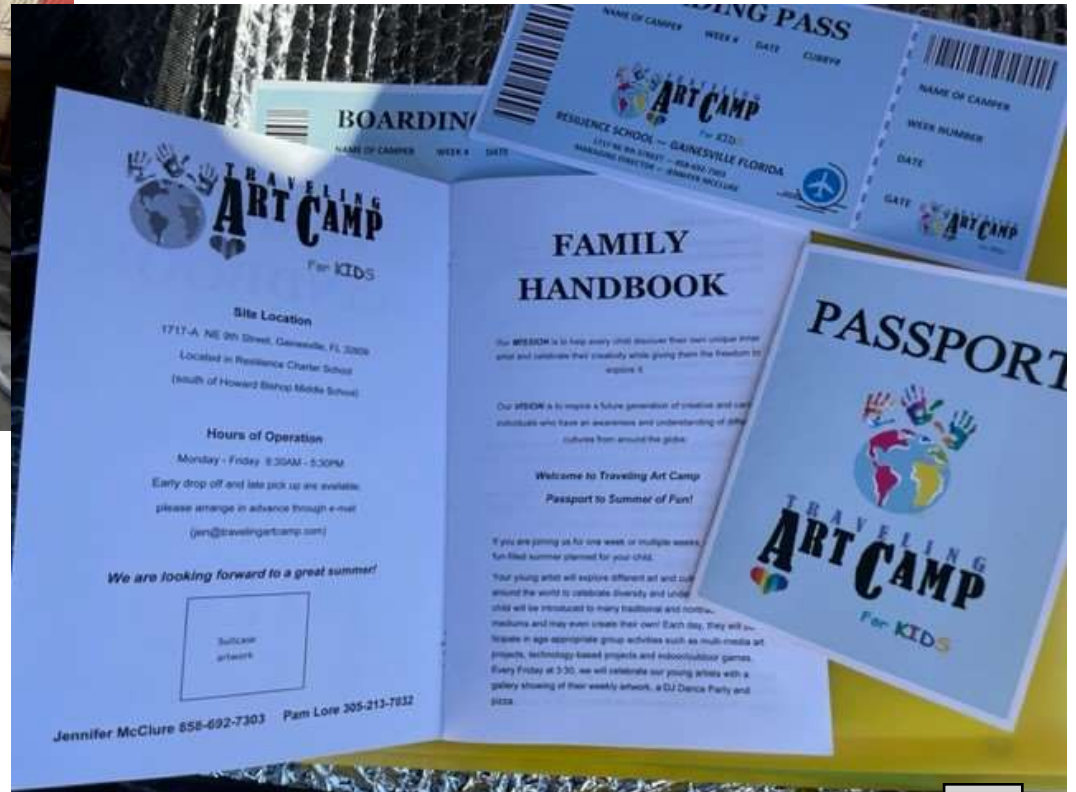
Mental Health Director with Several Counselors on Site

Objective 4

Expansion of Sites to Include More Students

Traveling Arts Camp

Draft



Aces in Motion



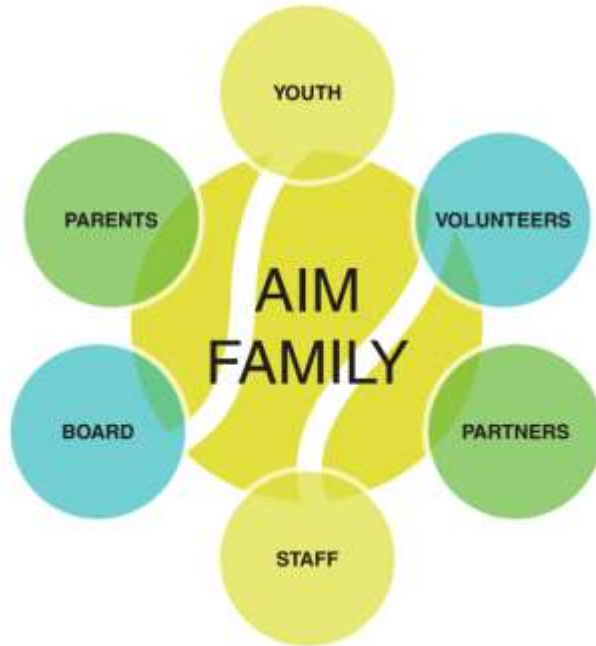
Coaching for life beyond the court

AIM MISSION

To promote health, character development and academic achievement through tennis.

AIM VISION

We Use Tennis and the Principles of Sport to Build a Community of Children, Youth, and Adults that Work, Learn, and Play Hard Together.



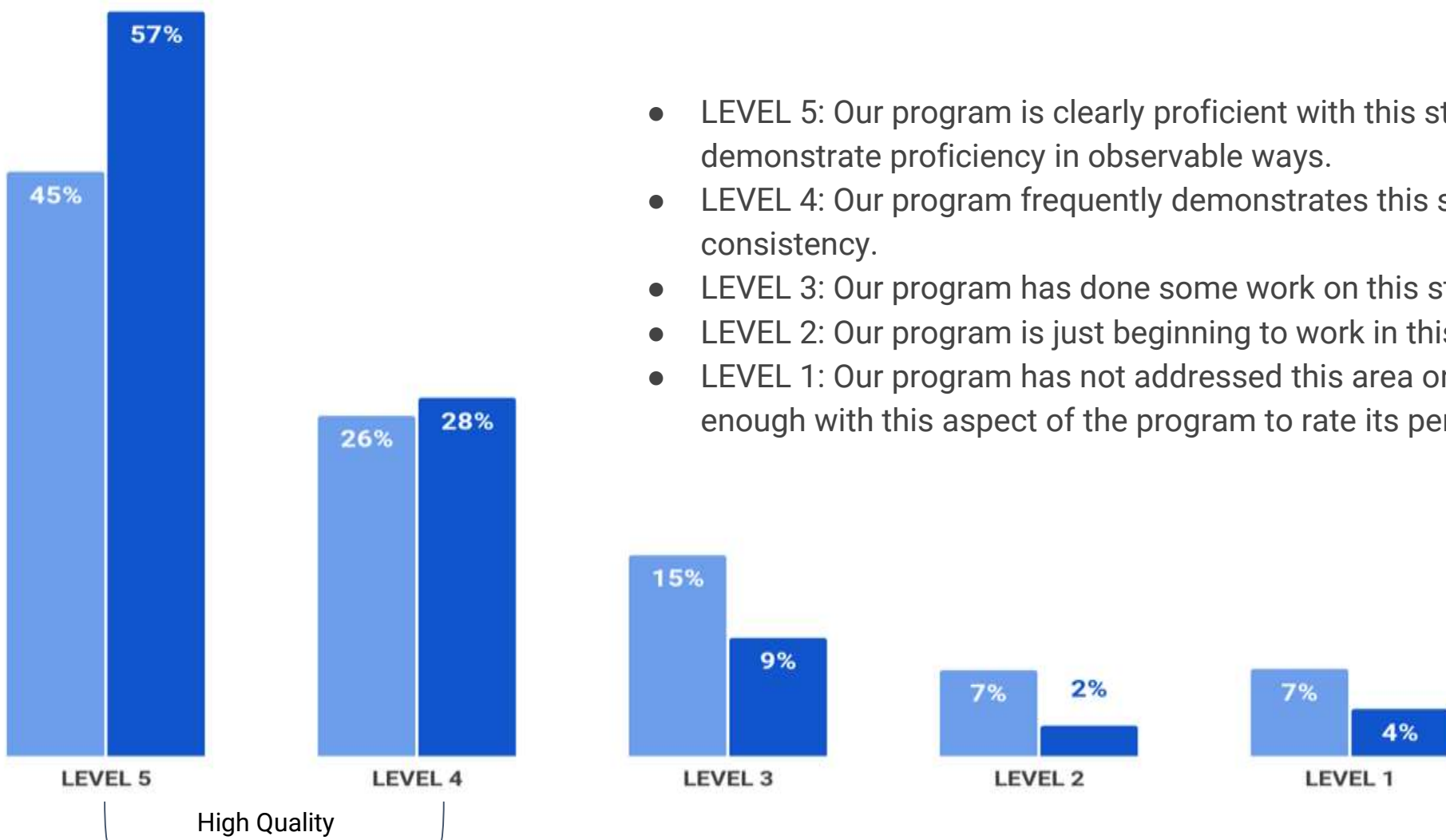
Boys & Girls Club



BOYS & GIRLS CLUBS
OF NORTHEAST FLORIDA

| Onboarding | | | |
|---------------------------------------|--|------------|---------|
| Title | Description | Topic Area | Length |
| Staff-to-Youth Interactions | The purpose of this session is to introduce Youth Development Professionals to engaging in positive interactions with youth based on the diverse experiences that occur in a Boys & Girls Club or Youth Center setting. | Foundation | 2 hours |
| Child & Club Safety 101 | The purpose of this session is to increase Youth Development Professionals' knowledge and awareness of common risks to emotional and physical safety. | Foundation | 2 hours |
| Boys & Girls Club Basics | The purpose of this session is to help participants understand how to create positive relationships, experiences, and environments within a Boys & Girls Club or Youth Center using the Five Key Elements for Positive Youth Development. | Foundation | 2 hours |
| Keep Clubs Safe | The purpose of this module shows you where and when abuse is more likely to occur in Boys & Girls Club programs, and the specific steps you can take to keep children safe. You also learn how to keep yourself and your coworkers safe from false allegations of abuse. | Foundation | 30 Min |
| Abuse Risk Management | The purpose of this course explains how offenders operate, the devastating effects of abuse and the specific steps you can take to prevent abuse. | Foundation | 30 Min |
| Duty to Report | The purpose of this course explains that adults have a moral responsibility and, in many cases, a legal responsibility to report suspected child abuse or neglect. | Foundation | 30 Min |
| Tier One – First 90 Days | | | |
| Emotional Safety | The purpose of this session is to introduce Youth Development Professionals to policies and practices that support an emotionally safe environment when interacting with youth. | Foundation | 2 hours |
| Promoting Positive Behavior | The purpose of this session is to guide Youth Development in creating environments and facilitating rituals and routines in order to create positive behavior Norms. | Foundation | 2 hours |
| Cultural Responsiveness and Inclusion | The purpose of this session is to introduce Youth Development Professionals to practices that support an | Foundation | 2 hours |

When comparing organizations' **pre** and **post** self-assessments, there was an increase in high-quality standards



- LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.
- LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.
- LEVEL 3: Our program has done some work on this standard.
- LEVEL 2: Our program is just beginning to work in this area.
- LEVEL 1: Our program has not addressed this area or I am not familiar enough with this aspect of the program to rate its performance.

Capacity Building Plan Focus Areas



The table illustrates the percentage of high-quality ratings given for each quality standard of the Florida Afterschool Network Self- Assessment tool.

| Self-Assessment | Quality Standard 1: Administration & Organization | Quality Standard 2: Program Management & Staff | Quality Standard 3: Communication & Interaction | Quality Standard 4: Program Structure & Activities | Quality Standard 5: Health, Safety, & Nutrition | Quality Standard 6: Program Environment | Quality Standard 7: Family & Community Involvement | Quality Standard 8: System Building |
|------------------------|---|--|---|--|---|---|---|--|
| Pre- Assessment | 54.9% | 71.1% | 72.9% | 77.4% | 74.2% | 85.6% | 60.6% | 59.4% |
| Post- Assessment | 80.9% | 88.9% | 91.0% | 83.7% | 82.7% | 96.7% | 78.8% | 61.1% |
| % Change | 25.9% | 17.8% | 18.1% | 6.3% | 8.4% | 11.1% | 18.2% | 1.4% |

How did we increase capacity?

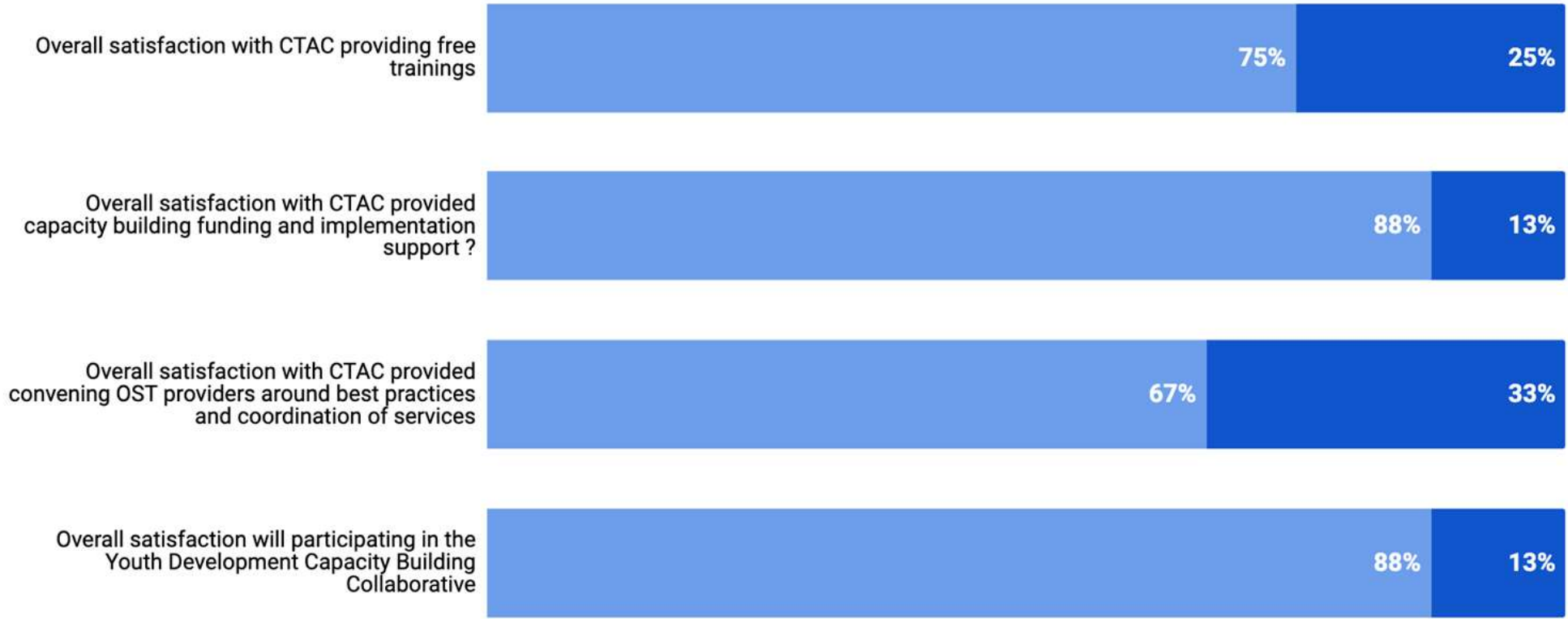
Providers reported the following impacts based on the changes they made to their programs:

- More focused mission, vision, and goals
- Increased family participation
- Written policies for staff made training easier
- Increased opportunities for staff development and training
- Increased knowledge on how to complete insurance requirements
- Professional growth of all staff

4 out of 7 providers served more CTAC funded children with summer scholarships in Summer 2022 than they did in Summer 2021

| Provider | Summer 2021 | Summer 2022 |
|---|-------------|-------------|
| Aces in Motion | 48 | 50 |
| Alachua County Board of County Commission | 36 | 15 |
| Boys & Girls Clubs of Northeast Florida | 111 | 85 |
| Gainesville Circus Center, Inc | 10 | 20 |
| Girls Place, Inc. | 50 | 75 |
| Kids Count in Alachua County | 36 | 31 |
| Traveling Art Camp, LLC | 69 | 79 |

All 9 providers (100%) reported being **very satisfied** or **satisfied** with the Collaborative activities



Providers said the following about the impact participating in the Collaborative had on their organization



We are now better equipped to serve our community. We have established better practices to make our program more harmonious and productive in collaboration with our community.

Youth Development Capacity Building Collaborative had a wonderful impact on our organization. It helped elevate our standards, which allowed us to reach many more families in need.

Allowed us an opportunity to be intentional about training our staff in key areas while providing financial support in key staffing and organizational areas.

This was an entirely new process for us. We were able to greatly benefit by having the information made available to us and the support of the staff.

The Youth Development Capacity Building Collaborative was vital to the success of serving our children well in this community. Although our mission and how we serve our children vary, we are better for our youth when we share our knowledge and rise together. Likewise, when we share our challenges, we have the opportunity to grow and learn from other mission-minded individuals. We look forward to continuing to grow together to enhance our community.

Looking towards the future

Short-term:

- Incorporate some of the known program expenses into existing contracts (i.e. background checks, insurance)
- Providing trainings on:
 - Working with and supporting children with special needs
 - Youth behavior management
 - Administrative Capacity Building
- Develop partnerships with the Community Foundation and Center for Nonprofit Excellence to provide ongoing supports to organizations

Long-term:

- Continue providing supports to trust-funded organizations, with a focus on more sustainable and universal methods for capacity building
- Develop an overall system approach to capacity building that incorporates feedback from listening sessions, providers, and community members (recommendations expected at the January Steering Committee)

File Attachments for Item:

17. Children's Trust By-Laws - Succession Planning

**The Children's Trust of Alachua County, an
Independent District of Alachua County**

BY-LAWS

CHILDREN'S TRUST OF ALACHUA COUNTY

PREAMBLE

The Children's Trust of Alachua County has been established pursuant to Florida Statute 125.901 (2018) and Alachua County Ordinance 18-08 as approved by the Electorate and its purpose is set forth by statute and ordinance.

ARTICLE I. - MEMBERSHIP AND TERM OF OFFICE

The Children's Trust of Alachua County shall consist of ten (10) members including the Alachua County Superintendent of Schools, a local Alachua County School Board Member (as selected by the School Board), the Administrator of the District of the Department of Children and Families having authority over Alachua County or designee who is a member of the Senior Management Service or of the Selected Exempt Service, a member of the Alachua County Board of County Commissioners (as selected by the Board of County Commissioners), and the Judge assigned to juvenile cases. These members shall serve for as long as they hold office or until they are removed in accordance with statute or the ordinance. The other five (5) members of the Board shall be appointed by the Governor upon recommendation by the Board of County Commissioners and, after their initial term in office shall serve for terms of four (4) years each. Members shall serve until their replacement is selected or they have been otherwise removed from office.

ARTICLE II. - MEETINGS

Section 1. - Regular Meetings

Regular meetings of the Trust shall be held monthly at a time and place set by the Trust at their November meeting. The annual meeting shall be held in January, at which time the election of officers shall take place. If a regularly scheduled meeting falls on a holiday, the Trust shall meet at such date and time as selected by the Trust. Written or electronic notice of regular meetings of the Trust shall be given to each member at least five (5) days prior to each meeting; the notice is to be accompanied by a tentative agenda for the meeting. Meetings may be cancelled or rescheduled by majority vote of the Trust. In the event of an emergency or lack of business to be considered a meeting may be canceled by the Chair, Vice-Chair, or Treasurer, in that order, but in

no case shall longer than 60 days go between meetings of the Trust.

Section 2. - Special Meetings

Special meetings of the Trust may be called:

- (a) By the Chair or
- (b) In the Chair's absence by the Vice-Chair or
- (c) In the Chair and Vice Chair's absence by the Treasurer or
- (d) By request of a majority of the Trust made to an officer or the Executive Director.

Forty-eight (48) hours' notice of a special meeting shall be given to each member of the Trust; the notice is to be accompanied by an agenda specifying the subject(s) of the special meeting. Only those subject(s) appearing on the special agenda may be discussed at that called meeting. The date, time, and location of the special meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Trust, as appropriate.

Section 3. - Emergency Meetings

Emergency meetings of the Trust may be called:

- (a) By the Chair or
- (b) In the Chair's absence by the Vice-Chair or
- (c) In the Chair and Vice Chair's absence by the Treasurer or
- (d) By vote or request of a majority of the Trust made to an officer or the Executive Director.

Twenty-four (24) hours' notice of an emergency meeting shall be given to each member of the Trust; the notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting. Only those subject(s) appearing on the emergency meeting agenda may be discussed at that meeting. The date, time, and location of the meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Trust, as appropriate. If, after reasonable diligence, it is impossible to give notice to each member or, because of the nature of the emergency, it is impossible to let twenty-four (24) hours elapse before the meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance.

Section 4. - Public Meetings.

The Trust, as a public body of the State of Florida shall be subject to the requirements of Chapter 286, F.S.

Section 5. - Minutes

Minutes of each meeting shall be accurately taken, preserved, and provided to members at or before the next regular meeting.

Section 6. - Initial Year of Existence

To the extent that Ordinance 18-85 or Sec. 125.901(2)(b) requires that certain actions or events take place based upon the initial meeting of the Trust the timing set forth in those laws shall control during the organizational period of the Trust.

ARTICLE III. - VOTING

- A. Each member shall have one vote, which may only be exercised by the member and not by proxy or by designee with the exception of the District Administrator of the Department of Children and Families who may have a designee.
- B. Quorum. The presence of a majority of all members serving on the Trust shall be necessary at any meeting to constitute a quorum to transact business.
- C. Action on any proposal other than amendment of these By-Laws, hiring of an Executive Director, or adoption of the annual budget shall require an affirmative vote of a majority of the members present.
- D. Action on matters relating to amendment of these By-Laws may only be taken by an affirmative vote of two-thirds (2/3) of all serving members of the Trust. Action on matters relating to the hiring of an Executive Director may only be taken by affirmative vote of a majority of all serving members of the Trust.
- E. Approval of the budget and setting of the millage shall be as established by law.
- F. The Judge of juvenile cases appointed to the Trust shall not vote or participate in the setting of ad valorem taxes.

ARTICLE IV. - OFFICERS, ELECTIONS, AND VACANCIES

Section 1. - Officers

The officers of this Trust shall be chosen from its membership and consist of a Chair, Vice-Chair, and Treasurer. The term of office shall be one (1) year. ~~An officer may be elected to one additional consecutive term.~~

- A. The Chair shall:
 - 1. Preside at all meetings of the Trust.
 - 2. May be an ex-officio member of all committees of the Trust.
 - 3. Serve as a member of the Executive Committee.
 - 4. Appoint, with Trust approval, all ad hoc committees.
 - 5. Perform all of the duties usually pertaining to the office of Chair.
 - 6. Be the primary check signer of the Trust subject to countersignature by another member of the Trust or the Executive Director.

B. The Vice-Chair shall:

- 1. Preside at all meetings of the Trust in the absence of the Chair.
- 2. Serve as a member of the Executive Committee.
- 3. Perform all such duties usually pertaining to the Office of Vice-Chair.

C. The Treasurer shall:

- 1. Preside over the Trust Budget Planning Committee.
- 2. Serve as a member of the Executive Committee.
- 3. Preside at all meetings of the Trust in the absence of the Chair and Vice-Chair

D. At the annual meeting of the Trust, the Vice Chair shall assume the office of the Chair and the Treasurer shall assume the office of the Vice Chair. At that meeting a new Treasurer shall be elected by the members of the Trust. Nominations for the office of Treasurer shall be taken from the floor for this position and voted upon at the same meeting.

D.E. In the event of a vacancy in the position(s) of the Chair, Vice-Chair, or Treasurer, the position shall be filled at the next meeting of the members and the term shall be the remainder of the vacant position's term. ~~Any vacancy in other offices that result from this selection may be filled by immediate election for the remainder of the term.~~

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ARTICLE V. - CONDUCT OF BUSINESS

Section 1. – Reporting

Commencing no later than January 1, 2020 and by January 1st of every year thereafter the Trust will prepare an annual written report, to be presented to the Board of County Commissioners which shall contain the information set forth in Sec. 125.901(2)(b)5, F.S.

Section 2. – Budgeting

On or before July 1 of each year, the Trust shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The Trust shall, in addition, compute a proposed millage rate within the one half mil cap approved by the electorate necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of Sec 200.065, F.S. relating to the method of fixing millage, and shall fix the final millage rate by resolution of the Trust. The adopted budget and final millage rate shall be certified and delivered to the Board of County Commissioners as soon as possible following the Trust's adoption of the final budget and millage rate pursuant to chapter 200 F.S. or as otherwise limited in Sec. 125.901, F.S.

Section 3. - Elections and Vacancies

Election of officers shall be held at the annual meeting. This election shall be by nomination and voice vote.

ARTICLE VI. - FINANCE

Section 1. - Fiscal Year

The fiscal year of the Trust shall commence on October 1 and end on September 30.

Section 2. - Budget

The Executive Director shall be responsible for submitting a tentative annual budget for the operation of the Trust to the Members of the Trust at or before the May meeting for adoption by the Trust. The Trust must submit a certified budget to the Board of County Commissioners no later than July 1.

Section 3. - Committees

Standing committees may be established by majority vote of the Trust. Ad hoc committees may be established by the Chair, with Trust approval, provided that ad hoc committees shall not be established for a period of time exceeding one year.

ARTICLE VII. - EMPLOYMENT OF EXECUTIVE DIRECTOR

An Executive Director shall be employed by a majority vote of all serving members of the Trust. The Executive Director shall be employed by written contract. The Executive Director shall serve at the pleasure of the Trust and may be terminated at any time, subject to the provisions of the terms of said contract by an affirmative vote of a majority of the serving Trust Members.

The powers and duties of the Executive Director shall include:

1. The employment and development of staff to implement policies and programs of the Children's Trust of Alachua County.
2. Ensure that a comprehensive plan for the needs of youth in Alachua County is developed and implemented and that the purposes of Sec 125.901, F.S. and Alachua County Ordinance 18-08 are met.
3. Establish policies and procedures relating to the evaluation, subject to approval of the Trust, of funding requests, monitoring of programs funded by the Trust, employment and evaluation of personnel, and other similar matters.

4. Maintain all records of the Children's Trust of Alachua County.
5. Perform other administration duties as may normally be performed by an administrative officer.
6. Shall act as the Secretary of the Trust or otherwise provide that the minutes are accurately maintained.

ARTICLE VIII. - CONFLICT OF INTEREST

- A. Members of the Trust shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Trust in a manner that would be, or give the appearance of being, a conflict of interest.
- B. Members of the Trust will, prior to voting on a funding issue, which involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement.
- C. Members of the Trust will comply with all Florida Statutes relating to "conflicts of interest."

ARTICLE IX. - RULES OF ORDER

The Trust shall promulgate rules of order for the conduct of all meetings of the Trust. All procedural matters not addressed in said rules of order or by these By-Laws shall be governed by the latest edition of "The Standard Code of Parliamentary Procedure" by Sturgis.

ARTICLE X. - BOARD ATTENDANCE

If a member has three (3) consecutive absences without cause from regular board meetings during a fiscal year or a total of five (5) absences without cause from regular board meetings during a fiscal year, the Chair shall request the appropriate appointing authority to remove that member and make a new appointment to the Trust.

ARTICLE XI. - AMENDMENTS

Amendments of these By-Laws may be proposed by any Trust Member and shall become effective upon affirmative vote of a two-thirds (2/3) majority of all serving Trust Members.