



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST - GOVERNANCE COMMITTEE MEETING AGENDA

September 23, 2021 at 2:30 PM

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

Call to Order

Roll Call

Schedule of Meetings

1. [Meeting Dates and Agenda](#)

Review of Policies

2. [Revisions to the Employee Handbook and Chapters 4 & 6 of CTAC Board Policies](#)

General Public Comments

Next Meeting Dates

October 12, 2021 from 1:00 pm

November 16, 2021 from 1:00 pm

December 9, 2021 from 1:00 pm

Adjournment

Virtual Meeting Information

Zoom Link to

Register: https://us02web.zoom.us/webinar/register/WN_MnseLrqRLSYP7HyclZlrA

View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw

Public Comments: Submit online at

<http://www.childrenstrustofalachuacounty.us/commentcard> by 5:00 PM on September 22, 2021.

Guidelines for Public Comments

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

Members of the public recognized by the Chair will have three (3) minutes to speak on a single “subject matter” submitted on an appearance card presented prior to the start of the meeting. In the event an individual submits multiple requests to be heard on more than one agenda item the Chair shall determine the amount of time allotted to the speaker, however, such time shall not exceed ten (10) minutes without approval of the Board or Committee. The Clerk of the Trust will function as official timekeeper. Members of the public may not share or transfer all or part of their allotted time to any other person or to any other agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board or Committee on the same subject and at which a majority of the Board was present, then the Board Chair may limit repeat comments at the Board meeting by the same speaker.

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

File Attachments for Item:

1. Meeting Dates and Agenda

Meeting Dates and Agenda

Meeting Date	Policies
September 23, 2021	4. Investment Policy 5. Human Resources 6. Procurement
October 12, 2021	1. General Administration
November 16, 2021	2. Budget 3. Financial 4. Internal Controls 9. Accounting
December 9, 2021	7. Program Management 11. Risk Management

File Attachments for Item:

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

**Item:**

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

Requested Action:

The Trust is asked to approve the revisions.

Background

In February, 2021 the CTAC Board voted to form a Governance Committee to complete a comprehensive set of Board policies. At the time of the posting of the agenda for the September 27, 2021 Board meeting, the Governance Committee was scheduled to meet on September 23, 2021. The Executive Director placed on the agenda for the Governance Committee Resolutions 2021-17, 2021-18, and 2021-19 recommending revisions to the Employee Handbook, CTAC's investment policies, and CTAC's procurement policies.

Attachments

Resolution 2021-17 – Employee Handbook
Resolution 2021-18 – Investment Management
Resolution 2021-19 - Procurement

Programmatic Impact:

None

Fiscal Impact:

None

Recommendation:

Staff Recommends approval

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-17**

REVISIONS TO THE EMPLOYEE HANDBOOK

WHEREAS, the Children's Trust of Alachua County (CTAC) has established a Governance Committee to review the policies of the CTAC; and

WHEREAS, the CTAC adopted an Employee Handbook in August, 2020; and

WHEREAS, the Employee Handbook is a policy document of the CTAC; and

WHEREAS, the Employee Handbook has been reviewed by outside legal counsel, the CTAC's Human Resources consultant, and the Governance Committee; and

WHEREAS, revisions have been recommended to the Employee Handbook;

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** “1.50 OUR EMPLOYEE RELATIONS PHILOSOPHY” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

1.50 OUR EMPLOYEE RELATIONS PHILOSOPHY

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement. We know that our reputation is a direct result of the loyalty, commitment, and continued efforts of our employees. We sincerely believe that our success will be in no small part to the cooperative relationship between the CTAC and our employees.

If there is something about your job that is bothering you, let’s get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is, we can do. Our “Problem Solving Procedure” offers all employees the freedom to discuss anything they wish with their supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

- A. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
- B. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you

- should request to speak to your next level Manager.
- C. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the next level Manager, we encourage you to speak to the Executive Director or Human Resources.
- D. In the event you have a concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the Executive Director or Human Resources. The Executive Director is available for advice and assistance in solving your problem at any time.
- E. In the event you have a concern or issue with the Executive Director, you may speak with Human Resources directly.

When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

SECTION 2: AMENDMENT “2.40 BIOMETRIC INFORMATION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.40 BIOMETRIC INFORMATION

CTAC may use biometric information (retina or iris scan, fingerprint, voiceprint, or scan of hand) for building access, office access, work time data collection or attendance data collection. CTAC does not store your biometric information and collects it solely for legitimate work-related purposes. Once the need for the biometric data has been satisfied, such as when employment ends, the data is permanently destroyed. Employees are free to decline to use the provided biometric scanners without any adverse employment action and CTAC will use alternative means of access and information collection. Additionally, at any time during employment, employees may revoke their consent to use biometric scanners by providing written notice to ~~the Finance and Administration Manager~~ Human Resources. By executing the handbook acknowledgement and using the biometric scanners in place at CTAC, you are providing your consent and authorization for CTAC to use your biometric data for the specific purposes stated above.

SECTION 3: AMENDMENT “2.60 INTRODUCTORY PERIOD” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.60 INTRODUCTORY PERIOD

For every new employee, the first 90 days of full-time employment is an introductory period for both you and the CTAC. During this time, you will have the opportunity to learn about the CTAC, your job, and your new surroundings. Your supervisor will be available to answer any questions that you may have. During this period your job performance, attendance, attitude, and overall interest in your job will be carefully reviewed by your supervisor. The CTAC will then evaluate your performance and make a decision concerning your continued employment. If, as a result of an illness or injury, you are absent from work for more than five days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. ~~If your introductory period is extended, you will be notified.~~ Should an employee’s performance become unsatisfactory at any time during this introductory period, the employee will be subject to disciplinary counseling up to discharge at that time. ~~If CTAC terminates an employee for unsatisfactory work performance during their introductory period, CTAC’s account will not be charged for unemployment benefits.~~ Completion of the introductory period does not confer any expectation of continuation in employment; continuation depends on the needs of CTAC and the performance and conduct of the employee.

SECTION 4: AMENDMENT “2.90 EMPLOYMENT REFERENCE PROHIBITION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

2.90 EMPLOYMENT REFERENCE PROHIBITION

The CTAC prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to ~~the Finance and Administration Manager for appropriate management~~ Human Resources. ~~The Finance and Administration Manager~~ Human Resources shall only provide a former employee’s position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the CTAC from liability.

SECTION 5: ADOPTION “4.15 FLOATING HOLIDAYS” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

ADOPTION

4.15 FLOATING HOLIDAYS(*Added*)

Every employee shall be issued two floating holidays each fiscal year. Floating holidays may not be used during the introductory period. Floating holidays are in addition to the recognized CTAC holidays in Section 8.60. The use of floating holidays is subject to the approval of your supervisor.

SECTION 6: AMENDMENT “4.20 SICK LEAVE” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.20 SICK LEAVE

- A. Granting Leave. Full time employees assigned to a 40-hour work week shall earn four hours of paid sick leave per pay period. Sick leave shall accrue immediately and may be used during the introductory period if necessary.
- B. Accrual of Leave. Sick leave shall be earned as of the last day in the pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.
- C. Using Leave. All requests for sick leave shall be in writing and approved by the appropriate supervisor or designee prior to use; however, in the event prior notification is not possible, an employee must immediately contact the employee’s supervisor regarding the intended absence.
 - 1. An employee shall be granted sick leave only for those hours accrued prior to or during the pay period. Approval of sick leave requests is at the discretion of the supervisor.
 - 2. Any request for which the Family/Medical Leave Act (FMLA) may be applicable must be approved pending certification of the sick leave instance as FMLA. the leave will not be coded as FMLA until the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.
 - 3. Sick leave may only be utilized for employee illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician. Sick leave may also be used by the employee to care for an immediate family member because of an illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician.
 - 4. Sick leave may be used for the employee's doctor/dental appointments or other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained. Sick leave may be used to transport or accompany the employee's immediate family member to doctor/dental appointments or for other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained.
 - 5. An employee may be required to supply proof of sickness, injury, or disability.

Reasons for requiring proof may include, but are not limited to:

- a. A pattern of use of sick leave in conjunction with a holiday, use of annual leave, days off, weekends, work assignment deadlines, etc.
 - b. If the employee is sent to a physician of the Trust's choosing for the purpose of providing proof of illness or ability to perform at work, the Trust will pay the expenses. Upon exhaustion of sick leave, an employee may request use of accumulated vacation leave rather than applying for leave without pay.
- D. Pregnancy. The sick leave policy is applicable to pregnancy, childbirth, miscarriage, or recovery from any of these conditions.
1. Should pregnancy, childbirth, or miscarriage result in sickness to the mother or child(ren), a spouse may use sick leave to care for the mother or child(ren).
 2. The parents may, for up to six weeks, use sick leave for the recovery of the mother after birth.
 3. Medical documentation is required to use sick leave for more than six weeks after birth.
- E. Compensation for Unused Leave. Upon separation and with ten (10) years of continuous service upon separation the employee will be entitled to payment at the employee's current pay rate for 25% of all unused, accrued sick leave up to a maximum payout of 250 hours (1,000 hour accrual).

SECTION 7: AMENDMENT "4.60 MEDICAL LEAVE OF ABSENCE"
of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.60 MEDICAL LEAVE OF ABSENCE

Full-time employees who have completed their introductory period are eligible for unpaid leaves of absence for medical reasons. Medical reasons may include illness, injury, medical and surgical procedures, pregnancy, childbirth, and related medical conditions. Employees must request a leave of absence if they will be unable to work for medical reasons for a period in excess of seven consecutive days. Such requests must be accompanied by a statement, acceptable to CTAC, from the employee’s physician or a CTAC-approved physician indicating that the employee is unable to return to work. CTAC retains the right to have employees on a leave of absence examined by a physician of CTAC's choice. However, in no event may an employee’s total leave of absence exceed six months in any 12-month period. During a medical leave of absence, you can keep your insurance benefits in effect by paying the appropriate premiums, subject to policy terms and conditions. Please make arrangements with the ~~Finance and Administration Manager~~ CTAC Finance and Administration department for these payments. Upon the employee’s return from medical leave of absence, we will attempt to return the employee to their regular job if it is available. If it is not available, the employee will be placed on a similar job for which the employee is qualified, if such a job is available. If no jobs are available at the time, the returning employee will be given preferential consideration for any position for which they apply. Failure to report to work as scheduled following a leave shall be cause for dismissal. Time spent on leaves of absence will not be used for computing benefits such as vacation or holidays.

SECTION 8: AMENDMENT “5.120 GIFT REPORTING” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

5.120 GIFT REPORTING

CTAC employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with CTAC. Additionally, unless specifically permitted by this policy, CTAC employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the CTAC. The only exceptions to this policy are as follows:

- A. holiday business gifts of value totaling less than twenty-five dollars (\$25) in any single year that are for the shared departmental use or consumption.
- B. occasional meals in connection with actual business.
- C. awards or gifts provided by CTAC in express and open recognition of an employee’s contributions.

All unpermitted gifts must be immediately declined, returned, or discarded. Employees must report to their supervisors and the ~~Finance and Administration Manager~~ Executive Director before the end of each month regarding all gifts received during the month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

SECTION 9: AMENDMENT “6.10 DEFINITION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

A M E N D M E N T

6.10 DEFINITION

~~Harassment is a form of predatory sexual behavior in which a person targets another employee(s) relating to an individual's age, race, color, sex (including same-sex sexual harassment), religion, national origin, gender identity or expression, or sexual orientation, or disability. It constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.~~

~~Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.~~

~~This policy applies to all employees of CTAC working at all locations. All employees have an obligation to report sexual harassment - even if they are not the victim.~~

~~All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.~~

CTAC prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, marital status, gender identity, sexual orientation, ADA status, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

A. Sexual Harassment Defined. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of employment; or
2. Submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior.
4. Sexual harassment includes, but not limited to:
 - a. Unwanted sexual advances;
 - b. Offering employment benefits in exchange for sexual favors;
 - c. Making or threatening reprisals after a negative response to sexual advances;
 - d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
 - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
 - f. Verbal sexual advances or propositions;
 - g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
 - h. Physical conduct such as touching, assault, or impeding or blocking movements; and
 - i. Retaliation for reporting harassment or threatening to report harassment.
5. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor, or harassment by persons doing business with CTAC

B. Other types of harassment. Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, gender identity, sexual orientation, HIV-positive status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

1. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

- 3. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- 4. Retaliation for reporting harassment or threatening to report harassment.

SECTION 10: **AMENDMENT** “6.20 EXAMPLES OF PROHIBITED CONDUCT” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.20 EXAMPLES OF PROHIBITED CONDUCT

~~Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:~~

- ~~A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.~~
- ~~B. Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.~~
- ~~C. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.~~
- ~~D. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.~~
- ~~E. Sexual or discriminatory displays or publications anywhere in our workplace by our employees.~~
- ~~F. Retaliation for sexual harassment complaints.~~

SECTION 11: **AMENDMENT** “6.30 RESPONDING TO VIOLATIONS OF THIS POLICY” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.30 RESPONDING TO VIOLATIONS OF THIS POLICY

If an employee believes that they have been subject to sexual harassment or any ~~unwelcome sexual attention~~ other form of harassment, they may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, they should report the incident to their own supervisor or manager. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the situation with the supervisor or manager, they should report the incident to ~~the Finance and Administration Manager~~ Human Resources. If the Finance and Administration Manager Human Resources is not available or the employee is uncomfortable addressing the situation with the ~~Finance and Administration Director~~ Human Resources, the employee may report the incident to the Executive Director. It is important to report any and all ~~concerns of sexual harassment or~~ sexual conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

SECTION 12: AMENDMENT “6.50 DISCRETION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

6.50 DISCRETION

All inquiries, complaints and investigations are treated discreetly. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is closely contained. All information pertaining to a sexual harassment complaint or investigation is maintained by Human Resources ~~in the HR director in~~ secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

SECTION 13: ADOPTION “6.60 WHISTLEBLOWER AND RETALIATION POLICY” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

ADOPTION

6.60 WHISTLEBLOWER AND RETALIATION POLICY (*Added*)

The objective of this policy is to ensure that The Children’s Trust of Alachua County maintains an effective, easy-to-use mechanism for employees to raise concerns regarding potentially unlawful or unethical behavior of any kind within the organization and that ensures protection against retaliation for the whistleblower. Employees will not be penalized in any employment action for engaging in any protective activity including making a complaint, making a discrimination claim, participating in an investigation, taking protected leave, asking for an accommodation for a disability, and/or making a claim for workers’ compensation benefits. The Organization’s policy is that no retaliation shall occur against any employee who reports a concern about potentially unlawful or unethical conduct (“Whistleblower”). Each employee has an obligation and responsibility to report in accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing practices, (b) suspected unlawful conduct, and (c) violations or suspected violations of o policy (collectively referred to as “Concerns” from this point forward).

- A. **No Retaliation.** This policy is intended to encourage and enable employees to raise Concerns for prompt internal investigation and appropriate action. No employee who in good faith reports a Concern shall be subject to retaliation in any form for making the report. An employee who retaliates against someone who has made a good faith report about a Concern is subject to discipline up to and including termination of employment. It is, however, important to communicate that no employee, regardless of whether the employee has made a report, is otherwise exempt from fully complying with the policies of the Organization and the expectations of his or her position. Further, raising concerns as described in this policy will not prevent an employee from receiving correction or discipline if the employee is also involved in the behavior about which the concern is raised.
- B. **Reporting Concerns.** In most cases, employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the employee continues to have reasonable grounds to believe the Concern is valid and the supervisor is not responsive or if the immediate supervisor is part of the Concern, the employee should then report the Concern (in writing or orally) to the Human Resources. If the Human Resources is a subject of the Concern, or if the employee is uncomfortable speaking with his or her supervisor or the Human Resources Manager for any reason, the employee should report his or her Concern to the Executive Director. If the Executive Director is the subject of the Concern, the Concern should be reported to the Chairman of the Board.
- C. **Handling of Reported Concerns.**
1. **Investigation Procedure.** All Concerns will be dealt with promptly and in a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation.
 - a. **Concerns Not Involving the Human Resources or the Executive Director:** Following a preliminary assessment, if the individual initially receiving the Concern believes the Concern warrants further investigation, then Human Resources shall be responsible for investigating the Concern and reporting the results of this further investigation to the referring supervisor/manager or to a higher level

- management or the Executive Director, as appropriate. If the investigation indicates that there has been or likely has been a violation of law, accounting or audit standards, or organization's policy, then the individual who receives the report of the results of the investigation shall consult with the Human Resources Manager or Executive Director to determine the appropriate follow-up action and conclusion.
- b. Concerns Involving the Human Resources: If the Human Resources is the subject of the Concern, the Executive Director shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the Executive Director shall consult with CTAC Attorney to further investigate the Concern. The Executive Director shall then determine the appropriate follow-up action and conclusion.
- c. Concerns Involving the Executive Director: If the Executive Director is the subject of the Concern, the Chairman will consult Human Resources and organization attorneys to determine appropriate assessment. If the preliminary assessment reveals that the Concern warrants further investigation, then the CTAC attorney and Chairman shall outsource the investigation to third party. The Chairman shall then report back to the full Board on the results of the investigation for appropriate follow-up action and conclusion.
2. Follow-up with Whistleblower: The Whistleblower (employee) will be informed of the progress and/or outcome of the investigation unless: (1) the Whistleblower expressly indicates his or her preference not to be informed, (2) this would be detrimental to the Whistleblower, the CTAC, or the investigation, or (3) there are other, sound reasons not to inform the Whistleblower. The individual responsible for investigating the Concern is also responsible for determining whether follow-up with the Whistleblower would be detrimental or whether other reasons exist not to inform the Whistleblower. The individual is also responsible for informing the Whistleblower if the Concern has been resolved or closed.
3. Cooperation: All employees are required to cooperate in the investigation of Concerns, which may include steps such as personal interviews, sworn statements and requests for and review of documents. Employees must not discuss the investigation, including any interviews or document requests, with anyone unless specifically instructed that they may do so.
- D. Acting in Good Faith.** Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information provided in a reported Concern indicates a violation of law, accounting or audit standards, or the Trust's policy. *(The act of making allegations that prove to be unsubstantiated, or which are made maliciously, recklessly, or with knowledge of their falsity, will be reviewed as a serious disciplinary offense.)*
- E. Limited Confidentiality.** Reports of Concerns, and any investigations regarding

Concerns, shall be kept confidential to the extent possible and lawful, consistent with the need to conduct an adequate investigation.

It is the responsibility of all directors, officers, and employees to comply with this policy and report Concerns in accordance with this policy.

SECTION 14: AMENDMENT “7.10 DIVERSITY EQUITY AND INCLUSION” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

7.10 DIVERSITY EQUITY AND INCLUSION

CTAC is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization’s achievement as well.

We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. CTAC’s diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees’ varying needs.
- Employer and employee contributions to the communities

All employees of CTAC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

SECTION 15: AMENDMENT “7.63 CONTAGIOUS ILLNESS” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

7.63 CONTAGIOUS ILLNESS

CTAC owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. CTAC shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file. Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the Finance and Administration Manager for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation, the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition. When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to ~~Finance and Administration~~ Human Resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

SECTION 16: ADOPTION “8.120 TRAVEL FOR NON-EXEMPT EMPLOYEES” of the Children's Trust of Alachua County Employee Handbook is hereby *added* as follows:

ADOPTION

8.120 TRAVEL FOR NON-EXEMPT EMPLOYEES(*Added*)

The purpose of this policy is to outline pay rules that apply to nonexempt employees when traveling on company business.

Employees in positions classified as nonexempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

“Normal work hours,” for the purposes of this policy, are defined as an employee’s regularly scheduled work hours (e.g., 8:30 a.m. to 5:30 p.m.). This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday). Employees with variable work hours will have their normal work hours defined by human resources prior to travel, based on a review of time records over the previous month.

“Travel time” is defined according to the type of travel involved:

- **Travel for a one-day assignment in another city:** An employee who regularly works at a fixed location and is given a special one-day assignment in another city and returns home the same day will be paid for the time spent traveling to and from the other city, except for the time the employee would normally spend commuting to and from the regular worksite.
- **Travel during the workday:** Time spent by an employee traveling as part of his or her regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.
- **Travel away from home:** Travel that keeps an employee away from home overnight is travel away from home. Travel time that takes place within normal work hours, regardless of the day of the week, is treated as work hours. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours.
- **Travel time as the driver of an automobile:** All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation. For example, if an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be compensated.

Travel time as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their time sheets in accordance with this policy. Meal periods should be deducted from all travel time.

SECTION 17: AMENDMENT “9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

- A. Policy Overview This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet, and intranet) sent or received by employees using any CTAC provided Communication or Computer Systems (“Systems”).
- B. Confidentiality and Acceptable Systems Usage The CTAC’s Systems are intended for CTAC business only. All information transmitted or stored in CTAC Systems (e.g., client lists, documents relating to policies and procedures) is the sole and exclusive property of the CTAC and should be treated as confidential. Such information may not be disclosed to any person outside of the CTAC nor may any such information be removed from our premises without the express permission of the ~~Finance and Administration Manager or~~ Executive Director. Employees are strictly prohibited from accessing, reading, and copying data or information stored in the Systems, and from accessing, reading, and copying communications not directed to them without prior authorization. **ALL SYSTEMS MESSAGES ARE CTAC RECORDS. THE CONTENTS OF OUR SYSTEMS MAY BE DISCLOSED TO THE CHILDREN'S TRUST OF ALACHUA COUNTY WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT**

MESSAGES AND COMMUNICATIONS ARE CONFIDENTIAL.

- C. Management's Right to Access Information Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these Systems, they belong to the CTAC and the contents of all communications are accessible by management for any business purpose. CTAC reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any CTAC System for the purpose of preventing such monitoring. **EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN CTAC SYSTEMS TO BE PRIVATE.** The CTAC reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance-related reasons.
- D. Personal Use of the CTAC's Communication and Computer Systems
1. General Usage Because personal communications can be accessed without prior notice, employees should not use CTAC's Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the Internet for personal use.
 2. Telephone Usage The Telephone Systems (including voicemail) at CTAC are the property of CTAC and are provided for business purposes. The CTAC may periodically monitor the usage of the telephone systems to ensure compliance with this policy. **THEREFORE, EMPLOYEES SHOULD NOT CONSIDER THEIR CONVERSATIONS ON THE CTAC'S TELEPHONE SYSTEMS TO BE PRIVATE.**
 3. Personal Mail All mail which is delivered to the CTAC is presumed to be related to CTAC business. Mail sent to you at CTAC will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.
- E. Forbidden Use and Content of Communications You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the CTAC's Systems:
1. to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually explicit messages, cartoons, jokes, or other potentially offensive material;
 2. to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
 3. to write personal letters, resumes, or other documents unrelated to CTAC business;

4. to run computer games or other personal software, or copy such software;
 5. as a forum for gossip or personal communications. CTAC may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the CTAC is met. Employees should not expect any privacy when using CTAC computers or email.
- F. Password and Encryption Key Security and Integrity All Systems passwords and encryption keys must be available to the CTAC at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.
- G. Software, Personal Disks, and Networking Computer software, whether purchased, developed, or modified by the CTAC, may not be downloaded, copied, reproduced, altered, or appropriated by employees without prior CTAC authorization. Any such computer software is the property of the CTAC and may not be copied or appropriated by employees for personal use during employment with CTAC or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment. The CTAC does not condone the use of "bootleg" or "pirate" software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on the CTAC's computer system should notify management immediately. The use of personal disks or software in the CTAC's computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing CTAC's Systems from remote locations and from connecting CTAC Systems to outside systems without prior authorization.
- H. Penalties for Violation of the CTAC's Communication and Computer Systems Security and Usage Policy VIOLATIONS OF ANY ASPECT OF THE CTAC'S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. CTAC will also seek civil damages against any employee who appropriates or copies the CTAC's property as described in this Policy.

SECTION 18: **AMENDMENT** "9.40 COMPUTER PASSWORD" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

9.40 COMPUTER PASSWORD

- A. Password Policies - This policy governs the creation, maintenance, and security of CTAC computer systems and network passwords and passphrases. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of CTAC’s corporate network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:
1. All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every twelve months.
 2. Passwords must not be inserted in e-mails or other forms of electronic communication.
 3. All passwords must conform to the guidelines described below.
 4. Passwords should never be written down or stored online or anywhere within their office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones, or similar devices without encryption.
 5. Employees should not use the “remember password” feature found on many computer and website applications.
- B. Guidelines for Password Construction - Passwords are used for various purposes at CTAC. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins. All employees should be aware of how to select strong passwords:
1. Contains both upper- and lower-case characters.
 2. Has digits and punctuation characters as well as letters.
 3. Is at least 12 alphanumeric characters long and is a passphrase (e.g., “1LoveiT123!!”).
 4. Is not a word in any language, slang, dialect, or jargon.
 5. Is not based on personal information, names of family members, etc.
- C. Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: “Star Spangled Banner”, and the password could be: “*Sg1dBnR”.
- D. Employees should not use the same password for CTAC accounts as for other non-CTAC assistants or supervisors—even when on vacation or otherwise out of the office. If someone demands a password, refer them to the ~~Finance and Administration Manager~~ Executive Director.
- E. If an account or password is suspected to have been compromised, report the incident to the Technology Department and immediately change all passwords.
- F. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

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

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

Presiding Officer

Attest

Lee Pinkoson, Chairman,
Children's Trust of Alachua County

Tina Certain, Treasurer,
Children's Trust of Alachua County

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-18**

REVISIONS TO BOARD POLICY CHAPTER 4 - INVESTMENT MANAGEMENT

WHEREAS, the Children's Trust of Alachua County (CTAC) has established a Governance Committee to review the policies of the CTAC; and

WHEREAS, the CTAC delegated authority to manage CTAC's investment portfolio to the Alachua County Clerk of the Circuit Court; and

WHEREAS, the relationship between the Clerk's office and the CTAC will be ending on September 30, 2021; and

WHEREAS, the CTAC desires that the Executive Director or designee(s) assume responsibility for the investments of the CTAC;

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, that Chapter 4 of CTAC Board Policies, "Investment Management", be revised as follows:

SECTION 1:**AMENDMENT** "4.30 Investment Objectives" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.30 Investment Objectives

The following investment objectives will be applied in the management of the CTAC's funds which has been delegated to the ~~Alachua County Clerk of the Court ("Clerk")~~ Executive Director.

- A. **Safety of Principal.** The primary objective of the ~~Clerk or the Clerk's~~ Executive Director or designee's investment activities is the protection of CTAC's funds (preservation of capital). Investment transactions shall seek to keep capital losses to a minimum, whether they are from securities defaults or erosion of market value.
- B. **Maintenance of Liquidity.** The second highest priority is liquidity of funds. The ~~Clerk or the Clerk's~~ Executive Director or designee's investment strategy will provide sufficient liquidity to meet the CTAC's reasonable anticipated cash flow requirements.
- C. **Return on Investment.** The third highest priority is income. The optimization of investment returns shall be secondary to the requirements for safety and liquidity. Return of investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor utilizes a total return strategy (which includes both

realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

- D. **Diversification.** The ~~Clerk or the Clerk's~~ Executive Director or designee's will seek to control risks and diversify investments regarding specific security types, maturities and financial institutions. Diversification is important to ensure that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

SECTION 2: AMENDMENT “4.40 Performance Measurement” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.40 Performance Measurement

In order to assist in the evaluation of the portfolios’ performance, the ~~Clerk or the Clerk's~~ designee's Executive Director or designees will use performance benchmarks for short-term and long-term portfolios.

- A. The short-term investment portfolio shall be designed with the annual objective of exceeding the weighted average return (net book value rate of return) of the S&P Rated GIP Index Government 30-Day Gross of Fees Yield.
- B. The long-term investment portfolio shall be designed with the annual objective of exceeding the return of the Bank of America Merrill Lynch 1-3 Year U.S. Treasury/Agency Index compared to the portfolio’s total rate of return. The Bank of America Merrill Lynch 1-3 Year U.S. Treasury/Agency Index represents all U.S. Treasury and Agency securities maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the Clerk.

SECTION 3: AMENDMENT “4.50 Prudence And Ethical Standards” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.50 Prudence And Ethical Standards

The "prudent person" standard shall be used by investment officials in management of the overall portfolio. The ~~Assistant Clerk/Finance~~ Executive Director, or persons performing the investment functions, acting as a "prudent person" in accordance with these written policies and procedures, and exercising due diligence, shall not be responsible for an individual security's credit risk or market price changes provided that appropriate monitoring efforts are performed. The "prudent person" standard is herewith understood to mean the following:

- A. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.
- B. The ~~Clerk~~ Executive Director or staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the ~~Clerk~~ Executive Director any material financial interests in financial institutions that conduct business with CTAC, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the CTAC's investment program.
- C. While the standard of prudence to be used by investment officials who are officers or employees is the Prudent Person standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable safety of their capital.

SECTION 4: AMENDMENT "4.60 Delegation Of Authority" of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A M E N D M E N T

4.60 Delegation Of Authority

Responsibility for the administration of the investment program is hereby delegated to the ~~Assistant Clerk/Finance~~ Executive Director, who shall establish investment procedures based on these policies. No person may engage in an investment transaction except as stated in the Internal Control Section of the policy. The ~~Assistant Clerk/Finance~~ Executive Director shall be responsible for the implementation of internal controls and monitoring the activities of subordinate staff.

In employing an Investment Advisor to manage the CTAC’s portfolio, such Investment Advisor or firm must be registered under the Investment Adviser’s Act of 1940.

SECTION 5: AMENDMENT “4.70 Authorized Investments” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.70 Authorized Investments

The ~~Clerk or his~~ Executive Director or designee shall purchase or sell investment securities at prevailing market rates. Investment in any derivative products or the use of reverse repurchase agreements is not permitted. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the ~~Clerk~~ Executive Director. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the ~~Clerk or the Clerk's designee~~ Executive Director or designee. The ~~Clerk or the Clerk's~~ Executive Director or designee, and/or Investment Advisor shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this Policy are prohibited.

A. Permitted Investments

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
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)			
U.S. Treasury	100%	100%	N/A	5.50 Years (5.50 Years avg. life ⁴ for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*	75%	40%	N/A	5.50 Years
Federal Agency/GSE other than those above		10%		
Supranationals where U.S. is a shareholder and voting member	25%	10%	Highest ST or Highest LT Rating Categories (A-1/P-1, AAA/Aaa, or equivalent)	5.50 Years
Corporates	50%	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Highest ST or Three Highest LT Rating Categories (SP-1/MIG 1, A-/A3, or equivalent)	5.50 Years
Agency Mortgage-Backed Securities (MBS)	25%	40%	N/A	5.50 Years Ave. Life ⁴
Asset-Backed Securities	25%	5%	Highest ST or LT Rating	5.50 Years Avg.

(ABS)			(A-1+/P-1, AAA/Aaa, or equivalent)	Life ⁴
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized	2 Years
Commercial Paper (CP)	50% ²	5%	Highest ST Rating Category (A-1+/P-1, AAA/Aaa, or equivalent)	270 Days
Repurchase Agreements (Repo or RP)	40%	20%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/AAAd, S1, or equivalent)	N/A
Florida Local Government Investment Trust	25%	N/A	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP (AAAm/AAAf, S1, or equivalent)	N/A
Intergovernmental Pools (LGIPs)	75%	25%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP (AAAm/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	100%	N/A	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A
Notes:				

¹ Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST= Short-term; LT= Long Term.

² Maximum allocation to all corporate, asset backed securities and bank credit instruments is 50% combined.

³ Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

⁴ The maturity limit for MBS and ABS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.

* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

1. **U.S. Treasury & Government Guaranteed.** U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.
2. **Federal Agency/GSE.** Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).
3. **Supranationals.** U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.
4. **Corporates.** U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic corporation, financial institution, non-profit, or other entity.
5. **Municipals.** Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.
6. **Agency Mortgage Backed Securities.** Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.
7. **Asset-Backed Securities.** Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases, or home-equity loans.
8. **Non-Negotiable Certificate of Deposit and Savings Accounts.** Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided

that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

9. **Commercial Paper.** U.S. dollar denominated commercial paper issued or guaranteed by a domestic corporation, company, financial institution, trust or other entity, only unsecured debt permitted.
10. **Repurchase Agreements.** Repurchase agreements (Repo or RP) that meet the following requirements:
 - a. Must be governed by a written Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
 - b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.
 - c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in the Clerk's custodial account or in a separate account in the name of the Clerk.
 - d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.
 - e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.
 - f. Final term of the agreement must be 1 year or less.
11. **Money Market Funds.** Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.

A thorough investigation of any money market fund is required prior to investing, and on an annual basis. [Attachment B](#) is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

12. **Florida Local Government Investment Trust (FLGIT).** The Florida Local Government Investment Trust (FLGIT) is a local government investment pool (LGIP) developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC). It is the longest running member-owned and member-governed local government investment pool in the state of Florida.

A thorough investigation of FLGIT is required prior to investing, and on an annual basis. [Attachment B](#) is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

13. **Local Government Investment Pools.** State, local government or privately-sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. [Attachment B](#) is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

14. **The Florida Local Government Surplus Funds Trust Funds (“Florida Prime”).** A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. [Attachment B](#) is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

B. General Investment and Portfolio Limits

1. General investment limitations:
 - a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
 - b. Minimum ratings are based on the highest rating by any one Nationally Recognized.
 - c. Statistical Ratings Organization (“NRSRO”), unless otherwise specified.
 - d. All limits and rating requirements apply at time of purchase.
 - e. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Assistant Clerk/Finance Director.
 - f. The maximum maturity (or average life for MBS/ABS) of any investment is 5.50 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.
2. General portfolio limitations:
 - a. The maximum effective duration of the aggregate portfolio is 3 years.
3. Investment in the following are permitted, provided they meet all other policy requirements:
 - a. Callable, step-up callable, called, pre-refunded, puttable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
 - b. Variable-rate and floating-rate securities
 - c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector

- d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
 - e. Treasury TIPS
4. The following are NOT PERMITTED investments, unless specifically authorized by statute and with prior approval of the CTAC governing body:
- a. Trading for speculation
 - b. Derivatives (other than callables and traditional floating or variable-rate instruments)
 - c. Mortgage-backed interest-only structures (I/Os)
 - d. Inverse or leveraged floating-rate and variable-rate instruments
 - e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
 - f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
 - g. Convertible, high yield, and non-U.S. dollar denominated debt
 - h. Short sales
 - i. Use of leverage
 - j. Futures and options
 - k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds
 - l. Equities, commodities, currencies and hard assets

SECTION 6:**AMENDMENT** “4.80 Maturity And Liquidity Requirements” of the Children’s Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.80 Maturity And Liquidity Requirements

- A. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than thirty-six (36) months.
- B. Investments of construction funds, and other non-operating funds shall have a term appropriate to the need for funds, but in no event shall exceed five and one-half (5.50) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the SIFMA Master Repurchase Agreement.
- C. ~~Clerk’s~~CTAC’s investment policy is to “buy and hold” but the maturity composition of the portfolio and the general economic conditions will be evaluated to determine if a replacement investment would be advantageous. Accounting losses may be incurred in this situation if an economic gain is achieved. The portfolio maturity may be shortened or extended dependent on interest rate projections or the portfolio quality may be improved by reducing the maturity or risk of security.

D. Investments do not necessarily have to be made for the same length of time that the funds are available. The basic criteria for consideration for investments are listed below:

1. Keep maturities short in a period of constantly rising interest rates based on treasury bill auctions or the daily Federal Funds rate and also keep maturities short in a period of an inverted treasury yield curve (short-term rates are higher than the long-term rates).
2. Maturities should be lengthened when the treasury yield curve is normal and is expected to remain that way based on economic reports taken as a whole. The yield curve is normal when short-term rates are lower than long-term rates.
3. Maturities should be lengthened when interest rates are expected to fall based on economic reports taken as a whole.
4. The yield curves of the market should be analyzed for significant breaks in yields over various maturity dates. The points at which the yield curve breaks are the points at which there are significant marginal declines in yields for incremental changes in the maturity dates. Investments should be made at these breaks in the yield curve so that yields will be maximized.

SECTION 7: AMENDMENT “4.90 Risk And Diversification” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.90 Risk And Diversification

Assets held shall be diversified to control the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which these instruments are bought and sold. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the appropriate management staff and by the ~~Clerk~~Executive Director.

SECTION 8: AMENDMENT “4.100 Authorized Investment Institutions And Dealers” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.100 Authorized Investment Institutions And Dealers

- A. The ~~Clerk or the Clerk's Designee's~~Executive Director shall only purchase securities from financial institution which are qualified as public depositories by the Treasurer of

the State of Florida or primary dealers as designated by the Federal Reserve Bank of New York. Repurchase agreements shall only be entered into with primary dealers and financial institutions which are state qualified public depositories. The ~~Clerk or Clerk's~~ Executive Director or designee will require the SIFMA Master Repurchase Agreement to be executed prior to any repurchase transactions.

- B. The ~~Clerk's~~ Executive Director's Investment Advisor shall utilize and maintain its own list of approved primary and non-primary dealers.

SECTION 9: AMENDMENT “4.110 Third-Party Custodial Agreements” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.110 Third-Party Custodial Agreements

All securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by CTAC should be properly designated as an asset of CTAC. The ~~Clerk or the Clerk's~~ Executive Director or designee's will execute a Third-Party Custodial Safekeeping Agreement with a commercial bank or the commercial bank's trust department. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in § 658.12 Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits maintained by book-entry at the issuing bank shall clearly identify the CTAC as the owner. All securities purchased and/or collateral obtained by Finance and Accounting shall be properly designated as an asset of CTAC and held in safekeeping by the custodian and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by an authorized Clerk staff member. The Third-Party Custodial Safekeeping Agreement shall include letters of authority from the ~~Clerk~~ Executive Director or the ~~Clerk's~~ Executive Director's Designee's, details as to responsibilities of each party, notification of security purchases, sales, delivery, repurchase agreements, wire transfers, safekeeping and transactions costs, procedures in case of wire failure or other unforeseen mishaps including liability of each party.

SECTION 10: AMENDMENT “4.120 Master Repurchase Agreement” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.120 Master Repurchase Agreement

The ~~Clerk~~Executive Director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the SIFMA Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

SECTION 11: AMENDMENT “4.130 Bid Policy” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.130 Bid Policy

After the ~~Assistant Clerk/Finance~~Executive Director and/or Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investment, a minimum of three (3) banks and/or dealers must be contacted and asked to provide bids on the securities in question. Bids will be held in confidence until the highest bid is determined and awarded.

- A. On an exception basis, securities may be purchased utilizing the comparison to current market price method. Acceptable current market price providers include, but are not limited to:
 1. The Wall Street Journal or a comparable nationally recognized financial
 2. publication providing daily market pricing.
 3. Daily market pricing provided by the CTAC's custody agents.
- B. ~~The Finance and Accounting Department~~CTAC shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in the judgment of the ~~Assistant Clerk/Finance~~Executive Director, competitive bidding would inhibit the selection process. Examples of when this method may be used include:
 1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
 2. When no active market exists for the issue being traded due to the age or depth of the issue.
 3. When a security is unique to a single dealer, for example, a private placement.
 4. When the transaction involved new issues or issues in the "when issued" market.
- C. If the maturing investment is a certificate of deposit, then of the contacts made, one shall be the present holder of the funds subject to the portfolio diversification requirements in this policy. Due to the cost of safekeeping, one business day repurchase agreements less than \$1,000,000 and overnight sweep repurchase agreements will not be bid, but may be placed with the depository bank relating to the demand account for which the repurchase agreement was purchased.
- D. Notwithstanding the above, in order to afford local banks within the County

opportunities to enhance the economics of the local area, an aggregate face value of up to \$1,000,000 in certificates of deposit may be purchased from a bank as described in Section 4.70 paragraph A,8. provided the following additional conditions have been satisfied:

1. The bank is located within the boundaries of Alachua County or has a branch office located within the boundaries of Alachua County.
2. The bank matches the highest bid of three or more bids from other banks as described in Section 4.140.

SECTION 12: **AMENDMENT** “4.140 Internal Controls” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.140 Internal Controls

The ~~Assistant Clerk/Finance~~ Executive Director shall establish and monitor a set of written internal controls designed to protect CTAC’s funds and ensure proper accounting and reporting of securities transactions. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. No person may engage in an investment transaction except as authorized under the terms of this policy. Such internal controls shall include, but not be limited to, the following:

- A. All securities purchased or sold will be transferred only under the "delivery versus payment" (D.V.P.) method to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.
- B. The ~~Assistant Clerk/Finance~~ Executive Director is authorized to accept, on behalf of and in the name of CTAC, bank trust receipts or confirmations as evidence of actual delivery of the obligations or securities in return for investments of funds.
- C. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of CTAC.
- D. The actual obligations or securities, whether in book-entry or physical form, on which trust receipts or confirmations are issued may be held by a third-party custodial bank and/or institution or a designated correspondent bank which has a correspondent relationship to the Clerk's third-party custodian.
- E. Other internal controls such as:
 1. Written documentation of telephone transactions
 2. Adequate separation of duties
 3. Custodial safekeeping
 4. Supervisory control of employee actions and operations review
 5. Interim and annual performance evaluations and reporting.

F. All daily investment activity is coordinated by the Investment Accountant and reviewed by the ~~Clerk Accounting Manager~~ Executive Director, ~~as well as the Assistant Clerk/Finance Director. The Clerk Accounting Manager oversees day-to-day operations; however, the whole investment function is under direct control of the Assistant Clerk/Finance Director.~~

SECTION 13: AMENDMENT “4.160 Reporting” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.160 Reporting

A portfolio report shall be provided each month to the ~~Clerk~~ Executive Director and appropriate management staff. The report shall include a breakdown of the portfolio showing market and book values as well as its overall performance during that period. Annually, a recapitulation report will be presented to the CTAC Board.

SECTION 14: AMENDMENT “4.180 Policy Review And Amendment” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

4.180 Policy Review And Amendment

- A. The ~~Clerk and the Assistant Clerk/Finance~~ Executive Director shall review these policies in their entirety on an annual basis.
- B. ~~This policy may be amended in writing from time to time by the Clerk.~~

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

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

Presiding Officer

Attest

Lee Pinkoson, Chairman,
Children's Trust of Alachua County

Tina Certain, Treasurer,
Children's Trust of Alachua County

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-19**

REVISIONS TO BOARD POLICY CHAPTER 6 - PROCUREMENT

WHEREAS, the Children's Trust of Alachua County (CTAC) has established a Governance Committee to review the policies of the CTAC; and

WHEREAS, the CTAC has adopted procurement policies; and

WHEREAS, the Governance Committee has reviewed the procurement policies and recommended revisions certain revisions;

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, that CTAC Board Policy Chapter 6, "Procurement", be amended as follows:

SECTION 1: **AMENDMENT** “6.50 Source Selection” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

6.50 Source Selection

- A. Informal Bids.** The informal bidding process applies to all goods and services, except for the purchases of Direct Community Services. The following procedure shall govern in all purchases up to and including \$50,000.00.
1. In the case of purchases of a value not greater than \$5,000 the Executive Director, or designee, shall be authorized to make such purchases on the basis of one telephone or written quotation.
 2. In the case of purchases of a value greater than \$5,000 but less than \$25,000 the Executive Director, or designee, shall be authorized to make such purchases on the basis of two telephone or written quotations.
 3. In the case of purchases of a value greater than \$25,000, but not more than \$50,000.00, the Executive Director, or designee shall be authorized to make such purchases on the basis of three written quotations, whenever possible. If three quotes are not possible, the requisition shall include documentation as to why three quotes were not able to be obtained.
 4. Splitting a transaction into smaller dollar amounts, delaying, staggering purchases, and using multiple staff members to purchase the same or related items to avoid the competitive bid process are serious policy violations. Employees responsible for violating transaction(s) may be subject to disciplinary action up to and including termination.
- B. Competitive Sealed Bids.**

1. When required. All contracts for purchases in excess of \$50,000.00 shall be awarded on the basis sealed competitive bidding except as otherwise provided in this policy.
2. Invitation to bid—Generally. An invitation to bid shall be issued and shall include bid specifications and all contractual terms and conditions applicable to the procurement.
3. Notice. Adequate public notice of the invitation to bid shall be given a reasonable time prior to the date set forth therein for the opening of bids. Such notice shall involve publication in a newspaper of general circulation a reasonable time prior to bid opening.
4. Opening bids. Bids shall be opened at a noticed public meeting in the presence of the Clerk of the Trust, a representative from the Trust, and one or more witnesses at the time and place designated in the invitation to bid. The amount of each bid, and such other relevant information as may be specified by regulation, together with the name of each bidder, shall be recorded; the record and each bid shall be open to public inspection.
5. Evaluation of bids. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set forth in the invitation to bid, which may involve criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. No criteria may be used in bid evaluation that are not set forth in the invitation to bid.
6. Bid award. Bids will be awarded to the lowest responsive and responsible bidder.
7. In the evaluation of the bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given first to businesses enterprises headquartered in Alachua County, and secondly, businesses certifying as a drug-free workplace.

C. Competitive Sealed Proposals

1. **Conditions for use.** When the Trust determines that the use of competitive sealed bidding is either not practicable or not advantageous to the Trust, a contract for materials, supplies, services, construction, and equipment may be entered into by the use of competitive sealed proposals. ~~Except as otherwise stated in this policy, contracts for Direct Community Services shall be entered into by the use of a competitive sealed proposal.~~ Some of the considerations as to where this method may be utilized include, but are not limited to, the following:
 - a. Whether or not to utilize a fixed-price or cost-type contract under the circumstances.
 - b. Whether quality, availability, or capability is overriding in relation to price in procurement of services, technical goods, research and

- development, or testing services.
- c. Whether the initial installation needs to be evaluated, together with subsequent maintenance and service capabilities and what priority should be given these requirements in terms of the best interest of the ~~county~~CTAC.
 - d. Whether the market place will respond more favorably to a solicitation permitting not only a range of alternate proposals, but also permitting evaluation and discussion by the Trust with responders before making the award.
 - e. Whether a performance specification is deemed more appropriate than a technical specification, thus taking advantage of vendor expertise and allowing the purchase of standard items available in the market place as opposed to custom-designed.
2. **Solicitation.** Proposals shall be solicited through a request for proposals (RFP), a request for qualifications (RFQ), or an Invitation to Negotiate (ITN).
 3. **Release of Solicitation.** For every competitive sealed proposal, The Trust shall approve the minimum qualifications, the scope of services, the evaluation criteria, and the evaluation team for each competitive procurement opportunity. The Executive Director or their designee will notify, via email, all board members of the release of the solicitation and of the start of the Cone of Silence.
 4. **Public notice.** Adequate public notice of the request for proposals shall be given in the same manner as provided in Section 6.50 (B)(3) for competitive sealed bidding.
 5. **Evaluation criteria.** The request for proposals shall state the relative importance of price and other evaluation factors. The other factors may include the following:
 - a. Price.
 - b. Program Design.
 - c. Quality of goods/services. Such a justification must be verifiable.
 - d. Availability to deliver the goods/services within the required delivery time or service period.
 - e. After sale services, including availability of parts/supplies.
 - f. Previous records of performance and service.
 - g. Ability of bidder to render satisfactory service in this instance.
 - h. Financial stability of the bidder.
 - i. Payment terms.
 - j. Warranty offered.
 - k. Ability to provide samples.

This list is not meant to be comprehensive. The Trust may develop other

evaluation factors as deemed necessary.

6. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field and trained volunteers. Using a standard rating tool, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
7. **Discussion.** Following each reviewer's individual rating, the review team meets in a publicly noticed debriefing meeting to discuss each proposal and assigns a consensus team score, including explanatory comments. Applicants may attend the debriefing meeting as observers. The highest-ranking proposal score does not assure a funding recommendation.
8. **Interview/site visit.** At the Trust's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or The Trust's offices. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. Reviewers come to consensus on interview/site visit observations using a standard rating tool and provide input to staff recommendations.
9. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of The Trust develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with The Trust's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the Board.
10. **Board review and award.** Executive Director recommendations are reviewed and considered by the board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the board's approved award amount or the approved contracting period require further board approval.
11. **Small Provider Agencies.** The Trust may set aside a certain percentage of funds available through a formal competitive procurement opportunity for Direct Community Services for small agencies. The percentage of funds set aside will be determined at by the Trust and included in the release of solicitation documents. The total amount of final awards to small agencies does not have to equal the amount set aside by the Trust in the solicitation

documents.

D. **Sole Source.** A contract may be awarded for a supply, service, material, or equipment without competition when the Executive Director certifies in writing that there is only one source for the required material, supply, service, equipment, or construction item. When over \$50,000.00, such contract shall not be awarded until the same has been approved by the Trust.

E. **Emergency Purchases.**

1. During a state of emergency declared by either the Governor, the County, or the City of Gainesville, the requirements of this Section shall be waived for purchases made pursuant to authority provided in this Section of this Policy.
2. Notwithstanding any other provision of this chapter, the Executive Director may make or authorize others to make emergency purchases when there exists a threat to public health, welfare, or safety under emergency conditions which shall be considered to mean those situations where the operation of the Trust would be seriously impaired if immediate action were not taken. The following procedures shall govern:
 - a. Staff shall make the Executive Director aware of the emergency condition. The Finance and Administration Manager shall obtain the best possible purchase price for the item or service to be purchased by the quickest possible means. Where feasible, an attempt shall be made to obtain three telephone quotes.
 - b. A requisition shall be prepared by the Finance and Administration Manager and a purchase order shall be transmitted to the vendor.
 - c. All emergency purchases shall be accompanied by a written determination of the basis for the emergency which shall be signed by the Finance and Administration Manager and shall be included in the purchase file.
3. In addition to the above requirements any emergency purchase shall also have the following approvals, which apply to all contracts and purchase orders, emergency or otherwise:
 - a. In the case of purchases less than \$50,000.00, the Executive Director or designee, and
 - b. In the case of all purchases over \$50,000.00, the chairman of the Trust.

SECTION 2: AMENDMENT “6.80 Special Programs” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

AMENDMENT

6.80 Special Programs

A. ~~Unsolicited Proposals~~

1. ~~**Conditions for use.** Requests for funding submitted by an Agency based solely upon the requester's initiative, and not in response to a formal solicitation or procurement process of The Trust, will be considered for funding on a case-by-case basis following the processes described in this Policy. Unsolicited proposals are anticipated to be rare occurrences.~~
2. ~~**Review.** The Executive Director or designee will review The Trust's contract and fiscal files to determine if there are existing contracts from the same agency and gather any history of previous funding from The Trust.~~
3. ~~**Evaluation.** The Executive Director or designee will consider whether the proposal meets the stated goals and objectives stated by the Trust, whether the services fill a community need, and whether the costs are commensurate with the outcomes proposed by the Agency. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.~~
4. ~~**Recommendation.** Agencies not recommended for funding shall be notified in writing by the Executive Director. Agencies recommended for funding shall be presented to the Board for approval.~~
5. ~~**Contracts.** Agencies awarded funding under this provision shall be contacted in accordance with the policies stated in Section 6.70.~~

B. A. Matching / Leveraged Funds

1. **Conditions for use.** A proposal for match funding may be received by The Children's Trust either when:
 - a. The initial funding proposal is offered to the provider from the primary funding source; or
 - b. After the primary funding source has confirmed the award.
2. **Review.** The Executive Director or designee will review the application for documentation verifying that:
 - a. Match funding is required by the primary funding source.
 - b. Applicant brings new funds to Alachua County (i.e., not simply replacing an existing match or matching local dollars that already exist in the community).
 - c. Applicant provides recurring, sustainable and ongoing resources versus a one-time only match.
3. **Evaluation.** The Executive Director or designee will consider whether the proposal meets the stated goals and objectives stated by the Trust, whether the services fill a community need, and whether the costs are commensurate with the outcomes proposed by the Agency. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.
4. **Recommendation.** Agencies not recommended for funding shall be notified in writing by the Executive Director. Agencies recommended for funding shall be presented to the Board for approval.
5. **Contracts.** Agencies awarded funding under this provision shall be contacted in accordance with the policies stated in Section 6.70.

C. B. Sponsorships

1. **Conditions for use.** Children’s Trust of Alachua County (CTAC) wishes to support local agencies by providing sponsorships for events and activities supporting children and their families. Funds for this special category are limited and denial of any request shall in no way be construed as a reflection on the project submitted or the agency involved.
2. **Review.** The Executive Director or designee will review the application and documentation.
 - a. Submit a letter on the organization’s official letterhead signed by an authorized signer, at a minimum of sixty (60) days, but no more than one-hundred and eighty (180) days in advance of the planned activity.
 - b. Briefly describe the planned event and its relationship to the mission and goals of the CTAC.
 - c. Include information about the purpose/goals of the event, the estimated impact and number of citizens or community members reached.
3. **Evaluation.** The Executive Director or designee will consider whether the proposal meets the goals and objectives stated by the Trust, whether the event activities address a community need, and whether the costs are commensurate with the impact and reach proposed by the Agency. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.
4. **Recommendation.** Agencies not recommended for funding shall be notified in writing by the Executive Director. ~~Agencies recommended for funding shall be presented to the Board for approval.~~ Agencies recommended for funding will be reported to the Board each month on the Consent Agenda.
5. **Payment.** If approved by the Executive Director, the request and backup are provided to the CTAC Finance Department for processing. Checks are mailed to the organization.

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

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

Presiding Officer

Attest

Lee Pinkoson, Chairman,
Children's Trust of Alachua County

Tina Certain, Treasurer,
Children's Trust of Alachua County