



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## **CHILDREN'S TRUST REGULAR MEETING AGENDA**

April 25, 2022 at 4:00 PM

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

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### **Call to Order**

### **Roll Call**

### **Agenda Review, Revision and Approval**

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

### **Consent Agenda**

1. [Board Attendance YTD](#)
2. [3.4.22 Emergency Meeting Minutes](#)
3. [3.14.22 Regular Board Meeting Minutes](#)
4. [3.31.22 Data Technical Advisory Committee Minutes](#)
5. [4.11.22 Regular Board Meeting Minutes](#)
6. [Board Meeting Evaluation - Survey Results from 4.11.22](#)
7. [Checks & Expenditures Report March 2022](#)
8. [2nd Quarter Financial Report FY22](#)

### **General Public Comments**

### **Chair's Report**

9. [Executive Director Search](#)
10. [Acting Executive Director Contract](#)
11. [Board Meeting Schedule Proposal](#)
12. Zoom and YouTube – Attendance Discussion

### **Executive Director's Report**

### **Committee Updates**

13. [Strategic Planning Steering Committee Update](#)

## Old Business

14. [Capacity Building Funds for Enrichment Providers ITN 2022-04 \(Belita James\)](#)
15. Summer Camp and Enrichment Services RFP 2022-03 Update (Deon Carruthers)

## New Business

16. [Afterschool Program Extension and Renewal \(Bonnie Wagner\)](#)

## Board Member Comments

### Next Meeting Dates

Regular Meeting - Monday, May 9, 2022 @ 4:00 PM  
ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

Regular Meeting - Monday, May 23, 2022 @ 4:00 PM  
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601

## Adjournment

### Virtual Meeting Information

1. Zoom Link to Register: [https://us02web.zoom.us/webinar/register/WN\\_JrnR3XaOQ4qFKfJSP\\_ZY7A](https://us02web.zoom.us/webinar/register/WN_JrnR3XaOQ4qFKfJSP_ZY7A)
2. View or listen to the meeting: [https://www.youtube.com/channel/UCpYNq\\_GkjCo9FQo3qR5-SOw](https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw)
3. Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>.

### Guidelines for Public Comments

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

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

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

**File Attachments for Item:**

1. Board Attendance YTD

## 2022 Board Member Attendance

Item 1.

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

Special Meetings	Board Retreat 2/23/2022	Emergency Meeting 3/4/2022
Labarta	P	P
Certain	P	P
Pinkoson	P	P
Andrew	N/A	N/A
Cole-Smith	P	V
Cornell	P	P
Hardt	P	P
Miller-Jones	absent	V
Simon	P	N/A
Snyder	P	P
Twombly	P	V

V = Virtual Attendance  
P = Physical Attendance



**File Attachments for Item:**

2. 3.4.22 Emergency Meeting Minutes



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## CHILDREN'S TRUST - EMERGENCY MEETING MINUTES

March 04, 2022 at 2:00 PM

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

### Call to Order

**Chair Dr. Margarita Labarta called the meeting to order at 2:00 PM.**

### Roll Call

#### PRESENT

Chair Maggie Labarta  
Vice Chair Tina Certain  
Treasurer Lee Pinkoson  
Member Ken Cornell  
Member Nancy Hardt  
Member Patricia Snyder

Member Karen Cole-Smith – via Zoom  
Member Susan Miller-Jones – via Zoom  
Member Cheryl Twombly – via Zoom

### Agenda Review, Revision and Approval

Receive and review the investigation of a complaint against the Executive Director.  
Status and action concerning the contract with the Executive Director.  
Appointment of a temporary, interim director, if necessary.

**Member Cornell moved to authorize the Chair to negotiate a mutually acceptable separation agreement with Mr. Murphy's attorney, consistent with his employment contract, with the intent that it is a termination without cause.**

Chair Labarta reminded the Board that all decisions will be ratified at the next Board Meeting on March 14, 2022.

Voted Yea: Chair Labarta, Vice Chair Certain, Member Cornell, Member Pinkoson, Member Snyder  
Voted No: Member Hardt

**Member Certain moved to appoint Kristy Goldwire as Acting Executive Director until an Interim is appointed at the March 14, 2022 meeting.**

Voted Yea: Chair Labarta, Vice Chair Certain, Member Cornell, Member Pinkoson, Member Snyder  
Voted No: Member Hardt

### General Public Comments

### Board Member Comments

### Adjournment

**Chair Dr. Margarita Labarta adjourned the meeting at 3:10 PM.**

**File Attachments for Item:**

3. 3.14.22 Regular Board Meeting Minutes



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## **CHILDREN'S TRUST REGULAR MEETING MINUTES**

March 14, 2022 at 4:00 PM

ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

### **Call to Order**

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

### **Roll Call**

#### **PRESENT**

Chair Maggie Labarta  
Vice Chair Tina Certain  
Treasurer Lee Pinkoson  
Member Karen Cole-Smith – participated virtually  
Member Ken Cornell  
Member Nancy Hardt  
Member Patricia Snyder  
Member Cheryl Twombly

#### **ABSENT**

Member Susan Miller-Jones

### **Agenda Review, Revision and Approval**

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

Motion to accept the agenda - \_\_\_\_\_, \_\_\_\_\_

### **Consent Agenda**

1. Board Member Attendance YTD
2. Board Meeting Evaluation - Survey Results from 2.14.22
3. 1.10.22 Annual Board Meeting Minutes
4. 2.14.22 Regular Board Meeting Minutes
5. February 2022 Checks and Expenditures Report

### **General Public Comments**

### **Executive Director's Report**

6. March ED Report

## Presentations

7. Pritzker Children's Initiative (PCI) - Quarterly Update (Mia Jones)
8. Our Pathway to Improve Child Outcomes (Bonnie Wagner)

## Old Business

9. Board Retreat Update (Dr. Maggie Labarta)

**Motion made by Member Cornell, Seconded by Vice Chair Certain, to approve the charge and creation of a Steering Committee, chaired by Member Twombly.**

Motion was unanimously approved by voice vote.

10. Interlocal Agreement - Opioid Awareness Campaign (Kristy Goldwire)

Mayor Marlowe, City of Newberry, would like to create a committee from several local government entities in Alachua County for an Opioid Awareness Campaign. CTAC has been asked to manage and dispense these funds. Staff requested the Board approve the partnership, and also apply a percentage administrative fee for their time and service on this project.

**Motion made by Member Cornell, Seconded by Member Hardt, to authorize staff to manage funds, dispense funds, and manage the procurement of a advertising firm for the County-wide Opioid Awareness Campaign, and be provided a chair on the interlocal committee, in lieu of an administration fee.**

Motion was unanimously approved by voice vote.

11. Data Technical Advisory Committee Update (Bonnie Wagner)

Applicant data was provided to the Board for their selection of committee members. Vice Chair Certain volunteered to join Member Pinkoson as the second Board Member representative.

Votes were tallied through three rounds, and a total of nine persons were chosen to create the committee.

**Motions made by Member Cornell, Seconded by Member Pinkoson, to create the Data Technical Advisory Committee with the following members:**

Lee Pinkoson, CTAC Board Representative

Tina Certain, CTAC Board Representative

Taylor Gilfillan, Director of Analytics, Evaluation, & Accountability, SBAC

Fred Posner, Director, The Palner Group

Shirley Watts, Director Community Praise Center, dba Heavenly Kids Academy

Lauren Levitt, Parenting Program Coordinator, Project Youth Build

Anne Koterba, Realtor, Bosshardt Realty, Board Chair, Aces in Motion

Michael Bowie, Director, Community Engagement & Diversity Outreach, K-12

Janet Bente Romero, Regional Planner, Florida Department of Children & Families

Motions were unanimously approved by voice vote.

## 12. Emergency Meeting Update and Ratification (Dr. Maggie Labarta)

### Ratification

At the March 4, 2022 emergency meeting, the following motions were approved by the majority of voting members in attendance:

Member Cornell moved to authorize the Chair to negotiate a mutually acceptable separation agreement with Mr. Murphy's attorney, consistent with his employment contract, with the intent that it is a termination without cause.

Member Certain moved to appoint Kristy Goldwire as Acting Executive Director until an Interim is appointed at the March 14, 2022 meeting.

These decisions require ratification at the March 14, 2022 Regular Board Meeting.

**Member Cornell, Seconded by Vice Chair Certain, moves to ratify the motions.**

Voted Yea: Chair Labarta, Vice Chair Certain, Member Cornell, Member Pinkoson, Member Snyder, and Member Twombly

Voted No: Member Hardt

### Separation Agreement

Attorney Swain outlined the separation agreement that was negotiated with Mr. Murphy's personal attorney.

1. CTAC to pay the 30 day notice period effective today, March 14, 2022.
2. CTAC to pay for 280 accrued vacation hours.
3. CTAC to pay 20 weeks severance, as outlined in Mr. Murphy's contract.
4. CTAC to compensate Mr. Murphy for lost employer contributions to the Florida Retirement System.
  - a. Within the FRS, regular service employees receive employer contributions at a rate of 8% of their salary. As Executive Director, Mr. Murphy was eligible for the Senior Management service, at which the employer pays 24%. However, he was enrolled in regular service from February 3, 2020 - May 1, 2020, before being switched to senior management. For these 12 weeks, he was eligible for the additional 16% to be paid by his employer.

Motion made by Member Pinkoson, Seconded by Member Certain, to negotiate with Mr. Murphy for 30 days notice effective today, 280 hours vacation leave, 20 weeks severance, and compensation for the retirement allowance.

Member Cornell requested to remove the retirement allowance from this motion, and have it stand as a separate motion.

Chair Labarta allowed the split motion.

**Motion #1: to negotiate with Mr. Murphy for 30 days notice effective today, 280 hours vacation leave, and 20 weeks severance.**

Motion was unanimously approved by voice vote.

**Motion #2: to negotiate with Mr. Murphy compensation for the retirement allowance.**

Voted Yea: Member Hardt, Member Pinkoson

Voted No: Chair Labarta, Vice Chair Certain, Member Cornell, Member Snyder, and Member Twombly

Motion fails with five in dissent.

#### Executive Search

Trust HR Consultant, Katie Howard from James Moore & Co., updated the Board on the next Executive Director search. She reported that JMCO will need to hire an Executive Search Firm to fill the ED position.

Ms. Howard will work with Chair Labarta to choose the firm. She noted that if a candidate is found by the firm, CTAC will incur charges, however if the candidate is referred, she assured that CTAC will not be charged.

Ms. Howard offered to complete initial shortlisting for the Board, and hopes to make an offer to the successful applicant by week 10, or within 90 days.

While the CTAC is under contract for HR Services with James Moore & Co. for \$1,000 per month, Ms. Howard states that the Executive Director search is not covered by the contract, therefore, for these services, the rate charged to CTAC will be \$250 per hour, effective today (March 14, 2022).

**Motion made by Member Cornell, Seconded by Member Pinkoson, to approve the use of an Executive Search Firm to find applicants for the Executive Director position.**

#### Acting Executive Director

**Motion made by Member Pinkoson, Seconded by Vice Chair Certain, to appoint Kristy Goldwire as Acting Executive Director until the search is complete.**

Voted Yea: Chair Labarta, Vice Chair Certain, Member Cornell, Member Pinkoson, Member Snyder, and Member Twombly

Voted No: Member Hardt

#### Additional Staffing

**Motion made by Member Cornell, Seconded by Vice Chair Certain, to approve creation and hire of an FTE Program Specialist position.**

Motion was unanimously approved by voice vote.

#### **New Business**

13. Summer Camp and Enrichment Services RFP 2022-03 Funding Recommendations (Kristy Goldwire)

**Motion by Vice Chair Certain, Seconded by Member Hardt, and modified by Member Cornell to set a maximum overall award amount of \$2,000,000 for Summer Camp and Enrichment Services RFP 2022-03, and to authorize the ED to negotiate contracts with applicant organizations that scored a 3 or higher.**

Motion was unanimously approved by voice vote.

Three organizations that submitted applications were nonresponsive, including the City of Gainesville's Midnight Youth Basketball program requesting \$18,000.

**Motion made by Member Pinkoson, Seconded by Vice Chair Certain, to approve the addition of the Midnight Youth Basketball program to RFP 2022-03.**

Motion was unanimously approved by voice vote.

14. Approval of Budget Amendment to Direct Community Service Contracts in Excess of 10% (Belita James)

**Motion by Member Pinkoson, Seconded by Vice Chair Certain, to approve budget amendment request.**

Motion was unanimously approved by voice vote.

**Board Member Comments**

Vice Chair Certain requested the Board meet more often due to the length of recent agendas. Other members agreed, so Chair Labarta will schedule additional meetings with Acting ED Goldwire.

**For Your Information**

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

15. Equestrian Center Arena named for Lee Pinkoson

16. Ken Cornell Recognized with Chamber of Commerce President's Award

**Next Meeting Dates**

Regular Meeting - Monday, April 11, 2022 @ 4:00 PM

ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

Regular Meeting - Monday, May 9, 2022 @ 4:00 PM

ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

**Adjournment**

**Chair Dr. Margarita Labarta adjourned the meeting at 7:06 PM.**



Attendee Report

Children's Trust of Alachua County – Regular Board

Meeting 3/14/2022 4:00:00 PM - 7:06:00 PM

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Webinar ID: 897

6577 2803

Board Members

Member Lee Pinkoson  
Member Maggie Labarta  
Member Tina Certain  
Member Ken Cornell  
Member Nancy Hardt  
Member Patricia Snyder  
Member Cheryl Twombly  
Bob Swain – Trust Counsel

Staff

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

Attended in Person

Maureen Conroy  
Leah Galione  
Maria Patino  
Joy Glanzer  
Jordan Marlowe  
Christie Arrington  
Anne Koterba

Panelists joined by Zoom

Member Karen Cole-Smith  
Katie Howard – Trust HR

Karen.cole-smith@sfcollge.edu  
khoward@childrenstrustofalachuacounty.us

Joined by Phone

13863154103  
13526721608

Attendees joined by Zoom

Addison Staples  
Alberto Lopez  
Bishop Christopher Stokes  
Candice King  
Carl Watts  
Dina Snider  
Dorothy Thomas  
Frank Mason  
Gerard Duncan  
Heart Phoenix  
Herman Knopf  
Ian Fletcher  
Jacki Hodges  
Jamie Stormer  
Jeff Kilpatrick

Jennifer McClure  
Jody Farmer  
John S Rollins  
Joyce peppel  
Kallen Shaw  
Kimberly Lee  
LaToya Lopez  
Lexi Green  
Merrie Lynn Parker  
Pastor Adam Joy  
Ray Thomas  
Sezra Gay  
Sherry Kitchens  
Shirley Bloodworth  
Stella Tholen  
Tanya Tillman  
Theresa Beachy

## Children's Trust of Alachua County Data Technical Advisory Committee Proposed Charge

### Background

The Board at its **December** meeting determined the need for a technical advisory committee to make recommendations about the data needs and collection strategies for the Trust. As a result, staff sought applications for membership in the committee to obtain expertise and recommendations. Subsequently, at its February 23 Retreat, the Board identified the kinds of information that the Trust needs to have to document its effectiveness and community impact. With assistance from the retreat facilitator, the information was categorized as follows:

Outcomes-related – **would it be possible to further condense, synthesize these responses?**

- **Educational metrics** (i.e., kindergarten readiness, reading proficiency, parental involvement, high school graduation, transition to career and postsecondary achievements)
- **Health metrics** (i.e., RN visits, dental screenings & services)
- **Welling-being and Safety** (i.e., DCF hotline calls, verified maltreatment investigations, DCF removals, Baker Acted children, juvenile justice involvement)
- **Impacts, improvements, and results** based on service receipt
- **Increase access** to services

Outputs-related

- **Knowledge of our reach** (i.e., how many children are served, with what service)
- **Who we are reaching** (i.e., demographics, age, race, sex, zip codes/census tracts, income levels, geographic locations)
- **Are services effective?** (i.e., participant perception on service, retention, how much services are received, progress)
- **How are funds being spent?** (i.e., investment per child/family, by category, institution, type of service)

CTAC Processes-related

- Measure of **community engagement** and **trust** in CTAC
- **Evidence of collaboration** with the other partners that support our mission (school board, faith-based, chamber)
- **Stories from across the community;** live testimonials from community members as to how they were impacted (videos, Instagram)

### Committee Charge

Using these information categories, the Committee will make recommendations to the CTAC staff and Board as to the following:

1. The data collection processes and specific data elements that CTAC will need to require to meet the information needs of the Trust contracts (which may differ based on the contract objectives).
2. The data management infrastructure the Trust will need to collect and hold information in compliance with any confidentiality or privacy standards that apply.
3. The type(s) of analytics tools, dissemination procedures, and quality improvement processes the Trust should have in order to make effective use of the data.

Ms. Bonnie Wagner, CTAC's [Research, Planning and Evaluation Coordinator](#), will serve as staff to the Committee. Membership on the committee will be capped at ten (10) and selected by the Board to include at least two (2) Board members. Membership will be limited to ensure quorum and continuity, but membership will be broad and public comment will be accepted. Committee members will meet for six (6) regularly noticed meetings.

The Committee is expected to report on its recommendations by [September 30, 2022](#).



**Objective 1: Increase participation rates of those living <200% Federal Poverty Level by 17% annually in existing federally, state, and locally funded maternal and infant health programs**  
(WIC, Healthy Start, MIECHV, NewboRN, Healthy Families)

**1.1 "The App" Increased Engagement**

**1.3 interagency coordination, inclusiveness, and effectiveness**

SYSTEM MAPPING

**1.2 The Map**

**1.4 Replication through State-wide agencies, collaboratives, and similarly related initiatives**

COMMUNITY INNOVATION GRANT

PRITZKER  
Children's Initiative

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








Financial Incentives for Gold Seal Accreditation and Professional Development



COMMUNITY INNOVATION GRANT

What challenges have you experienced and how have you worked to resolve them?






- No bids for system mapping touchpoints
- Hospital paused visits from vendors due to COVID rise
- Nursing contract ended
- Increase in calls and need for services
- Families need more time and mental health services
- Coaching limits
- ✓ Use existing resources to create system mapping touchpoints.
- ✓ Visits to the hospital were later reinstated.
- ✓ Nurses for NewboRN HV moved in house.
- ✓ WIC expanded hours on Wednesday.
- ✓ Nurses are spending 2-3 hours a visit and researching community resources.
- ✓ Expand into Family Child Care Homes.

## IMPACT REPORT YEAR 2021

Pritzker Objective:		Baseline-2020	Year 1 Goal	Year 1-2021	Achieved Increase
Maternal and Infant Health	Increase # of families (prenatal through age 3) receiving coordinated services through Connect.	1,666	1696	1766	100
	Increase # of families (prenatal through age 3) participating in home visiting programs.	1,227	1242	1525	298
	Increase # of families participating in NewboRN Home visiting Program.	275	290	506	231
	Increase # of children ages 0-3 actively participating in WIC.	2,283	2333	2559	276
Early Care and Education	Increase # of SR children 0-3 in classrooms receiving Practice Based Coaching Services. <i>*countywide specific strategy</i>	46	46	66	20
	Increase # of SR children 0-3 in quality early learning classrooms as measured by a minimum score of 4.5 on the CLASS assessment <i>* zip code specific strategy 07,09,41</i>	114	114	188	74
	Increase # of SR children 0-3 in high quality child care rated as "Gold Seal" <i>*zip code specific strategy 07,09, 41</i>	17	17	41	24

COMMUNITY INNOVATION GRANT

## 2022 and 2023 Goals

Pritzker Objective:		Year 2 Goal 2022	Year 3 Goal 2023			
Maternal Infant Health	Increase # of families (prenatal through age 3) receiving coordinated intake and referral via Connect.	70	130			
	Increase # of families (prenatal through age 3) participating in home visiting programs.	35	60			
	Increase # of families participating in NewboRN.	30	60			
	Increase # of children ages 0-3 actively participating in WIC.	75	125			
Early Care and Education	Increase # of children 0-3 in classrooms receiving Practice Based Coaching Services. (" <i>countywide specific</i> " strategy)	60	60			
	Increase # of children 0-3 in quality early learning classrooms as measured by a minimum score of 4.5 on the CLASS assessment (" <i>zip code specific</i> " strategy)	96	97			
	Increase # of children 0-3 in high quality child care rated as "Gold Seal"	15	25			

PRITZKER  
Children's Initiative

2022 Goals



COMMUNITY INNOVATION GRANT



## Children's Trust of Alachua County Proposed Strategic Planning Steering Committee

### Background

At its February 23 retreat the Board endorsed the idea of a strategic planning process to

1. Update goals using data that is readily available and broad community input to better understand the needs and opportunities for change within the community.
2. Use the information gained through this process to update goals and priorities and develop a long-term funding strategy.

### Charge

To effectively conduct the process, a steering committee is recommended that can recommend to the board effective mechanisms for gathering information and to guide the process for building the new strategic plan. Included in their charge is

1. Proposing mechanism for updating needs assessment
2. Addressing the following issues discussed at the retreat:
  - a. What is the best allocation of CTAC funds?
  - b. CTAC's conceptual framework and theory of change
  - c. What role should CTAC play in coordinating/collaborating with other public agencies and municipalities?
  - d. Should CTAC serve as a backbone organization for Collective Impact?
  - e. How do we help build provider capacity and mitigate risks associated with non-profits with limited contracting experience and who may need support to be effective provider using public funds?
  - f. How can CTAC best leverage other public funding sources?
3. Proposing approach to community information gathering, including outsourcing and engaging community members, using the information gathered at the retreat (See attachment – "Community Listening").
4. Reviewing the work process as the plan develops.
5. Assisting with the draft of a final plan to be presented to the Board for approval.

### Membership

3-4 CTAC Board members

Interim CTAC Executive Director/Executive Director once hired

CTAC Director of Community Engagement

4-5 Community representatives

Membership should be closed to facilitate continuity of discussion, but meetings noticed with opportunity for public comment provided.

### Special Resources to the Committee

It is recommended that the committee use a consultant with experience with CSC's to help lead the process. Given the need to recruit a new ED, the staff at the CTAC are stretched thin and a consultant would carry a great deal of the workload associated with the planning, information gathering, and writing required. The listening tour, while leaning heavily on community members, would benefit from the expertise of a firm or consultant with experience in surveying and focus groups.



## Attachment: Community Listening

Below is list of topics and audiences that the board would like to see in the community listening process.

### Topics and Questions

- What gaps exist in terms of available services as well as populations served?
- A rank order of types of supports needed by children and families
- Obstacles/barriers to accessing supports
- What formal and informal supports have you found helpful for you and your children? Why, and how, were they helpful?
- What supports do you not have that you or your child need? What would be different if you had these supports?
- How can we best include you in CTAC's decision-making?
- How can we improve our organizational capacity and create the "CTAC way"?
- What helps? What hurts? What would work better? ... in education, health, safety, etc.
- What is happening in your neighborhood in terms of assets, service gaps, conditions, etc.?
- Do you know about CTAC? What do you know?
- Are you accessing CTAC services? If not, why not?
- What would improve the quality of life in your community?
- Who else should we talk to?
- What services do you wish you could provide? (for providers)
- What strategies are CTAC-funded providers using to build trust? (for providers)
- Are you partnering with CTAC? If not, why not? (for providers and partners)
- What strategies should CTAC be employing? (for providers and partners)

### Audiences

- Parents and caregivers
- Children
- Sample targeted ages: Birth – 5, early elementary, late elementary/MS, HS/adult
- Sample those currently accessing CTAC programs as well as those not currently accessing
- Sample throughout Alachua County – urban and rural
- Sample vulnerable populations – immigrants, victims of domestic violence, housing insecure, juvenile justice involvement, pregnant women/new mothers, others TBD
- Sample at risk/at promise communities – those who have historically not had a voice or have not trusted institutions
- Providers – current and potential – nonprofit, public, for-profit
- Partners – current and potential – nonprofit, public, for-profit
- Key Informants (e.g., community leaders, Gainesville for All, pediatricians, faith groups, funders, etc.)

### Methods considerations

- Talk to those who ran the initial CTAC campaign to determine who they spoke with
- Recruit community listening participants through trusted partners
- Partner with community organizations and trusted individuals within the community
- Utilize a contractor with experience in this type of data collection
- Recording and professional analysis
- Stakeholder analysis
- Network analysis
- Disaggregate the data by various groups, neighborhoods, etc.



CHILDREN'S TRUST  
OF ALACHUA COUNTY

# RFP 2022-03 Summer Camp & Enrichment Services

## Funding Recommendations

March 14, 2022

### Planning Process



- During Summer 2021, CTAC asked Parents and Providers to provide feedback on summer services through satisfaction surveys and end of program evaluations
- CTAC OST-Staff also provided their feedback and recommendations

All feedback was organized into four categories:

- Preserve
- Discard
- Create
- Avoid

CTAC shared their potential changes to the summer funding model and requirements with Summer providers to obtain their input and ensure we were on the right track

## Improvements to Solicitation Process



- Longer planning process for Summer and Enrichment services, starting in August 2021 through December 2021
- Collected Input from providers at an Input Summit in December 2021 and incorporated their feedback into the RFP
- Increase the time to submit the application from 3 weeks to 5 weeks
- Offered two bidders' conference and application trainings, including one in the evening for ease of access
- Shorter applications
- Offered technical assistance office hours

## RFP At a Glance



Gainesville Circus Center, Summer 2021



At A Glance - Summer and Enrichment Services		
	Summer Camp	Enrichment Services
<b>Minimum Requirements to Bid</b>	All proposed services must take place within Alachua County. b. Applicant must be currently qualified to conduct business in the State of Florida. c. Applicant must not be a charter school approved by any public school system in the State of Florida. d. Applicant must have experience working with youth in out-of-school time and focus on promoting positive youth development in a safe and enriching environment. e. Applicant must plan to offer in-person youth development services in 2022	
<b>Target Population</b>	Children from low-income families living in Alachua County and who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders	
<b>Programming Activities</b>	CTAC seeks to fund providers offering a range of programming activities. Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming	
<b>Overview</b>	Summer Camp services to offer eligible Alachua County children full or partial camp scholarships.	Partner with eligible sites across Alachua County to offer enrichment activities that offer youth the opportunity to learn and explore specialty activities (such as STEM, Fitness, Arts, etc.) that would not otherwise be available through their OST programming



<b>Contract Terms</b>	Initial contract terms: April 1 <sup>st</sup> – September 30 <sup>th</sup> , 2022, renewable up to two years for the following terms: - April 1 <sup>st</sup> 2023 to September 30 <sup>th</sup> , 2023 - April 1 <sup>st</sup> 2024 to September 30 <sup>th</sup> , 2024	Initial contract terms: April 1 <sup>st</sup> – September 30 <sup>th</sup> , 2022, renewable up to two years for the following terms: - October 1 <sup>st</sup> 2022 to September 30 <sup>th</sup> , 2023 - October 1 <sup>st</sup> 2023 to September 30 <sup>th</sup> , 2024
<b>Staffing</b>	- All Contractors must identify one program director to administer the program - All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting - Ratio no greater than 1:20 ratio of staff /youth - At least one staff member per site with infant and child CPR/first aid training	-All Contractors must identify one program director to administer the program - All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting



<b>Performance Measures</b>	<p><b>Quantity: How much?</b>                  Number of children enrolled – full and partial scholarships                  Number of program days</p> <p><b>Quality/Effort: How well are services provided?</b>  <b>Weekly Attendance</b>                  100% of enrolled children will attend at least 1 day per week for the expected program length                  Site Monitoring (developed by CTAC staff)</p> <p><b>Client Benefits: Is anyone better off?</b>                  80% of children enjoyed camp activities                  75% of parents satisfied with registration process                  85% parents satisfied with camp activities                  90% of parents felt their kids were safe at camp                  80% of parents satisfied with camp communication                  85% of families enjoyed the overall camp experience</p>	<p><b>Quantity: How much?</b>                  # of Sites Served                  # of Sessions</p> <p><b>Quality/Effort: How well are services provided?</b>                  Avg Session Attendance                  Activity Monitoring (developed by CTAC staff)</p> <p><b>Client Benefits: Is anyone better off?</b>                  Partner Satisfaction Surveys (developed by CTAC staff)</p>



<b>At A Glance - Summer and Enrichment Services</b>		
<b>Provider Compensation</b>	<p>Awarded provider will be paid on a fee for service basis for weekly summer scholarships. Providers are eligible for a 25% advance payment and can be reimbursed for approved expenses for materials, fieldtrips, and transportation, background checks</p>	<p>Awarded provider will be paid on a fee for service basis for session delivered. Providers are eligible for a 25% advance payment. Reimbursement for background checks</p>

# Funding Recommendations



Traveling Art Camp, Summer 2021

## Evaluation Criteria



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

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

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

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

## Recommendations for Enrichment



Of the 11 eligible organizations submitting applications for Enrichment services, 9 are recommended for funding:

**Organization Name**

1. Child Advocacy Center, Inc\*
2. Cultural Arts Coalition
3. Florida Museum of Natural History\*
4. Gainesville Chamber Orchestra, Inc\*
5. Good News Arts, Inc
6. MOTIV8U of North Central Florida, Inc\*
7. New Technology Made Simple Now
8. Star Center Theatre
9. Underground Kitchen\*

\*new provider

## Recommendations for Summer Camp



Of the 29 organizations submitting applications for Summer Camp services, 3 are nonresponsive & 2 are past provider with low scores:

**Nonresponsive**

1. City of Gainesville - Midnight Youth Basketball - \$18,000
2. Genesis Family Enrichment Center – \$105,400
3. River Phoenix Center for Peacebuilding - \$8,400

**Previously Funding**

1. Just for Us Education LLC (2.6) – \$203,650
2. Greater Bethel AME Church (2.6) – \$46,240
3. Fun for Gainesville Sports Camp (2.3) - \$217,400

\*new provider



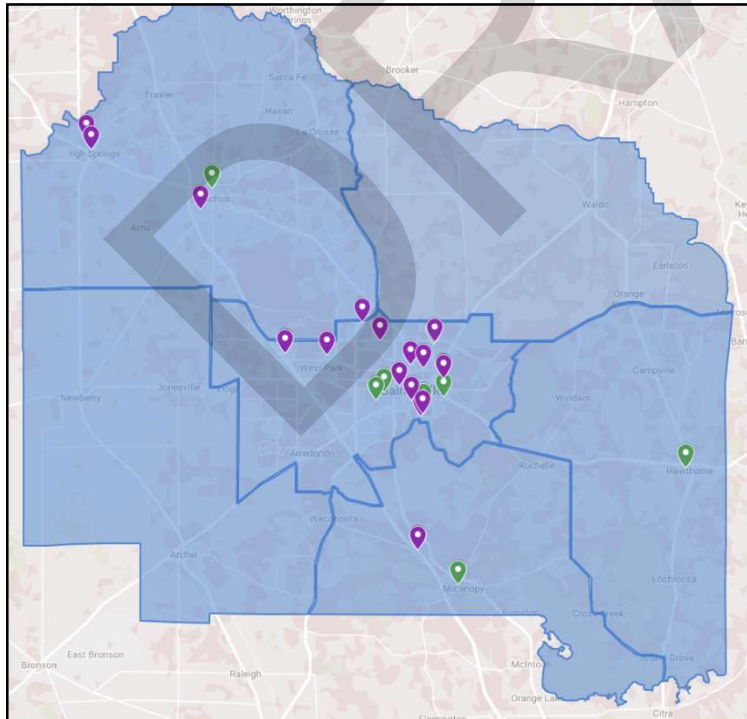


# Recommendations for Summer Camp

Of the 29 organizations submitting applications for Summer Camp services, 23 are recommended for funding:

- | <b>Organization Name</b>   | <b>Organization Name</b>                               |
|--|--|
| 1. A-Team Consulting & Training, Inc*                              | 12. Girls Place  |
| 2. Alachua County Board of County Commissioners                    | 13. Good News Arts, Inc                                |
| 3. Boys' & Girls' Clubs of Northeast Florida, NW & Woodland Park   | 14. Greater Duval Neighborhood Association             |
| 4. Cade Museum for Creativity and Invention                        | 15. I AM STEM  |
| 5. City of Alachua   | 16. Kids Count   |
| 6. Community Impact Corporation*                                   | 17. North Central Florida YMCA                         |
| 7. Cultural Arts Coalition   | 18. Santa Fe College Foundation                        |
| 8. Deeper Purpose  | 19. St. Barbara CFC Ministries, Inc*                   |
| 9. Empowerment Consultants & Associates, LLC*                      | 20. Traveling Art Camp, LLC                            |
| 10. Gainesville Area Community Tennis Association (Aces In Motion) | 21. University of Florida Board of Trustees-CROP       |
| 11. Gainesville Circus Center, Inc                                 | 22. University of Florida Board of Trustees-IncuGator* |
|  | 23. Star Center Children Theatre                       |

\*new provider



## Summer Camp Sites

Site City	# Orgs	# of Sites
Alachua	2	2
Gainesville	18	22
Hawthorne	0	1
High Springs	2	2
Micanopy	1	3
<b>Grand Total</b>	<b>23</b>	<b>30</b>

📍 Returning Site    
 📍 New Site



## Performance Measures and Data Collection Discussion



## Data Collection as Stated in RFP




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

### Summer Camp

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


### Enrichment Provider

- Site partner information
- Session attendance
- Site satisfaction surveys



## Performance Measures

At A Glance	
<p><b>Summer Camp</b></p> <p><b>How much?</b>                      Number of children enrolled                      Number of program days</p> <p><b>How well?</b>                      100% of enrolled children attend at least one day per week                      Site Monitoring (developed by CTAC staff)</p> <p><b>Better off?</b>                      80% of children enjoyed camp activities                      75% of parents satisfied with registration process                      85% parents satisfied with camp activities                      90% of parents felt their kids were safe at camp                      80% of parents satisfied with camp communication                      85% of families enjoyed the overall camp experience</p>	<p><b>Enrichment Services</b></p> <p><b>How much?</b>                      # of Sites Served                      # of Sessions</p> <p><b>How well?</b>                      Avg Session Attendance                      Activity Monitoring (developed by CTAC staff)</p> <p><b>Better off?</b>                      Partner Satisfaction Surveys (developed by CTAC staff)</p>



## Performance Measures

**Performance Based Incentives** (Summer Camps Only)

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

## Uses of Deidentified Data



CHILDREN'S TRUST  
OF ALACHUA COUNTY

In alignment with the motion approved by the board in December 2021, the summer camp providers will report data deidentified to CTAC as part of the performances measure of their contract. They will still report information at the child level (demographics and attendance) but that data will include a unique child ID that is non personally identifiable.

### Benefits and Drawbacks of Deidentified Data

- Data security concerns lessened as identity of children and families are not reported
- Can still collect child level information in combination (demographics, attendance, etc)
- Deidentified data cannot track child progress over time, or across programs
- Deidentified data cannot be linked to other data such as the school reading scores, etc
- Deidentified data cannot be added to a data system at a later date
- Providers will have to put in work to deidentify data
- CTAC will not be able to connect with parents directly for satisfaction or other resources etc

## Motion to Approve



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### Funding Recommendations

- Authorize staff to enter into contract negotiations with approved Enrichment and Camp providers
- The Trust is asked to set a maximum overall award amount of \$2.3 million

### Performance Measures and Data Collection

- All staff to include the performance measures in contracts as stated in the RFP
- All staff to implement data collection processes including
  - Deidentified data at the child level and in the data collection tool as provided by CTAC
  - Providers will be required to follow CTAC data collection process
  - Deidentified data will still need to be matched back to child eligibility and attendance at the site monitoring visits

**File Attachments for Item:**

4. 3.31.22 Data Technical Advisory Committee Minutes



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## DATA TECHNICAL ADVISORY COMMITTEE MINUTES

March 31, 2022 from 9:30 AM – 11:00 AM

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

### Welcome

Board member, Lee Pinkoson, welcomed committee members and expressed gratitude for their participation on the committee.

### Roll Call

*Member Attendance:* Taylor Gilfillan, Fred Posner, Shirley Watts (virtual), Lauren Levitt, Anne Koterba, Michael Bowie, Janet Bente Romero, and Lee Pinkoson.

*Members Absent:* Tina Certain.

### Meeting Topics

#### -Our Purpose

CTAC staff, Bonnie Wagner, welcomed committee members and introduced the meeting agenda and the purpose behind the committee. The committee is charged with developing a policy to ensure we are using the best practices and approaches with data collection and management. Data will be an important tool to help us strategically focus, collaborate, and achieve improvements in well-being for children in Alachua County.

#### -How are we going to work together?

##### *Florida Sunshine Law*

Deputy County Attorney, Bob Swain, gave a presentation on Florida Sunshine Law with regard to public records and communication regarding public business related to this committee. Committee members are allowed to have one-way communication with Trust staff who are coordinating the meetings, but not with other committee members outside of the public meetings. All records created in the course of public business related to this committee are public records. Attorney Swain recommended committee members always copy or forward Trust staff on any email or written communication related to Trust and committee business. Any records requests refer to Trust staff.

CTAC staff, Bonnie Wagner, noted meetings are recorded and will be available on YouTube for the public to view. Staff may also take pictures during meetings.

### *Collaboration and Working Together*

The committee will be using a collaborative model where we will brainstorm, formulate solutions, and incorporate the groups advice into the final recommendation to the Board. The committee will be using consensus-based decision-making whereby group members actively participate in finding a decision that all members are comfortable with. Additionally information was shared on the Appreciative Inquiry approach which is a strength and solution focused model to move groups toward a shared vision of change.

The group shared practices for effective collaboration which included:

- ✓ not discouraging any idea while brainstorming; we come from different perspectives and we can learn from each other.
- ✓ not monopolizing the conversation.
- ✓ check egos at the door; and having a focus and keeping to the focus.
- ✓ showing up reliably.
- ✓ receiving reliable consistent communication.
- ✓ listening – even if you are an expert, there is always more to learn, clearly no one is the master of everything.
- ✓ trust, commitment, demand debate (open, candid dialogue & constructive conflict) are important principles from “The Five Dysfunctions of a Team”.
- ✓ showing up prepared, receiving materials with adequate time in advance
- ✓ keeping an open mind and seeking to understand take an active and respectful interest into other people experiences and perspectives that differ from your own.

### *About the Children’s Trust*

CTAC staff, Bonnie Wagner, provided an overview of the Children’s Trust as a voted-approved Independent Special Taxing District authorized in November 2018, where Alachua County residents pay .5 mills on assessed property tax values after exemptions. The Trust mission and vision statement were shared. CTAC goals were highlighted: (1) children are born healthy & remain healthy, (2) children have nurturing and supportive caregivers and relationships, (3) children learn what they need to be successful, and (4) children live in a safe community. It was noted that these are areas where we want to measure our effectiveness and progress in achieving these goals both on a community and programmatic level. The Trust Board composition and membership as well as CTAC staff members were noted.

### **-Our Objectives**

CTAC staff, Bonnie Wagner, provided an overview of the Data Technical Advisory Committee’s objectives which are to develop a policy which outlines: (1) data collection processes, (2) data

management infrastructure, (3) analytic tools, dissemination procedures, and quality improvement processes as expressed in the committee's charge.

### **-Who are we?**

Data Technical Advisory Committee group membership was noted. Committee members shared why they chose to be part of the committee and a data story:

- *Taylor Gilfillan* – works at Alachua County Public Schools managing the research requests, data sharing agreements, MOUs with organizations in the community some of which CTAC supports. Taylor shared how when he was a teacher he used data-driven instruction, and how it helped a child with special needs achieve an important learning milestone. Using data in this way helped provide insight on how to help this struggling student succeed and in turn made an impact on this student's academics and self-esteem through receiving recognition for this achievement.
- *Anne Koterba* – shared data has been a big part of her professional life in veterinary medicine, sales and marketing, and her work in the community with Aces in Motion and racial disparities in the school system. Anne shared she was on the Education Task Force in 2016/2017 when a group at the University of Florida (UF) were brought together to mine data with the Florida DOE data portal and civil rights portal. The work she and her colleagues did looking at racial disparities provided a lot of information to start having townhalls to push the school district and raise awareness about the serious problems with racial disparities within the county.
- *Lauren Levitt* – works with mostly parents and also some out-of-school youth as one of the providers that is contracted through the Children's Trust. Lauren shared that the population of youth she serves are often not counted and are underrepresented in data. As a result of data collection processes that entities require, it can be difficult to access resources for participants served in her program. In an emergency situation, that means a family can be denied a resource and that's why it's important to her what data needs to be collected.
- *Michael Bowie* – is the Director of Community Engagement and Diversity Outreach for University of Florida K-12 and also has been a board member for Partnership for Strong Families since its inception. Michael has a background in veterinary medicine, and had always learned data from a quantitative angle, and wants to make sure that we realize qualitative data is extremely important. He emphasized how stories are so important to help understand the difference programs make.
- *Fred Posner* – has been an Alachua County resident for more than 30 years; he is a father and a business owner. Fred works in technology consulting, data management systems, and

security. He emphasized the importance of proper handling and safeguards to ensure that information being collected is protected. Fred also shared how data can be a very important tool especially when unbiased in helping you to achieve and better understand progress towards your goals.

- *Janet Bente Romero* – currently works at the Department of Children and Families. Janet shared an experience serving as a grant writer at the Boys and Girls Clubs of Alachua County during a time when very strong emphasis on measureable objectives began. At first it was a challenge to capture quantitative program impacts. The Boys and Girls Clubs had a very small administrative staff and to suddenly to take on data requirements was challenging. She sees CTAC as having a similar task and answering for the residents and the county that is making this investment in children – What’s the result? What is the return? CTAC will need to develop legitimate measures of what programs are achieving through asking the right questions and defining what is meaningful, without being too taxing on providers.
- *Lee Pinkoson* – shared his passion for ensuring children have every opportunity to be successful. He shared that while on the County Commission, initiatives including funding afterschool program opportunities and then expanded to Success by Six program, which served children 0-5. For a data story, he shared a study conducted by Dr. Nancy Hardt where hotspots throughout the county were identified, so we were able to determine where services were needed the most. As a result, the County got involved and started working with the Southwest Advocacy Group and hopefully through that we will change the fortune of that area. Lee shared a second data story about the December Children’s Trust Board meeting, which resulted in the motion that led to the formation of this committee. Lee described this meeting as sobering from his perspective as he sees the benefits in collecting information to see how children are succeeding or not succeeding, but how we have a lot to do so our providers trust we will do the right thing with the data. He hopes this committee will play an instrumental role in that. He hopes when we go back up for reauthorization in 2030, we can share with the public how we’ve been successful and can demonstrate we handled the money in an accountable fashion and how much we’ve done for children.

In sum, committee members shared stories how data has helped shed light on conditions and been a tool for advocacy and change, how data can be used for achieving impact, and examining our progress and beliefs. Members highlighted varied ways for getting meaningful results, respecting privacy, and ensuring that data is inclusive and unbiased, and that does not cause harm to the individuals from whom it is being collected.

Board member Pinkoson and CTAC staff expressed appreciation to members for being part of the committee and how we are thrilled to have such a great group.



### **-Topic Selection**

CTAC staff, Bonnie Wagner, proposed topic discussions for subsequent meetings which included: (1) What is our data strategy? (i.e., philosophy, intent, and approach), (2) How do we gather information? (i.e., methods, processes, data sharing agreements), (3) How do we secure information? (i.e., data systems, information management, security, HIPPA compliance), (4) How do we share results? (i.e., communication, dissemination plan and tools)

Committee members were asked if there were any additional topics, and the committee members identified:

- 1) How are parents informed about the collection and use of data; why do we need the specific data being collected, how do we protect it?
- 2) Do participants receiving CTAC funded services have the option to opt-out of data collection?
- 3) What do we require of contracted providers in terms of data collection, security, management?
- 4) Do we want to share/exchange data with other agencies in the County?

### **- General Discussion and Comments**

Attorney Swain highlighted that:

- a) From a CTAC standpoint there are 2 types of data required: (1) the bare minimum legal data needed as a government entity in tracking public dollars; that is to verify the money is being used for a public purpose in an appropriate way. CTAC has to have this in case of an audit by the Office of the Attorney General. Important information would include verifiable information that: children are in the age group, reside in the county, their service eligibility, and that services were received. (2) programmatic data so CTAC can do its job under the Florida statutes and local ordinance to assess effectiveness, outcomes, and achievement of goals.
- b) If CTAC is contracting with an agency that is required under federal or state law to keep certain information confidential then CTAC is not going to be able to get additional information out of that situation.
- c) Personally identifying information about children and families held by CTAC or a provider is exempt from public records law, but not confidential. Through our policy we can treat these records as confidential. Such data would still be subject to a subpoena or a court order and internal policy is not as rigorous as HIPAA in protecting data from required disclosure.
- d) If an employee uses data for private gain, that is a violation of the law and of CTAC policy.

Fred Posner – requested more specifics on what data CTAC is collecting now; how we are collecting it. What is working; what isn't working.

*Question: In what instances would personally identifiable information (PII) be needed?*

- CTAC aspires to be able to coordinate services for children and families across funded providers in a shared data system. To refer and track the receipt of services across the providers; for example, afterschool to mental health, or a prenatal service to an early childhood development service.
- To track outcomes and effectiveness, for example, by looking at educational outcomes within the school system, or DCF involvement to assess and coordinate as a larger county system.
- PII is also needed to accurately count unduplicated participants.
- To determine progress in children and services received over time.

### **Public Comments**

*Herman Knopf* – Senior Research Scientist from the Anita Zucker Center for Excellence in Early Childhood Studies at the University of Florida, shared per legislation through HB 1349, is working to develop an early childhood data system. This work included executing data sharing agreements with many state agencies - Department of Children and Families, Department of Education, Department of Health, Agency for Health Care Administration - to integrate data from across the state to identify risks and to see the kinds of services children receive from the time they are born through the time they enter kindergarten. This group spent a lot of time talking about data security, how to maintain secure computing environments, how to treat the personally identifiable information (PII) and protected health information (PHI) in a manner that protects the individuals and limits the number of people who have access to PII. We report aggregate experience of families and how those experiences accumulate to support kids, or maybe do not accumulate in ways that we might anticipate. He is sharing this as a resource for this committee – so we can share information so we can understand locally how kids and families are benefiting in Alachua County. He offered that he is available and wants to make sure the Children's Trust is successful in all its endeavors.

Herman shared for those interested to check out the sunshine portal ([thesunshineportal.org](https://thesunshineportal.org)) to view the first project released: a dashboard on childcare access.

### **Close**

Next meeting is April 28, 2022 at 9:30am-11am at the Children's Trust office.

802 NW 5<sup>th</sup> Ave, Gainesville, FL 32601

Please review the following: [Proposed Resolution 2021-25 Data Management and Reporting](#)

Non-Committee Members in Attendance:

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

*Others in Attendance:* Maggie Labarta (Children’s Trust Board Chair), Bob Swain (Deputy County Attorney), Herman Knopf (Anita Zucker Center), Ray Thomas, and Stephen Pennypacker (Partneship for Strong Families).

DRAFT

**File Attachments for Item:**

5. 4.11.22 Regular Board Meeting Minutes



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## CHILDREN'S TRUST REGULAR MEETING MINUTES

April 11, 2022 at 4:00 PM

ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

### Call to Order

Chair Labarta called the meeting to order at 4:03 pm.

### Roll Call

#### PRESENT

Chair Dr. Margarita Labarta

Vice Chair Tina Certain

Treasurer Lee Pinkoson – participated via Zoom

Member Shane Andrew

Member Dr. Karen Cole-Smith – participated via Zoom

Member Ken Cornell

Member Dr. Nancy Hardt

Member Cheryl Twombly – participated via Zoom

#### ABSENT

Member Hon. Susan Miller-Jones

Member Dr. Patricia Snyder

### Agenda Review, Revision and Approval

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

Due to the absence of a quorum (6 members physically present), no business was conducted, and no items were voted on. The Board did receive the following updates from CTAC staff.

### Consent Agenda

1. Board Attendance YTD
2. 3.4.22 Emergency Meeting Minutes
3. 3.14.22 Regular Board Meeting Minutes
4. Board Meeting Evaluation - Survey Results from 3.14.22
5. Checks & Expenditures Report March 2022
6. 2nd Quarter Financial Report FY22

## General Public Comments

Dr. Sunshine Moss gave public comments.

## Chair's Report

### 7. Executive Director Search

Chair Labarta reported that the quotes for the Executive Search Firms were higher than expected, therefore she suggested using the Alachua County network and strategies for recruitment. Heather Akpan, Director of Human Resources for the County, is happy to work with CTAC for \$82 per hour. Chair Labarta reported that the Board could shortlist as a group at a publicly noticed meeting or she offered to prescreen candidates with the assistance of Ms. Akpan and HR Representative Ms. Howard.

### 8. Acting Executive Director Contract

The Board discussed the proposed contract for the Acting Executive Director, Kristy Goldwire, to which she has agreed to the terms. It provides a \$10,000 increase to her current salary, provides protection in her current position as Director of Program Operations for one year from the appointment of a new Executive Director. This would require Board approval to remove her from her original position.

### 9. Board Meeting Schedule Proposal

Vice Chair Certain requested more frequent meetings of the Board. Chair Labarta proposes adding a second meeting on the fourth Monday of each month.

## Executive Director's Report

### 10. April ED Report (Kristy Goldwire)

AED Goldwire reported updates since the last meeting, including reviewing the contract of CRI, the Trust's Accounting Firm, to discuss deliverables and the option to renew or hire an in-house Finance Director.

Member Cornell requested that the positions of Finance Director and Bookkeeper both be included in the upcoming budget cycle.

## Committee Reports

### 11. Data Technical Advisory Committee Update (Bonnie Wagner)

Vice Chair Certain reported that she will no longer be able to serve as the Chair of this committee. As Member Pinkoson is also on the committee, Member Cornell suggested that he become the chair, Chair Labarta agreed and asked for volunteers from the Board to fill the one remaining space for a CTAC Board Member. Member Andrew volunteered to join.

### 12. Strategic Planning Steering Committee Update

The first meeting will be held this Thursday with Dr. Catherine Raymond, where they will discuss a community listening plan.

## Old Business

### 13. Summer Camp and Enrichment Services RFP 2022-03 (Deon Carruthers)

Staff presented the evaluation results for each applicant to this RFP. Three applicants submitted after the 3:00 pm deadline. The Board discussed whether they should accept the late submissions or hold the deadline at 3:00 pm. No decision was made.

Armando Grundy-Gomes, Tara Mushell, Julie Crosby, and Sharon Burney spoke to the item.

### 14. Capacity Building Funds for Enrichment Providers ITN 2022-04 (Belita James)

AED Goldwire gave a presentation on ITN 2022-04. Three responses were received, two were recommended for funding. The third application was an incomplete submission.

As all funds budgeted for this ITN were not awarded, Member Cornell requested staff report back on where the remainder could be applied in the budget.

Due to the lack of a quorum, this item will be presented again at the next meeting.

## New Business

### 15. Afterschool Program Extension and Renewal (Bonnie Wagner)

Staff presented mid-year reviews on six currently funded afterschool programs which will be recommended for renewal at the next meeting.

## Board Member Comments

Member Cornell suggested a discussion on the the future use of Zoom for public comments. He then welcomed Member Andrew to the Board.

Member Hardt mentioned that she will need to attend virtually for the next few meetings. However, if a virtual option is not offered, or if attending virtually counts as an absence in regards to Board Policy 1.04, she may be unable to continue serving as a CTAC Board Member.

Member Hardt also commented that she would like to see more updates about mothers, babies, and early childhood, as this is an important time to prevent developmental, social, and emotional problems for children. She stressed the importance of not losing focus in this area.

Chair Labarta suggested that the proposed additional meetings each month would give staff the opportunity to provide programmatic updates on the four goal areas, the performance of the programs, and regain focus through the strategic plan.

Chair Labarta discussed the possibility of continuing to use Zoom for Board Member feedback and comments, if the audio is suitable enough. To Member Hardt, "I would certainly not want to lose you and your input because you bring a particular area of expertise to our discussion, you're a valuable member".

Member Andrew noted that early childhood is critical to helping students be successful. He expressed the need in our community for keeping children healthy, and providing them opportunities and access from birth until they enter school. Equity and access for the children in our community can be obtained, through the shared priorities of collaborative partnerships in Alachua County.

**Next Meeting Dates**

Regular Meeting - Monday, April 25, 2022 @ 4:00 PM  
CTAC Offices, 802 NW 5th Ave, Gainesville, FL 32601

Regular Meeting - Monday, May 9, 2022 @ 4:00 PM  
ACPS District Office Board Room, 620 East University Ave., Gainesville, FL 32601

**Adjournment**

**Chair Labarta called the meeting to order at 5:44 pm.**

DRAFT





**Children's Trust of Alachua County (CTAC)**

<b>Position Title:</b>	<b>EXECUTIVE DIRECTOR</b>
------------------------	---------------------------

**Department:** Executive  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt  
**Pay:** Established by Board of Directors  
**Revised Date:** March 2022

**Position Summary:** The Executive Director is responsible for providing strategic leadership for CTAC by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies. The Executive Director leads the execution of The Trust's mission, vision, and values. They are responsible is for working with the Board of Directors and the management team to establish long-range goals, strategies, plans and policies.

**General Duties:** Planning, budgeting, advocacy, community leadership, implementing, managing, and evaluating the activities and functions of The Children's Trust.

**Specific Duties and Responsibilities:** This position is responsible for the overall operations of the Children's Trust. Specific duties may be assigned to other personnel with appropriate oversight. Final accountability remains with this position.

**Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Engages with the stakeholder community to promote CTAC's mission and vision, and recruits supporters and strategic partners.
2. Uses data and community input to develop strategic initiatives to support the wellbeing for all children in the community.
3. Establishes credibility within The Trust and with the Board as an effective developer of solutions to community, provider, and business challenges.
4. Establishes effective collaborations with existing community providers, funders, and stakeholders.
5. Collaborates with The Trust's management team to develop and implement systems, processes and procedures and personnel designed to achieve the objectives of CTAC.
6. Uses independent judgment to plan, prioritize and organize diversified workload.

7. Motivates and leads CTAC's management team; attracts, recruits, and retains the executive team; provides mentoring to The Trust's management career development program.
8. Advocates for The Trust's clients.
9. Principal spokesperson of The Children's Trust and stakeholder queries.

### **Professional Experience/Qualifications**

Incumbent is a visionary, strategic, results-oriented leader who has the personal characteristics and professional experience to lead The Children's Trust. They must:

- Possess passion for The Trust's mission and the ability to communicate that passion with impact to multiple stakeholders.
- Be creative and possess the drive, personal dynamism and communication and interpersonal skills to be an outstanding advocate, representative and spokesperson.
- Be mature and self-assured and be able to demonstrate credibility and command the respect of multiple stakeholders both internally and externally.
- Be a strong relationship builder. Ideally, this individual will have been engaged in dealing in a political environment, and with government entities, the media and the organizations of the kind that are supported by The Trust.
- Possess a collaborative style and diplomatic and persuasive skills.
- Be sensitive to the needs of the diverse communities of Alachua County and possess the credibility to partner and engage with the leaders of these communities.
- Have strong business acumen and be performance orientated, focused on ensuring accountability for themselves, staff, and providers.
- Possess a strong grounding in the fundamentals of management, be well-organized and resourceful, and possess excellent planning skills.
- An understanding of the dynamics of diverse communities; demonstrated cultural competence and knowledge of Alachua County is preferred.
- 10 to 15 plus years in various management/leadership roles.

### **Education:**

Master's degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of five (5) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above. Bachelor's Degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of ten (10) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above.

**Scope of Responsibility:**

Errors of fact, interpretation or judgment can result in significant monetary and human resources losses and undermines the overall effectiveness and success of The Children's Trust. The incumbent has access to the most proprietary information regarding The Trust's strategy, finances, and internal information, and is expected to demonstrate the highest levels of discretion and business conduct and ethics while complying with all applicable Florida Government in the Sunshine law requirements.

**Work Environment:**

Duties are primarily performed in a general office environment and the community. Position and duties may require employee to travel to off-site facilities in visiting agencies throughout the community and participate in off-site meetings.

DRAFT

**Updated Timeframe for CTAC Executive Director Recruitment**

- April 11 Board considers/approves Search Firm vs HR, Chair, and County HR Director as Screening Team  
Board approval of Job Description
  - April 12 Position posted
  - May 6 Position closes
  - May 9-16 Resumes reviewed by Labarta, Akpan, and Howard
  - May 17 Prescreen questions sent to those whose resume reflects qualifications listed on job description
  - May 20 Prescreens due back and forwarded to Board
  - May 23 Board selects finalists for in-person interviews
  - June 9-13 Board sets a special meeting for interviews, or extends time on regular meeting date for interviews and consideration of finalists
- OR**
- May 9-20 Prescreens evaluated and ranked
  - May 23 Board reviews resume review determinations and approves list to be sent Prescreen
  - May 24 Prescreens sent out
  - June 2 Prescreens due back
  - June 3 Prescreens forwarded to Board
  - June 9 Board selects finalists for in-person interviews
  - June 23-30 Board can set a special meeting for interviews, or extend time on regular meeting date for interviews and consideration of finalists



**CHILDREN'S TRUST  
OF ALACHUA COUNTY**

**STATEMENT OF REVENUES AND EXPENDITURES**

**FY 2022 - YTD ACTIVITY  
AS OF APRIL 4, 2022**

**CAPITAL PROJECT FUND**

301 Capital Project Fund  
Posted  
Fiscal Calendar 2022

<b>Account Description</b>	<b>Current Budget</b>	<b>Encumbrances</b>	<b>Actual Amount</b>	<b>Remaining Budget</b>
<b>Revenue</b>				
<b>1500 Children's Trust Services</b>				
36 - Miscellaneous Revenue				
301.15.1500.361.1410 - Interest And Other Earnings General Government Interest	-	-	86.03	(86.03)
36 - Miscellaneous Revenue Total	-	-	86.03	(86.03)
38 - Other Sources				
301.15.1500.381.0000 - Operating Transfer In Operating Transfer In	750,000.00	-	-	750,000.00
301.15.1500.389.9100 - Non-Operating Sources Beginning Fund Balance	300,000.00	-	-	300,000.00
301.15.1500.389.9200 - Non-Operating Sources Ending Fund Balance	(1,000,000.00)	-	-	(1,000,000.00)
38 - Other Sources Total	50,000.00	-	-	50,000.00
<b>1500 Children's Trust Services Total</b>	<b>50,000.00</b>	<b>-</b>	<b>86.03</b>	<b>49,913.97</b>
<b>Revenue Total</b>	<b>50,000.00</b>	<b>-</b>	<b>86.03</b>	<b>49,913.97</b>
<b>Expenses</b>				
<b>1500 Children's Trust Services</b>				
20 - Operating Expenses				
301.15.1500.569.52.00 - Operating Supplies Operating Supplies	50,000.00	-	-	50,000.00
20 - Operating Expenses Total	50,000.00	-	-	50,000.00
<b>1500 Children's Trust Services Total</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>
<b>Expenses Total</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>

APPENDIX A - PROGRAM FUNDING

**GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY** \$ 687,706 \$ 687,706 \$ 145,202 \$ 542,504

**STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
MATERNAL FAMILY PARTNER	Healthy Start of North Central Florida, Inc.	\$ 75,000	\$ 75,000	\$ 14,882	\$ 60,118
NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$ 400,000	\$ 400,000	\$ 126,382	\$ 273,618

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

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

**STRATEGY 1.3 SUPPORT PHYSICAL HEALTH**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
WELLNESS COORINATOR @ HOWARD BISHOP MS *	Children's Home Society of Florida	\$ 62,706	\$ 62,706	\$ 3,938	\$ 58,768

**STRATEGY 1.4 IMPROVE FOOD SECURITY**

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
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**GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL** \$ 4,950,567 \$ 4,529,873 \$ 449,017 \$ 1,486,247

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

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
TRANSFORMATIVE PROFESSIONAL DEVELOPMENT	Early Learning Coalition of Alachua County	\$ 248,026	\$ 248,026	\$ 71,336	\$ 176,690
V'LOCITY MASTER CLASS SERIES	Business Leadership Institute for Early Learning	\$ 90,000	\$ 95,500	\$ 30,000	\$ 65,500
ACCREDITATION ACADEMY	Multiple	\$ 300,000	TBD	\$ -	
PROFESSIONAL DEVELOPMENT REGISTRY	The Children's Forum	\$ 34,650	\$ 34,650	\$ 14,438	\$ 20,213
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Alachua County Board of County Commissioners	\$ 8,125	\$ 9,251	\$ -	\$ 9,251
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Boys and Girls Club of NE Florida	\$ 30,000	\$ 30,000	\$ 10,000	\$ 20,000
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Traveling Arts Camp	\$ 23,626	\$ 22,736	\$ 8,843	\$ 13,893
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Gainesville Circus Center	\$ 16,974	\$ 16,974	\$ 2,368	\$ 14,606
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Gainesville Area Tennis Association (Aces in Motion)	\$ 37,850	\$ 37,850	\$ -	\$ 37,850
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Kids Count in Alachua County, Inc.	\$ 30,586	\$ 30,350	\$ 350	\$ 30,000
ITN 2022 - 01 YOUTH DEVELOPMENT CAPACITY BUILDING	Girls Place, Inc.	\$ 31,800	\$ 31,000	\$ -	\$ 31,000
ITN 2022 - 03 YOUTH DEVELOPMENT CAPACITY BUILDING FOR ENRICHMENT PROVIDERS	TBD	\$ 120,000	\$ 24,609	TBD	
PHILANTHROPY HUB	Community Foundation of North Central Florida	\$ 8,500	\$ 8,500	\$ -	\$ 8,500

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

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
SUMMER CAMP & ENRICHMENT PROGRAMMING (2021-2024)	TBD	\$ 1,407,633	\$ 2,000,000	\$ -	
	Cade Museum for Creativity	\$ 16,268			
	A-Team Consulting & Training	\$ 24,992			
	Boys & Girls Club of NE Florida	\$ 134,042			
	City of Alachua	\$ 66,665			
	Community Impact Corporation	\$ 138,575			
	Cultural Arts Coalition	\$ 28,200			
	Deeper Purpose	\$ 91,500			
	Gainesville Area Community Tennis ACES in Motion	\$ 66,925			
	Gainesville Circus Center	\$ 25,200			

AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Area Tennis Association (Aces in Motion)	\$ 188,443	\$ 188,443	\$ 78,972	\$ 109,471
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Kids Count in Alachua County, Inc.	\$ 143,025	\$ 143,025	\$ 64,281	\$ 78,744
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Boys and Girls Club of Alachua County	\$ 142,569	\$ 142,569	\$ 55,398	\$ 87,171
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Girls Place, Inc.	\$ 120,238	\$ 120,238	\$ -	\$ 120,238
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Circus Center	\$ 95,539	\$ 95,539	\$ 56,155	\$ 39,385
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Deeper Purpose Community Church, Inc.	\$ 72,175	\$ 72,175	\$ 41,356	\$ 30,819
AFTERSCHOOL PROGRAMMING (CONTRACT EXTENSION JUNE - SEPTEMBER)	TBD	\$ 260,000	\$ 260,000	TBD	
SUMMER PROGRAMMING (FREEDOM SCHOOL)	UF - College of Education Collaborative for Equity in Education	\$ 60,000	\$ 60,000	TBD	

**STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS**

APPENDIX A - PROGRAM FUNDING

<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
DOLLY PARTON IMAGINATION LIBRARY	Gainesville Thrive	\$ 14,000	\$ 14,000	\$ 1,667	\$ 12,333
THE BRIDGE COMMUNITY CENTER LITERACY PROGRAM	Vineyard Christian Fellowship of Gainesville, FL	\$ 42,690	\$ 42,688	\$ 9,486	\$ 33,202
OPERATION FULL STEAM*	Cade Museum	\$ 33,959	\$ 33,959	\$ -	\$ 33,959
<b>STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
<b>STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
TEENSWORK ALACHUA	MINORITY BUSINESS LISTINGS, INC.	\$ 125,000	\$ 125,000	\$ -	\$ 125,000
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 125,000	\$ 125,000	\$ -	\$ 125,000
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 250,000	\$ 219,999	\$ -	\$ 219,999
TEENSWORK ALACHUA	TBD	\$ 250,000	\$ 250,000	\$ -	\$ -
NEW TECH NOW STE2AM ENGINE PROGRAM	New Technology Made Simple Now Inc	\$ 47,792	\$ 47,792	\$ 4,368	\$ 43,424
<b>GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS</b>		<b>\$ 486,589</b>	<b>\$ 484,138</b>	<b>\$ 23,735</b>	<b>\$ 460,404</b>
<b>STRATEGY 3.1 SUPPOTT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
RFP 2021-07 HELP ME GROW ALACHUA	Children's Home Society of Florida	\$ 220,000	\$ 219,999	\$ -	\$ 219,999
FAMILY RESOURCE CENTERS/COMMUNITY NAVIGATORS	Partnership for Strong Families	\$ 191,589	\$ 189,139	\$ 17,561	\$ 171,578
<b>STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
PROJECT YOUTH BUILD PARENTING PROGRAM	FL Institute for Workforce Innovation, Inc. d/b/a Project YouthBuild	\$ 75,000	\$ 75,000	\$ 6,174	\$ 68,826
<b>GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY</b>		<b>\$ 57,054</b>	<b>\$ 57,054</b>	<b>\$ 8,347</b>	<b>\$ 48,707</b>
<b>STRATEGY 4.1 SUPPOTT INJURY PREVENTION</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
<b>STRATEGY 4.2 SUPPOTT INITIATIVES THAT PREVENT DELINQUENCY /TRUANCY</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
BIG BROTHERS BIG SISTERS OF ALACHUA COUNTY	Big Brothers Big Sisters of Tampa Bay, Inc.	\$ 29,554	\$ 29,554	\$ 3,145	\$ 26,409
<b>STRATEGY 4.3 SUPPOTT VIOLENCE PREVENTION INITIATIVES</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
PEACEFUL PATHS INCREASING SERVICE VOLUME	Peaceful Paths, Inc.	\$ 27,500	\$ 27,500	\$ 5,202	\$ 22,298
<b>COMMUNITY ENGAGEMENT</b>					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
<b>SPONSORSHIPS</b>		<b>\$ 25,000</b>		<b>\$ 6,400</b>	<b>\$ 18,600</b>
<u>PROGRAM</u>	<u>AGENCY</u>	<u>Current Funding</u>	<u>Under Contract</u>	<u>Expensed</u>	<u>Remaining Budget</u>
CHILDRENS WEEK EVENT	CHILDRENS FORUM	\$ 25,000	\$ 1,000	\$ -	\$ 18,600
DANCE MARATHON	CHILDRENS MIRICLE NETWORK SHANDS TEACHING HOSPITAL		\$ 2,000	\$ 2,000	
CELEBRATE THE CHILD EVENT	ALACHUA COUNTY CHILD ABUSE PREVENTION TASK FORCE UF		\$ 1,000	\$ 1,000	
42ND ANNUAL 5TH AVE ARTS FESTIVAL	CULTURAL ARTS COALITION		\$ 400	\$ 400	
SPRING FIELD DAY EVENT	VINEYARD		\$ 2,000	\$ 2,000	
<b>REIMAGINE GAINESVILLE</b>		<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>MATCH (* executed agreements under corresponding goal)</b>		<b>\$ 200,000</b>	<b>\$ 96,665</b>	<b>\$ 3,938</b>	<b>\$ 103,336</b>
<b>FY 22 BUDGETED GRANTS AND AID</b>		<b>\$ 5,014,315</b>			
<b>FY22 PROGRAM FUNDING BOARD APPROVED</b>		<b>\$ 6,360,251</b>	<b>\$ 5,815,171</b>	<b>\$ 686,639</b>	<b>\$ 2,659,797</b>
<b>(+/-)</b>		<b>\$ (1,345,936)</b>	<b>\$ (800,856)</b>	<b>##### ###</b>	<b>\$ 2,354,518</b>

Items in red not included in original annual budget.

**File Attachments for Item:**

6. Board Meeting Evaluation - Survey Results from 4.11.22





**Summary of Board Meeting Evaluation Surveys**

Per our newly adopted Board Policies, at each meeting, Board members will be given the opportunity to evaluate the effectiveness and efficiency of meetings, and provide suggestions as to how to improve and make the best use time during Board meetings. The following is a summary of the input Board members provided for review by the Board, CTAC staff, and members of the public regarding the most recent Board meeting.

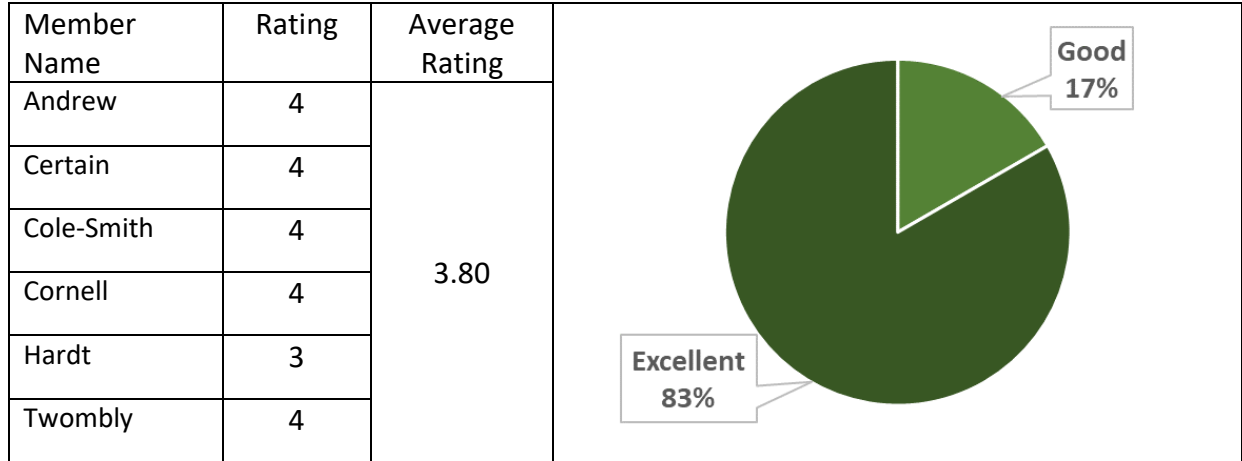
<b><u>Date of Meeting:</u></b>	<b>April 11, 2022</b>
<b><u>Completion Rate:</u></b>	<b>67% of Board members completed (6 of 9)</b>

**Evaluation of Meeting Components:**

Board members rated the effectiveness and efficiency of four meeting components on a scale from 1 to 4. A rating of 1 = “poor”, 2 = “fair”, 3 = “good”, and 4 = “excellent”. Overall, each meeting component received a favorable rating with all items receiving a rating of either “good” or “excellent”. CTAC staff received the highest overall rating in the most recent meeting.

Date of Meeting	Meeting Component			
	Materials Provided	Meeting Facilitation	CTAC Staff	Presentations
April 11 <sup>th</sup>	3.80	3.20	4.00	4.00
March 14 <sup>th</sup>	3.83	3.83	4.00	3.40
February 14 <sup>th</sup>	3.86	3.80	4.00	3.83
January 10 <sup>th</sup>	3.71	3.86	3.71	3.36

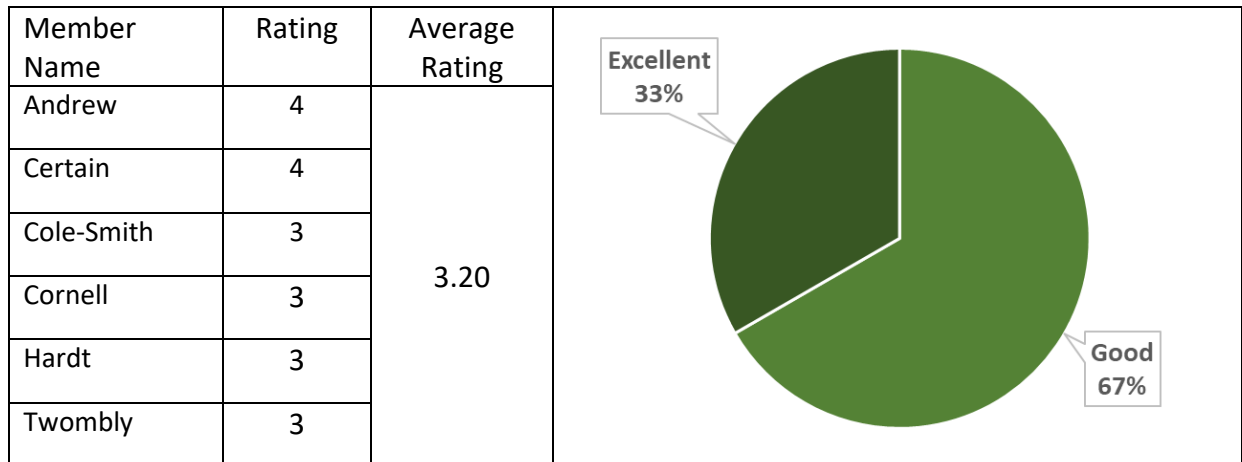
**Materials Provided** (The Board packet was received in a timely fashion and provided the information needed to prepare for the meeting)



**Comments:**

- Still not enough info on checks. Need a live teaching us what this is paying for. It is on the consent agenda, and we can't ask a question. (Hardt)

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




**Comments:**

- I would suggest testing the Zoom audio. (Cornell)
- Some of the comments from the audience indicated some did not have the opportunity to speak. (Cole-Smith)
- Not sure why members of the public are still so angry at us. (Hardt)
- This was not the fault of the Chair, but the sound was very muffled online at the beginning, so I think some from the public missed hearing the information on the upfront

public comment section. Toward the end of the meeting, sound was much better for online viewers. (Twombly).


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

Member Name	Rating	Average Rating	 <p>Excellent 100%</p>
Andrew	4	4.00	
Certain	4		
Cole-Smith	4		
Cornell	4		
Hardt	4		
Twombly	4		

**Comments:**

- As always staff are performing admirably. (Hardt)

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

Member Name	Rating	Average Rating	 <p>Excellent 100%</p>
Andrew	4	4.00	
Certain	-		
Cole-Smith	4		
Cornell	4		
Hardt	4		
Twombly	4		

**Comments:** No comments received.

Finally, Board members were able to provide general comments on the meeting overall as well as topics they'd like to see addressed on future agendas. Audio quality for participants via zoom was identified as an area for meeting improvement. Board members expressed interest in hearing more about early childhood in future meetings.

**General Comments:**

- Must address the technology/sound issues or find a new location for the meetings. This is critical for the board and community members who are unable to hear the session clearly or communicate with the board. (Cole-Smith)
- What can we do to understand and address why people are so angry? (Hardt)
- The material provided for the meeting was its usual high standard, but the meeting was a disaster for those utilizing zoom, like myself. We need to discuss as a board how we should utilize zoom in the future. (Pinkoson)
- It might be good to do a sound check with those online just to ensure they can hear the discussion as we get started. (Twombly)

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

- Early learning + Early Childhood and NewboRN Home Visiting Program. Goals 1,3 + 4 - Universal VPK was mentioned by member Andrew and collaborating with our institutions of higher learning -> I agree!!! (Cornell)
- Again, we spend a lot of time on afterschool and summer programs, but we spend little or no time and attention on early childhood (prevention initiatives). (Hardt)

**File Attachments for Item:**

7. Checks & Expenditures Report March 2022



**Item:**

March 2022 Checks and Expenditures Report

**Requested Action:**

The Trust is asked to receive the report.

**Background**

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

**Attachments**

March 2022 Bank Activity Report

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Receive the Report

Children's Trust of Ala Cty LIVE  
**Bank Account Activity Report**  
 Reconciled & Un-Reconciled  
 From Date: 03/01/2022 - To Date: 03/31/2022

Item 7.

Bank	Bank Account					
Bank of America	ZBA Accounts Payable					
<b>Deposits:</b>						
Date	Type	Deposit Information	Description	Department	Amount	
No Transactions Exist						
<b>Checks:</b>						
Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open	10746	03/03/2022		Accounts Payable	Carr Riggs & Ingram	16,450.00
Open	10747	03/03/2022		Accounts Payable	Childrens Home Society of FL	3,335.09
Open	10748	03/03/2022		Accounts Payable	Health Equity Inc	75.00
Open	10749	03/03/2022		Accounts Payable	Howard Industries Inc d.b.a. Howard Technologies	1,852.00
Open	10750	03/03/2022		Accounts Payable	OFFICE DEPOT	215.83
Open	10751	03/14/2022		Accounts Payable	ALACHUA COUNTY BOCC	9,574.97
Open	10752	03/14/2022		Accounts Payable	Alachua County Tax Collector	6,641.63
Open	10753	03/14/2022		Accounts Payable	Ameris Bank	5,687.47
Open	10754	03/14/2022		Accounts Payable	Duncan, Gerard	750.00
Open	10755	03/14/2022		Accounts Payable	Gainesville Circus Center Inc	2,367.71
Open	10756	03/14/2022		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
Open	10757	03/14/2022		Accounts Payable	Gainesville Thrives	326.04
Open	10758	03/14/2022		Accounts Payable	KIDS COUNT IN ALACHUA COUNTY, INC.	350.00
Open	10759	03/14/2022		Accounts Payable	OFFICE DEPOT	215.09
Open	10760	03/14/2022		Accounts Payable	Traveling Art Camp LLC	8,843.10
Open	10761	03/17/2022		Accounts Payable	Carr Riggs & Ingram	46,514.00
Open	10762	03/17/2022		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	293.53
Open	10763	03/17/2022		Accounts Payable	Deeper Purpose Community Church Inc	8,471.48
Open	10764	03/17/2022		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	437.12
Open	10765	03/17/2022		Accounts Payable	Level Up Impact Group, LLC	4,125.00
Open	10766	03/17/2022		Accounts Payable	Raymond Consulting LLC	2,562.71
Open	10767	03/17/2022		Accounts Payable	VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC	2,000.00
Open	10768	03/21/2022		Accounts Payable	Business Leaders Institute for Early Learning	12,500.00
Open	10769	03/21/2022		Accounts Payable	Children's Forum	2,887.50
Open	10770	03/21/2022		Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	19,273.21
Open	10771	03/21/2022		Accounts Payable	Howard Industries Inc d.b.a. Howard Technologies	15,181.00

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

Item 7.

Reconciled & Un-Reconciled  
 From Date: 03/01/2022 - To Date: 03/31/2022

Bank	Bank Account					
.	Open	10772	03/21/2022	Accounts Payable	KIDS COUNT IN ALACHUA COUNTY, INC.	13,867.95
	Open	10773	03/21/2022	Accounts Payable	NEW TECHNOLOGY MADE SIMPLE NOW, INC.	1,669.63
	Open	10774	03/21/2022	Accounts Payable	Peaceful Paths Inc.	1,917.22
	Open	10775	03/21/2022	Accounts Payable	Splee LLC	1,250.00
	Open	10776	03/21/2022	Accounts Payable	VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC	4,743.16
	Open	10777	03/23/2022	Accounts Payable	BANK OF AMERICA	613.43
	Open	10778	03/23/2022	Accounts Payable	BOYS & GIRLS CLUBS OF NE FL, INC	10,000.00
	Open	10779	03/23/2022	Accounts Payable	James Moore & Co P. L.	1,000.00
						\$206,690.87

EFTs: Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
.						
Open	127	03/03/2022		Accounts Payable	MISSION SQUARE RETIREMENT	741.40
Open	128	03/03/2022		Accounts Payable	AlphaStaff Inc.	28,299.08
Open	129	03/07/2022		Accounts Payable	Health Equity Inc	65.20
Open	130	03/07/2022		Accounts Payable	Health Equity Inc	167.80
						\$29,273.48

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

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

Adjustments: Type	Date	Description	Amount
.			
No Transactions Exist			



**File Attachments for Item:**

8. 2nd Quarter Financial Report FY22



**Item:**

2nd Quarter Financial Report FY22 to the Alachua County Board of County Commissioners

**Requested Action: 04042022**

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

**Background**

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

A summary for the 2nd Quarter is as follows:

- 1) Expenditures: \$ 1,573,284.65
- 2) Receipts: \$ 6,226,052.01
- 3) Statement of Funds on Hand: \$ 15,565,350.85
- 4) Total Administrative Costs: \$ 554,526.24

**Attachments**

Transmittal Memo

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Staff recommends approval



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

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

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

**SUBJECT:** 2nd QUARTER FINANCIAL REPORT

**DATE:** April 4, 2022

Pursuant to Florida Statute 125.901(3)(f) and Alachua County Board of County Commissioners Ordinance 26.04 (5)(f), the Children's Trust of Alachua County presents to the Alachua County Board of County Commissioners its FY 2022 2<sup>nd</sup> Quarter Financial Report for the period ending 03/31/2022.

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

A summary for the 2nd Quarter is as follows:

1) Expenditures:	\$ 1,573,284.65
2) Receipts:	\$ 6,226,052.01
3) Statement of Funds on Hand:	\$ 15,565,350.85
4) Total Administrative Costs:	\$ 554,526.24

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

**File Attachments for Item:**

9. Executive Director Search



## Children's Trust of Alachua County (CTAC)

<b>Position Title:</b>	<b>EXECUTIVE DIRECTOR</b>
------------------------	---------------------------

**Department: Executive**

**Reports To: Board of Directors**

**FLSA Status: Exempt**

**Pay: Established by Board of Directors**

**Revised Date: March 2022**

**Position Summary:** The Executive Director is responsible for providing strategic leadership for CTAC by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies. The Executive Director leads the execution of The Trust's mission, vision, and values. They are responsible for working with the Board of Directors and the management team to establish long-range goals, strategies, plans and policies.

**General Duties:** Planning, budgeting, advocacy, community leadership, implementing, managing, and evaluating the activities and functions of The Children's Trust.

**Specific Duties and Responsibilities:** This position is responsible for the overall operations of the Children's Trust. Specific duties may be assigned to other personnel with appropriate oversight. Final accountability remains with this position.

**Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Engages with the stakeholder community to promote CTAC's mission and vision, and recruits supporters and strategic partners.
2. Uses data and community input to develop strategic initiatives to support the wellbeing for all children in the community.
3. Establishes credibility within The Trust and with the Board as an effective developer of solutions to community, provider, and business challenges.
4. Establishes effective collaborations with existing community providers, funders, and stakeholders.
5. Collaborates with The Trust's management team to develop and implement systems, processes and procedures and personnel designed to achieve the objectives of CTAC.
6. Uses independent judgment to plan, prioritize and organize diversified workload.

7. Motivates and leads CTAC's management team; attracts, recruits, and retains the executive team; provides mentoring to The Trust's management career development program.
8. Advocates for The Trust's clients.
9. Principal spokesperson of The Children's Trust and stakeholder queries.

### **Professional Experience/Qualifications**

Incumbent is a visionary, strategic, results-oriented leader who has the personal characteristics and professional experience to lead The Children's Trust. They must:

- Possess passion for The Trust's mission and the ability to communicate that passion with impact to multiple stakeholders.
- Be creative and possess the drive, personal dynamism and communication and interpersonal skills to be an outstanding advocate, representative and spokesperson.
- Be mature and self-assured and be able to demonstrate credibility and command the respect of multiple stakeholders both internally and externally.
- Be a strong relationship builder. Ideally, this individual will have been engaged in dealing in a political environment, and with government entities, the media and the organizations of the kind that are supported by The Trust.
- Possess a collaborative style and diplomatic and persuasive skills.
- Be sensitive to the needs of the diverse communities of Alachua County and possess the credibility to partner and engage with the leaders of these communities.
- Have strong business acumen and be performance orientated, focused on ensuring accountability for themselves, staff, and providers.
- Possess a strong grounding in the fundamentals of management, be well-organized and resourceful, and possess excellent planning skills.
- An understanding of the dynamics of diverse communities; demonstrated cultural competence and knowledge of Alachua County is preferred.
- 10 to 15 plus years in various management/leadership roles.

### **Education:**

Master's degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of five (5) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above. Bachelor's Degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of ten (10) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above.

**Scope of Responsibility:**

Errors of fact, interpretation or judgment can result in significant monetary and human resources losses and undermines the overall effectiveness and success of The Children's Trust. The incumbent has access to the most proprietary information regarding The Trust's strategy, finances, and internal information, and is expected to demonstrate the highest levels of discretion and business conduct and ethics while complying with all applicable Florida Government in the Sunshine law requirements.

**Work Environment:**

Duties are primarily performed in a general office environment and the community. Position and duties may require employee to travel to off-site facilities in visiting agencies throughout the community and participate in off-site meetings.

## ED Recruitment

**Search Firm** – Katie Howard reached out to a number of firms. Only one was interested in quoting and it was out of Tampa. The cost would be 24% of the annual ED salary and benefits package; if we provided the applicant, the reduction would only be to 20%. We would still have additional hours from Ms. Howard, as approved at the last meeting, bringing the cost even higher. We estimated the cost would be about \$28-30,000. This seemed a high price. Additionally, a CSC recently hiring their ED advised that they paid \$22,000 and wished they had conducted the search in-house.

After receiving this information, the Chair reached out to the Michelle Lieberman, County Manager, to inquire about receiving assistance, charging CTAC their cost, from County HR Director, Heather Akpan. They are agreeable and Ms. Akpan has already provided some input. The cost would be \$82.31 per hour, in addition to Ms. Howards time as approved at the last meeting.

**Our recommendation is to forgo a search firm and to partner with the County.**

### **Process**

The initial Job Description reflected start-up activities and skills and seemed outdated. Ms. Howard has researched those of other CSCs, and we put out a survey for community, provider, board, parent, and staff input. From that input, **the Job Description has been modified and is brought forward for Board approval.**

- 1) We recommend that we post the position with the Florida Children’s Council and the additional sites recommended by Ms. Howard and Ms. Akpan.
- 2) After the posting closes the recommendation is that Ms. Akpan, Ms. Howard, and Chair Labarta review the resumes and those that meet the education, experiences and qualifications for the interview be sent a written Prescreen.
- 3) Once the Prescreens are received, those would be reviewed at a public meeting and a set number (to be determined by the board) would be brought to the board as recommended for interview. The Board would have access to the prescreens and resumes and could make any changes to that recommended list.
- 4) Interviews to include time for 1:1 meetings with Board members and public presentation/interview process.

### **Board needs to:**

- **Approve process**
- **Determine number of finalists it wants to receive recommendations on**



## Updated Timeframe for CTAC Executive Director Recruitment

April 25	Board considers/approves Search Firm vs HR, Chair, and County HR Director as Screening Team Board approval of Job Description
April 26	Position posted
May 13	Position closes
May 16-20	Resumes reviewed by Labarta, Akpan, and Howard
May 23	Prescreen questions sent to those whose resume reflects qualifications listed on job description
June 3	Prescreens due back
Meeting week of June 6	Prescreens discussed at a public meeting and finalists selected to recommend to the Board
June 13-24	Board sets a special meeting for interviews, or extends time on regular meeting date for interviews and consideration of finalists

**File Attachments for Item:**

10. Acting Executive Director Contract

EMPLOYMENT CONTRACT BETWEEN THE CHILDREN’S TRUST OF ALACHUA  
COUNTY  
AND KRISTY GOLDWIRE

THIS EMPLOYMENT CONTRACT (“AGREEMENT”), is made and entered into this \_\_\_\_\_ day of April, 2022, by and between the Children’s Trust of Alachua County (“CTAC”) and Kristy Goldwire (“Director”) and is effective as of March 4<sup>th</sup>, 2022.

WHEREAS, CTAC is required to employ an Executive Director for handling of day to day operations; and,

WHEREAS, the Executive Director position is currently vacant and a search is underway to seek a permanent replacement; and,

WHEREAS, Goldwire has been serving as the Director of Program and Operations, as the second most senior position among the employees of CTAC and since March 4<sup>th</sup> 2022 has been in the position of Acting Executive Director pending the hiring of a permanent Executive Director; and,

WHEREAS, CTAC desires and Goldwire agrees to continue to serve as “Acting Executive Director”, to exercise all those powers delegated to the Executive Director pending the hiring of a permanent Executive Director; and

WHEREAS, both CTAC and Director wish to memorialize their agreement as follows:

**Section 1. Appointment** – The CTAC appoints Director as “Acting Executive Director” to perform the functions and duties of Executive Director as specified in the enabling legislation, Florida Statutes, CTAC policies and procedures and any other direction given to her by the CTAC. Director has been in this position since appointment as Acting Director on March 4<sup>th</sup>, 2020.

**Section 2. Authority** – Director shall have such authority as provided to the Executive Director under Chapter 26 of the Alachua County Code of Ordinances, Sec. 125.901, Fla. Stat., and as otherwise provided by the policies of CTAC and delegations of the Board of the Children’s Trust of Alachua County (“Board”).

**Section 3. Employment at Will** –

- A. The Director serves at the pleasure of the Board. This Agreement shall commence upon execution and continue until a permanent Executive Director is hired or until the Director’s employment is terminated by either party as provided herein.
- B. If the Director’s employment is terminated by the CTAC, upon mutual consent of the parties, the Director may continue to function in the role of Director until a permanent replacement shall be selected by the Board or through such period as the parties agree. In the absence of such mutual agreement, the Director shall be free of all obligations of service to the CTAC.

- C. Upon mutual agreement of the CTAC and Director she may at any time return to her position as Director of Program and Operations at her prior salary.
- D. The Director may resign at any time but must provide the CTAC at least 30 days notice. Should the CTAC terminate the Director and not allow her to return to her position of Director of Program and Operations, she shall be entitled to 30 days paid administrative leave, plus accrued benefits as set forth in CTAC policy.

**Section 4. Compensation** – The Director shall receive a \$10,000.00 increase in annual salary from her salary as Director of Program and Operations. This shall be backdated to March 4<sup>th</sup>, 2022 and shall continue through her service as Acting Executive Director.

**Section 5. Other Benefits** – The Director’s other benefits shall remain as they were for her service in the position of Director of Program and Operations.

**Section 6. Return to prior position** – Upon the selection of a new Executive Director, the Director shall have the option to return to her position as Director of Program and Operations. During the first year of employment of any new Executive Director, any decision on the part of that Executive Director to terminate Goldwire’s employment or change her position will require ratification by a majority of the CTAC at a regular meeting.

**Section 7.** During her service in the position of Acting Executive Director, should the need for any investigation be raised, she may be placed on administrative leave by the Director of Human Relations and the Chair which shall be subject to ratification by a majority of the CTAC present at a regular meeting or a special meeting called for that purpose.

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For the Children’s Trust of Alachua County

CHILDREN’S TRUST OF ALACHUA COUNTY

\_\_\_\_\_  
Margarita Labarta, Chair

ATTEST:

\_\_\_\_\_  
LEE PINKOSON, TREASURER

Approved as to form

\_\_\_\_\_  
Counsel to the Children’s Trust

ACTING EXECUTIVE DIRECTOR:

---

Kristy Goldwire

Witness as to Acting Executive Director

---

Signature

---

Print Name

**File Attachments for Item:**

11. Board Meeting Schedule Proposal

# SCHEDULE OF BOARD MEETINGS

Date	Location
Monday, April 11, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, April 25, 2022 @ 4:00 PM	Children's Trust of Alachua County 802 NW 5 <sup>th</sup> Ave, Gainesville, FL 32601
Monday, May 9, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, May 23, 2022 @ 4:00 PM	Children's Trust of Alachua County 802 NW 5 <sup>th</sup> Ave, Gainesville, FL 32601
Monday, June 13, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, June 27, 2022 @ 4:00 PM	Children's Trust of Alachua County 802 NW 5 <sup>th</sup> Ave, Gainesville, FL 32601
Monday, July 11, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, July 25, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, August 8, 2022 @ 4:00 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, August 15, 2022 @ 1:00 PM	Cancelled
Monday, August 22, 2022 @ 4:00 PM	Children's Trust of Alachua County 802 NW 5 <sup>th</sup> Ave, Gainesville, FL 32601
Monday, September 12, 2022 Regular Board Meeting starts @ 4:00 PM and FIRST TRIM HEARING starts @ 5:01 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601
Monday, September 26, 2022 Regular Board Meeting starts @ 4:00 PM and FINAL TRIM HEARING starts @ 5:01 PM	ACPS District Office Board Room 620 East University Ave., Gainesville, FL 32601

All members of the public are welcome to attend. There will be opportunity for public comment at the meeting, or you can submit comments online at [www.childrenstrustofalachuacounty.us/commentcard](http://www.childrenstrustofalachuacounty.us/commentcard) by 4:00 PM on the day of the meeting.



**File Attachments for Item:**

13. Strategic Planning Steering Committee Update

## Children's Trust of Alachua County Strategic Planning Steering Committee Charge

### Background

At its February 23 retreat the Board endorsed the idea of a strategic planning process to

1. Update goals using data that is readily available and broad community input to better understand the needs and opportunities for change within the community.
2. Use the information gained through this process to update goals and priorities and develop a long-term funding strategy.

### Charge

To effectively conduct the process, a steering committee is recommended that can recommend to the board effective mechanisms for gathering information and to guide the process for building the new strategic plan. Included in their charge is

1. Proposing mechanism for updating needs assessment
2. Addressing the following issues discussed at the retreat:
  - a. What is the best allocation of CTAC funds?
  - b. CTAC's conceptual framework and theory of change
  - c. What role should CTAC play in coordinating/collaborating with other public agencies and municipalities?
  - d. Should CTAC serve as a backbone organization for Collective Impact?
  - e. How do we help build provider capacity and mitigate risks associated with non-profits with limited contracting experience and who may need support to be effective provider using public funds?
  - f. How can CTAC best leverage other public funding sources?
3. Proposing approach to community information gathering, including outsourcing and engaging community members, using the information gathered at the retreat (See attachment – "Community Listening").
4. Reviewing the work process as the plan develops.
5. Assisting with the draft of a final plan to be presented to the Board for approval.

### Membership

4 CTAC Board members

Cheryl Twombly, Chair

Ken Cornell

Pat Snyder

Lee Pinkoson

Interim CTAC Executive Director (and/or Executive Director, once hired)

Kristy Goldwire

CTAC Director of Community Engagement

Elizabeth Cayson

4 Community representatives

Barzella Papa

Bishop Chris Stokes

Candice King

Christi Arrington

Membership is closed to facilitate continuity of discussion, but meetings will be noticed with opportunity for public comment provided.

Special Resources to the Committee

A consultant with experience with CSC's to help lead the process. Given the need to recruit a new ED, the staff at the CTAC are stretched thin and a consultant would carry a great deal of the workload associated with the planning, information gathering, and writing required. The listening tour, while leaning heavily on community members, would benefit from the expertise of a firm or consultant with experience in surveying and focus groups.

## Attachment: Community Listening

Below is list of topics and audiences that the board would like to see in the community listening process.

### Topics and Questions

- What gaps exist in terms of available services as well as populations served?
- A rank order of types of supports needed by children and families
- Obstacles/barriers to accessing supports
- What formal and informal supports have you found helpful for you and your children? Why, and how, were they helpful?
- What supports do you not have that you or your child need? What would be different if you had these supports?
- How can we best include you in CTAC's decision-making?
- How can we improve our organizational capacity and create the "CTAC way"?
- What helps? What hurts? What would work better? ... in education, health, safety, etc.
- What is happening in your neighborhood in terms of assets, service gaps, conditions, etc.?
- Do you know about CTAC? What do you know?
- Are you accessing CTAC services? If not, why not?
- What would improve the quality of life in your community?
- Who else should we talk to?
- What services do you wish you could provide? (for providers)
- What strategies are CTAC-funded providers using to build trust? (for providers)
- Are you partnering with CTAC? If not, why not? (for providers and partners)
- What strategies should CTAC be employing? (for providers and partners)

### Audiences

- Parents and caregivers
- Children
- Sample targeted ages: Birth – 5, early elementary, late elementary/MS, HS/adult
- Sample those currently accessing CTAC programs as well as those not currently accessing
- Sample throughout Alachua County – urban and rural
- Sample vulnerable populations – immigrants, victims of domestic violence, housing insecure, juvenile justice involvement, pregnant women/new mothers, others TBD
- Sample at risk/at promise communities – those who have historically not had a voice or have not trusted institutions
- Providers – current and potential – nonprofit, public, for-profit
- Partners – current and potential – nonprofit, public, for-profit
- Key Informants (e.g., community leaders, Gainesville for All, pediatricians, faith groups, funders, etc.)

### Methods considerations

- Talk to those who ran the initial CTAC campaign to determine who they spoke with
- Recruit community listening participants through trusted partners
- Partner with community organizations and trusted individuals within the community
- Utilize a contractor with experience in this type of data collection
- Recording and professional analysis
- Stakeholder analysis
- Network analysis
- Disaggregate the data by various groups, neighborhoods, etc.

**File Attachments for Item:**

14. Capacity Building Funds for Enrichment Providers ITN 2022-04 (Belita James)



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**Item:**

Recommendation for Award – YDCBC Capacity Building Funds for Enrichment Providers  
ITN 2022-04

**Requested Action:**

The Board is asked to:

- 1) Authorize the Executive Director to negotiate and execute contracts with following agencies:

<b>Motiv8u</b>	<b>\$9,473</b>
<b>New Technology Made Simple</b>	<b>\$14,736</b>

**Background:**

In making this recommendation, the process described below was used in accordance with Board Policy 6.50 C – Competitive Sealed Proposals.

Description of Process

- 1) The ITN was reviewed and approved for release by the Board on February 14, 2022 though Resolution 2022-05.
- 2) A notice of Invitation to Negotiate was advertised on 10 days prior to the invitation opening February 8, 2022 (**See Public Notice**). The ITN was released on February 18, 2022.
- 3) On Friday, February 18, 2022, a copy of the Invitation to Negotiate (ITN) was provided to each of the providers known to be able to provide services (**See “List of Potential Contractors”**).
- 4) The ITN, which can be found below, contains the provisions approved by the Board. <https://www.childrenstrustofalachuacounty.us/programs/page/ydcbc-capacity-building-funds-enrichment-providers-itn-2022-04> **Pages 6-12 of the ITN are attached to this memo**
  - a) The minimum qualifications to bid on page 6 of the ITN.
  - b) The evaluation criteria are defined on page 8 of the ITN.
- 5) During the 28-day proposal preparation period questions were submitted concerning the project. Responses to these questions were approved by CTAC and posted on the agency website in the form of Addendums. The following addenda were reviewed and approved by CTAC staff and posted on the following dates:

- a) **Addendum No. 01 – Wednesday, February 2, 2022**

**b) Addendum No. 02 – Wednesday, February 9, 2022****c) Addendum No. 03 – Wednesday, February 9, 2022**

- 6) As of March 18, 2022, 3:00 PM, three (3) enrichment providers responses were submitted. (See “**Bid Opening**”).
- 7) No proposals were found non-responsive for this ITN.
- 8) An evaluation scoring sheet was developed, utilizing the criteria specified in the ITN. The process utilized to evaluate and score the proposals is as follows:
- a) The evaluation scoring sheets were filled out independently by the Review Team, composed of Deon Carruthers (Contract Manager, Children’s Trust of Alachua County), Mia Jones (Early Childhood Coordinator & Pritzker Fellow, Children’s Trust of Alachua County), Bonnie Wagner (Research, Planning and Evaluation Coordinator, Children’s Trust of Alachua County)
  - b) All applications were examined to assess requirements and proper form
  - c) Interviews/site visits were not conducted.
  - d) A public meeting to discuss the scoring was held on March 31, 2022. As a result of that meeting, a consensus score was developed.
- 9) Attached are the summary sheets of all proposers (including the notes), costs from all proposers (including non-responsive and not-selected proposals) and their scores resulting from the evaluation.

**Award Recommendation**

Taking into consideration the review process described below, Board Policy 6.50,C,9 tasks the Executive Director with making a recommendation. The Executive Director has made the recommendation to negotiate contracts with the following agencies who have scored a 2 and have been deemed responsive.

This recommendation was based on the scoring per the evaluation criteria.

**Attachments:**

- Attachment A: Public Notice
- Attachment B: List of Potential Contractors
- Attachment C: RFP Pages 6-12
- Attachment D: Addendum No. 1, No. 2 and No. 3.
- Attachment E: Bid Opening
- Attachment F: Scoring Summary

**Programmatic Impact:**

- Goal 2-All children can learn what they need to be successful
- Strategy 2.1-Support professional development and capacity-building

**Fiscal Impact:**

\$24,609 from 001.15.1500.569.82.00

**Recommendation:**

Staff recommends approval



**Notice of Intent to Release an Invitation to Negotiation (ITN) for  
YDCBC Capacity Building Funds for Enrichment Providers**

The Children's Trust of Alachua County is intending to release an Invitation to Negotiate (ITN) on February 18, 2022 for Capacity Building funds for Enrichment Providers in Alachua County. The information below includes a proposed scope of services, estimated funding allocation, and a proposed timeline.

**Proposed Scope of Services:**

FAN Standards & Assessment  
Capacity Building Plan  
Budget

**Estimated Funding Allocation for Youth Development Capacity**

**Building:**

\$120,000.00

**Proposed Timeline:**

The dates below are only estimates and are provided to illustrate the current expectations for timing of actions related to the ITN.

**Key actions - Estimated dates:**

Release of the ITN - Cone of Silence Begins - Friday, February 18, 2022  
Optional Bidders' Conference (Attendance is highly recommended) -  
Wednesday, March 2nd at 10AM

**Submission Deadline - Friday, March 18, 2022 at 3PM**

Bid Opening - Friday, March 18, 2022 at 3PM

Application Review Period - March 19, 2022 – March 25, 2022

Public Evaluation of Applications - Thursday, March 31, 2022 at 3PM

Funding Recommendations Released - Monday, April 4, 2022

**The Children's Trust of Alachua County Board Meeting - Monday,  
Monday April 11, 2022**

Contract Negotiations begin - Tuesday, April 12, 2022

**Contract begins - Tuesday, March 1, 2022**

Please note that CTAC will not entertain questions regarding this ITN until it is approved by the Board. To learn more about this funding opportunity, all interested providers should plan to attend or call into the Children's Trust Board meeting scheduled for February 14, 2022 and attend the Bidders' Conference on March 2, 2022.

Feb. 8, 2022

#6882304

## Attachment B



### LIST OF POTENTIAL CONTRACTORS

Children's Trust of Alachua County

YDCBC Capacity Building Funds for Enrichment Providers ITN 2022-04

The organizations listed below were informed of the release of ITN 2022-04

Alachua County Sheriff's Office  
 Big Brothers Big Sisters of Tampa Bay, Inc.  
 Black on Black Crime Task Force  
 Boys & Girls Clubs of Northeast Florida  
 Career Source of North Central Florida  
 CDS Family & Behavioral Health Services, Inc.  
 Children Beyond our Borders  
 City of Alachua  
 City of Gainesville - Gainesville Police Department  
 Cultural Arts Coalition  
 ELC of Alachua County  
 FL Institute for Workforce Innovation, Inc. d/b/a Project Youth Build  
 Gainesville Area Community Tennis Association (DBA) Aces in Motion)  
 Girls on the Run of Alachua County  
 Girls Place, Inc.  
 Goodwill Industries of North Florida, Inc.  
 Greenhouse Church  
 Kids Count in Alachua County, Inc.  
 Manhood Youth Development Foundation, Inc.  
 Minority Business Listing, Inc.  
 National Alliance on Mental Illness (NAMI) - Gainesville  
 New Technology Made Simple Now Inc  
 North Central Florida YMCA Youth & Teen Center  
 PACE Center for Girls Inc.

Peaceful Paths, Inc.  
 Planned Parenthood of South, East and North Florida  
 RENAISSANCE JAX INC, D.B.A. SWAMPBOTS FTC 10497  
 River Phoenix Center for Peacebuilding  
 SHANDS Teaching Hospital Partners in Adolescent Li  
 Star Center Children's Theatre  
 United Church of Gainesville  
 United Church of Gainesville  
 United Way of North Central Florida  
 University of Florida Board of Trustees  
 University of Florida Board of Trustees Equal Acc  
 University of Florida College of Dentistry  
 Vineyard Christian Fellowship of Gainesville, FL

### **Youth Development Collaborative Participants**

Alachua County Board of County Commissioners  
 A-Team Consulting Training, Inc  
 Black Girls Club  
 Cade Museum  
 City of Gainesville  
 City of Waldo  
 Dayspring Missionary Baptist Church  
 Deeper Purpose  
 Distinguished Gentlemen Gainesville  
 Education Equalizers  
 Florida Museum  
 Friends of Cuscowilla  
 Gainesville Circus Center  
 Gainesville Sports Camp  
 Good News Arts  
 Greater Bethel AME Church  
 Greater Duval Neighborhood Association  
 I AM STEM  
 Just For Us Education  
 Cares Counseling  
 Legacy Prep Mentoring  
 Made For More Inspire  
 Motiv8u  
 Santa Fe College Foundation  
 Scholars Academy  
 Soar Mentoring Services  
 Traveling Art Camp  
 Underground Kitchen  
 Willie Mae Stokes Community Center

An email was also sent to the entire CTAC email listserv.

<b>Funding recommendations released; end of the cone of silence</b>	<b>Monday, April 4, 2022</b>
<b>The Children's Trust of Alachua County Board Meeting - Review of Award Recommendation</b>	Monday, April 11, 2022
Appeal review starts (if needed)	Tuesday, April 12, 2022
<b>Contract Negotiations begin</b>	Tuesday, April 12, 2022
<b>Contracts Start</b>	May 1, 2022

## SECTION 2: GENERAL TERMS OF THE SOLICITATION

### A. Overview of Solicitation

The purpose of this ITN is to support Enrichment Providers in the development and implementation of a capacity building plan that focuses on increasing: 1) Program access, 2) Program quality, and/or 3) Organizational readiness for future CTAC funding.

Eligible applicants will be awarded grants to implement approved capacity building plans in FY 2022. The total funding available is \$120,000 for approved direct and indirect costs incurred while implementing the capacity building plan between May 1, 2022 and September 30, 2022.

### B. Term of Services

Successful applicants will be awarded grants to implement approved capacity building plans in FY 2022. The total funding available is \$120,000 for approved direct and indirect costs incurred while implementing the capacity building plan between May 1, 2022 and September 30, 2022. Submission of a capacity building plan does not guarantee funding. Successful applicants will be fee-for-service contracts based on deliverables established in their capacity building plans.

### C. Minimum Requirements to Bid

Eligible organizations can apply for funding based on the following requirements:

1. Provider must be currently qualified to conduct business in the State of Florida.
2. Provider must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida.
3. Must be a provider that offers push-in/add-on services to OST programs in Alachua County

### D. Scope of Service and Budget

Utilizing the standards provided by the Florida Afterschool Network, providers will complete a capacity building plan. The standards provide a framework for the development of a caring, dynamic, stimulating and safe environment for children and youth. The intent of the capacity building plan is to support organizations' ability to implement programming that serves children with creative and enriching activities.

The capacity building plan includes the following categories:

1. Administration and Organization
2. Program Management and Staff
3. Communication and Interaction

4. Program Structure and Activities
5. Health, Safety and Nutrition
6. Program Environment
7. Family and Community Involvement
8. System Building

Providers will complete a self-assessment of their current organizational capacity and identify and prioritize a minimum of 4 standards to focus their capacity building goals and deliverables. Each selected element will include a program goal that will follow a SMART goal format:

**Specific** (simple, sensible, significant)

**Measurable** (meaningful, motivating)

**Achievable** (agreed, attainable)

**Relevant** (reasonable, realistic and resourced, results-based)

**Time-bound** (time-based, time limited, time/cost limited, timely, time-sensitive)

### Program Timeline and Deliverables

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – May 1, 2022	1. Approved Capacity Building Plan and self-assessments	Approved Capacity Building Plan	May 1, 2022
June 2022 -- September 2022	3. Monthly Progress Reports and invoices	Monthly Progress Reports	Due the 15 <sup>th</sup> of every month
September 30, 2022	4. End-of-Program Narrative and Post self-assessments	End-of-Program Narrative Self-assessments	October 15, 2022

### Budget:

Providers will be awarded capacity building funding to support the successful completion of their plans.

Program budget will include the following categories:

- A. **Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program's revenue is over \$75,000, indirect planning funding will be capped at \$10,000. If revenue is under \$75,000, indirect planning funding will be \$5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**Direct Costs:** Programs will be awarded direct costs to support the implementation of specific activities associated with their direct costs requests. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Examples of direct costs include costs to obtain background checks, membership fees, trainings, classes, etc. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation.

Providers can receive an initial advance of 25% of direct costs, but reimbursements must be trued up before additional payments are made. Payments in excess of the trued-up value will need to be returned to the CTAC at the conclusion of the contract.

**Eligible Funding Uses**

Funding can be used for eligible expenses, as defined below.

- Expenses must be incurred during between May 1, 2022 - September 30, 2022.  
 Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.  
 To purchase supplies and materials needed to improve safety and wellness or program activities.  
 To account for staff time spent planning, developing and completing strategies.  
 Software and technology items that do not individually cost over \$1,000 (see funding restrictions).

**Funding Restrictions**

Grant funding cannot be used for the following purposes:

- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of \$1,000 or more with a life expectancy of more than one year.
- Revenue replacement or revenue losses experienced during the contract period.
- Duplicative expenses already covered in the known grants or contracts.
- Real property.

**E. Evaluation Criteria**

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

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Eligibility	The applicant clearly meets all minimum Requirements to bid.	1
Capacity Building Plan	The applicant submitted all forms and completed a satisfactory capacity building plan and budget.	1
	Total	2 points

Applicants that meet the criteria will be recommended for funding.

Application Score	Funding Recommendations
2	Green – Recommended for Funding
1 or less	Red – Not Recommended for Funding

## F. Review and Selection Process

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

1. Invitation to Negotiate (ITN) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this ITN, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established (See the cover sheet of this ITN for deadline date). Persons or entities who intend to respond to such ITN by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification, or for an interpretation regarding terms, provisions, or requirements of the ITN. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally, with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at the e-mail address on the ITN cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this ITN, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. Proposals shall be submitted via email to the email address on the cover of this solicitation. Prospective contractors shall make no other distribution of their proposal to other CTAC officials or consultants
4. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this ITN. Late proposals will not be accepted and will not be reviewed.
5. The CTAC's proposal evaluation team expects to take the following actions to determine the merits of the proposals that are submitted:
  - a. Review the proposals to determine whether they are responsive to the ITN and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
  - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment, and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five (5) years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three (3) years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
  - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the ITN. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
  - d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.

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 the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor’s capacity to effectively deliver what is proposed. Subjectively rated criteria will be scored on a scale of 0-2 according to the scoring scheme below:

SCORING RANGE	SCORING DESCRIPTION
2	Meets all and exceeds several of CTAC’s requirements
0-1	Does not meet minimum CTAC requirements

- 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 CTAC's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or the CTAC's offices. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. The purpose of the interview/site visit is to confirm the applicant meets all minimum requirements to bid and to negotiate terms of the proposed capacity building plan, including funding amounts.
- 9. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC’s priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program costs for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
- 10. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board’s approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget, or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board’s approved award amount or the approved contracting period require further Board approval.
- 11. **Protests.** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
  - a. **Posting.** The Trust shall publicly post the award on the Trust’s website within three (3) full business days after the Board’s award decision has been made. All bidders or proposers will be sent an e-mail with the notice of award to the e-mail address provided in the bid or proposal.
  - b. **Requirements to Protest.**
    - i. A formal written protest must be filed no later than 5:00 PM EST, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.



- ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective Applicant.
  - c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
  - d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM EST on the fifth business day after the filing of the protest.
  - e. **Review of Executive Director’s Decision.**
    - i. The protesting party may request a review of the Executive Director’s decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM EST on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the Applicant deems relevant to the issues raised in the request for review.
    - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board’s discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three (3) business days after the Board meeting.
    - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three (3) business days of the CTAC Board meeting. The decision shall be final and conclusive.
  - f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.
12. The CTAC reserves the right to:
- Reject any or all submittals
  - Request clarification of any submitted information
  - Waive any informalities or irregularities in any response
  - Not enter into any contract
  - Not select any firm
  - Cancel this process at any time
  - Amend this process at any time
  - Interview firms prior to award
  - Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
  - Award more than one contract if it is in the best interests of the CTAC
  - Issue similar solicitations in the future
  - Request additional information from prospective contractors

### SECTION 3: SUBMISSION INSTRUCTIONS

#### A. Submission Checklist

The response to this ITN shall consist of:

A completed **FORM 1 - Prospective Contractor Certification** (included in this solicitation).

A completed **FORM 2 - Organizational Information** (included in this solicitation).

A completed **FORM 3 - Capacity Building Self-Assessment Tool** (included in this solicitation).

A completed **FORM 4 - Capacity Building Plan and Budget** (included in this solicitation).

Additional Documents Required for Submission

- Proof of Corporate Status and Legal Address (note: from SunBiz)
- Proof of enrichment program revenue from most recent fiscal year (such as tax documents IRS 990, audited financial statements, balance sheets, Philanthropy hub profiles etc.)
- Copy of IRS 501(c)(3) Determination Letter (if applicable)

All completed application shall be submitted via email [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) by deadline. Emails should include the following details:

Subject Line: [Organization Name] – Youth Development Capacity Building Collaborative

PDF forms listed above must be included in a single email to be considered completed. Please clearly label all application materials with form name and organization.



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**INVITATION TO NEGOTIATE (ITN) ADDENDUM**

**3/2/2022**

**Addendum No.: 1**

**Request for Proposal #: ITN 2022-04**

**Project Title: YDCBC Capacity Building Funds for Enrichment Providers**

**Date of Addendum: 3/2/2022**

**RFP Due date (Original): March 18, 2022 AT 3PM**

This Addendum No. 1 contains the following: Questions and Answers

- 1. I want to get a general idea of what the fund can be used for and what I need to get such as project contracts or/etc to get the ball rolling. What can I used this funding for? What is required? Where do I complete the application? If I need help completing the application who can I call?**

For applicable funding request please refer to Scope of Service and Budget information on pages 6 and 7 of ITN.

Please use the following link to apply: <https://www.childrenstrustofalachuacounty.us/rfps>

We are currently in a cone of silence and are unable to assist with completing the application. However technical assistance appointments may be schedule during the week of March 7<sup>th</sup>. To schedule an appointment email: [Procurement@childrenstrustofalachuacounty.us](mailto:Procurement@childrenstrustofalachuacounty.us) Please note that these appointments are to answer questions regarding application materials not provider content.

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**INVITATION TO NEGOTIATE (ITN) ADDENDUM**

**3/8/2022**

**Addendum No.:** 2

**Request for Proposal #:** ITN 2022-04

**Project Title:** YDCBC Capacity Building Funds for Enrichment Providers

**Date of Addendum:** 3/8/2022

**RFP Due date (Original):** March 18, 2022 AT 3PM

This Addendum No. 2 contains notification of updated Form 4 Capacity Building Plan and Budget.

The updated form can be located at: <https://www.childrenstrustofalachuacounty.us/rfps>

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## INVITATION TO NEGOTIATE (ITN) ADDENDUM

3/9/2022

Addendum No.: 3

Request for Proposal #: ITN 2022-04

Project Title: YDCBC Capacity Building Funds for Enrichment Providers

Date of Addendum: 3/9/2022

RFP Due date (Original): March 18, 2022 AT 3PM

This Addendum No. 3 contains YDCBC ITN 2022-04 Bidders' Conference Questions and Answers

**1. Who is considered an enrichment provider?**

Providers that offer push-in/add-in services to another program are considered enrichment providers.

**2. What is an example of usage for funding?**

The funding cannot be used to create a program. Funds can be used within the guidelines.

**Eligible Funding Uses**

Funding can be used for eligible expenses, as defined below.

- Expenses must be incurred during between May 1, 2022 - September 30, 2022.
- Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.
- To purchase supplies and materials needed to improve safety and wellness or program activities.
- To account for staff time spent planning, developing and completing strategies.
- Software and technology items that do not individually cost over \$1,000 (see funding restrictions).

**Funding Restrictions**

Grant funding cannot be used for the following purposes:

- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of \$1,000 or more with a life expectancy of more than one year.
- Revenue replacement or revenue losses experienced during the contract period.
- Duplicative expenses already covered in the known grants or contracts.
- Real property.

**3. Is this the second half of the capacity building funds?**

This is the second release of capacity building funds. The initial YDCBC ITN was for sites where children attend afterschool and summer camp. The current YDCBC INT is for enrichment providers only.

**4. Is there a list of eligible sites or how can we determine if a site is eligible?**

This funding is not connected to enrichment providers selecting eligible sites to work with, it is strictly to provide capacity building within your organization.

**5. Is the indirect planning payment for planning the program?**

Yes, indirect planning can be used to execute the plan developed from providers' capacity building plan.

**Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program's revenue is over \$75,000, indirect planning funding will be capped at \$10,000. If revenue is under \$75,000, indirect planning funding will be \$5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**6. Can we hire staff to with these funds?**

Please refer to Question 2

**7. Where do we add technology in the budget?**

Direct cost

**8. Can we apply for funding for an additional license for QuickBooks?**

Yes

**9. Though funds cannot be used for program funding, can it be used to build ability to implement afterschool and camps program more efficiently?**

These funds can be used to increase program capacity and professional development.

**10. Is there an overall maximum budget of \$10,000.00?**

No, the maximum amount of indirect planning cannot exceed \$10,000

**11. Can we apply for insurance through this ITN?**

Yes

**12. Will CTAC set limits on how much can be spent on staff training?**

Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

**13. Can we use the funding for volunteer background screening?**

Yes

**14. What plans are there to sustain the providers beyond September?**

Providers who will be funded through the Summer Camp and Enrichment RFP 2022-03, contracts will be, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

**15. If the agencies missed the Summer Camp and Enrichment RFP 2022 will there be another opportunity?**

The current Summer Camp and Enrichment RFP 2022-03 is as followed: Initial contract terms: April 1st – September 30th, 2022, renewable up to two years for the following terms: - April 1st 2023 to September 30th, 2023 - April 1st 2024 to September 30th, 2024

**16. Are providers required to have attended the YDCBC meeting?**

Enrichment providers are not required to attend the collaborative sessions; however, the sessions are open for all providers serving youth to attend. Use the following link to view CTAC calendar for training session dates:

<https://www.childrenstrustofalachuacounty.us/calendar>.

**17. Can funds be used to provide trainings to organizations who provide services to youth?**

Funds cannot be used to provide trainings to other organizations.

**18. Will this Bidders' Conference be posted on the website?**

Yes

**19. Will the enrichment proof of revenue become public records like the contract? I have an LLC and will be providing IRS form 1040 Schedule C for business proof of revenue.**

If the information that is being submitted does not qualify as a trade secret, it would be considered a public record.

This addendum will become part of the Invitation to Negotiate and acknowledgement of its receipt should be submitted with the Invitation to Negotiate Response. A signature on this addendum does not substitute for a signature on the original Invitation to Negotiate document. The original Invitation to Negotiate document must be signed.

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**CHILDREN'S TRUST**  
**OF ALACHUA COUNTY**

**RFP 2022 – 04**  
**YDCBC Capacity Building Funds for**  
**Enrichment Providers**

**BID OPENING**  
**March 18, 2022**  
**3:00 pm**

Motiv8u of North Central Florida  
New Technology Made Simple  
T. Mushell Cares



## Attachment F

Item 14.

Reviewer	Name of organization being reviewed	MET REQUIREMENTS	SUBMITTED ALL FORMS AND COMPLETED A SATISFACTORY CAPACITY BUILDING PLAN AND BUDGET	RECOMMENDED FOR FUNDING (Green-Recommended for Funding, Pink-not recommended)	Additional information/questions you would like to discuss during the public meeting or interviews	Additional information/questions you would like to discuss during the public meeting or interviews	Maxium Indirect Planning	Direct Cost	Total Request form CTAC
Deon Carruthers	Motive8u	1	1	2	Yes	CPR training provided by CTAC.	\$5,000	\$4,473	\$9,473
Mia Jones	Motive8u	1	1	2	Only states they provide enrichment services on form 2. Does not state what type of enrichment services.				
Bonnie Wagner	Motive8u	1	1	2	Would like to have more detail on the type of enrichment services.	CPR and First Aid training will be provided by CTAC, so the request for this expense is not needed, as provider can sign up for the CTAC sponsored CPR and First Aid training for free (-\$750).			
<b>Average</b>				2					
Deon Carruthers	New Technology Made Simple	1	1	2	Yes	CPR training is offered by CTAC for two staff members.	\$10,000	\$4,736	\$10,736
Mia Jones	New Technology Made Simple	1	1	2	What is the plan to eliminate the waitlist? Without eliminating the waitlist, they will not be able to build capacity. Thus the recruitment plan only serves to market the brand.				
Bonnie Wagner	New Technology Made Simple	1	1	2	Yes	I like their plan and I see how implementing these actions will improve their business and more effectively serve children. My question for this applicant and for each applicant who already has a CTAC contract for enrichment is that several costs seem like they should be a part of their regular operational/administrative budget (i.e., insurance policies, background checks, software, Non-Profits First, etc).			
<b>Average</b>				2					
Deon Carruthers	T. Mushell Cares	1	0	1	Proof of revenue?	Provider identified background fees in two areas of budget, and did not identify the number of staff. I did not see the addendums that were required for	\$5,000.00	\$5400	\$10,400

Mia Jones	T. Mushell Cares	1	0	1	Form 2 states they included proof of revenue, and copy of IRS determination letter. None provided and no explanation as to why. Applicant provided a prospective contractor certification but no cover letter.				
Bonnie Wagner	T. Mushell Cares	1	0	1	Yes	2,800 for background screening, how many staff? Would they be able to attend CTAC CPR and first aid?			
<b>Average</b>				1					

**File Attachments for Item:**

15. Summer Camp and Enrichment Services RFP 2022-03 (Deon Carruthers)

**Item:**

Summer Camp and Enrichment Services RFP 2022-03 (Deon Carruthers)

**Requested Action:**

The Trust is asked to receive Summer Contract updates.

**Background:**

Board Policy 6.50 authorizes the trust to implement a completion sealed proposal process for services and goods.

The Children's Trust of Alachua County released its Summer Camp and Enrichment Services RFP 2022-03 with the intentions of funding Summer camp providers and Enrichment Service providers offering a range of programming activities. The RFP was approved by the Board on January 10, 2022. Final applications were due Friday, February 18 by 3pm ET. Twenty-Three (23) Summer Camp & Nine (9) Enrichment providers scored a 3 or higher. The Trust authorized the Executive Director to begin contract negotiations with organizations that scored a 3 or higher, capping the allocation at \$2,000,000.

Following the Board meeting, Contract Managers began to schedule meetings with approved Camp providers and Enrichment providers. As of April 1, 2022, Contract Managers have completed 33 contract negotiation meetings. The current negotiated amount is \$1,992,664.

**Protests** -Per the Guidelines of the RFP, providers not recommended for funding can submit a written protest within 5 days of the Board's funding decision. The Trust received 2 protests from the organizations listed below.

1. Greater Bethel AME Church (\$46,240) See supporting documentation
2. Just for Us Education LLC (\$203,650) See supporting documentation

**Attachments:**

Summer Contract Summary List  
 Just for Us Education Protest & CTACTION Response  
 Greater Bethel AME Church Protest & CTAC Response

**Programmatic Impact:**

Goal 2-All children can learn with the need to be successful  
Strategy 2.2-Expand Access to High Quality Childcare, After-School, and Summer Programs

**Fiscal Impact:**

\$2,000,000 Fiscal Year 2022  
Account number: 001.15.1500.569.82.00

**Recommendation:**

Receive the information

Name of Organization	Proposed	Negoatied	Difference
<b>Summer Camp Sites</b>			
A-Team Consulting & Training, Inc.	\$33,055.00	\$24,992.00	\$8,063.00
Alachua County BoCC	\$230,000.00	\$85,400.00	\$144,600.00
Boys and Girls Clubs of Northeast Florida	\$134,042.00	\$134,042.00	\$0.00
Cade Museaum	\$16,283.00	\$16,268.00	\$15.00
City of Alachua	\$66,665.00	\$66,665.00	\$0.00
Communiuty Impact Cooperation	\$145,968.00	\$138,575.00	\$7,393.00
Cultural Arts	\$28,200.00	\$28,200.00	\$0.00
Deep Purpose	\$100,500.00	\$91,500.00	\$9,000.00
Empowerment Coconsultanting	\$12,253.00	\$12,253.00	\$0.00
Gainesville Circus Center	\$25,200.00	\$25,200.00	\$0.00
Aces In Motion	\$66,925.00	\$66,625.00	\$300.00
Girls Place	\$144,400.00	\$89,625.00	\$54,775.00
Good News Arts	\$166,990.00	\$157,220.00	\$9,770.00
Greater Duval	\$49,709.00	\$49,709.00	\$0.00
I AM STEM	\$188,400.00	\$163,400.00	\$25,000.00
Kids Count	\$32,700.00	\$32,700.00	\$0.00
YMCA	\$193,426.00	\$189,812.23	\$3,613.77
Santa Fe	\$41,886.00	\$41,886.00	\$0.00
St. Barbara CFC Minitries	\$80,600.00	\$62,600.00	\$18,000.00
Star Center Theatre	\$102,800.00	\$93,675.00	\$9,125.00
Traveling Arts camp	\$199,955.00	\$169,505.00	\$30,450.00
UF CROP	\$48,703.00	\$47,860.00	\$843.00
UF Incugator	\$12,240.00	\$12,240.00	\$0.00
<b>Enrichment Providers</b>			
Child Advocay Center	\$10,685.25	\$10,500	\$185
Cultural Arts	\$17,460.00	\$14,560	\$2,900
Florida Museum of Natural History	\$22,080.00	\$22,080	\$0
Gainesville Chamber Orchestra	\$7,500.00	\$7,500	\$0
Good News Arts	\$16,540.00	\$0	\$16,540
Motiv8 U	\$50,000.00	\$45,000	\$5,000
<b>New Tech Now</b>	<b>\$26,750.00</b>	<b>\$26,750 Pending</b>	<b>\$0</b>
Star Center Theatre	\$40,135.00	\$0	\$40,135
Underground Kitchen	\$66,781.98	\$66,322	\$460
<b>Totals</b>	<b>\$2,378,832.23</b>	<b>\$1,992,664</b>	<b>\$386,168</b>



**Greater Bethel African Methodist Episcopal Church**  
**701 SE 43<sup>rd</sup> Street, Gainesville, Florida 32641**  
**Church: 352-376-8846 Fax: 352-376-9880**  
**Pastor Ron Rawls**



Website: [www.gbgville.com](http://www.gbgville.com) Email: [gbgville@outlook.com](mailto:gbgville@outlook.com)

Wednesday, March 16, 2022

**RECEIVED**

By Kristy Goldwire at 8:51 am, Mar 17, 2022

Children's Trust of Alachua County  
 802 NW 5<sup>th</sup> Ave, Suite 100  
 Gainesville, FL 32601

Re: Summer Camp & Enrichment Services RFP 2022-03

To the Children's Trust Board of Directors:

This communique is delivered as an official appeal on behalf of Greater Bethel AME Church for the non-approval of RFP 2022-03. The summer camp entitled Camp Excellence was funded for the summer of 2021 and was well received by the community as you are able to determine by the parent surveys submitted last year. Last year we received the maximum evaluation score of 4.0 and delivered on every service stated in our 2021 RFP. We literally submitted an identical RFP in 2022 offering the same services with a minor increase in children expecting to serve, dates and a minor increase in the weekly tuition of \$25 and received a drastically different score. We initially planned to accept your decision without appeal, but after several pleas from parents and community members in the 32641 zip code, we owe it them to appeal your decision.

Sincerely,

Ron Rawls  
 Pastor

*There Is A Place For You At Greater Bethel AME Church*



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

Ron Rawls  
Greater Bethel AME Church  
701 SE 43<sup>rd</sup> Street  
Gainesville, FL 32641

March 24, 2022

RE: Protest of Award for RFP 2022-3; Greater Bethel AME Church

Dear Mr. Rawls:

Your request for funding reconsideration has been reviewed. Per the guidelines of the RFP, the review team, made up of staff and volunteers, assessed your response to the RFP and awarded you the following score.

Organization Name: Greater Bethel African Methodist Episcopal Church					
Site Name: Camp Excellence					
Camp Excellence					
Reviewer	Organization Eligibility	Organizational Capacity	Services	Budget	Total
Satori Days	1	1	1	0	3.0
Danielle Butler	1	1	0	0	2.0
Kristy Goldwire	1	1	1	0	3.0
				Average	2.7
				Funding Status	Not Recommended For Funding
		Expected Number of children to be served			42
		Total Funding Amount			\$46,240.00

After deliberation of your score, the review team came to a consensus that the final score of 2.7 would stand. With consideration of the rules of the procurement policy, the board approved summer budget, and four additional CTAC funded summer programs in the 32641 zip code, I will uphold the decision of the review team.

You do have the option to request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.

Sincerely,

Kristy Goldwire, MSW  
Acting Executive Director



**RECEIVED**

By Kristy Goldwire at 8:45 am, Mar 17, 2022

Item 15.



**LaToya Jennings-Lopez**  
**Director/ Owner of Just for Us Education LLC.**

**PO Box 357384**  
**Gainesville, FL. 32635**  
**352-213-1897**  
[\*\*justforusedu@gmail.com\*\*](mailto:justforusedu@gmail.com)

**3/15/202**

**The Children's Trust of Alachua County**  
**RE: Summer Camp and Enrichment Services RFP 2022-03**

Dear Madam Executive Director,

I would like to formally protest the decision made around the recommendation to fund Just for Us Education LLC for the Summer Camp and Enrichment Services RFP 2022-03. The original submission packet identified Just for Us Education LLC, selecting the option "Yes" for question number "5", located on the Summer Camp and Enrichment Services RFP 2022-03 Application form titled "1A-Summer Camp Services".

***" 5. Contract termination for default in the last five years? The cover letter shall indicate whether the contractor had any contract terminated for default in the past five years. If no such termination for default has been experienced by the prospective contractor in the past five years, this fact shall be stated in the cover letter."***

After reviewing the Summer Camp and Enrichment Services RFP 2022-03 application submitted, Just for Us Education LLC selected the wrong option for question number five Just for Us Education LLC. has not had a contract termination for default in the last five years. The correct option for question number "5" should have been "No." It is a fact that Just for Us Education LLC has never been in contract default for any services since the inception of the agency and has always provided excellent service.

We would like to request a reconsideration of the decision to recommend Just for Us Education LLC for funding for the Summer Camp and Enrichment Services RFP 2022-03.

**Educationally Yours,**

**LaToya Jennings Lopez, M.Ed**



Latoya Jennings-Lopez  
Just for Us Education, LLC.  
P.O. Box 357384  
Gainesville, FL 32635

March 23, 2022

RE: Protest of Award for RFP 2022-3; Just for Us Education, LLC.

Ms. Jennings-Lopez

I have reviewed your protest. Your request was to have your application reconsidered due to selecting the wrong option for the question below.

***Contract termination for default in the last five years?***

Selection of the incorrect option required the review team to assign a zero for organizational eligibility. Under the authority of Board policy **6.90.E.4 Authority to resolve**, I have determined, through review of an updated application and discussion with the organization, that Just for Us Education has not had a contract terminated for default.

It is my intent to request Board approval for Just for Us Education to be funded for the Summer during fiscal year 2022-2023, at an amount not to exceed the 2021-2022 contract amount of \$38,400 and contingent upon available funds after current contract negotiations.

Sincerely,

Kristy Goldwire, MSW  
Acting Executive Director

**File Attachments for Item:**

16. Afterschool Program Extension and Renewal (Bonnie Wagner)



**Item:**

Afterschool Program Extension and Renewal (Bonnie Wagner)

**Requested Action:**

The Trust is asked to authorize the Executive Director to initiate contract extensions and renewals for the following afterschool programs: Aces in Motion, Boys and Girls Club, Deeper Purpose, Gainesville Circus, Girls Place, and Kids Count.

**Background:**

CTAC staff recently completed a mid-year review of each afterschool program. The mid-year review is a tool for bringing together and examining program implementation across several areas. The tool was informed by and uses similar framework and practices as other CSCs including Miami-Dade, Broward, Palm Beach, and St. Lucie. This is CTAC's first systematic review of after-school programs in their initial year of implementation as a CTAC funded provider. The table below summarizes the results of this review process:

Program	Performance Measures						
	<i>Fiscal and Operations</i>	<i>Youth Enrolled</i>	<i>Days Offered</i>	<i>Days Attended</i>	<i>Population Focus</i>	<i>Service Delivery</i>	<i>Data Quality</i>
<b>Aces in Motion</b>	Emerging	Mastering	Advancing	Emerging	Advancing	Advancing	Emerging
<b>Boys &amp; Girls Club</b>	Emerging	Mastering	Advancing	Emerging	Emerging	Advancing	Advancing
<b>Deeper Purpose</b>	Advancing	Advancing	Emerging	Emerging	Advancing	Advancing	Advancing
<b>Gainesville Circus</b>	Advancing	Advancing	Advancing	Emerging	Advancing	Advancing	Emerging
<b>Girls Place</b>	Emerging	Emerging	Advancing	Emerging	Emerging	Advancing	Advancing
<b>Kids Count</b>	Advancing	Advancing	Advancing	Emerging	Advancing	Advancing	Advancing

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

The intent of this review is to guide continuous quality improvement discussions and to aid in our annual renewal process. CTAC staff is committed to supporting effective administrative operations, strengthen the quality of services and achieving positive results for children in

collaboration with our funded organizations. These reports along with site monitoring results have been shared with providers with an invitation to meet and discuss as an opportunity to learn more and partner to make improvements.

**Attachments:**

All Afterschool Renewal Reports – FY2022

**Programmatic Impact:**

The afterschool programs align with Goal 2 - “All children learn what they need to be successful” and supports Strategy 2.2 - “Expand access to high quality childcare, afterschool, and summer programs”.

**Fiscal Impact:**

- FY2022 - \$260,000 - Contract Extensions
- FY2023 - \$1,066,785 - Contract Renewals

**Recommendation:**

Staff recommends approval.



## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Aces in Motion

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Emerging
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Mastering
	Days Offered	(program days offered)	Advancing
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Advancing
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Emerging

### Recommended for Renewal: Yes

**Summary:** Provider was able to surpass the enrollment target early into the contract, which demonstrates the program's connection with youth and families who are able benefit from services. Services are being delivered as specified in the contract and youth observed were well engaged in program activities.

Invoices are being received after the due date. Data submitted is not sufficient for accountability and evaluation purposes. Please submit deidentified data as a combined set on the CTAC provided data collection tool. It would be great to explore possibilities for enhancing program attendance and understanding reasons why youth are not attending more.

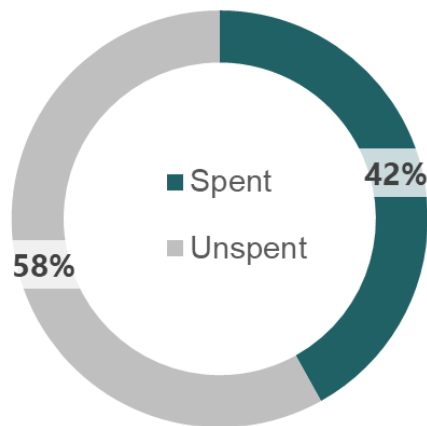
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

**Fiscal and Operations**

➔ Provider invoices are currently up to date (Oct thru Jan) but are typically submitted after the due date. Invoicing through January 2022 shows 42% of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. Provider has been present for events such as *Lights On Afterschool*, and has acknowledged CTAC as a funder on its website.

Invoices Up to Date	N
Invoicing Timely <sup>1</sup>	N
Spent	\$78,972
Allocated	\$188,443
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	Y



Comments:

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in “Attachment C: Insurance Requirements”

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

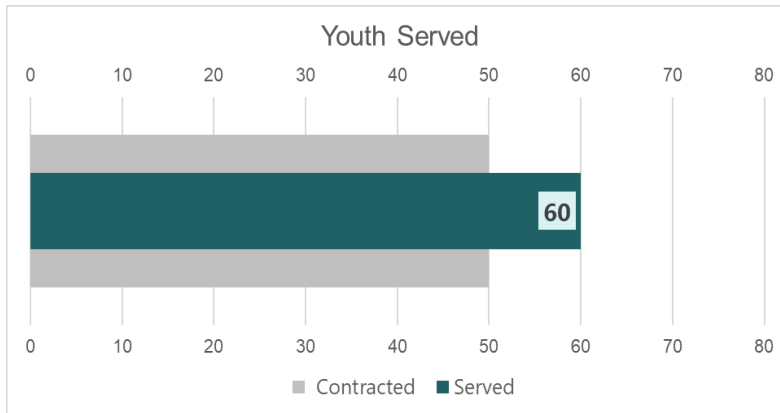
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC’s support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 60 of 50 expected youth and surpassed the target.

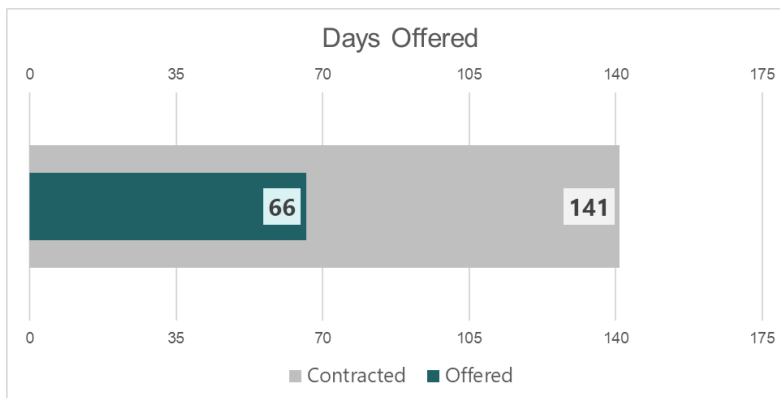
Youth Served	60
Youth Contracted	50



**How many days were offered?**

➔ At the mid-point, provider has offered 66 of 141 program days (47%) and is on target for meeting this program target.

Days Offered	66
Days Contracted	141



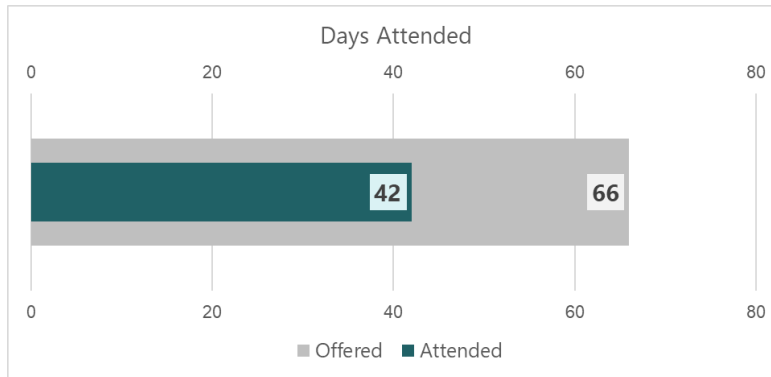
<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.



**How many days did youth attend?**

➔ Thus far, youth attend on average 42 days out of 66 program days offered (63%). Less than half of youth enrolled have attended 70% or more of program days (45%). Provider is not on target to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	41.8
Attended 70% or more of Program Days	45%



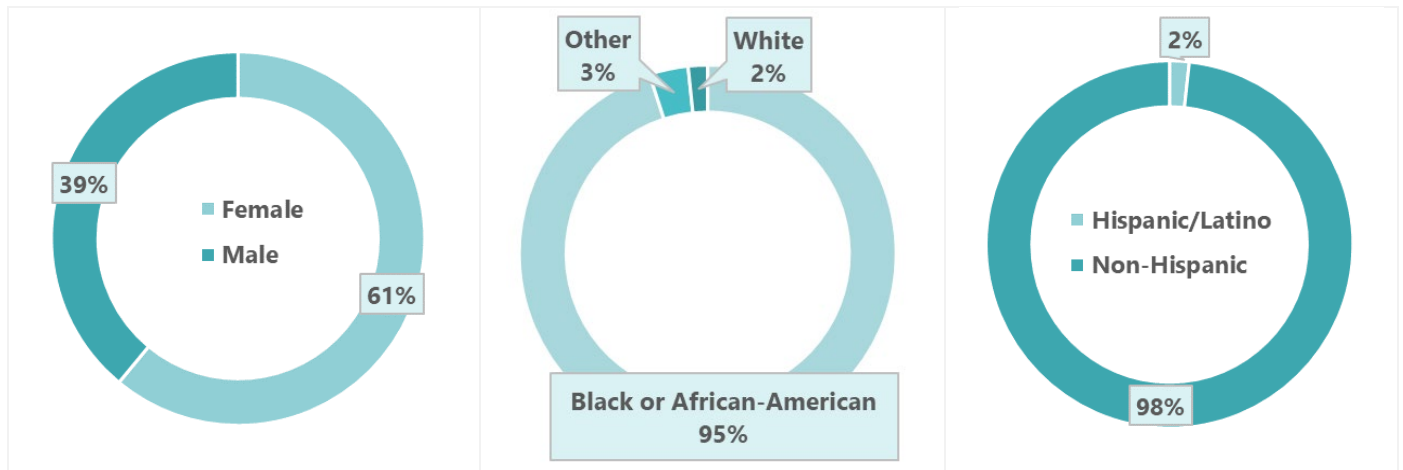
Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January had some impact for the diminished attendance rates.

**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 14.5 years old. Information provided indicates program participants are between 11 and 19 years old. All youth reside in Gainesville. Ninety five percent of youth are Black or African American, three percent selected Other, and two percent White. Nearly all youth identified as non-Hispanic (98%).
- ➔ Data on scholarship eligibility has not been submitted to CTAC. A sampling of scholarship eligibility was viewed during the initial site monitoring. All youth are Alachua County residents.

Average Age	14.5 years
Alachua County resident	Y
Scholarship Verification	Y



Comments: Provider provided scholarship documentation for selected students and staff during our site monitoring visit. Since data has not been submitted via GoogleDrive we are unable to corroborate data submitted with information viewed on-site.

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)

## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- Children’s Trust staff completed a site visit on 2/24/2022 to the afterschool program site at Duval Early Learning Center in Gainesville. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas.

Provider Site:	6-8	9-12
Environmental Safety	Y	Y
Background Checks	Y	Y
CPR Certification	Y	Y
Staff to Youth Ratio	1:12	1:10
Delivery of Activities	Y	Y
Youth Engagement	Y	Y

Comments: The programs had a calm family atmosphere between students and staff during our visit.

## Data Quality<sup>8</sup>

- While the provider collects all the required information, it was not possible to verify data submitted matches youth files on-site as information is not provided as a combined set. CTAC staff was unable to identify which children belong to which site along with basic demographic and eligibility information. We are also not able to calculate performance measures at a site level and learn which programmatic and demographic characteristics have associations with attendance. While identifying information is not required, deidentified information is needed as a combined set in order to calculate program performance measures and contribute to learning and quality improvement.

Data Collection Process	Y
Data Quality	N
Data Timeliness	N
Survey Completion	N

Comments: Please see additional comments provided in the site monitoring report.

<sup>7</sup> Service delivery expectations were outlined in **D. Scope of Services** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in **Attachment 5 Data and Reporting** in the Afterschool Programming RFP 2021-06 and in **Attachment E** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.

**Agency Name:** Gainesville Area Community Tennis Association, Inc.

**Contract Number:** 13206

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Addison Staples, Executive Director
- Shelley Rogers, Program Director
- Azariah Howard, Middle School Director

**Participating CTAC Staff:**

- Deon Carruthers, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator



## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Boys & Girls Club of Northeast Florida

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Emerging
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Mastering
	Days Offered	(program days offered)	Advancing
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Emerging
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Advancing

### Recommended for Renewal: Yes

**Summary:** Provider was able to surpass the enrollment target early into the contract, which demonstrates the program's connection with youth and families who are able benefit from services. Services are being delivered as specified in the contract and youth observed were well engaged in program activities. Data is being collected as expected and sampling showed high levels on accuracy when reviewed on site.

Invoices are being received after the due date. Individual level scholarship eligibility documentation is needed, which provider shared they are in the process of acquiring. It would be great to explore possibilities for enhancing program attendance and understanding reasons why youth are not attending. Please acknowledge CTAC per provider guidelines.

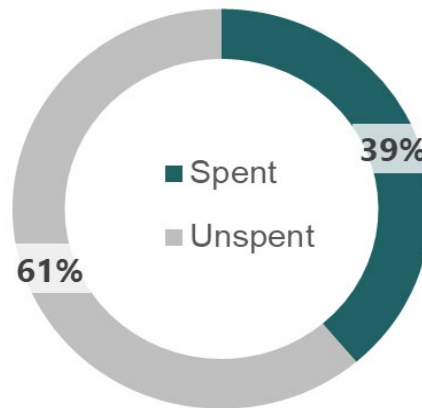
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

**Fiscal and Operations**

➔ Provider invoices are currently up to date (Oct thru Jan) but are typically submitted after the due date. Invoicing through January 2022 shows 39% of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. While provider has been a collaborative partner and has been present for events such as *Lights On Afterschool*, provider has yet to acknowledge CTAC as a funder on its website, social media, through signage/banners, or on printed materials.

Invoices Up to Date	Y
Invoicing Timely <sup>1</sup>	N
Spent	\$55,399
Allocated	\$142,569
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	N



Comments:

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in “Attachment C: Insurance Requirements”

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

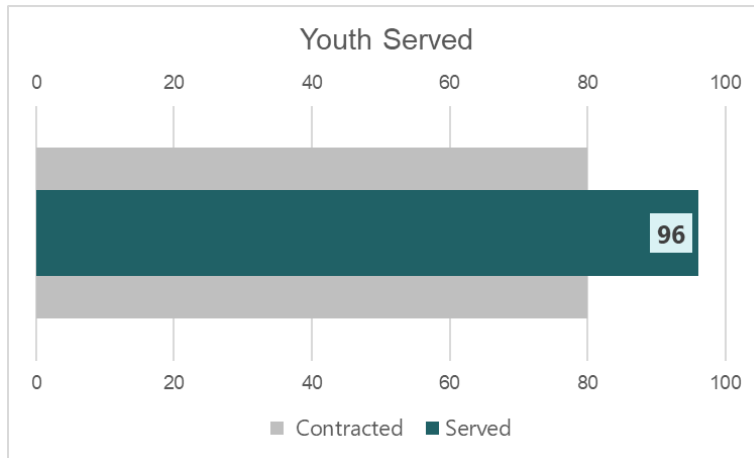
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC’s support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 96 of 80 expected youth and surpassed the target.

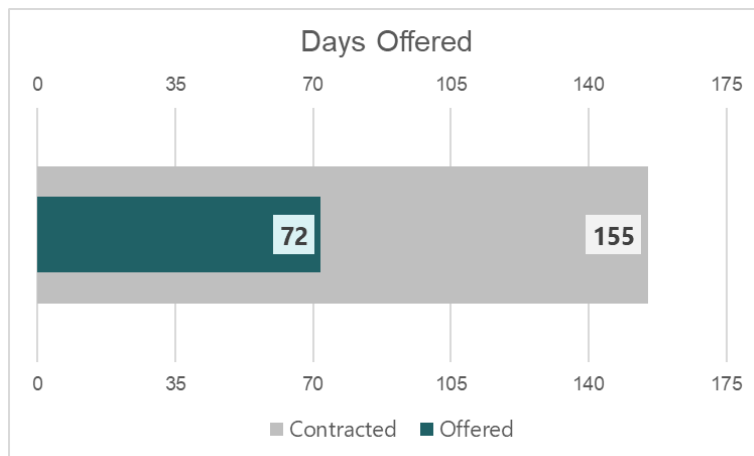
Youth Served	96
Youth Contracted	80



**How many days were offered?**

➔ At the mid-point, provider has offered 72 of 155 program days (46%) and is on target for meeting this program target.

Days Offered	72
Days Contracted	155

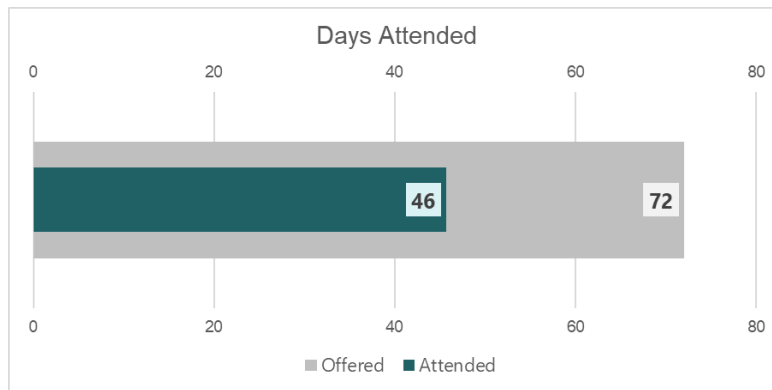


<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.

**How many days did youth attend?**

➔ Thus far, youth attend on average 46 days out of 72 program days offered (64%). Less than half of youth enrolled have attended 70% or more of program days (42%). Provider is not on target to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	45.7
Attended 70% or more of Program Days	42%



Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January had some impact on the diminished attendance rates.

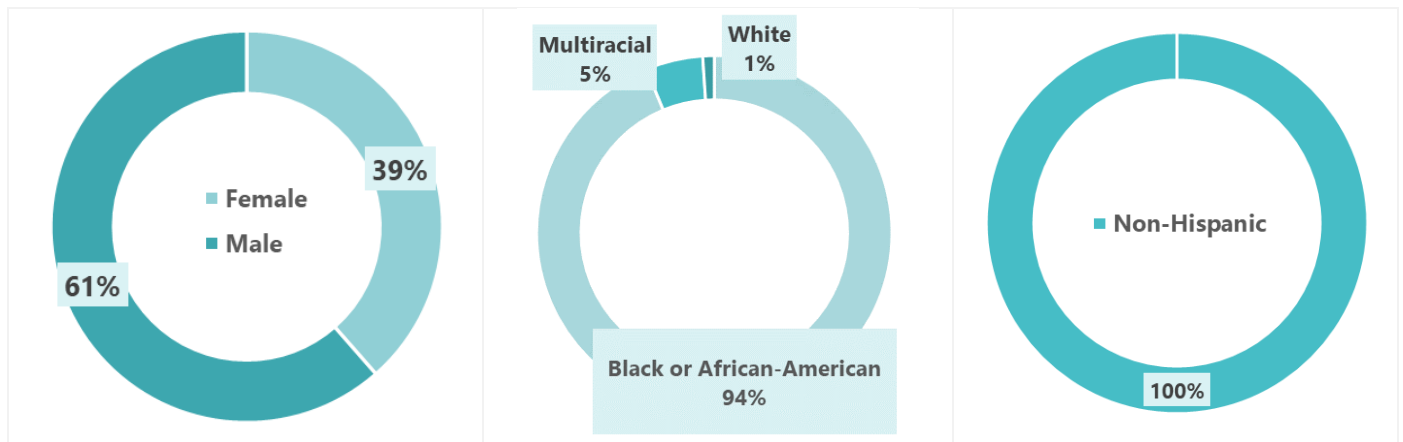


**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 10.3 years old and ranged from five to sixteen years old.. All youth reside in Gainesville. Ninety four percent of youth are Black or African American, five percent are Multiracial, and one percent White. All youth identified as non-Hispanic.
- ➔ According to data submitted, 100% of youth qualified for a scholarship based on a family income at or below 200% of the federal poverty level. Documentation verifying scholarship eligibility was not available during the initial site monitoring. All youth are Alachua County residents.

Average Age	10.3 years
Alachua County resident	Y
Scholarship Verification	N



Comments: Both sites are using free and reduce lunch information from the schools to meet the requirements of eligibility for Trust funds, but at this time the Boys’ & Girls’ Club need to obtain more information, because all Alachua County students are receiving free and reduce breakfast and lunch.

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)

## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- Children’s Trust staff completed a site visit on 2/16/2022 for the Northwest site, and on 2/28/2022 for the Woodland Park site. Both sites are located in Gainesville. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas.

Provider Site:	Northwest	Woodland
Environmental Safety	Y	Y
Background Checks	Y	Y
CPR Certification	Y	Y
Staff to Youth Ratio	1:20	1:10
Delivery of Activities	Y	Y
Youth Engagement	Y	Y

Comments: The students were very engaged at both sites as we observed different programs during our visit.

## Data Quality<sup>8</sup>

- Data is being collected and submitted as outlined in the contract. Data reviewed on-site was consistent with the data submitted. Provider was reminded to complete youth/family surveys as they exit and at the end of the school year.

Data Collection Process	Y
Data Quality	Y
Data Timeliness	Y
Survey Completion	N

Comments: Data submission is consistent at this time. Please follow-up with comments provided in the site monitoring report.

<sup>7</sup> Service delivery expectations were outlined in **D. Scope of Services** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in **Attachment 5 Data and Reporting** in the Afterschool Programming RFP 2021-06 and in **Attachment E** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.

**Agency Name:** Boys' and Girls' Clubs of Northeast Florida, Inc.

**Contract Number:** 13205

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Laban Doyle, Executive Area Director
- Valerie White, Unit Director, Northwest
- Kendrick Hill, Unit Director, Woodland Park

**Participating CTAC Staff:**

- Deon Carruthers, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator



## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Deeper Purpose Kids Academy

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Advancing
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Advancing
	Days Offered	(program days offered)	Emerging
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Advancing
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Advancing

### Recommended for Renewal: Yes

**Summary:** Provider is on track to meet their enrollment, which demonstrates the program's connection with youth and families who are able benefit from services. Services are being delivered as specified in the contract and youth observed were well engaged in program activities. Data is being collected as expected and sampling showed reasonable accuracy when reviewed on site.

Provider has been responsive to CTAC. Invoices are being received on time and are up to date. Provider has made efforts to acknowledge CTAC's support. The number of program days offered is lower than expected. It would be great to explore possibilities for enhancing program attendance and understanding reasons why youth are not attending more.

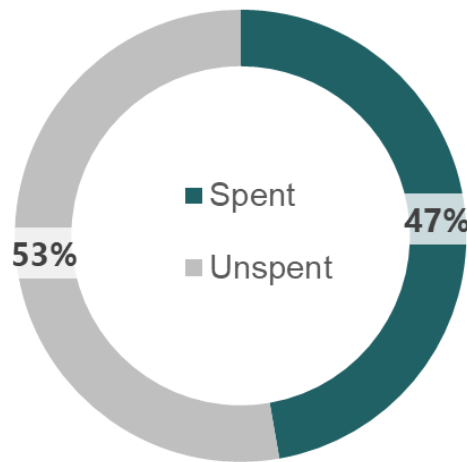
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

**Fiscal and Operations**

➔ Provider invoices are currently up to date (Oct thru Jan) and are submitted on time. Invoicing through January 2022 shows 47% of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. Provider has acknowledged CTAC as a funder on its social media on several occasions and during its efforts to recruit families.

Invoices Up to Date	Y
Invoicing Timely <sup>1</sup>	Y
Spent	\$34,104
Allocated	\$72,175
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	Y



Comments:

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in “Attachment C: Insurance Requirements”

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

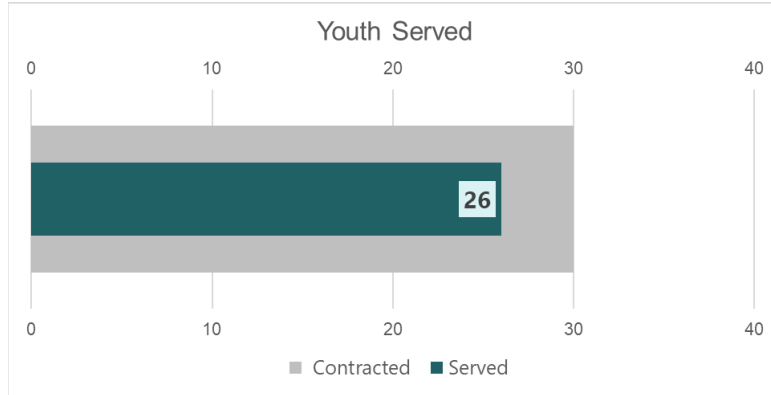
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC’s support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 26 of 30 expected youth.

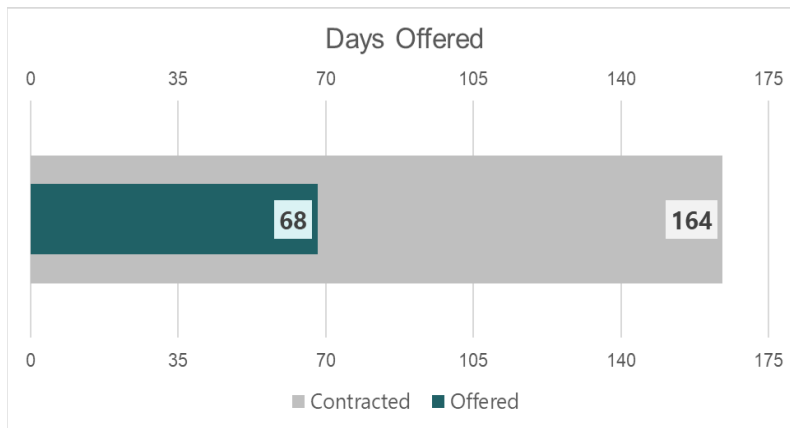
Youth Served	26
Youth Contracted	30



**How many days were offered?**

➔ At the mid-point, provider has offered 68 of 164 program days (41%) and it is not likely provider will meet this program target.

Days Offered	68
Days Contracted	164



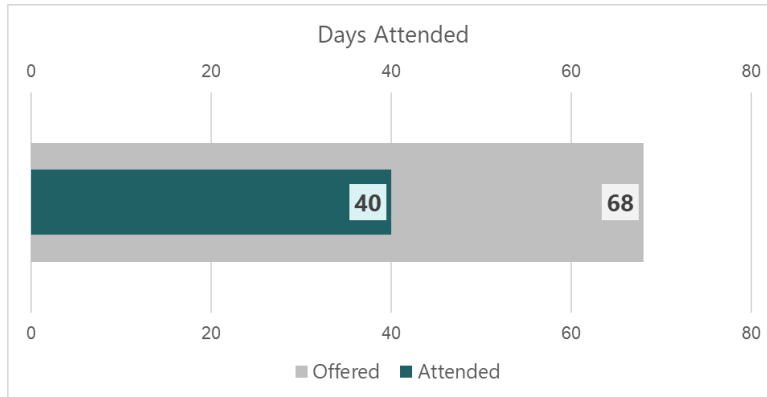
Comments: Please check to see if the program days entered in the spreadsheet are accurate.

<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.

**How many days did youth attend?**

➔ Thus far, youth attend on average 40 days out of 68 program days offered (64%). Less than half of youth enrolled have attended 70% or more of program days (35%). Provider is not on track to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	40.0
Attended 70% or more of Program Days	35%



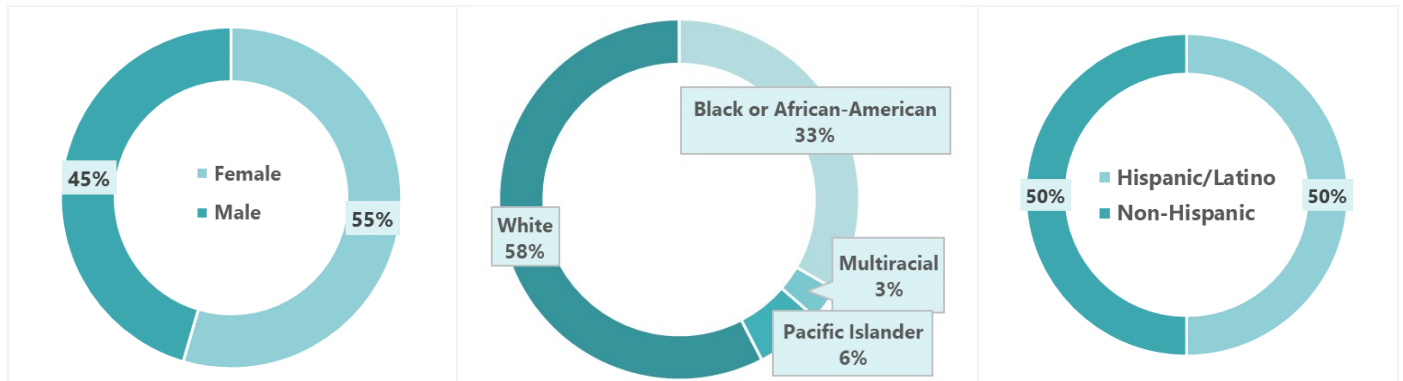
Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January played a part in diminished attendance rates.

**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 7.6 years old and ranged from five to eleven years old. Youth are residents of High Springs (69%), Alachua (23%), and Gainesville (8%). Fifty-eight percent of youth are White, thirty-three percent are Black or African American, six percent are Pacific Islanders, and three percent Multiracial. Half of youth identified as Hispanic.
- ➔ Most youth qualified for a scholarship based on a being a recipient of SNAP benefits (69%), or indicated they had special learning needs (27%). All youth are Alachua County residents.

Average Age	7.6 years
Alachua County resident	Y
Scholarship Verification	Y



Comments: Deeper Purpose needed to provide more income verification for some of the students during our visit. The information needed has been provided by Deeper Purpose and approved by the contract manager.

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)



## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- Children’s Trust staff completed a site visit on 2/15/2022 to the afterschool program site in High Springs. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas.

Provider Site:	Kids Academy
Environmental Safety	Y
Background Checks	Y
CPR Certification	Y
Staff to Youth Ratio	1:10
Delivery of Activities	Y
Youth Engagement	Y

Comments: Deeper purpose offers one on one for most of the students during tutoring sessions. All the students and staff interacted well with each other, and the energy was very calm and cheerful.

## Data Quality<sup>8</sup>

- Data is being collected and submitted as outlined in the contract. Data reviewed on-site was reasonably consistent with the data submitted. Improvements have been made to make tracking attendance easier moving forward. Data is on-time each month. CTAC staff reminded provider to complete satisfaction surveys as children exit. Provider has since started collecting surveys from families.

Data Collection Process	Y
Data Quality	Y
Data Timeliness	Y
Survey Completion	Y

Comments: Please follow-up with comments provided in the site monitoring report.

<sup>7</sup> Service delivery expectations were outlined in **D. Scope of Services** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in **Attachment 5 Data and Reporting** in the Afterschool Programming RFP 2021-06 and in **Attachment E** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.

**Agency Name:** Deeper Purpose Community Church, Inc.

**Contract Number:** 13207

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Adam Joy, Founder

**Participating CTAC Staff:**

- Deon Carruthers, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator



## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Gainesville Circus

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Advancing
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Advancing
	Days Offered	(program days offered)	Advancing
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Advancing
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Emerging

### Recommended for Renewal: Yes

**Summary:** Provider is on track to meet their enrollment, which demonstrates the program's connection with youth and families who are able benefit from services. Services are being delivered as specified in the contract and youth observed were well engaged in program activities. The number of program days offered are as expected.

Provider has been responsive to CTAC. Invoices are being received on time and are up to date. Provider has made efforts to acknowledge CTAC's support. Data is being collected, is submitted on time, and provider has initiated survey collection. Data reviewed has inconsistencies and missing information and is need of some improvement. It would be great to explore possibilities for enhancing program attendance and understanding reasons why youth are not attending more.

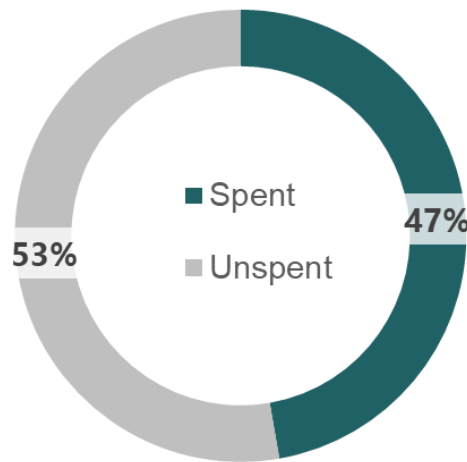
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

**Fiscal and Operations**

➔ Provider invoices are currently up to date (Oct thru Jan) and are submitted on time. Invoicing through January 2022 shows 47% of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. Provider has acknowledged CTAC as a funder on its website and included our logo on social media posts.

Invoices Up to Date	Y
Invoicing Timely <sup>1</sup>	Y
Spent	\$44,550
Allocated	\$95,539
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	Y



Comments: Gainesville Circus Center continues to submit invoices in a timely manner and meet deliverables monthly.

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in “Attachment C: Insurance Requirements”

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

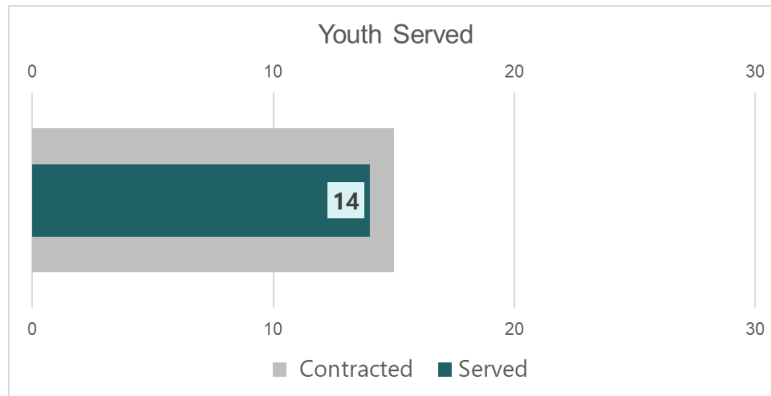
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC’s support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 14 of 15 expected youth.

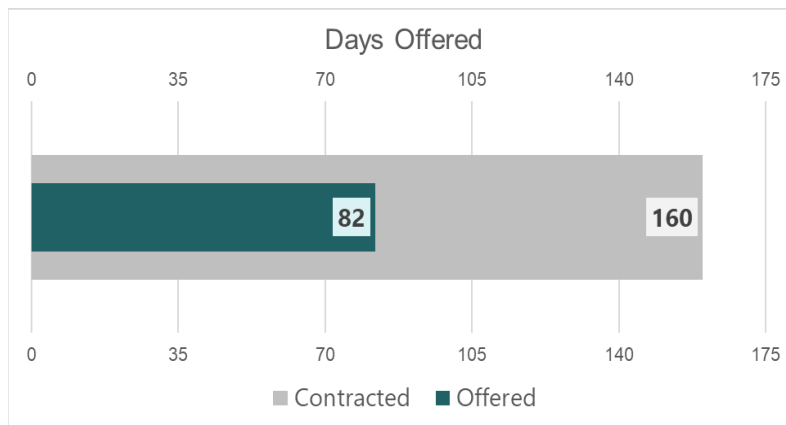
Youth Served	14
Youth Contracted	15



**How many days were offered?**

➔ At the mid-point, provider has offered 68 of 164 program days (51%) and is on track to meet this program target.

Days Offered	68
Days Contracted	164



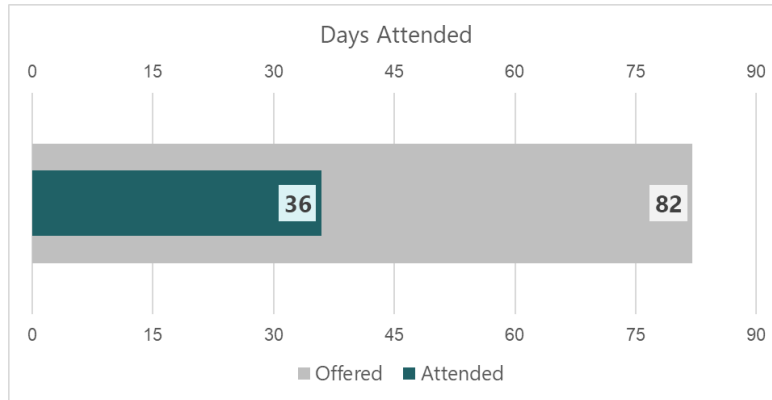
Comments: Gainesville Circus Center continues to make progress toward meeting their performance measures. We can track their progress through data collection form.

<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.

**How many days did youth attend?**

➔ Thus far, youth attend on average 36 days out of 82 program days offered (44%). None of youth enrolled have attended 70% or more of program days (0%). Provider is not on target to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	35.9
Attended 70% or more of Program Days	0%



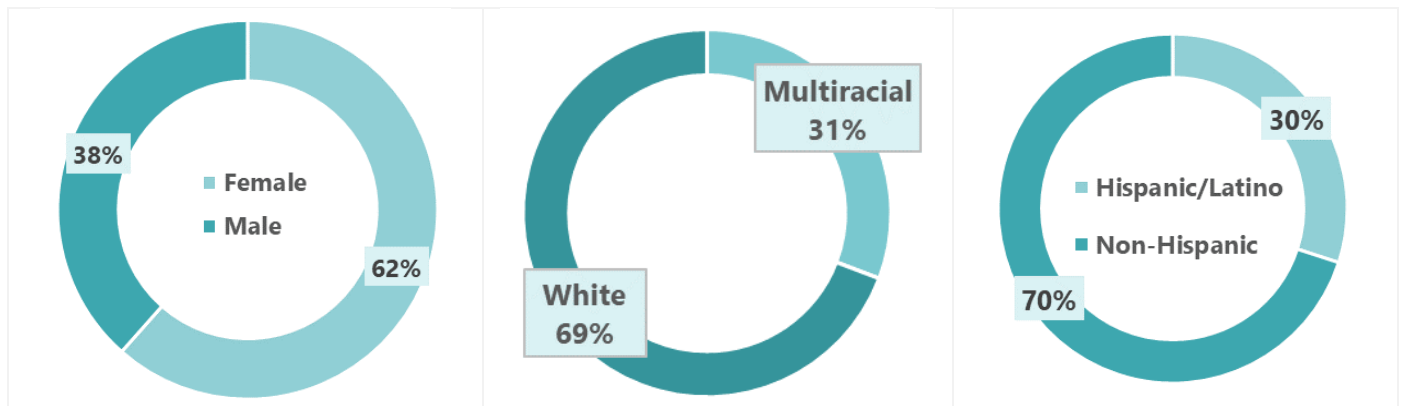
Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January may have diminished attendance rates. It would be helpful to explore why attendance is lower than anticipated and brainstorm potential solutions for improving program attendance.

**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 8.6 years old and ranged from five to thirteen years old. All youth reside in Gainesville. Sixty-nine percent of youth identified White as their race and thirty-one percent Multiracial. Thirty percent reported they were Hispanic.
- ➔ Most youth qualified for a scholarship based on a family income between 200-400% of the federal poverty threshold (77%), and the remaining twenty-three indicated they were under 200% of the federal poverty line. All youth are Alachua County residents.

Average Age	8.6 years
Alachua County resident	Y
Scholarship Verification	Y



Comments: As the contract manager, I have reviewed Gainesville Circus Center data collection form as well as on site observation of the population served. The information provided on students’ gender, race and ethnicity was reflective within the group.

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)

## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- Children’s Trust staff completed a site visit on 2/22/2022 to the afterschool program site in Gainesville. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas.

Provider Site:	Gainesville Circus
Environmental Safety	Y
Background Checks	Y
CPR Certification	Y
Staff to Youth Ratio	1:8
Delivery of Activities	Y
Youth Engagement	Y

Comments: As the contract manager, I observed and verified compliance in the following areas: Environmental Safety, Background Checks, CPR Certification, Staff to Youth Ratio, Delivery of Activities and Youth Engagement.

## Data Quality<sup>8</sup>

- Data is being collected and submitted as outlined in the contract. Data reviewed on-site was inconsistent with the data submitted particularly with attendance. The data collection process was also inconsistent with a variety of enrollment forms in use. Provider has initiated conducting satisfaction surveys with their families. Data is submitted on time.

Data Collection Process	Y
Data Quality	N
Data Timeliness	Y
Survey Completion	Y

Comments: Please follow-up with comments provided in the site monitoring report. Please consider ways to improve consistency in tracking attendance moving forward.

<sup>7</sup> Service delivery expectations were outlined in **D. Scope of Services** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in **Attachment 5 Data and Reporting** in the Afterschool Programming RFP 2021-06 and in **Attachment E** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.



**Agency Name:** Gainesville Circus Center, Inc.

**Contract Number:** 13210

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Corey Cheval, Executive Director

**Participating CTAC Staff:**

- Belita James, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator



## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Girls Place

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Emerging
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Emerging
	Days Offered	(program days offered)	Advancing
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Emerging
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Advancing

### Recommended for Renewal: Yes

**Summary:** Services are being delivered as specified in the contract and youth observed were well engaged in program activities. It is possible they may not meet the expected enrollment target given no additional children have been enrolled to date. Data is being collected as expected and sampling showed high levels on accuracy when reviewed on site.

For the first few months invoicing for the after-school program was behind but is current as of today for the time period examined (October thru January). Individual level scholarship eligibility documentation is needed, which provider shared they are in the process of acquiring. Please acknowledge CTAC per provider communication guidelines.

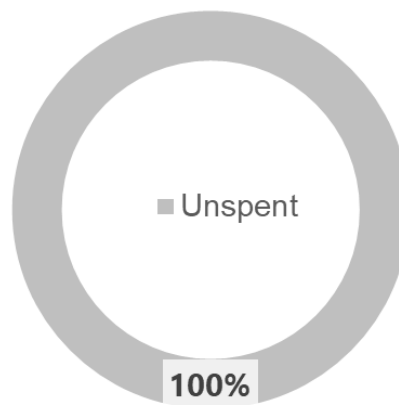
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

**Fiscal and Operations**

➔ Provider has just recently resubmitted invoices on 3/30/2022 for expenses incurred in October thru January and they are under review. None of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. Provider not acknowledged CTAC as a funder on its website, social media, through signage/banners, or on printed materials.

Invoices Up to Date	Y
Invoicing Timely <sup>1</sup>	N
Spent	\$0
Allocated	\$120,238
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	N



Comments: Provider initially submitted invoicing for October thru January on 2/13/2022. CTAC Fiscal Assistant and Provider discussed these submissions as methodology was unclear. In reviewing reimbursement request, errors were identified, and provider needed to resubmit invoices. Resubmissions were received 3/30/2022 and are under review.

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in “Attachment C: Insurance Requirements”

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

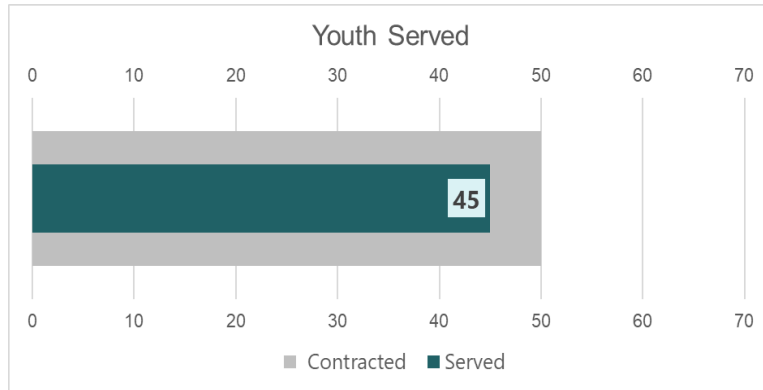
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC’s support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 45 of 50 expected youth. It is possible they may not meet the expected target given no additional children have been enrolled to date.

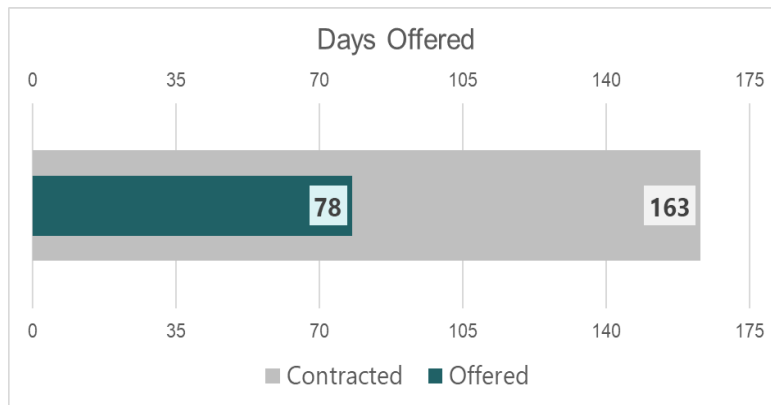
Youth Served	45
Youth Contracted	50



**How many days were offered?**

➔ At the mid-point, provider has offered 78 of 163 program days (48%) and is on target for meeting this program target.

Days Offered	78
Days Contracted	163

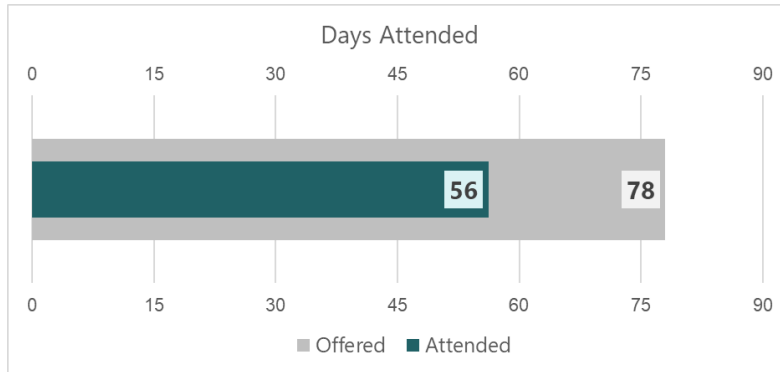


<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.

**How many days did youth attend?**

➔ Thus far, youth attend on average 56 days out of 78 program days offered (72%). More than two thirds of youth enrolled have attended 70% or more of program days (69%). Provider is not on track to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	56.2
Attended 70% or more of Program Days	69%



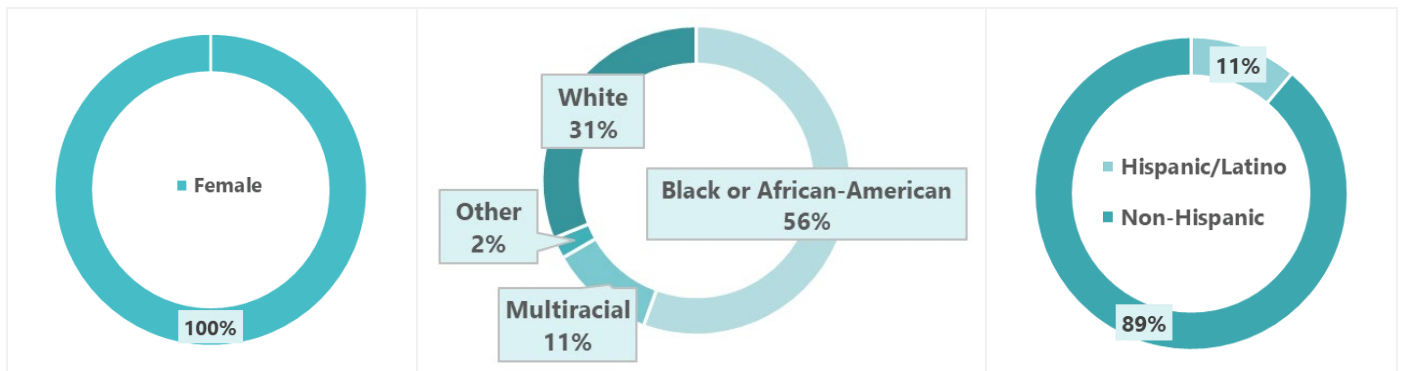
Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January played a part in the diminished attendance rates.

**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 9.2 years old and ranged from five to fourteen years old. Nearly all youth reside in Gainesville. Fifty-six percent of youth are Black or African American, thirty-one percent are White, eleven percent are Multiracial, and two percent Other. All youth identified as non-Hispanic.
- ➔ Most youth qualified for a scholarship based on a family income under 200% of the federal poverty (64%), twenty percent were between 200-400%, and the remaining sixteen percent no data was provided to indicate how they qualify. Documentation verifying scholarship eligibility was not available during the initial site monitoring. All youth are Alachua County residents.

Average Age	9.2 years
Alachua County resident	Y
Scholarship Verification	N



Comments:

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)

## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- Children’s Trust staff completed a site visit on 3/2/2022 to the Gainesville site location. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas.

Provider Site:	Girls Place
Environmental Safety	Y
Background Checks	Y
CPR Certification	Y
Staff to Youth Ratio	1:20
Delivery of Activities	Y
Youth Engagement	Y

#### Comments:

***During the site visit, youth and staff were very engaged with each other as we observed activities occurring outdoors as a group and indoors based on age groups.***

## Data Quality<sup>8</sup>

- Data is being collected and submitted as outlined in the contract. Data reviewed on-site was reasonably consistent with the data submitted. Data submissions are up to date currently. Provider was reminded to complete youth/family surveys as they exit and at the end of the school year.

Data Collection Process	Y
Data Quality	Y
Data Timeliness	Y
Survey Completion	N

#### Comments:

Data submissions are current at this time. Girls Place has a shortage of transportation staff, which staff has been task with helping with transportation duties.

<sup>7</sup> Service delivery expectations were outlined in ***D. Scope of Services*** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in ***Attachment 5 Data and Reporting*** in the Afterschool Programming RFP 2021-06 and in ***Attachment E*** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.

**Agency Name:** Girls Place, Inc.

**Contract Number:** 13205

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Christi Arrington, Executive Director
- Nevada Smith, Program Director

**Participating CTAC Staff:**

- Deon Carruthers, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator





## Afterschool Renewal Report - FY2022

The following mid-year review is presented as a tool for bringing together and examining program implementation across several areas. The intent of this review is to guide quality improvement discussions and to aid in our annual renewal process. This the first systematic review of afterschool programs in their initial year of implementation as a CTAC funded provider.

### Kids Count

Area of Review		What's Included?	Progress to Date
Fiscal and Operations		(invoicing, administrative)	Advancing
Performance Measures	Youth Enrolled	(youth enrolled vs contracted)	Advancing
	Days Offered	(program days offered)	Advancing
	Days Attended	(youth attendance rates)	Emerging
Population Focus		(demographics, scholarship)	Advancing
Service Delivery		(safety, ratios, engagement)	Advancing
Data Quality		(data collection, quality)	Advancing

### Recommended for Renewal: Yes

**Summary:** Provider was able to surpass the enrollment target, which demonstrates the program's connection with youth and families who are able benefit from services. Services are being delivered as specified in the contract and youth observed were well engaged in program activities.

Provider has been responsive to CTAC. Invoices are being received on time and are up to date. Data is being collected, is submitted on time, is consistent, and well-organized. Please acknowledge CTAC per provider communication guidelines.

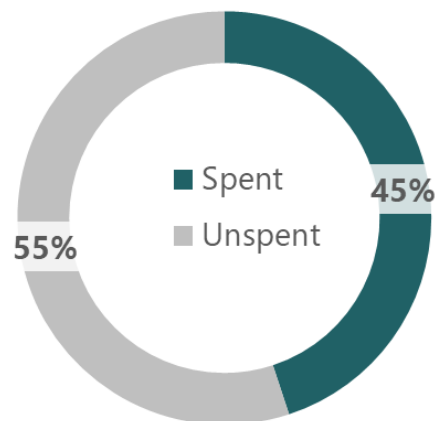
### Rating Scale:

- **Emerging:** Performance and implementation is meeting some contracted requirements, and some improvements are needed to meet all requirements.
- **Advancing:** Performance and implementation meet and may exceed some contracted requirements.
- **Mastering:** Performance and implementation are exceptional and substantially above the contracted requirements.

## Fiscal and Operations

→ Provider invoices are currently up to date (Oct thru Jan) and are submitted on time. Invoicing through January 2022 shows 45% of the funding allocation has been expended. Provider has required insurance policies in place. Communication practices have been good, and provider is responsive. Provider has been present for events, such as *Lights On Afterschool*, though has not acknowledged CTAC as a funder on its website, social media, through signage/banners, or on printed materials.

Invoices Up to Date	Y
Invoicing Timely <sup>1</sup>	Y
Spent	\$64,281
Allocated	\$143,025
Insurance Policy <sup>2</sup>	Y
Communications <sup>3</sup>	Y
CTAC Acknowledgement <sup>4</sup>	N



### Comments:

<sup>1</sup> Section 4. Part E. Invoices are due by the 15<sup>th</sup> of every month.

<sup>2</sup> Insurance Policy requirements are specified in "Attachment C: Insurance Requirements"

<sup>3</sup> Section 25. Communications: The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

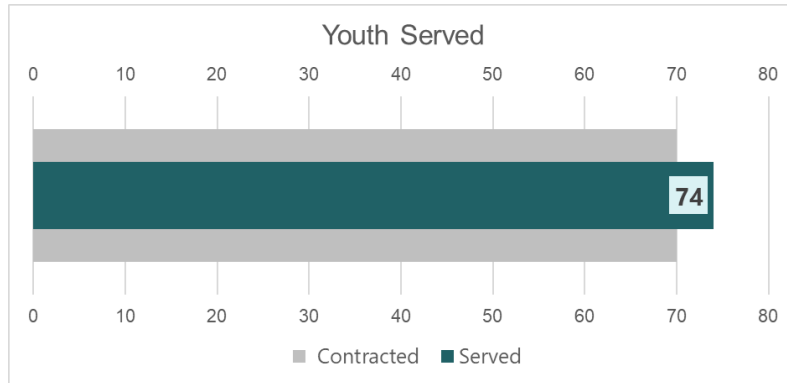
<sup>4</sup> Section 29. Award Acknowledgement of Support: Contractor agrees to acknowledge the CTAC's support in as specified on the CTAC website: <https://www.childrenstrustofalachuacounty.us/programs/page/provider-resources>

**Performance Measures<sup>5</sup>**

**How many youth are served?**

➔ At the mid-point, provider has enrolled 74 of 70 expected youth and has surpassed the youth enrollment target.

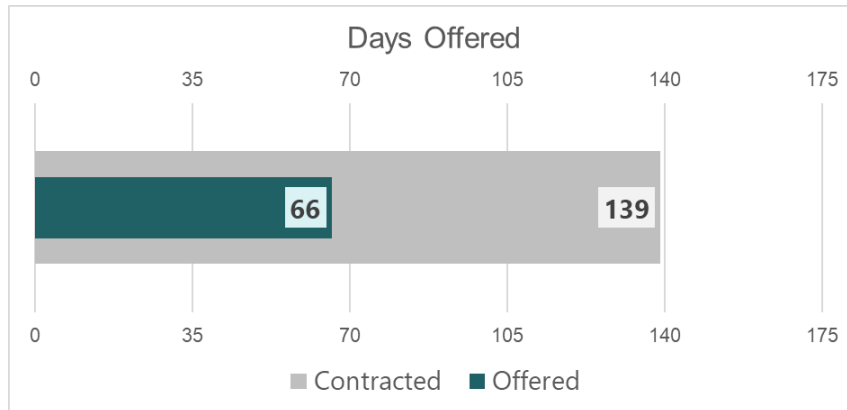
Youth Served	74
Youth Contracted	70



**How many days were offered?**

➔ At the mid-point, provider has offered 66 of 139 program days (47%) and is on track to meet this program target.

Days Offered	66
Days Contracted	139



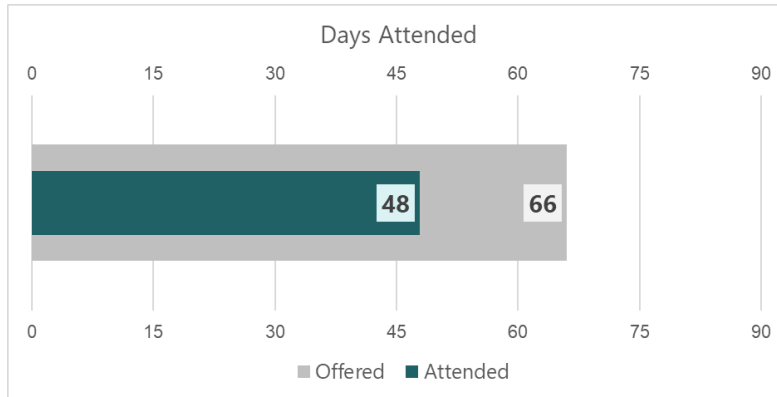
Comments:

<sup>5</sup> Performance Measures are specified in **Attachment E** of the Afterschool Program contracts.

**How many days did youth attend?**

➔ Thus far, youth attend on average 48 days out of 66 program days offered (73%). Almost three quarters of youth enrolled have attended 70% or more of program days (74%). Provider is not on target to meet the contract target of 90% of youth will attend 70% or more of program days.

Average Attendance	47.9
Attended 70% or more of Program Days	74%



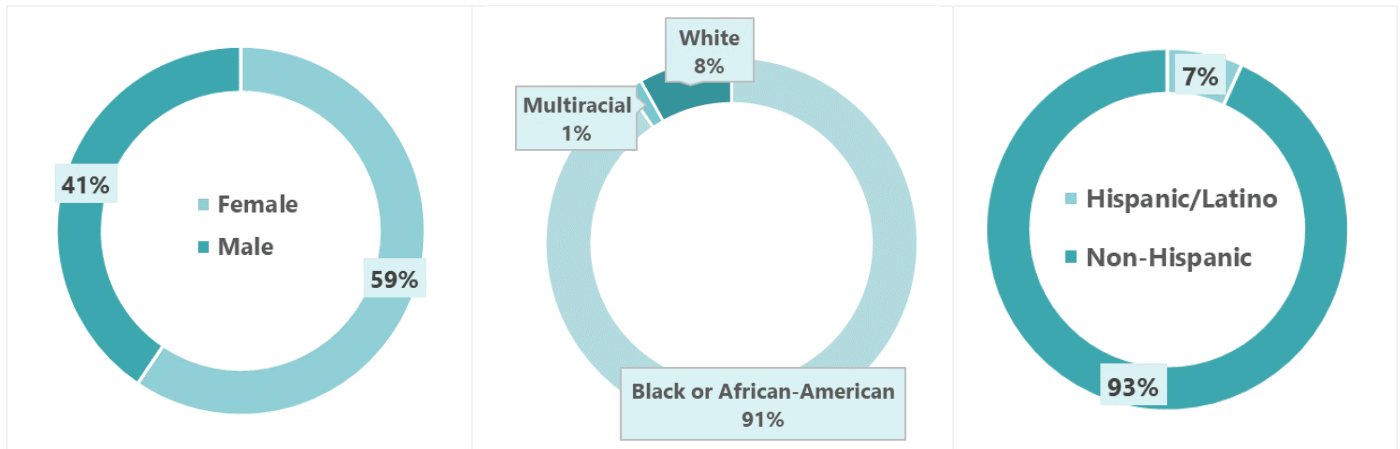
Comments: Across the board attendance metrics are low, within CTAC funded afterschool and beyond. COVID closures and illness especially in November thru January may have diminished attendance rates.

**Population Focus<sup>6</sup>**

**Who are the youth served?**

- ➔ The average age of youth served is 8.5 years old and ranged from five to ten years old. All youth reside in Gainesville. Ninety-one percent of are Black or African American, eight percent are White, and one percent Multiracial. Nearly all youth identified as non-Hispanic (93%).
- ➔ Most youth qualified for a scholarship based on a family income under 200% of the federal poverty (57%), through SNAP benefits (36%), three percent were between 200-400% of the FPL, and the remaining four percent no data was provided to indicate how they qualify. All youth are Alachua County residents.

Average Age	8.5 years
Alachua County resident	Y
Scholarship Verification	Y



Comments:

<sup>6</sup> The target population and scholarship criteria appear on page 6 section **D. Scope of Services** in the Afterschool Programming RFP 2021-06. The Children’s Trust of Alachua County is authorized to provide services for children within the boundaries of the Alachua County, see: [Chapter 26. - Children's Trust, Independent Special District](#)

## Service Delivery<sup>7</sup>

### Is the program implemented with quality?

- ➔ Children’s Trust staff completed a site visit on 2/24/2022 to the afterschool program site at the Duval Early Learning Center and on 3/1/2022 to the Faith Mission site. Both sites are in Gainesville, Florida. Staff met with provider staff, observed the program activities, and reviewed documents. Provider is meeting expectations in all areas for both sites.

Provider Site:	Duval	Faith Mission
Environmental Safety	Y	Y
Background Checks	Y	Y
CPR Certification	Y	Y
Staff to Youth Ratio	1:15	1:10
Delivery of Activities	Y	Y
Youth Engagement	Y	Y

### Comments

During both site visits for after-school, students were very engaged and the classroom and outdoor activities had very positive energy.

## Data Quality<sup>8</sup>

- ➔ Data is being collected and submitted as outlined in the contract. Data reviewed on-site was consistent with the data submitted. Provider was well-organization was able to easily produce and verify information submitted to the Trust to provide reliable evidence of the work being funded on behalf of children. Data is consistently submitted on time. Provider has not completed any satisfaction surveys to date and was reminded to complete satisfaction surveys as children exit and at the end of the school year. Provider indicated they were unable to obtain surveys due to the child abruptly exiting the program.

Data Collection Process	Y
Data Quality	Y
Data Timeliness	Y
Survey Completion	N

Comments: All their submitted data was very organized during the CTAC staff site visit. Please see comments in site monitoring report.

<sup>7</sup> Service delivery expectations were outlined in **D. Scope of Services** in the Afterschool Programming RFP 2021-06.

<sup>8</sup> Data collection expectations were outline in **Attachment 5 Data and Reporting** in the Afterschool Programming RFP 2021-06 and in **Attachment E** of the Afterschool Program contracts. A data collection training was offered and the recording is available on the Children’s Trust YouTube. Monthly data is due to be submitted with invoices on the 15<sup>th</sup> as specified in the contract.

**Agency Name:** Kids Count in Alachua County, Inc.

**Contract Number:** 13209

**Fiscal Year 2022**

**Review Completed:** 3/31/2022

**Participating Provider Staff:**

- Keri Neel, Executive Director

**Participating CTAC Staff:**

- Deon Carruthers, Contract Manager
- Nicole Odom, Fiscal Assistant
- Bonnie Wagner, Research, Planning, and Evaluation Coordinator