



## CHILDREN'S TRUST REGULAR MEETING AGENDA

June 14, 2021 at 4:00 PM

Cade Museum, 811 S Main St, 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. [5.10.21 Regular Meeting Minutes](#)
2. [5.13.21 Summer Kick-Off Training Minutes](#)
3. [May 2021 Checks and Expenditures Report](#)
4. [Approval of Budget Amendment to Direct Community Service Contracts in Excess of 10%](#)

### Chairman's Report

### Presentation

5. [Early Learning Coalition of Alachua County \(ELCAC\) Presentation](#)

### Executive Director's Report

6. [FY 2022 Proposed Millage and Tentative Budget](#)
7. [Contract for Accounting Services with Carr, Riggs, & Ingram LLC](#)
8. [Amendment to Lease Agreement](#)
9. [Audit Engagement Letter for Fiscal Year 2021/2022](#)

### Programs Report

10. [Sponsorship funding requests](#)
11. [Summer Contract Update & Eligibility Changes](#)
12. [System Mapping RFP](#)

### Communications Report

13. [Summer Fun Communications 2021](#)

## **Board Member Comments**

## **General Public Comments**

## **For Your Information**

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

14. [Board Member Attendance YTD](#)

15. [Communications Report - May 2021](#)

## **Next Meeting Dates**

Regular Meeting - Monday, August 9, 2021 @ 4:00 PM

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

\*\*\*\*\*Cancelled\*\*\*\*\*

*Regular Meeting- Monday, July 12, 2021 @ 4:00 PM*

## **Adjournment**

## **Virtual Meeting Information**

1) Email public comments to [childrenstrust@childrenstrustofalachuacounty.us](mailto:childrenstrust@childrenstrustofalachuacounty.us) by 2:00 PM on June 14, 2021.

2) Zoom link to register:

[https://us02web.zoom.us/webinar/register/WN\\_PbOaOkafQBmMqfCurFpjDA](https://us02web.zoom.us/webinar/register/WN_PbOaOkafQBmMqfCurFpjDA)

3) Phone: Call (346) 248-7799; Meeting ID: 842 4050 9205

4) View on YouTube Live: [https://www.youtube.com/channel/UCpYNq\\_GkjCo9FQo3qR5-SOw](https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw)

**File Attachments for Item:**

1. 5.10.21 Regular Meeting Minutes



**DRAFT**

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

May 10, 2021 at 4:00 PM

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

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### **Call to Order**

**Chair Lee Pinkoson called the meeting to order at 4:00 PM.**

### **Roll Call**

#### **PRESENT**

Chair Lee Pinkoson  
Vice Chair Maggie Labarta  
Member Tina Certain  
Member Karen Cole-Smith  
Member Ken Cornell  
Member Nancy Hardt  
Member Patricia Snyder  
Member Cheryl Twombly  
Member Susanne Wilson Bullard

#### **ABSENT**

Member Carlee Simon

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

**Motion made to accept the Consent Agenda by Member Certain, Seconded by Member Cornell.**

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

Absent: Member Simon

### **Consent Agenda**

1. 4.5.21 Summer Programming Awards - Scoring Discussion Minutes
2. 4.12.21 Regular Meeting Minutes
3. April 2021 Checks and Expenditures Report
4. Approval of Budget Amendment to Direct Community Service Contracts in Excess of 10%

### **Chairman's Report**

Chair Pinkoson reported the cancellation of the joint meeting with the Gainesville City Commission on May 19, 2021.



## Executive Director's Report

ED Murphy introduced two new staff members. Deon Carruthers and Belita James have joined the team as Contract Managers.

A CTAC Travel Policy was proposed.

The Executive Director presented the results of the Classification and Compensation Survey of seven other Children's Services Councils in Florida.

He requested the cancellation of RFP 2021-4.

An update on recent legislation was given regarding SB274, HB419, HB1349, HB3, and HB7011.

### 5. Revisions to the Employee Handbook - Resolution 2021-7 Travel Policy

**Motion made to approve the revision of the employee handbook to include the Travel Policy with Resolution 2021-7 by Member Cornell, Seconded by Member Certain.**

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

Absent: Member Simon

### 6. Classification and Compensation Measures - FL Children's Services Councils

### 7. Cancellation of RFP 2020-4 Accounting Services; Authorization to Negotiate with Carr, Riggs, and Ingram (CRI)

**Motion made by Member Twombly, Seconded by Member Certain to cancel RFP 2021-4 and authorize the Executive Director to begin contract negotiations with Carr, Riggs, and Ingram.**

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

Absent: Member Simon

## Programs Report

### 8. 2021 Summer Contracts

The Director of Program Operations provided an updated summary of clarified awarded amounts to the twenty-three CTAC-funded programs who are providing 2021 summer programming. At the previous meeting, the board approved \$1.1 million for this purpose, and the final expenditures came to \$1.045 million. DOP Goldwire requested that the remaining funds of \$55,000 be reserved in the case that any of these programs require additional funds to complete their summer programs.

**Motion made by Member Cornell, Seconded by Member Certain to receive the report and authorize the remaining funds of \$55,000 to be used for the requested purpose, if needed.**

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

Absent: Member Simon

### **Finance Report**

#### **9. FY 2020 Financial Statements and Independent Auditor's Report**

Presentation given by Alachua County Clerk Finance Director, Todd Hutchinson, and Ron Whitesides, an independent auditor from Purvis, Gray and Company.

**Motion made by Member Cornell, Seconded by Member Certain to receive the FY2020 Financial Statements and the Independent Auditor's Report.**

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

Absent: Member Simon

### **Board Member Roundtable**

#### **10. Fiscal Year 2022 Proposed Millage and Tentative Budget**

ED Murphy presented the first draft of the FY 2021-2022 Proposed Budget.

**Motion made by Member Cornell, Seconded by Member Certain for the Executive Director to present a second draft at the June meeting incorporating additional information collected from the Alachua County Tax Collector, the Alachua County Property Appraiser, proposed FY 2022 programming information, and the FY 2022 proposed millage rate.**

Voting Yea: Chair Pinkoson, Vice Chair Labarta, Member Certain, Member Cole-Smith, Member Cornell, Member Snyder, Member Twombly, Member Wilson Bullard

Absent: Member Simon, Member Hardt

### **General Public Comments**

#### **For Your Information**

11. Board Member Attendance YTD

12. Notes from the Youth Direct Service Provider Workshop on 3.1.2021 with the City of Gainesville

13. CTAC in the News

#### **Next Meeting Date**

Regular Meeting - Monday, June 14, 2021 @ 4:00 PM

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

#### **Adjournment**

**Chair Pinkoson adjourned the meeting at 5:48 PM**

## Attendee Report

### Children's Trust of Alachua County - Regular Board Meeting

5/10/2021 4:00:00 PM - 5:48:42 PM

Webinar ID: 871 5280 3210

Chair Lee Pinkoson  
 Member Tina Certain  
 Member Ken Cornell  
 Member Nancy Hardt  
 Member Patricia Snyder  
 Member Cheryl Twombly  
 Member Susanne Wilson Bullard  
 Todd Hutchison  
 Heather Donovan  
 Jamie Stormer  
 Rachel Eubanks  
 Maureen Conroy  
 Tom Logan

Colin Murphy  
 Ashley Morgan-Daniel  
 Nicole Odom  
 Dan Douglas  
 Kristy Goldwire  
 Mia Jones  
 Bob Swain  
 Ron Whitesides  
 Amanda Hamilton  
 Herman Knopf  
 Candice King  
 Jacki Hodges  
 Alan Paulin

#### Panelist joined by Zoom

Member Karen Cole-Smith  
 Vice Chair Maggie Labarta

karen.cole-smith@sfcollege.edu  
 maggie.labarta@impact.com

#### Attendees joined by Zoom

Merrie Lynn Parker  
 Bishop Christopher Stokes  
 Dylan Power  
 Reshone Flanders  
 Sherry Kitchens  
 Kallen Shaw  
 Julie Moderie  
 William Marcantel  
 Jonathan Leslie  
 Marie Herring  
 Dorothy Thomas  
 Maya Schreiber  
 Katie White  
 Cade Museum  
 Cade Camera

ml.chickp@verizon.net  
 Bishopstokes2@gmail.com  
 dpower@cademuseum.org  
 reshoned53@gmail.com  
 Sherry@cagainesville.org  
 krsshaw@ufl.edu  
 jmoderie@wellflorida.org  
 marcantelwp@cityofgainesville.org  
 jleslie@projectyouthbuild.org  
 marie.herring@yahoo.com  
 dorothy.acee.thomas@gmail.com  
 mnschreiber@coe.ufl.edu  
 kwhite@elcalachua.org  
 info@cademuseum.org  
 eventassist@cademuseum.org

#### Joined by phone

13523718002



## Capitol Connection

### SB 274 – Juvenile Diversion Program

Sen. Keith Perry

- Remove the requirement that limits diversion program expunction to misdemeanor offenses.
- Florida allows minors to expunge first-time misdemeanors if they complete a diversion program. This bill expands juvenile expunction laws to include felonies and other arrests beyond a minor's first offense.
- A juvenile who completes a diversion program may omit or deny the expunction as well as their participation in a diversion program.
- Department of Law Enforcement estimated more than 26,900 minors — totaling more than 64,343 felony charges — may qualify for juvenile diversion expunction.
- Companion bill (SB 166) provides the records search exemption for expunged records.

## HB 419 Early Learning and Early Grade Success

Rep. Erin Grall

- This omnibus bill makes changes to the state's early learning system including moving the Office of Early Learning to the Department of Education to create a state birth through 20 education system.
- Senate and House each passed the bill unanimously.
- Governor DeSantis signed HB 419 on May 4, 2021.



## HB 419 Early Learning and Early Grade Success

Rep. Erin Grall

### Other provisions:

- Revises VPK accountability to ensure parents get timely information on their child's progress.
- Creates a provider profile that families can use when selecting early learning providers.
- Creates a Pre-K through 3rd grade literacy and math progress monitoring system to look at child progression over time, to ensure timely interventions and promote early grade success.
- Transfers Gold Seal program from the Department of Children and Families to the Department of Education.

## HB 1349 – Assistance Programs

Rep. Vance Aloupis, Jr.

- Requires the Office of Early Learning within DOE to coordinate with University of Florida Anita Zucker Center for Excellence in Early Childhood Studies to conduct analysis of certain assistance programs.
- Requires an early learning coalition to give priority for participation in school readiness program to a parent that has an intensive service account or individual training account.

## HB 7011 – Student Literacy

Rep. Vance Aloupis, Jr.

- Requires DOE, in consultation with Office of Early Learning, to implement coordinated screening and progress monitoring system for VPK program through grade 8
- Establishes Reading Achievement Initiative for Scholastic Excellence Program within DOE.

## HB 3 – Home Book Delivery for Elementary Students

Rep. Dana Trabulsy

- Establishes *New Worlds Reading Initiative* under DOE.
- Requires books be delivered at no cost to families.
- Authorizes DOE to contract with third-party entity.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Children's Trust of Alachua County (CTAC) Management's discussion and analysis presents an overview of CTAC's financial activities for the fiscal year ended September 30, 2020. CTAC's financial performance is discussed and analyzed within the context of the accompanying financial statements & disclosures following this section.

### **Financial Highlights**

#### **Government-Wide Statements**

- CTAC's assets exceeded its liabilities at September 30, 2020, by \$5,185,124 (net position). Of this amount, \$5,185,124 represents unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.
- This is the first year of operations for CTAC so the beginning net position was zero. CTAC increased net position by \$5,185,124 during the fiscal year.

#### **Fund Statements**

- At September 30, 2020, CTAC's governmental funds reported combined ending fund balance of \$5,185,124.
- At September 30, 2020, the total fund balance for the General Fund was \$5,185,124 or 69.99% of operating revenue. CTAC's General Fund assigned ending fund balance totaled \$2,174,457; with \$1,487,346 assigned for grants outstanding and carried over to fiscal year 2021; \$387,111 assigned for subsequent year's reserves; and \$300,000 assigned for future program capacity.

#### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to CTAC's basic financial statements. CTAC's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-Wide Financial Statements**

The Government-wide Financial Statements are designed to provide readers with a broad overview of CTAC's finances, in a manner similar to a private sector business.

- The Statement of Net Position presents financial information on all of CTAC's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CTAC is strengthening or weakening.
- The Statement of Activities presents information showing how the government's net position changed during fiscal year 2020. All changes in net position are reported as soon as the event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The government-wide financial statements can be found on pages 8-9 of this report.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

**Children's Trust of Alachua County  
Classifications of Fund Balance**

Total Fund Balance	\$ 5,185,124
Less Classified Fund balance:	
Non-Spendable	2,375
Assigned for:	
Grants Carryover to FY 2021	1,487,346
Subsequent Year's Reserves	387,111
Future Program Capacity Expansion	300,000
Unassigned Fund Balance	<u>\$ 3,008,292</u>

As of the end of fiscal year 2020, CTAC's governmental fund reported an ending fund balance of \$5,185,124.

**Major Funds**

CTAC reports one major fund, the General Fund, for the year ended September 30, 2020.

The General Fund is the chief operating fund of CTAC. The total fund balance at September 30, 2020 is \$5,185,124. For the fiscal year, the General Fund had a net increase in fund balance of \$5,185,124. This net increase was primarily due setting the millage rate at .50 mills in the first year of operations while operating services were still being ramped up. As a measure of the General Fund's liquidity, it is useful to compare total fund balance to total fund revenues. For fiscal year 2020 the ending fund balance represents a 69.99% of total General Fund operating revenue.

**General Fund Budgetary Highlights**

The General Fund's total original budget (see schedule on page 21) remained unchanged for the fiscal year. CTAC did amend the Administration budget to reallocate \$500,000 in Salary and Benefits to Operating in order to cover the costs of the interlocal agreement with the Alachua County Clerk of the Court and Alachua County Board of County Commissioners.

Overall actual revenues varied from final budgeted revenues positively by \$170,183. This positive variance is primarily due to tax collections coming in higher than budgeted and the receipt of investment income which was not budgeted in the first year of operations. Actual expenditures were less than final budgeted expenditures by \$4,653,003 (positive variance). CTAC did not have to use any of the \$361,938 budgeted in reserves for the fiscal year and the remaining net difference of actual results compared to final budget was positive due the fact this was the first year of operations and it took time to hire staffing and ramp up services.

**Economic Factors and Next Year's Budgets and Rates**

- Total taxable assessed value county-wide increased 6.41% for fiscal year 2021.
- Population increased by approximately 1.60% from the prior year to an estimated 271,588 at September 30, 2020.

The ad valorem tax rate for the General Fund for the upcoming 2021 fiscal year budget is .50 mills, which is the same as the current year rate of .50 mills.

**CHILDREN'S TRUST OF ALACHUA COUNTY  
BALANCE SHEET - GENERAL FUND  
SEPTEMBER 30, 2020**

**ASSETS**

**Assets**

Cash and Cash Equivalents	\$ 5,875,301
Due from Other Governments	20,699
Prepaid Expenses	<u>2,375</u>
<b>Total Assets</b>	<u><u>5,898,375</u></u>

**LIABILITIES AND FUND BALANCES**

**Liabilities**

Accounts Payable and Accrued Liabilities	108,532
Grants Payable	395,945
Due to Other Governments	<u>208,774</u>
<b>Total Liabilities</b>	<u>713,251</u>

**Fund Balances**

Non-Spendable:	
Prepaid Items	2,375
Assigned:	
Grants Outstanding and Carryover to Fiscal Year 2021	<u>1,487,346</u>
Subsequent Year's Reserves	387,111
Future Program Capacity Expansion	300,000
Unassigned	<u>3,008,292</u>
<b>Total Fund Balances</b>	<u>5,185,124</u>
<b>Total Liabilities and Fund Balances</b>	<u><u>\$ 5,898,375</u></u>

See accompanying notes.

**CHILDREN'S TRUST OF ALACHUA COUNTY  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - GENERAL FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Removed Rental  
Income

**Revenues**

Ad Valorem Taxes  
Interest and Other Income  
Grant Income

**Total Revenues****General**

\$	7,341,128
	26,146
	41,667
	<u>7,408,941</u>

**Expenditures**

Program - Children's Services:  
    Operating  
    Grant Awards  
Total Program - Children's Services

151,100
1,545,771
<u>1,696,871</u>

Administration:  
    Operating  
Total Administration

526,946
<u>526,946</u>

**Total Expenditures**

<u>2,223,817</u>
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Net Change in Fund Balance

5,185,124
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**Fund Balances - Beginning of Year**

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**Fund Balances - End of Year**

\$	<u>5,185,124</u>
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See accompanying notes.

**CHILDREN'S TRUST OF ALACHUA COUNTY  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

**Note 3 - Receivables**

The majority of receivables are due from other governmental and grantee agencies. CTAC has determined that an allowance for doubtful accounts is not necessary.

Receivables at September 30, 2020 consisted of the following:

Excess Fees from Tax Collector and Property Appraiser	\$ 20,699
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**Note 4 - Risk Management**

CTAC is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. CTAC purchases commercial insurance coverage to cover the various risks. There have been no significant reductions in insurance coverage and there were no settled claims which exceeded insurance coverage in the last year.

**Note 5 - Commitments and Contingencies**

At September 30, 2020, CTAC had tentatively approved funding for next year's programs in the amount of \$7,140,666.

The budget of the property appraiser's office, as approved by the Department of Revenue, is the basis upon which taxing authorities of the County (except municipalities and the district school board) are billed by the property appraiser for services rendered. Each taxing authority is billed an amount that bears the same proportion to the total amount of the budget as its share of ad valorem taxes bore to the total levied for the preceding year. CTAC paid fees of \$130,228 to the Property Appraiser for the year ended September 30, 2020.

The tax collector's actual costs of collection must not exceed 2% of the tax revenues collected. CTAC's charges for the year amounted to \$147,072.

**Note 6 - Grants**

CTAC provides coordination, evaluation and funding of various programs for children which are administered by organizations throughout Alachua County, Florida in the following program areas:

1. All children are born healthy and remain healthy.
2. All children can learn what they need to be successful.
3. All children have nurturing, supportive caregivers and relationships.
4. All children live in a safe community.

**CHILDREN'S TRUST OF ALACHUA COUNTY  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2020**

As of September 30, 2020, \$1,487,346 of \$3,033,117 that CTAC awarded for grants in the 2020 budget has not been expended.

Total Program Grants Awarded as of September 30, 2020	\$ 3,033,117
Total Expended through September 30, 2020	(1,545,771)
<b>Grants Outstanding at September 30, 2020</b>	<b><u>\$ 1,487,346</u></b>

**Note 7 - Board-Assigned Fund Balance**

CTAC has assigned fund balance as follows as of September 30, 2020:

Assigned – Grants Outstanding and Carryover to FY21	\$ 1,487,346
Assigned – Subsequent Year's Reserves	387,111
Assigned – Future Program Capacity Expansion	300,000
<b>Total Assigned</b>	<b><u>\$ 2,174,457</u></b>

**Note 8 - Interlocal Agreement**

On September 24, 2019, CTAC entered into an interlocal agreement with the Alachua County Clerk of Court and the Alachua County Board of County Commissioners and then subsequently amended the interlocal on June 23, 2020, for the provision of the following services for period October 1, 2019, through September 30, 2020:

- 1) Clerk to provide Auditing, Accounting, and Treasury services for CTAC at a cost of \$45,000.
- 2) Alachua County to provide Human Resources (HR), Equal Opportunity (EO), Risk Management, Information & Technology, Purchasing, Legal and Financial Software Hosting services for CTAC at a not to exceed cost of \$123,250, plus hourly charges for HR and EO staff.
  - a. Additionally, the County agreed to budget and fund all CTAC positions as County employees and subsequently bill CTAC for reimbursement of all associated personnel costs (actual salary and benefits) for these positions. CTAC reimbursed the County \$160,424 in FY20 for these positions.

**Note 9 - Operating Leases**

CTAC is leasing office space under a lease that is cancelable under certain circumstances. The lease is accounted for as an operating lease. During the fiscal year ended September 30, 2020, the lease payments for operating leases totaled \$9,500.

**Note 10 - Subsequent Event**

On September 22, 2020, CTAC entered into a new Interlocal agreement with the Alachua County Clerk of Court and Alachua County Board of County Commissioners for the period October 1, 2020, through September 30, 2021. Pursuant to the new interlocal agreement, positions employed by the County under the prior interlocal which provided services to CTAC ceased to be employed by the County effective 11:59pm on September 30, 2020. As of October 1, 2020, all employees of Alachua County who transferred to CTAC will be reported to the Florida Retirement System (FRS) as being terminated under the County's Retirement Plan and begin being reported to FRS as new employees under CTAC's Retirement Plan.



## Fiscal Year 2021/2022 Budget

## Budget Calendar

DATE	RESPONSIBILITY	ACTIVITY
Monday, March 29	All Staff	Send out email to all staff stating that budget requests due by April 9, 2021.
Wednesday, April 14	Executive Director	Lead meeting of all staff to discuss vision and budget, for Fiscal Year 2022.
Monday, May 10	Executive Director	Presentation of proposed budget to the Board of the Trust.
Tuesday, June 1	Alachua County Property Appraiser	Delivery of the total assessed value of non-exempt property in Alachua County.
Monday, June 14	Board of the Trust	Approval of two Truth in Millage Resolutions - 1) A resolution setting the Proposed Millage Rate, setting the date, time and place of the Public Hearings to consider the proposed millage rate and tentative budget; 2) A resolution adopting a tentative written budget for Fiscal Year 2022.
Thursday, July 1	Alachua County Property Appraiser	Certification of the taxable value to each taxing authority on the Certification of Taxable Value (Form DR-420).
Thursday, July 1	Executive Director	Submission of a tentative annual budget to the Alachua County Board of County Commissioners.

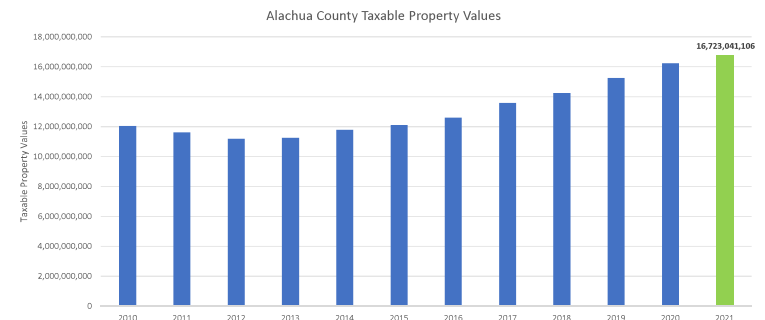


## Budget Calendar (cont.)

DATE	RESPONSIBILITY	ACTIVITY
Monday, September 13	Board of the Trust	First public hearing of the proposed millage rate and the tentative budget. (Hearing dates with July 1 Certification - No sooner than Sept. 3 and no later than Sept. 18)
Thursday, September 23	Clerk of the Trust	Advertisement of final hearing posted two to five days before the final hearing. Notice of Proposed Tax Increase <u>OR</u> Notice of Budget Hearing <u>AND</u> Budget Summary.
Thursday, September 23	Communications Manager	Preliminary adopted budget posted on the authority's official website at least two days before the final budget hearing.
TBD	School Board of Alachua County	School Board of Alachua County second public budget hearing. <b>CTAC CANNOT HOLD HEARING ON THIS DAY</b>
TBD	Alachua County Board of County Commissioners	Alachua County Board of County Commissioners second public budget hearing. <b>CTAC CANNOT HOLD HEARING ON THIS DAY</b>
Monday, September 27	Board of the Trust	Second public hearing of the final millage rate and the final adopted budget. This must be held within 15 days following the first hearing.



## Alachua County Taxable Property Values



## FY2022 Assumptions Taxable Property Values

2021	2022 (3%)
\$16,235,962,239	\$16,723,041,106



## Budget Overview

	FY 2020 ACTUAL AMOUNT	FY 2021 AMENDED BUDGET	FY 2022 PROPOSED BUDGET	% CHANGE
<b>REVENUES</b>				
31 - TAXES	\$7,341,128	\$7,742,236	\$7,943,445	2.60%
33 - Intergovernmental Revenue	\$0	\$74,000	\$0	-100.00%
34 - Charges for Services	\$0	\$0	\$0	
36 - Miscellaneous Revenue	\$67,813	\$99,833	\$93,333	-6.51%
38 - Other Sources	\$20,698	\$2,077,052	\$2,056,954	-0.97%
<b>REVENUE TOTALS</b>	<b>\$7,429,639</b>	<b>\$9,993,121</b>	<b>\$10,093,732</b>	<b>1.01%</b>
<b>EXPENDITURES</b>				
10 - Personnel Services	\$0	\$1,058,332	\$1,050,147	-0.77%
20 - Operating Expenses	\$703,495	\$788,465	\$995,989	26.32%
30 - Capital Outlay	\$0	\$0	\$0	
50 - Grants and Aid	\$1,497,358	\$7,170,546	\$6,180,000	-13.81%
60 - Other Uses	\$0	\$975,778	\$1,867,596	91.40%
<b>EXPENDITURE GRAND TOTALS</b>	<b>\$2,200,852</b>	<b>\$9,993,121</b>	<b>\$10,093,732</b>	<b>1.01%</b>
<b>NET GRAND TOTALS</b>	<b>\$5,228,787</b>	<b>\$0</b>	<b>\$0</b>	



## 3 Funds

- **General Fund** – Receives tax revenue
- **Special Revenue** – Receives grant revenue
- **Capital Projects** – Funded through transfers from the general fund



## General Fund

	2020 Actual Amount	2021 Amended Budget	2022 Proposed Budget	\$ CHANGE	% CHANGE
<b>REVENUES</b>					
<b>GENERAL FUND TOTALS</b>					
311 1000 - Ad Valorem Taxes Current Real & Personal Property	\$7,341,128	\$7,742,236	\$7,943,445	\$201,209	2.60%
331 0000 - Federal Grants	\$0	\$8,000	\$0	(\$8,000)	-100.00%
361 0000 - Interest And Other Earnings	\$0	\$16,500	\$10,000	(\$6,500)	-39.39%
361 1320 - Interest And Other Earnings - Tax Collector	\$1,235	\$0	\$0	\$0	
361 1410 - Interest And Other Earnings General Government Interest	\$24,911	\$0	\$0	\$0	
386 7000 - Transfer From Constitutional Officer Tax Collector	\$20,698	\$0	\$0	\$0	
389 9100 - Non-Operating Sources Beginning Fund Balance	\$0	\$4,500,000	\$8,200,000	\$3,700,000	82.22%
389 9200 - Non-Operating Sources Ending Fund Balance	\$0	(\$2,761,615)	(\$6,962,970)	(\$4,201,355)	152.13%
<b>GENERAL FUND TOTALS</b>	<b>\$7,387,972</b>	<b>\$9,505,121</b>	<b>\$9,190,475</b>	<b>(\$314,646)</b>	<b>-3.31%</b>



## Special Revenue Fund

	2020 Actual Amount	2021 Amended Budget	2022 Proposed Budget	\$ CHANGE	% CHANGE
<b>SPECIAL REVENUE FUND TOTALS</b>					
331 0000 - Federal Grants Federal Grants	\$0	\$66,000	\$0	(\$66,000)	-100.00%
366 0000 - Private Contributions and Donations Private Contr and Donations	\$41,667	\$83,333	\$83,333	\$0	0.00%
381 0000 - Operating Transfer In Operating Transfer In	\$0	\$38,667	\$19,924	(\$18,743)	-48.47%
389 9100 - Non-Operating Sources Beginning Fund Balance	\$0	\$0	\$50,000	\$50,000	
389 9200 - Non-Operating Sources Ending Fund Balance	\$0	\$0	\$0	\$0	
<b>SPECIAL REVENUE FUND TOTALS</b>	<b>\$41,667</b>	<b>\$188,000</b>	<b>\$153,257</b>	<b>(\$34,743)</b>	<b>-18.48%</b>



## Capital Projects Fund

	2020 Actual Amount	2021 Amended Budget	2022 Proposed Budget	\$ CHANGE	% CHANGE
<b>CAPITAL PROJECT FUND TOTALS</b>					
381 0000 - Operating Transfer In Operating Transfer In	\$0	\$300,000	\$750,000	\$450,000	150.00%
389 9100 - Non-Operating Sources Beginning Fund Balance	\$0	\$0	\$300,000	\$300,000	
389 9200 - Non-Operating Sources Ending Fund Balance	\$0	\$0	(\$300,000)	(\$300,000)	
<b>CAPITAL PROJECT FUND TOTALS</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$750,000</b>	<b>\$450,000</b>	<b>150.00%</b>



## Expenditures

	FY 2020 ACTUAL AMOUNT	FY 2021 AMENDED BUDGET	FY 2022 PROPOSED BUDGET	%CHANGE
<b>GENERAL FUND EXPENDITURES</b>				
56 - Programs	\$1,830,652	\$8,023,664	\$7,390,350	-7.89%
51 - Administration	\$355,592	\$1,142,790	\$1,030,201	-9.85%
58 - Other Uses	\$0	\$338,667	\$769,924	127.34%
59 - Other Non Operating	\$0	\$0	\$0	
<b>EXPENDITURES TOTAL</b>	<b>\$2,186,244</b>	<b>\$9,505,121</b>	<b>\$9,190,475</b>	<b>-3.31%</b>
<b>SPECIAL REVENUE FUND EXPENDITURES</b>				
56 - Programs	\$14,608	\$188,000	\$153,257	-18.48%
<b>EXPENDITURES TOTAL</b>	<b>\$14,608</b>	<b>\$188,000</b>	<b>\$153,257</b>	<b>-18.48%</b>
<b>CAPITAL PROJECTS FUND Expenditures</b>				
56 - Programs	\$0	\$300,000	\$750,000	150.00%
<b>EXPENDITURES TOTAL</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$750,000</b>	<b>150.00%</b>
<b>EXPENDITURE GRAND TOTALS</b>	<b>\$2,200,852</b>	<b>\$9,993,121</b>	<b>\$10,093,732</b>	<b>1.01%</b>



## PROGRAM FUNDING

<b>RECOMMENDED PROGRAM FUNDING</b>	<b>\$3,580,000</b>
<b>UNALLOCATED*</b>	<b>\$2,600,000</b>
<b>TOTAL PROGRAM FUNDING</b>	<b>\$6,180,000</b>
*(MATCH, SPONSORSHIPS, COMMUNITY ENGAGEMENT, EVALUATION)	





## PLANNING PROCESS

- CSAB Needs Assessment
- Proposal to the Pritzker Children's Initiative
- Technical Advisory Committee
- Results and Indicators
- YDRPP Preparing Youth to Thrive (Summer)
- Strengths and Gaps Analysis (Community Foundation)



## 4 RESULTS

1. ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY
2. ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL
3. ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS
4. ALL CHILDREN LIVE IN A SAFE COMMUNITY



## WHAT WORKS

### RESULT: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY STRATEGIES

1. Support maternal and child health
2. Support mental health and substance abuse prevention
3. Support physical health
4. Improve food security



## WHAT WORKS (cont.)

### RESULT: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL

1. Support professional development and capacity-building
2. Youth Development
3. Literacy and academic supports
4. Improve capacity to support special needs
5. Career exploration and preparation



## WHAT WORKS (cont.)

### RESULT: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS

1. Support initiatives that connect families to resources
2. Improve family strengthening and supports



## WHAT WORKS (cont.)

### RESULT: ALL CHILDREN LIVE IN A SAFE COMMUNITY

1. Injury Prevention
2. Delinquency/Truancy Prevention
3. Violence Prevention



RESULT: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
1. Support Maternal and Child Health	NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$400,000
	HELP ME GROW	TBD - REQUEST FOR PROPOSALS	\$200,000
2. Support Mental Health and Substance Abuse	EARLY CHILDHOOD MENTAL HEALTH CONSULTATION	TBD - REQUEST FOR PROPOSALS	TBD
	COMMUNITY-BASED MENTAL HEALTH	TBD - REQUEST FOR PROPOSALS	TBD
	PREVENTION SERVICES	TBD - REQUEST FOR PROPOSALS	TBD
3. Support Physical Health	HOWARD BISHOP COMMUNITY PARTNERSHIP SCHOOL WELLNESS COORDINATOR	Children's Home Society of Florida, Inc.	\$41,000
4. Improve Food Security	TBD	TBD	
SUBTOTAL			\$641,000



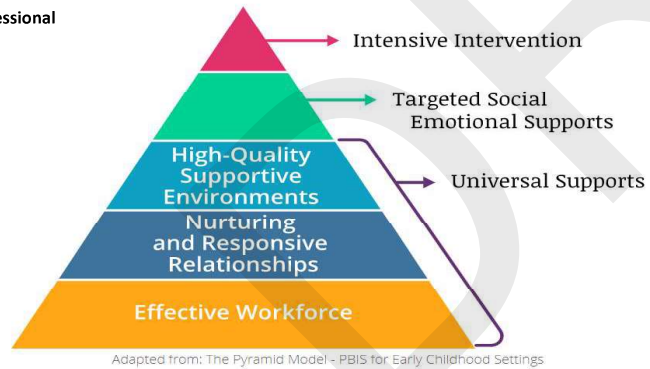


Help Me Grow Florida ensures that all children have the best possible start in life by providing free developmental and behavioral screenings and connecting them to the resources they need to succeed.

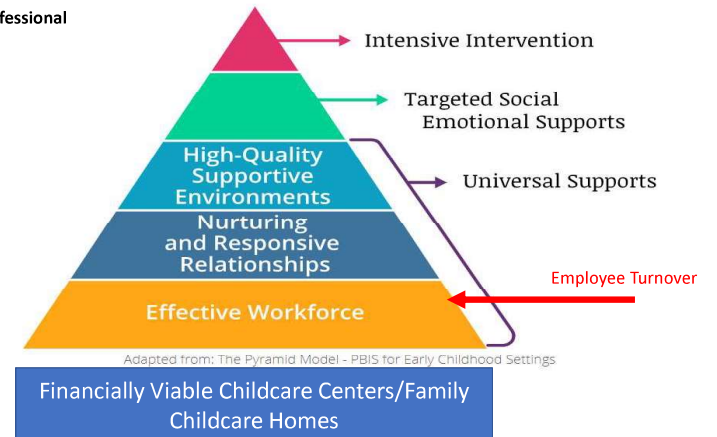


RESULT: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
1. Support Provider Professional Development and Capacity-building	EARLY LEARNING DEMONSTRATION SITE	CHILD Center	\$60,000
	PRACTICE-BASED COACHING	Early Learning Coalition of Alachua County	\$250,000
	CHILD CARE/FAMILY HOME CHILD CARE CAPACITY & ACCREDITATION SUPPORT	Business Leadership Institute for Early Learning	\$120,000
	ACCREDITATION CONSULTANTS	TBD	\$60,000
	CENTER SUPPORT	TBD	\$250,000
2. Youth Development	PROFESSIONAL DEVELOPMENT REGISTRY	The Children's Forum	\$10,000
	SUMMER PROGRAMMING	TBD - REQUEST FOR PROPOSALS	\$1,100,000
	AFTERSCHOOL/ENDRICHMENT	TBD - REQUEST FOR PROPOSALS	\$1,000,000
3. Literacy and Academic Supports	ALACHUA COUNTY LITERACY LANDSCAPE AND EVALUATION	TBD - REQUEST FOR PROPOSALS	\$50,000
	DOLLY PARTON IMAGINATION LIBRARY	GAINEVILLE THRIVES	\$14,000
4. Improve Capacity to Support Special Needs		TBD - REQUEST FOR PROPOSALS	TBD
5. Career Exploration and Preparation		TBD - REQUEST FOR PROPOSALS	TBD
SUBTOTAL			\$2,914,000

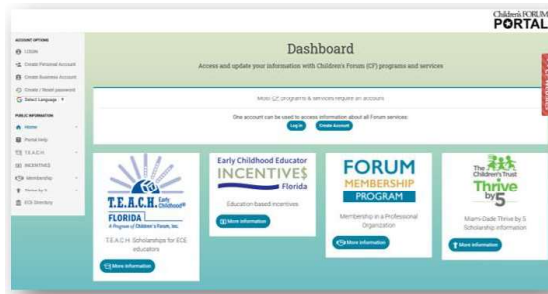
Transformational Professional Development



Transformational Professional Development



# Children's FORUM PORTAL



## THE BUSINESS & LEADERSHIP INSTITUTE for Early Learning



- Business Training
- Business Planning
- Accreditation Coaching and Support

RESULT: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
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	PRACTICE-BASED COACHING	Early Learning Coalition of Alachua County	\$250,000
	CHILD CARE/FAMILY HOME CHILD CARE CAPACITY & ACCREDITATION SUPPORT	Business Leadership Institute for Early Learning	\$120,000
	ACCREDITATION CONSULTANTS	TBD	\$60,000
	CENTER SUPPORT	TBD	\$250,000
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SUBTOTAL			\$2,914,000

RESULT: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL			
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4. Improve Capacity to Support Special Needs		TBD - REQUEST FOR PROPOSALS	TBD
5. Career Exploration and Preparation		TBD - REQUEST FOR PROPOSALS	TBD
SUBTOTAL			\$2,914,000





**GAINESVILLE THRIVES**  
VOLUNTEER | MENTOR | TUTOR

### The Imagination Library

Gainesville Thrives is pleased to announce our affiliation with the Dolly Parton Imagination Library to deliver a book once a month to children age 0-4.  
Our focus at this time is on zip code 32608. Any parent or caregiver of a child 0-4 years old in this zip code can register here!

[Learn More](#)

[Donate](#)



**UF** | **Anita Zucker Center**  
for Excellence in Early Childhood Studies

RESULT: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
1. Support Initiatives that Connect Families to Resources	FAMILY RESOURCE CENTER SUSTAINABILITY	TBD - REQUEST FOR PROPOSALS	\$25,000
2. Improve Family Strengthening and Supports		TBD - REQUEST FOR PROPOSALS	TBD
		<b>SUBTOTAL</b>	<b>\$25,000</b>
RESULT: ALL CHILDREN LIVE IN A SAFE COMMUNITY			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
1. Injury Prevention		TBD - REQUEST FOR PROPOSALS	TBD
2. Delinquency/Traffic Prevention		TBD - REQUEST FOR PROPOSALS	TBD
3. Violence Prevention		TBD - REQUEST FOR PROPOSALS	TBD
		<b>SUBTOTAL</b>	<b>\$0</b>
		<b>RECOMMENDED PROGRAM FUNDING</b>	<b>\$3,580,000</b>
		<b>UNALLOCATED*</b>	<b>\$2,600,000</b>
		<b>TOTAL PROGRAM FUNDING</b>	<b>\$6,180,000</b>
		*(MATCH, SPONSORSHIPS, COMMUNITY ENGAGEMENT, EVALUATION)	



RESULT: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS			
STRATEGY	PROGRAM	AGENCY	PROPOSED FUNDING
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		<b>SUBTOTAL</b>	<b>\$0</b>
		<b>RECOMMENDED PROGRAM FUNDING</b>	<b>\$3,580,000</b>
		<b>UNALLOCATED*</b>	<b>\$2,600,000</b>
		<b>TOTAL PROGRAM FUNDING</b>	<b>\$6,180,000</b>
		*(MATCH, SPONSORSHIPS, COMMUNITY ENGAGEMENT, EVALUATION)	



CHILDREN'S TRUST  
OF ALACHUA COUNTY

## Community Engagement

- Bi-Annual Community Survey (2022, 2024, 2026, 2028)

Focus Areas – Partnership for Reimagining Gainesville

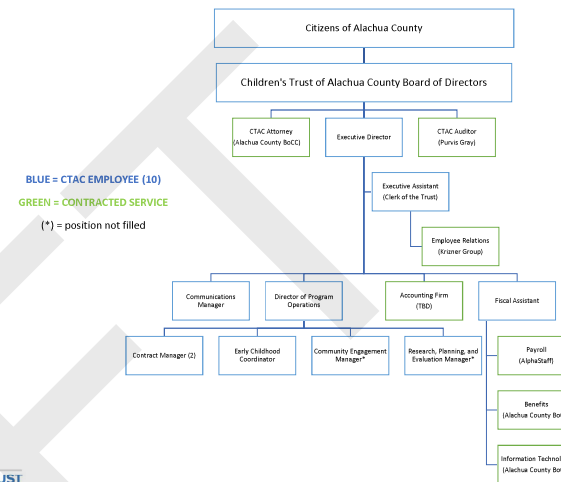
- Partnership for Reimagining Gainesville



CHILDREN'S TRUST  
OF ALACHUA COUNTY

## Personal Services

- Reduction in positions from 11 to 10
- 4% increase for employees after 1 year of service (exactly the same as the ED)



## Operational Expenses

- Increase in Accounting services from \$45,000 to \$100,000
- Increase in legal services to \$35,000 (including outside counsel)
- Included funding for public information (i.e. Summer)



**File Attachments for Item:**

2. 5.13.21 Summer Kick-Off Training Minutes



## SUMMER KICK-OFF TRAINING MINUTES

May 13, 2021 at 10:30 AM

Virtual Meeting (see last page for information)

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### Call to Order

**Kristy Goldwire, Director of Program Operations, called the meeting to order at 10:30 AM**

### Discussion Items

Training for Summer Programming Providers

Kristy Goldwire, Barzella Papa, Anna Dilernia, and Diane Harris gave presentations and answered questions about best practices and reporting requirements for summer programming providers.

### Adjournment

**Kristy Goldwire adjourned the meeting at 12:28 PM**



## Summer Kick-Off Training Attendees - 5.13.21

First Name	Last Name	Email
Adam	Joy	deeperpurposecc@yahoo.com
Addison	Staples	addison@acesinmotion.org
Andrew	Miles	greaterduval@gmail.com
Angela	Terrell-Star Center	angetrrll@aol.com
Anna	Dilernia	Anna@levelupimpact.net
Avi	Mukherjee	avi.mukherjee@sfcollge.edu
Barzella	Papa	b.papa@cfncf.org
Belita	James	bjames@childrenstrustofalachuacounty.us
Candace	Phillips	candacedpka03@gmail.com
Carla	Miles	cslewis@alachuahabitat.org
Cheryl	Calhoun	cheryl.calhoun@sfcollge.edu
Christi	Arrington	christi@girlsplace.net
Claudia	Grant	claudia.grant@sfcollge.edu
Corey	Cheval	corey@gainesvillecircus.com
Curtis	Peterson	peteronc1951@gmail.com
Denise	Devonish	fun@gainesvillesportscamp.com
Deon	Carruthers	dcarruthers@childrenstrustofalachuacounty.us
Dylan	Power	dpower@cademuseum.org
Elliot	Harris	eharris@cityofalachua.com
Gina	Monlyn	Gmonlyn@gmail.com
Diane	Harris	diane.harris@myflfamilies.com
Jennifer	McClure	jen@travelingartcamp.com
Jennifer	Mullis	jennifer.mullis@sfcollge.edu
Jessica	Caldas	jessica.r.caldas@gmail.com
Kajen	Monroe	afterschool@acesinmotion.org
Kathryn	Lehman	kathryn.lehman@sfcollge.edu
Keri	Neel	keri@kidscountalachuacounty.org
Keturah	Bailey Acevedo	csfrontdesk@gmail.com
Kim	Worley	kim@waldo-fl.com
LaToya	JenningsLopez	justforusedu@gmail.com
Lexi	Green	lgreen@alachuacounty.org
Marianne	Schmink	schmink@ufl.edu
Marie	Herring	marie.herring@yahoo.com
Melissa	Graham	melissa.graham@sfcollge.edu
Michelle	Olson	sweethaven2004@gmail.com
Nicole	Odom	nodom@childrenstrustofalachuacounty.us
Nkwanda	Jah	nkwandajah53@yahoo.com
Reshone	Flanders	reshoned53@gmail.com
Rhonda	Wilson-Star Center	spotlighttalk@gmail.com
Ron	Rawls	ronrawlsjr@gmail.com
Rosalind	Roberts	rosalind.roberts@sfcollge.edu
Sabrina	Peoples	Sabrinacpeoples0211@yahoo.com
Shelley	Rogers	program@acesinmotion.org
Stephanie	Bailes	sbailes@cademuseum.org
Tatiana	Bastian	tbastian@ncfymca.org
Valerie	White	valeriew@bgcnf.org
Colin	Murphy	cmurphy@childrenstrustofalachuacounty.us
Kristy	Goldwire	kgoldwire@childrenstrustofalachuacounty.us

11:14:35 From Corey Cheval : If someone had a background check in another state, are they a resubmission?

11:14:59 From Andrew Miles : so there is a cost for each screening?

11:15:33 From Reshone Flanders : For Primary/Renewal types do they have their fingerprints at local law enforcement or another entity?

11:17:22 From Rhonda Wilson-Star Center : We are utilizing Alachua county Public School Teachers(already screened) and the Level 2 Checks if needed. Would we need to so this in addition for the Summer Program?

11:17:35 From Christi Arrington : Cost varies per live scan venue. It is weird, but we send our team to Color Time Rentals on 13th near McDonalds. It is about \$63. Other sites charge up to \$100.

11:17:52 From Gina Monlyn : Are we able to get a copy of this powerpoint?

11:26:45 From Kim Worley : where do they go for fingerprints

11:27:35 From Keri Neel : If someone is already cleared for childcare, do we need have them cleared for summer camp as well?

11:28:04 From harris-diane : <https://www.myflfamilies.com/service-programs/background-screening/>

11:30:12 From Jennifer McClure : Do our high school volunteers (Bright Futures Community Service hours) need a level 2 check?

11:30:16 From Andrew Miles : So if the Sherriff office can do the complete screen it will be accepted?

11:31:21 From Keturah Bailey Acevedo : Is this for employees only or frequent volunteers as well?

11:31:34 From Keturah Bailey Acevedo : not to include one-time visitors?

11:33:47 From Christi Arrington : Color Time

11:33:50 From Christi Arrington : ARC

11:34:02 From Denise Devonish : Gator CPR does them also

11:34:02 From Jennifer McClure : Do we enter all info into clearing house first then we will receive the code to be given out for fingerprinting?

11:35:42 From Christi Arrington : Process is to start in the Clearinghouse, then schedule actual screening with an identified provider like Color time, ARC, gator CPR), that provider submits to the Clearinghouse.

11:38:49 From Denise Devonish : Volunteers if not supervised...

11:39:08 From LaToya JenningsLopez to Children's Trust of Alachua County(Privately) : How can we reach Diane if we have questions

11:39:27 From Nkwanda jah : if no new staff is hired does staff for more than a year have this process

11:40:38 From LaToya JenningsLopez : How can we reach Diane if we have question or do we go through the trust

11:42:16 From Kristy Goldwire : We will share the DCF help desk number

11:43:07 From Kim Worley : do we get reimbursed from the program for the cost of the screenings?? or is that on us??

11:45:58 From Carla Miles : In the past, we partnered with Parks and Recreation for background checks. Can we still use this process

11:47:01 From Carla Miles : That's why I asked

11:47:20 From Carla Miles : Thanks

11:47:23 From Reshone Flanders : Just to confirm SBAC employees are at a different level 2?

11:47:25 From Corey Cheval : I have a question

11:55:09 From Andrew Miles : this will be sent to use right?

11:55:52 From Corey Cheval : We just need one CPR/First aid staff at all times, correct?

11:56:23 From Tatiana Bastian : What is the cost with the discount

11:56:42 From Tatiana Bastian : Thank you

11:56:54 From Tatiana Bastian : Can we go through another organization?

11:57:09 From Tatiana Bastian : The YMCA does CPR/First Aid Training

11:57:15 From Tatiana Bastian : Thank you

11:57:20 From Denise Devonish : my staff files are not on site

11:57:40 From Denise Devonish : ok!

12:04:11 From Corey Cheval : Do we need to do this form for all students or just scholarship students?

12:06:23 From Tatiana Bastian : Yes, parents have been asking how they can qualify for the scholarship

12:06:37 From Jennifer McClure : Can they use a 504 plan

12:07:37 From Reshone Flanders : Are we allowed to use our own registration forms that includes that information or we have to utilize the CTAC forms.

12:08:19 From Tatiana Bastian : Are the required documents listed in the RFP for parents who are interested in qualifying for a scholarship?

12:08:50 From Rhonda Wilson-Star Center : I have a question

12:09:16 From Shelley Rogers : If we have not gotten our unique link yet, when will it come?

12:09:18 From Andrew Miles : In addition to our form if it has the same information, we still need to turn in a signed app. from CTAC

12:09:26 From Andrew Miles : you answered

12:09:39 From Denise Devonish : I have a question also

12:09:50 From Sabrina Peoples : what if a parent(s) are not employed? or are receiving unemployment?

12:11:24 From Tatiana Bastian : Does a parent need to submit all of the required documents talked about today or just one?

12:13:37 From Jennifer Mullis : What about recently unemployed?

12:15:13 From Denise Devonish : I have a question

12:17:06 From Jennifer Mullis : I did not hear that was that 2 pay stubs

12:21:35 From Christi Arrington : Can we "share" scholarships? So if we have been allotted 10 full scholarships, child 1 is attending 3 weeks and child 2 is attending the remaining 7 weeks. The children are using 1 scholarship. The attendance is what the parent wants. No limited by us.

12:21:40 From Shelley Rogers : Could you share those dates of Data Collection Labs again?

12:21:44 From Denise Devonish : I have a question

12:22:35 From Jennifer Mullis : Does CTAC have a parent survey form that they would like us to use or do we create the survey?

12:23:09 From Tatiana Bastian : I had the same question. Do we ask parents to commit to the entire 7 weeks of camps?

12:23:44 From Tatiana Bastian : camp\*

**File Attachments for Item:**

3. May 2021 Checks and Expenditures Report

**Item:**

May 2021 Checks and Expenditures Report

**Requested Action:**

The Trust is asked to receive the report.

**Background**

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

**Attachments**

May 2021 Bank Activity Report

**Programmatic Impact:**

NA

**Fiscal Impact:**

NA

**Recommendation:**

Receive the Report

Children's Trust of Ala Cty LIVE  
**Bank Account Activity Report**  
 Reconciled & Un-Reconciled  
 From Date: 05/01/2021 - To Date: 05/31/2021

Item 3.

Bank	Bank Account						
Bank of America	ZBA Accounts Payable						
Deposits:	Date	Type	Deposit Information		Description	Department	Amount
	No Transactions Exist						
Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
	Open	10384	05/07/2021		Accounts Payable	ALACHUA COUNTY PROPERTY APPRAISER	35,667.00
	Open	10385	05/07/2021		Accounts Payable	ALACHUA COUNTY SHERIFF'S OFFICE	5,279.96
	Open	10386	05/07/2021		Accounts Payable	Allegra Gainesville	1,015.50
	Open	10387	05/07/2021		Accounts Payable	BANK OF AMERICA	160.65
	Open	10388	05/07/2021		Accounts Payable	Copyfax of Gainesville, Inc.	239.46
	Open	10389	05/07/2021		Accounts Payable	Dygart, Jill	2,531.00
	Open	10390	05/07/2021		Accounts Payable	FLORIDA INSTITUTE FOR WORKFORCE INNOVATION, INC.	10,202.72
	Open	10391	05/07/2021		Accounts Payable	KIDS COUNT IN ALACHUA COUNTY, INC.	1,635.70
	Open	10392	05/07/2021		Accounts Payable	OFFICE DEPOT	489.57
	Open	10393	05/07/2021		Accounts Payable	Partnership for Strong Families	5,682.47
	Open	10394	05/07/2021		Accounts Payable	REAL ESTATE ACQUISITION FOR CHILDREN, LLC	260.00
	Open	10395	05/07/2021		Accounts Payable	THE CHILDREN'S HEALTH IMAGINATION LEARNING & DEV	18,230.84
	Open	10396	05/14/2021		Accounts Payable	ALACHUA COUNTY BOCC	10,742.81
	Open	10397	05/14/2021		Accounts Payable	CHILDREN BEYOND OUR BORDERS, INC.	125.66
	Open	10398	05/14/2021		Accounts Payable	CULTURAL ARTS COALITION INC.	226.68
	Open	10399	05/14/2021		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
	Open	10400	05/14/2021		Accounts Payable	MERIDIAN BEHAVIORAL HEALTHCARE INC	11,096.08
	Open	10401	05/14/2021		Accounts Payable	University of Florida Board of Trustees	140.01
	Open	10402	05/21/2021		Accounts Payable	BOYS & GIRLS CLUBS OF NE FL, INC	4,020.05
	Open	10403	05/21/2021		Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	11,856.42
	Open	10404	05/21/2021		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	121.45
	Open	10405	05/21/2021		Accounts Payable	Genesis Family Enrichment Center	825.00
	Open	10406	05/21/2021		Accounts Payable	Greater Duval Neighborhood Association	2,495.00

Children's Trust of Ala Cty LIVE  
**Bank Account Activity Report**  
 Reconciled & Un-Reconciled  
 From Date: 05/01/2021 - To Date: 05/31/2021

Item 3.

Bank	Bank Account					
.	Open	10407	05/21/2021	Accounts Payable	KIDS COUNT IN ALACHUA COUNTY, INC.	1,219.14
	Open	10408	05/21/2021	Accounts Payable	PACE CENTER FOR GIRLS INC	9,257.94
	Open	10409	05/21/2021	Accounts Payable	PLANNED PARENTHOOD of S.FL & TREASURE COAST, INC.	1,795.29
	Open	10410	05/21/2021	Accounts Payable	REAL ESTATE ACQUISITION FOR CHILDREN, LLC	2,375.00
	Open	10411	05/21/2021	Accounts Payable	Traveling Art Camp LLC	17,060.00
	Open	10412	05/21/2021	Accounts Payable	VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC	14,582.00
	Open	10413	05/28/2021	Accounts Payable	ALACHUA COUNTY BOCC	3,063.95
	Open	10414	05/28/2021	Accounts Payable	BANK OF AMERICA	174.67
	Open	10415	05/28/2021	Accounts Payable	Constangy, Brooks, Smith, & Prophete LLP.	1,120.00
	Open	10416	05/28/2021	Accounts Payable	Health Equity Inc	75.00
						<hr/> \$174,467.02
<b>EFTs:</b>						
Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
.						
Open	49	05/03/2021		Accounts Payable	AlphaStaff Inc.	17,616.20
Open	50	05/03/2021		Accounts Payable	ICMA	549.90
Open	51	05/03/2021		Accounts Payable	Health Equity Inc	68.27
Open	52	05/03/2021		Accounts Payable	Florida Retirement System	9,035.72
Open	53	05/12/2021		Accounts Payable	AlphaStaff Inc.	21,530.74
Open	54	05/13/2021		Accounts Payable	ICMA	489.43
Open	55	05/17/2021		Accounts Payable	Health Equity Inc	110.00
Open	56	05/26/2021		Accounts Payable	AlphaStaff Inc.	22,045.17
						<hr/> \$71,445.43
<b>Returned Checks:</b>						
Date	Payer	Check Number	Amount			
.						
No Transactions Exist						
<b>Wire Transfers:</b>						
Type	Date	Vendor	Description	Internal Account	Amount	
.						
No Transactions Exist						
<b>Adjustments:</b>						
Type	Date	Description	Amount			

User: Nicole Odom

Pages: 2 of 3

6/1/2021 4:24:33 PM

Children's Trust of Ala Cty LIVE

# Bank Account Activity Report

Reconciled & Un-Reconciled  
From Date: 05/01/2021 - To Date: 05/31/2021

Item 3.

Bank

Bank Account

.

No Transactions Exist

**File Attachments for Item:**

4. Approval of Budget Amendment to Direct Community Service Contracts in Excess of 10%



**Item:**

Approval of Budget Amendment to Direct Community Service Contracts in Excess of 10%

**Requested Action:**

The Trust is asked to approve Budget Amendment Request

**Background**

Resolution 2020-18, which amends section 6.70 "Contract Amendments" of the Procurement Policies, requires that the Board approve Budget Amendment Request for Direct Community Services contract that move funds between line items in excess of 10% of the contract amount.

**Attachments**

Request for Contract #11553 – University of Florida – College Reach-Out Program

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Staff recommends approval

College Reach-Out Program  
331 Yon Hall  
Gainesville, FL 32611  
352-284-1787  
dmcperson@coe.ufl.edu

May 26, 2021

Children's Trust of Alachua County  
P.O. Box 5669,  
Gainesville, FL 32627

Good afternoon,

The UF College Reach-Out Program (CROP) is requesting a budget revision in order to fund our summer program. Our original budget award was to partially fund the 2020 Residential Summer Program. We modified the residential program to a virtual camp experience based on the university's cancellation of most summer activities, especially on-campus programs.

This summer we are still not permitted to host overnight events on campus. However, we are allowed to host events with direct contact. The 2021 summer program is "FULL STEAM AHEAD", a four-week program for 25 middle school girls. The program is in collaboration with Dr. Natalie King's *I AM STEM* program. In addition to her basic science orientation, we are adding an arts component and academic counseling for students and parents. The event will be based at the UF Straughn Center from 8:30am to 4:00pm starting June 21st through July 16th.

Thank you in advance for your consideration of this request. Please feel free to contact me if you have questions or concerns.

Warmest regards,

**Diva McPherson**  
Diva McPherson, J.D.  
Program Coordinator  
College Reach-Out Program  
(352) 284-1787



Digitally signed by Joshua Pesch  
DN: cn=Joshua Pesch, o=University  
of Florida, ou=Division of  
Sponsored Programs,  
email=joshua.pesch@ufl.edu, c=US  
Date: 2021.06.01 10:54:07 -04'00'

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Division of Sponsored Programs  
University of Florida

---

Agency Representative



### BUDGET REVISION AND AMENDMENT REQUEST FORM

A Budget Amendment Request Form must be submitted for CTAC approval. Please answer the questions below to support your request.

Organization Name:	UF College Reach-Out Program	Email Address:	<a href="mailto:dmcpherson@coe.ufl.edu">dmcpherson@coe.ufl.edu</a>
Project Title:	Full Steam Ahead Science Workshop	Preparer's Phone:	(352) 284-1787
Request for Award ID:	AWD08572		
Contract Agreement Number:	18538	Revision # (1, 2, 3)	
Budget Contact Name & Phone:	Olivia Nuss, (352) 392-1582	Amendment # (1, 2, 3)	#2
Request Date:	05/11/21		

Please answer the following qualifying questions (IF REQUESTING AMENDMENT TO ORIGINAL AWARD AMOUNT)

- 1 Is there a change in the scope or the objective of the project?
- 2 Is there a change in key personnel specific to the award amount?
- 3 Does this budget amendment or the cumulative sum of amendments increase the budget more than 10% of award amount



Select Yes/No  
Yes  
No  
No

If your answer is "Yes" to at least one of the above questions, STOP & CONTACT CTAC TO DISCUSS YOUR REQUEST.

PROJECT BUDGET	Approved Budget	Expensed Y-T-D	INCREASE/DECREASE AMOUNT	NEW LINE AMOUNT
<b>Personnel Expenses</b>				
<b>Salaries &amp; Wages</b>				
<i>(List position and indicate FT or PT)</i>				
1 FT STEAM Teacher (1 week); \$900/week	-	-	900.00	900.00
STEAM Teacher Fringe Benefits (5.7%)	-	-	47.60	47.60
2 FT Lead Teachers@ \$750/week (1 week)	1,500.00	-	(1,500.00)	-
2 Lead Teachers Fringe Benefits (5.7%)	86.00	-	(86.00)	-
4 PT Teacher Aides @ \$375 each	1,500.00	-	(1,500.00)	-
4 PT Teacher Aides Fringe Benefits (1.6%)	24.00	-	(24.00)	-
<b>Total Salaries &amp; Wages</b>	<b>\$ 3,110.00</b>	<b>\$ -</b>	<b>\$ (2,162.40)</b>	<b>\$ 947.60</b>
<b>Total Personnel Expenses (Amendment)</b>	<b>\$ 3,110.00</b>	<b>\$ -</b>	<b>\$ (2,162.40)</b>	<b>\$ 947.60</b>
<b>Operating Expenses (Non-Personnel) Items</b>				
<i>must match budget narrative</i>				
Supplies: Cleaning and Art supplies, facial masks	3,819.77	-	(2,069.77)	1,750.00
Cox Internet Vouchers (25)	250.00	-	(250.00)	-
Joann Fabrics	600.00	-	(600.00)	-
Class Supplies: Paper, Calculators, Flashdrives,	419.00	-	(49.00)	370.00
Easels, Staples, Staplers	-	-	-	-
Printing	75.00	-	(75.00)	-
Consultant: John Rollins	2,500.00	-	(2,500.00)	-
Consultant: Art Fundamentals & History - 4 one	2,000.00	800.00	100.00	1,300.00
hour sessions/week for 4 weeks @ \$200/session				
Remaining \$1900 from other funds.				
Consultant: Written & Oral Storytelling - FL Standards	2,000.00	800.00	2,000.00	3,200.00
4 one-hour sessions/wk for 4 weeks @ \$200/session				
Facilities Rental (UF Straughn Center): 2 rooms	-	-	2,680.00	2,680.00
and pavilion @ \$460.00/day x 13 days;				
Remaining \$3300 from other sources				
<b>Other Operating Expenses (List Below):</b>	-	-	-	-
\$10 Gift Card: 20 Subway & 20 Chik-fil-A	800.00	-	(800.00)	-
Lunch for 30 px @ \$12/lunch = \$360/day x 20 days	-	-	7,200.00	7,200.00
Water & Snacks	-	-	726.17	726.17
<b>Capital</b>	-	-	-	-
Laptops and bags (Decrease to 3)	5,250.00	-	(4,200.00)	1,050.00
		-	-	-
<b>Total Operating Expenses</b>	<b>\$ 17,713.77</b>	<b>\$ 1,600.00</b>	<b>\$ 2,162.40</b>	<b>\$ 18,276.17</b>

<b>TOTAL EXPENSES</b>				
<b>(Personnel + Operating)</b>	<b>\$ 20,823.77</b>	<b>\$ 1,600.00</b>	<b>\$ 7,244.57</b>	<b>\$ 19,223.77</b>
<b>TOTAL ORIGINAL BUDGET</b>	<b>\$ 20,823.77</b>			
<b>INCREASE AMOUNT</b>				
<b>DECREASE AMOUNT</b>				
<b>INCREASE/DECREASE TOTAL</b>	<b>\$ 13,653.77</b>			
<b>PERCENTAGE OF ORIGINAL BUDGET</b>	<b>66%</b>			

For Office Use Only Yes/No (Dropdown Box)

Request Approved:  
Request Denied:  
CTAC Board Approval Date if applicable:  
Authorized Approver:

Colin Murphy, Executive Director

Submit Amendment Request To: [invoice@childrenstrustofalachuacounty.us](mailto:invoice@childrenstrustofalachuacounty.us)

(Email Preferred Method)

Children's Trust of Alachua County  
Attn: Finance & Administration  
PO Box 5669  
Gainesville, FL 32627

Or Mail to PO Box

Vendor #

**File Attachments for Item:**

5. Early Learning Coalition of Alachua County (ELCAC) Presentation

**Item:**

Early Learning Coalition of Alachua County (ELCAC) Presentation

**Requested Action:**

The Trust is asked to receive the presentation

**Background**

The Early Learning Coalition of Alachua County was created, along with 31 other Early Learning Coalitions across the state, by Florida State Statute. In addition to providing financial assistance for child care and school readiness, the ELC of Alachua is statutorily required to build a coalition of partners and advocates to coordinate local services for children from birth through kindergarten. The Coalition takes very seriously its role as the steward of State, Federal and local funds targeted for the delivery of the Early Learning Programs (School Readiness and Voluntary Pre-Kindergarten) in Alachua County.

Its mission is to promote high-quality school readiness, voluntary pre-kindergarten, and after-school programs, thus increasing all children's chances of achieving future educational success and becoming productive members of society.

Presenting to the Trust will be Jackie Hodges, Chief Executive Officer

**Attachments**

ELCAC Presentation

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

Receive the presentation



Early  
Learning  
Coalition  
of Alachua County

Item 5.

# Early Learning Coalition of Alachua County



## Agenda

- Structure & History
- Early Learning Coalition of Alachua County
- Programs & Services
  - Funding
- Finance





## Structure

- 501(c)(3) non-profit
- Fiscal year: July 1 – June 30
- Department of Education ➡ Independent Education and Parental Choice ➡ Office of Early Learning ➡ Early Learning Coalitions



## History

Prior to 1999 – Subsidized child care program administered by DCF

1999 – Florida Statute establishing School Readiness Coalitions

2002 – Florida voters approve VPK Constitutional Amendment

2004 – Legislature implements VPK, sets criteria for VPK, houses program in Agency for Workforce Innovation

2004 – School Readiness Coalitions renamed Early Learning Coalitions; responsible for oversight of School Readiness and VPK programs at the local level

2012 – AWI becomes Florida's Office of Early Learning

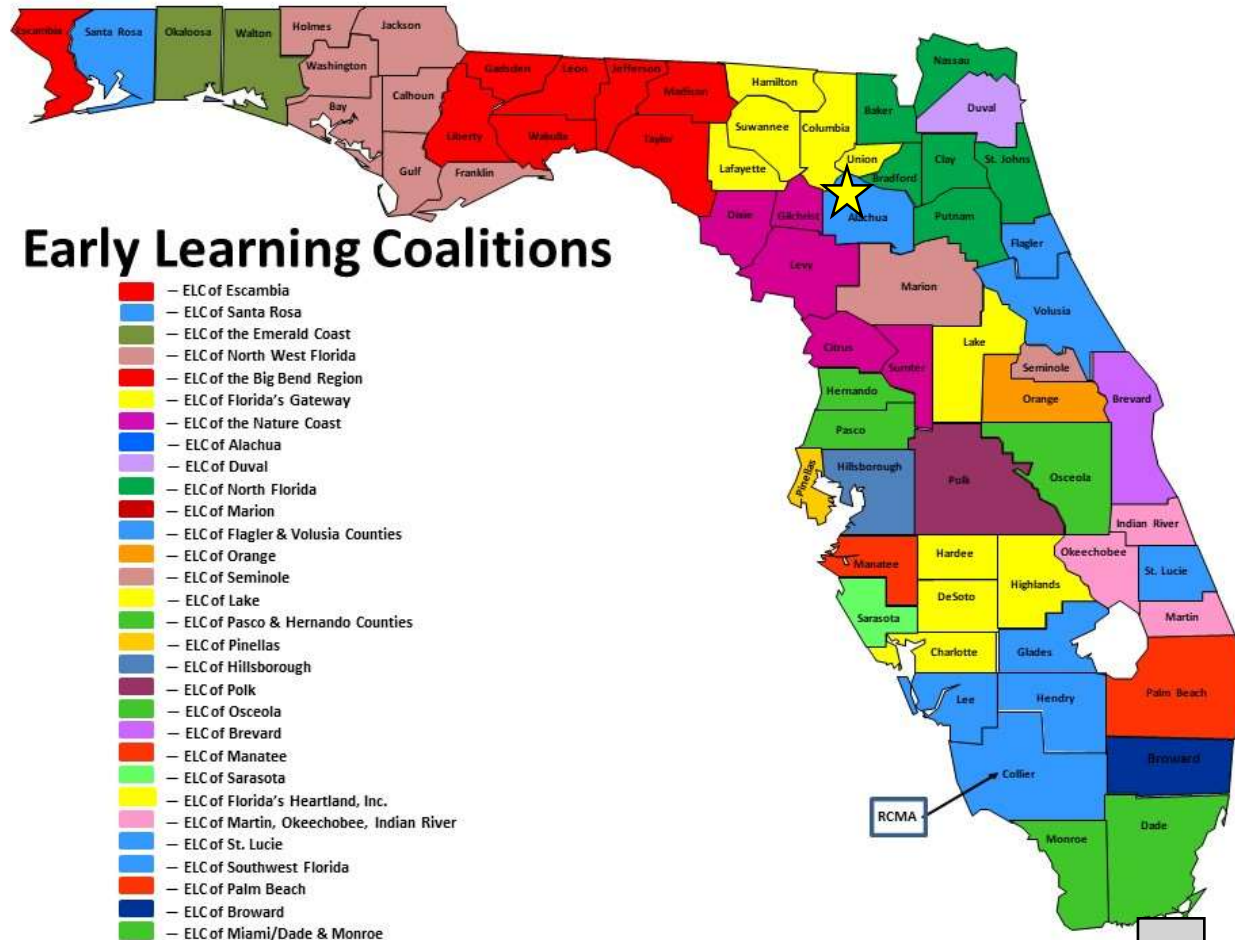
2013 – the OEL was moved under the Independent Education and Parental Choice within the DOE. We have operated in this same manner until the current changes take place July 2021

2021 – The OEL will be dissolved and a Division of Early Education will be created within the DOE.



## Map of Coalitions

30 Coalitions in  
67 counties





## Mission

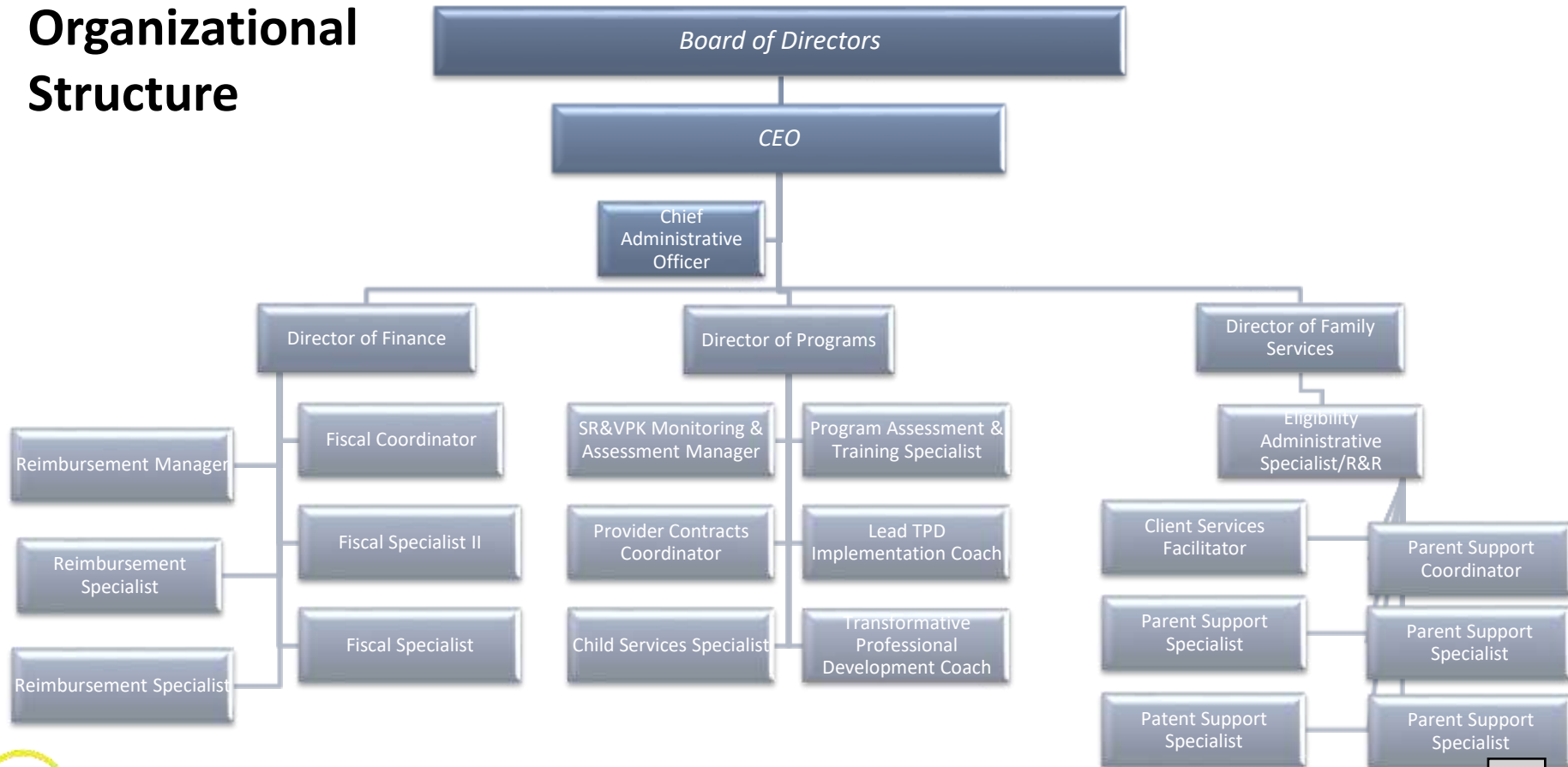
*To promote **high-quality** school readiness, voluntary pre-kindergarten, and after-school programs, thus increasing all children's chances of **achieving future educational success** and becoming **productive members of society**.*

## Vision

***Ready for school, ready for life!***



## Organizational Structure







## Programs & Services



### School Readiness Child Care Assistance

- Financial assistance for child care for qualifying families with children ages 0-13



### Florida's Voluntary Prekindergarten Program (VPK)

- Free Pre-K for all 4- & 5-year-olds in Florida



### Child Care Resource & Referral (CCR&R)



### Inclusion/Warm-Line



## School Readiness Program

*State and Federal Funds*

### Program Benefits:

- ✓ Prepares young children to start kindergarten.
- ✓ Helps working families afford quality early learning services.
- ✓ Keeps parents in the workforce and/or going to school.
- ✓ Helps families become financially independent.
- ✓ Recognizes parents as the child's first teacher.
- ✓ Provides families with information about child development.



## School Readiness Program

- Serve children ages 0 – 13 and children under the Child Care Application Authorization (CCAA) program.
- Available full-day and year-round.
- Services are offered at public schools, private child care centers, faith-based programs and family child care homes (both formal and informal).





## School Readiness Program

### Eligibility is based on:

- Parents/guardians must be working at least 20 hours per week or attending school full time.
- Gross income must be at or below 150% of the federal poverty level. Eligible families may remain in the program up to 200% of the FPL.
- Families pay a minimal parent fee/copayment for child care based on income and family unit size.



## Voluntary Prekindergarten Program (VPK)

- Child must be four years old on or before September 1<sup>st</sup> to participate in the program. If their fourth birthday falls Feb. 2 through Sept. 1 in a calendar year, parents can postpone enrolling their child in VPK that year and wait until the following year when their child is 5, or if the child is 5 with an IEP.
- Parents may enroll their child with any approved VPK provider.
- Public, private, faith-based and family child care homes may offer this program.
- Families must choose between the school-year or summer program; they cannot participate in both.
- VPK is open to all 4-year-olds in Florida, regardless of income.
- Providers and schools must meet specific eligibility criteria to participate.



## Voluntary Prekindergarten Program (VPK)

### School Year Program:

- Offers 540 instructional hours.
- Each class must have at least 4 VPK children, but no more than 20 children total.
- Utilize a curriculum that meets the educational goals adopted by DOE.
- Have a qualified VPK instructor and meet the approved adult/child ratios.



## Voluntary Prekindergarten Program (VPK)

### Summer Program:

- Offers 300 instructional hours.
- Each class must have at least 4 VPK children, but no more than 12 children total.
- Utilize a curriculum that meets the educational goals adopted by DOE.
- Have a qualified VPK instructor and meet the approved adult/child ratios.



## Federal & State Grants



School Readiness Grant: \$14,770,952



VPK state funding: \$4,234,667



Coronavirus Response and Relief Supplemental Act:  
\$1,635,000



Coronavirus, Aid, Relief, and Economic Security Act:  
\$2,260,729



## Children Served



School Readiness: 1951



Voluntary Pre-kindergarten: 834





## School Readiness Funding

- The Office of Early Learning distributes eligible funds to the local early learning coalitions for the funding of local programs and services.
- Funds are budgeted for each county and a pro rata share and administrative costs are allocated to the coalition



## Grants

- Community Agency Partnership Program (CAPP)
- City of Gainesville (COG)
- Children's Trust of Alachua County (CTAC)
- Other Grants we apply for:
  - UF Campaign for Charities (UFCC)





## Eligibility/Child Care Resource & Referral (CCR&R)

- School Readiness financial assistance enrollment, eligibility, and wait list.
- VPK enrollment and eligibility.
- Provide Resource & Referral to all families regardless of income.
- Conducts VPK provider round-ups to enroll children into the program, making it convenient for parents.
- Outreach & Awareness.



## Child Care Resource & Referral (CCR&R)

- ✓ Maintains and updates service information for all childcare providers.
- ✓ Provides free CCR&R to ALL families – a clearing house dedicated to helping families receive support and information on food, shelter and employment.
- ✓ Parental referrals are customized to meet the family's needs.
- ✓ Quality customer service.
- ✓ Information to help parents make an informed choice.
- ✓ Information about how to access licensing inspection report.



## Finance

- SR & VPK Provider reimbursements, adjustments, provider contracts
- Child care center attendance monitoring, review sign-in/sign-out sheets
- Procurement, vendor payments, contracts
- Payroll, travel arrangements and reimbursements
- ELCAC annual budget, grant budgets
- Financial reporting, compliance, internal controls, grant agreements
- Cost Allocation Management
- External Single Audit, Internal (OEL) fiscal monitoring and desk reviews



# Questions?

**File Attachments for Item:**

6. FY 2022 Proposed Millage and Tentative Budget

**Item:**

Proposed Millage Rate and Tentative Budget for FY 2021/2022

**Requested Action:**

The Trust is asked to approve the Memo, Proposed Millage Rate to be sent to the Alachua County Board of County Commissioners.

The Trust should make two separate motions:

- 1) Move to approve a proposed millage rate of 0.4868 mills in Resolution 2021-9
- 2) Move to approve a tentative budget of \$8,104,911 as stated in Resolution 2021-10

**Background:**

Pursuant to Florida Statute 125.901(3)(b) and Chapter 26.04 (b) Ordinance Code, the Children's Trust of Alachua County is required to present to the Alachua County Board of County Commissioners its FY 2021/2022 proposed millage and tentative budget.

The budget is based on a levy of 0.4868 mills and a total appropriation of \$8,104,911.

This Budget conforms to the Government Finance Officers Association of the United States and Canada's recommended budget format for municipal governments and special districts. The goal is that the budget functions as a policy document, financial plan, operations guide, and communications device.

**Attachments:**

Chairman's Memo to the Alachua County Board of County Commissioners  
 FY 2021-22 Tentative Budget  
 Resolution 2021-9  
 Resolution 2021-10

**Programmatic Impact:**

See budget document

**Fiscal Impact:**

See budget document

**Recommendation:**

Staff Recommends Approval



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

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

**SUBJECT:** FY 2022 PROPOSED MILLAGE RATE AND TENTATIVE BUDGET

**DATE:** JULY 1, 2021

---

Pursuant to Florida Statute 125.901(3)(b) and Chapter 26.04 (b) Ordinance Code, the Children's Trust of Alachua County presents to the Alachua County Board of County Commissioners its FY 2021/2022 proposed millage and tentative budget.

The budget is based on a levy of 0.4868 mills and a total appropriation of \$8,104,911.

This Budget conforms to the Government Finance Officers Association of the United States and Canada's recommended budget format for municipal governments and special districts. The goal is that the budget functions as a policy document, financial plan, operations guide, and communications device.

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

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**BUDGET TRANSMITTAL LETTER**

(TO BE INSERTED)

## ALACHUA COUNTY DEMOGRAPHIC SNAPSHOT

(TO BE INSERTED)

## HISTORY OF THE CHILDREN'S TRUST OF ALACHUA COUNTY

The Campaign for the Children's Trust of Alachua County started as a grassroots movement made up of parents, grandparents, child advocates, and local activists. They knew in their hearts there was more our community could do to support our local children. Local data collected and shared by experts who serve children and youth in Alachua County supported those citizens' beliefs and lived experiences.

As early as 2002, the idea of creating a Children's Services Council (CSC) in Alachua County was being considered. None of those early efforts gained sufficient momentum to move forward. By 2015, however, certain projects helped crystalize the concept of a CSC. Community members, leaders, and stakeholders, including the Alachua County Board of County Commissioners (BoCC), the Greater Gainesville Chamber of Commerce, the University of Florida, Santa Fe College, the Alachua County Children's Alliance, United Way, Partnership for Strong Families, and the Alachua County Public Schools, began to revisit the idea. These citizens and organizations hosted many community input sessions and public meetings to discuss the path forward.

In 2016, the BoCC contracted with the Well Florida Council ([wellflorida.org](http://wellflorida.org)) to conduct a children's needs assessment, with a focus on children prenatal to 5 years old. The BoCC also voted to establish a dependent Children's Services Advisory Board (CSAB). The CSAB was tasked with recommending innovative and creative programs to serve young children, gather data, consult with existing programs, and ultimately make a recommendation to the BoCC regarding the advisability of creating an independent CSC in Alachua County.

The Campaign for the Children's Trust of Alachua County conducted polling to ascertain the level of commitment from the community. That polling showed residents supported the initiative, with local voters perceiving literacy, after-school learning, nutrition, and vocational opportunities as the most important things which could be funded, with early learning and return on investment messages receiving the strongest support. In February 2018, the BoCC unanimously voted to move forward with a voter referendum to create and fund the Children's Trust of Alachua County.

Through these efforts, the Children's Trust of Alachua County was established according to Section 125.901 Florida Statutes and Alachua County Ordinance 18-08. In November 2018, the voters approved the Trust referendum by over 61% of the votes. As a Special Independent District with taxing authority, the Trust can levy up to .5 mil, resulting in annual estimated revenues over \$8,000,000.

## MISSION, VISION, AND GUIDING PRINCIPLES

### MISSION STATEMENT

The Children's Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.

### VISION STATEMENT

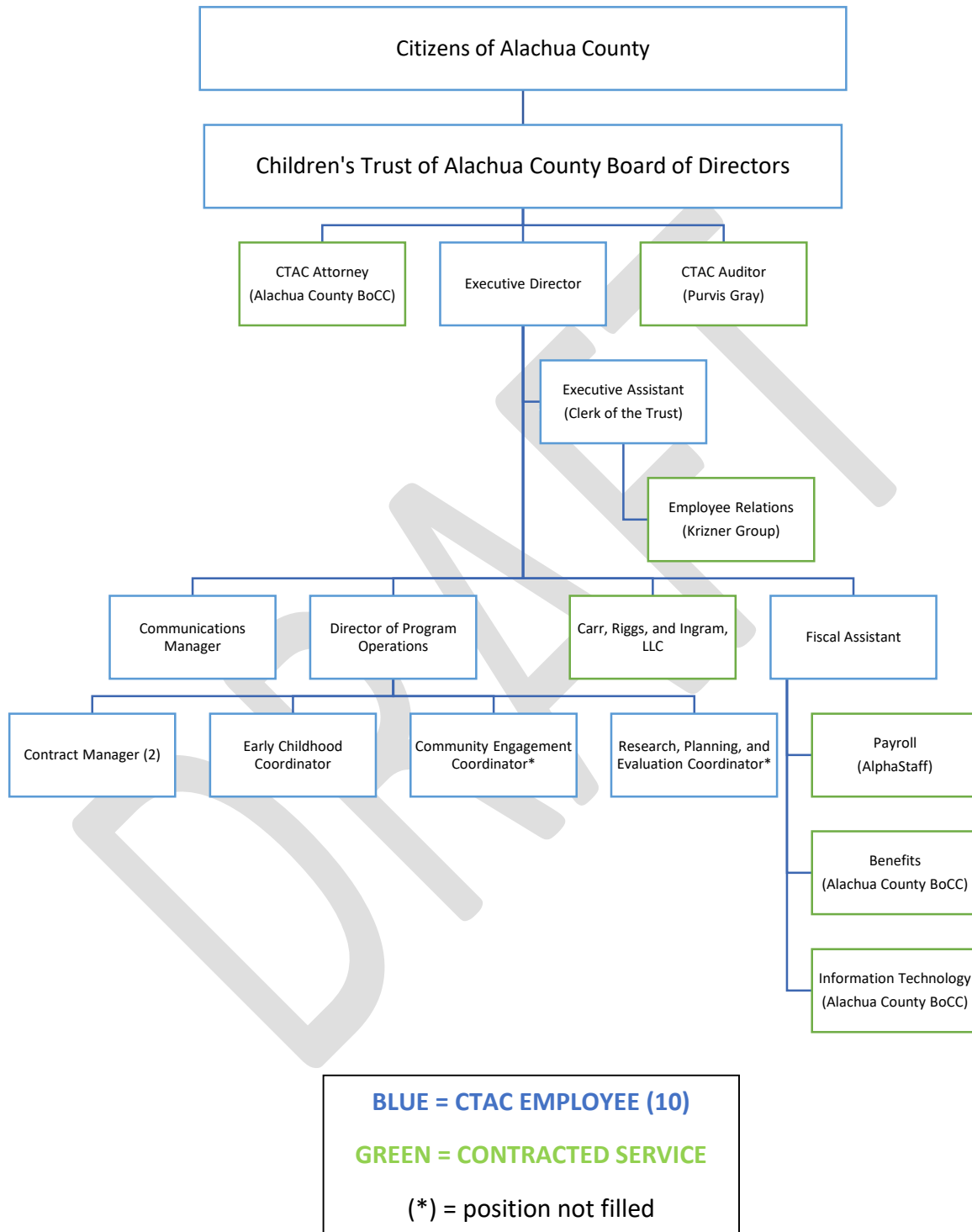
Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.

### GUIDING PRINCIPLES

Guiding Principles are utilized within organizations as a method to align behaviors, guide decision-making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

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

## ORGANIZATIONAL CHART



**BUDGETED POSITIONS****FTE's as of September 30**

<b>Position</b>	<b>2020-2021 Budget</b>	<b>2021-2022 Budget</b>	<b>Fund</b>
Executive Director	1	1	GENERAL
Executive Assistant	1	1	GENERAL
Communications Manager	1	1	GENERAL
Finance and Administration Manager	1	0	GENERAL
Fiscal Assistant	1	1	GENERAL
Director of Program Operations	1	1	GENERAL
Contract Manager	2	2	GENERAL
Community Engagement Coordinator	1	1	GENERAL
Research, Planning, and Evaluation Coordinator	1	1	GENERAL
Early Childhood Coordinator	1	1	SPECIAL
	<b>11</b>	<b>10</b>	

## PLANNING PROCESS

Shortly after the CTAC was established, the Board formed a Technical Advisory Committee comprised of local subject matter experts which met from November 2019 to June 2020. The committee was charged with two tasks: 1) reviewing existing community reports and needs assessments and identifying existing data and information that should be used in assessing community strengths and needs; and 2) identifying areas that lack comprehensive information that need additional data collection.

The TAC recommended that the CTAC adopt the Results-Based Accountability Framework (RBA). Results-based accountability distinguishes between population accountability and performance accountability. Population-level accountability measures the well-being of entire populations and communities; performance accountability measures the well-being of clients, organizations, agencies, or service systems. At the recommendation of the TAC, the CTAC adopted four key results and 15 indicators.

## RESULTS AND INDICATORS

The CTAC has adopted the following results and indicators:

**Result 1:** All children are born healthy and remain healthy

- Low birth weight
- Hospitalization for self-inflicted injuries
- Bacterial STDs
- Food Insecurity Rate

**Result 2:** All children can learn what they need to be successful

- Children ready for kindergarten
- 3<sup>rd</sup> grade language arts proficiency
- 8<sup>th</sup> grade reading proficiency
- Graduation rates

**Result 3:** All children have nurturing, supportive caregivers and relationships

- Children subject to maltreatment
- Youth arrests
- Children in out-of-home care

**Result 4:** All children live in a safe community

- Social Vulnerability Index
- Households with severe housing problems
- Violent crimes
- Non-fatal motor vehicle traffic related hospitalizations

## STRATEGIES

In RBA, strategies are set of cohesive actions with a reasonable chance to turn a curve or for improving a result and indicator. RBA recognizes that it takes **many aligned programs and strategies** to change outcomes at the population level, including direct service efforts, policy and systems changes, and partnership and collaboration. Furthermore, the relationship between population accountability and performance accountability is one of contribution, not cause and effect.

Between 2019 and 2021, the Trust engaged in three planning activities in order to determine efforts that might reasonably “Turn the Curve”. First, county staff from the *Community Support Services* division leveraged relationships at the National Association of Counties to assist the Children’s Trust of Alachua County in applying for and receiving a grant from the Pritzker Children’s Initiative. The goals of the initiative are to: 1) increase participation rates of those living <200% FPL by 17% annually in existing federal, state, and locally funded maternal and infant health programs (WIC, Healthy Start, MIECHV, NewboRN, & Healthy Families); and 2) increase the number of children in high-quality childcare.

Second, the CTAC contracted with the University of Florida's Youth Development Research-Practice Partnership (YDRPP) to conduct a summer needs assessment for the children of Alachua County. As part of this study, the YDRPP conducted 6 focus groups, interviewing 35 parents, and 51 provider organizations. The YDRPP issued a report entitled, *Enduring the Summer Thrive: Addressing the Needs of Children, Youth, and Families for Summer Opportunities in Alachua County*. In their report, YDRPP observed: "Following the recommendations we provide in this report will require long-range strategizing and a long-term investment of time, including a sustained process of study, the setting of specific goals, community engagement, and refinement". They also advised: "In the short term, we suggest that the CTAC can begin to address the findings in this report by funding increased access to affordable summer programs for Alachua County residents".

Third, in February 2021, the Trust partnered with the Community Foundation of North Central Florida to conduct a "Mapping the Gaps" session focused on children ages 6 - 18. The participants of the mapping session work with youth in a variety of settings, including schools, after-school providers, juvenile justice, and mental health. Priority areas identified were health and safety, and education/caregiving support. Mental health services were considered needed across a broad range of issues. The education discussion noted the need for a "seamless pathway" for academic and vocation exploration and training. Safety discussions focused on the increase in gun violence, gang activity, and juvenile arrest, particularly for the older group of youth. A cross-cutting issue was the need for family/caregiving support.



**RESULT: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY****WHAT WORKS**

1. Support maternal and child health
2. Support mental health and substance abuse prevention
3. Support physical health
4. Improve food security

**RESULT: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL****WHAT WORKS**

1. Support professional development and capacity-building
2. Youth development
3. Literacy and academic supports
4. Improve capacity to support special needs
5. Career exploration and preparation

**RESULT: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS****WHAT WORKS**

1. Support initiatives that connect families to resources
2. Improve family strengthening and supports

**RESULT: ALL CHILDREN LIVE IN A SAFE COMMUNITY****WHAT WORKS**

1. Injury prevention
2. Delinquency/truancy prevention
3. Violence prevention

## **FINANCIAL OVERVIEW**

### **FINANCIAL ORGANIZATION**

The Children's Trust of Alachua County (CTAC) is an independent special district established under County Ordinance 18-08 and approved by the electors of Alachua County voting in the November 6, 2018 election. CTAC is governed by a board of directors which consists of 10 members, including the Superintendent of Schools, a local School Board member, the District III Administrator from the Florida Department of Children and Families or designee, one member of the Board of County Commissioners, a judge assigned to juvenile cases and the remaining five members are appointed by the Governor of Florida for four-year terms. CTAC operates in accordance with Section 125.901, Florida Statutes.

CTAC follows the standards promulgated by the Government Accounting Standards Board (GASB) Codification Section 2100, Defining the Financial Reporting Entity. CTAC provides funding to various agencies, however, each agency is financially independent.

### **FUND STRUCTURE**

During Fiscal Year 2022, the CTAC will have 3 funds subject to budgetary appropriation included in the Adopted Budget. Funds are control structures that ensure that public funds are expended only on those activities authorized and within the amounts authorized. All funds are budgeted on a modified accrual basis which is the same method used for accounting of the governmental fund audited financial statements. The modified accrual basis recognizes receivables and payables (revenues and expenditures), as they are earned and incurred even if cash has not been received or paid out.

Funds are established to account for the different types of activities and legal restrictions that are associated with a particular government function. The use of funds and the budgeting, accounting, and auditing that are associated with this structure are governed by Florida Statutes and Generally Accepted Accounting Principles (GAAP), as determined by the Government Accounting Standards Board (GASB).

The Fiscal Year 2020 audited financial statement has only one governmental fund – the general revenue fund. During the Fiscal Year 2021 budget, two additional funds were established – a special revenue fund and a capital projects fund.

For Fiscal Year 2022, the CTAC will use the following three funds to control its activities:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Fund

## FINANCIAL POLICIES

The CTAC has Budget Management Policies, Financial Management, and Investment Policies, which can be found in their entirety at <https://ctac.municipalcodeonline.com/>. A brief summary is provided below:

### **Budget Management**

- A. CTAC is required to submit a balanced budget, defined as the total estimated receipts (including balances brought forward) equaling the total appropriations and reserves.
- B. Expenditures cannot legally exceed the total annual budgeted appropriations.
- C. CTAC's budget should include, when appropriate, personnel services, operating, capital outlay, grants and aids, and other uses categories.
- D. Appropriations are made at the Fund, Functional Category, and Object Classification (AKA "categories"; personnel services, operating expense, capital outlay, grants and aids, and "other use" expenses) levels.
- E. Budget amendments that change the fund's total appropriation, or transfers between Functions and/or Object Classifications, as defined by the Uniform Chart of Accounts (AKA Uniform Accounting System Manual for Florida Local Governments) require approval of the CTAC's board.

### **Fund Balance**

- A. The financial reporting fund's Fund Balance shall be composed of non-spendable, restricted, committed, assigned, and unassigned amounts.
- B. The unassigned plus assigned fund balance at each fiscal year end shall not be less than 5% of the following year's projected operating revenue. In any fiscal year where CTAC is unable to maintain the minimum fund balance as required in this section, they shall re-establish the minimum amount in the following year. During the re-establishment period, CTAC shall not appropriate any amounts of such fund balance for the purpose of balancing the budget until the minimum is reached.

### **Reporting and Audits**

- A. CTAC's accounting and financial reporting systems will be maintained in conformance with all state, federal, and local laws, as well as generally accepted accounting principles as required in Chapters 129 and 200, Florida Statutes.
- B. An annual audit will be performed by an independent public accounting firm, as required by Florida Statutes. The results of the audit and the audit opinion will be reported to the CTAC and included in CTAC's annual financial report.
- C. The CTAC will perform quarterly reviews to determine if the budgetary plan is being followed and if budgetary expectations are being achieved. Any problems discovered in this process will be corrected at the appropriate level of budgetary control.

## Investment Policies

The objectives of CTAC's investment policies are to ensure:

- A. Safety of Principal.** The primary objective of the Clerk or the Clerk's designee's investment activities is the protection of CTAC's funds (preservation of capital). Investment transactions shall seek to keep capital losses to a minimum, whether they are from securities defaults or erosion of market value.
- B. Maintenance of Liquidity.** The second highest priority is liquidity of funds. The Clerk or the Clerk's designee's investment strategy will provide sufficient liquidity to meet the CTAC's reasonable anticipated cash flow requirements.
- C. Return on Investment.** The third highest priority is income. The optimization of investment returns shall be secondary to the requirements for safety and liquidity. Return of investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.
- D. Diversification.** CTAC will seek to control risks and diversify investments regarding specific security types, maturities, and financial institutions. Diversification is important to ensure that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

## BUDGET OVERVIEW

### BUDGET FORMAT

This Budget conforms to the Government Finance Officers Association of the United States and Canada's recommended budget format for municipal governments. The goal is that the budget functions as a policy document, financial plan, operations guide, and communications device.

### ALL FUNDS OVERVIEW

The total Fiscal Year 2022 Tentative Budget expenditures are \$8,104,911. This is a 20% decrease from the Fiscal Year 2021 Adopted Budget. The Fiscal Year 2021 Amended Budget includes CTAC-approved mid-year budget amendments and transfers. The Fiscal Year 2020 actual expenditures are provided.

<b>Fund</b>	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
001 - General Fund	2,223,817	9,505,121	9,505,121	7,921,578
101 - Grants and Awards	-	338,630	188,000	133,333
301 - Capital Project Fund	-	300,000	300,000	50,000
<b>Expenditure Grand Totals:</b>	<b>2,223,817</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>

## REVENUES

## REVENUES (ALL FUNDS)

	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b>Revenue</b>				
<i>Millage Rate</i>	0.5000	0.5000	0.5000	0.4868
31 – Taxes (95% of tax levy)	7,341,128	7,742,236	7,742,236	7,921,578
33 - Intergovernmental Revenue	-	224,630	74,000	-
36 - Miscellaneous Revenue	67,813	99,833	99,833	83,333
38 - Other Sources	-	2,077,052	2,077,052	100,000
<b>Revenue Grand Total:</b>	<b>7,408,940</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>

**EXPENDITURES****EXPENDITURES BY OBJECT (ALL FUNDS)**

	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
<b>Expenditures</b>				
10 - Personnel Services	-	1,058,332	1,058,332	1,056,387
20 - Operating Expenses	678,046	752,345	788,465	1,199,226
50 - Grants and Aid	1,545,771	7,357,296	7,170,546	4,703,219
60 - Other Uses	-	975,778	975,778	1,146,079
<b>Expenditure Totals</b>	<b>2,223,817</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>
<b>Revenue Grand Totals:</b>	<b>7,408,940</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>
<b>Expenditure Grand Totals:</b>	<b>2,223,817</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>
<b>Net Grand Totals:</b>	<b>5,185,124</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURES BY FUNCTION (ALL FUNDS)**

	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
56 - Programs	1,696,871	8,662,294	8,511,664	6,313,121
51 - Administration	526,946	1,142,790	1,142,790	1,041,790
58 - Other Uses	-	338,667	338,667	750,000
<b>Expenditure Grand Totals:</b>	<b>2,223,817</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>

**FUND BALANCE****CHANGE IN FUND BALANCE (ALL FUNDS)**

	<b>2020 Actual</b>	<b>2021 Projected</b>	<b>2022 Tentative</b>
Unassigned	3,008,292	4,823,297	(60,000)
Non-Spendable	2,375	3,925	-
Assigned for:			
Carryover Grants	1,487,346	(1,487,346)	-
Subsequent Year's Reserve	387,111	-	-
Future Program Capacity Expansion	300,000	(300,000)	-
Building	-	300,000	700,000
Compensated Absences	-	25,000	10,000
Net Change in Fund Balance	5,185,124	3,364,876	650,000
<b>Total Fund Balance</b>	<b>5,185,124</b>	<b>8,550,000</b>	<b>9,200,000</b>



## COMPREHENSIVE BUDGET

## SUMMARY OF ALL FUNDS

	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b>Fund: 001 - General Fund</b>				
56 - Programs	1,696,871	8,023,664	8,023,664	6,129,788
51 - Administration				
511 - Legislative	-	30,000	30,000	64,900
512 - Executive	895	463,520	463,520	180,268
513 - Finance & Admin	526,051	627,270	627,270	761,622
514 - Legal Counsel	-	22,000	22,000	35,000
51 - Administration Totals	526,946	1,142,790	1,142,790	1,041,790
58 - Other Uses Totals	-	338,667	338,667	750,000
Fund Total: General Fund	2,223,817	9,505,121	9,505,121	7,921,578
<b>Fund: 101 - Grants and Awards</b>				
56 - Programs	-	338,660	188,000	133,333
Fund Total: Grants and Awards	-	338,630	188,000	133,333
<b>Fund: 301 - Capital Project Fund</b>				
<b>56 - Programs</b>				
569 - Programs	-	300,000	300,000	50,000
Fund Total: Capital Project Fund	-	300,000	300,000	50,000
<b>Expenditure Grand Totals:</b>	<b>2,223,817</b>	<b>10,143,751</b>	<b>9,993,121</b>	<b>8,104,911</b>

**001 GENERAL FUND – PROGRAMS**

Programs includes funding for outside organizations as well as the CTAC staff and infrastructure required to plan, procure, monitor, evaluate, and support funded programs.

<b>569 - PROGRAMS</b>	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
<b><u>10 - Personnel Services</u></b>				
12 00 - Regular Salaries & Wages	-	395,887	356,011	454,891
21 00 - FICA Taxes	-	-	12,160	34,799
22 00 - Retirement Contributions	-	-	15,895	48,491
23 10 - Health Insurance	-	-	6,845	87,213
23 15 - Dental Insurance	-	-	576	1,725
23 20 - Life Insurance	-	-	108	324
24 00 - Workers Compensation	-	-	-	955
25 00 - Unemployment Compensation	-	-	4,292	12,282
<b>10 - Personnel Services Totals</b>	-	<b>395,887</b>	<b>395,887</b>	<b>640,680</b>
<b><u>20 - Operating Expenses</u></b>				
31 00 - Professional Services	39,502	100,000	100,000	250,910
34 00 - Contractual Services	-	-	-	8,400
40 10 - Local Mileage	-	-	-	3,000
41 00 - Communications Services	4,620	-	-	-
41 62 - Postage	9	-	-	-
43 00 - Utility Services	1,063	-	-	8,400
44 00 - Rental and Leases	11,875	-	-	47,100
45 40 - Insurance Ins/Property	2,185	-	-	-
47 00 - Printing and Binding	1,376	-	-	-
48 00 - Promotional Activities	403	-	-	67,000
51 00 - Office Supplies	3,014	-	-	5,000
52 00 - Operating Supplies	77,744	-	-	-
54 40 - Memberships	9,309	-	-	-
<b>20 - Operating Expenses Totals</b>	<b>151,100</b>	<b>100,000</b>	<b>100,000</b>	<b>389,810</b>
<b><u>50 - Grants and Aid</u></b>				
82 00 - Aid to Private Organizations	1,545,771	7,140,666	7,140,666	4,703,219
<b>50 - Grants and Aid Totals</b>	-	<b>7,140,666</b>	<b>7,140,666</b>	<b>4,703,219</b>
<b><u>60 - Other Uses</u></b>				
99 20 - Appropriated Reserves	-	387,111	387,111	396,079
<b>60 - Other Uses Totals</b>	-	<b>387,111</b>	<b>387,111</b>	<b>396,079</b>
<b>Expenditure Totals</b>	<b>1,696,871</b>	<b>8,023,664</b>	<b>8,023,664</b>	<b>6,129,788</b>

## 50 - GRANTS AND AID

### CONTINUED PROGRAMS

1. NewboRN Home Visiting Program	400,000
2. Transformational Professional Development	TBD
3. Summer Fun	1,100,000
4. Howard Bishop Community School (Wellness Coordinator)	41,000
5. Sponsorships	20,000
6. Match Funding (New Match)	100,000
<b>TOTAL</b>	<b>1,661,000</b>

### PROPOSED PROGRAMS

1. Help Me Grow	200,000
2. Prenatal Family Partner	75,000
3. Business Leadership Institute for Early Learning	90,000
4. Accreditation Support	TBD
5. Dolly Parton Imagination Library	14,000
6. Reimagining Gainesville	50,000
7. Youth Development/Out-of-School Time	TBD
<b>TOTAL</b>	<b>429,000</b>

GRANTS AND AID	4,703,219
TOTAL CONTINUATION & PROPOSED	2,090,000
<b>UNALLOCATED</b>	<b>2,613,219</b>

## 001 GENERAL FUND – LEGISLATIVE

Legislative funds are expenses related to support the activities of the board.

511 - LEGISLATIVE	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b><u>20 - Operating Expenses</u></b>				
32 00 - Independent Audit	-	10,000	10,000	20,000
41 00 - Communications Services	-	-	-	12,200
44 00 - Rental and Leases	-	-	-	8,500
45 00 - Insurance	-	-	-	200
48 00 - Promotional Activities	-	-	-	4,000
52 00 - Operating Supplies	-	5,000	5,000	5,000
54 00 - Memberships	-	15,000	15,000	15,000
20 - Operating Expenses Totals	-	30,000	30,000	64,900
<b>Expenditure Totals</b>	-	<b>30,000</b>	<b>30,000</b>	<b>64,900</b>

**001 GENERAL FUND – EXECUTIVE**

Executive includes direct expenses for the Executive Director.

<b>512 - EXECUTIVE</b>	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
<b><u>10 - Personnel Services</u></b>				
11 00 - Executive Salaries and Wages	-	148,500	110,000	114,400
12 00 - Regular Salaries & Wages	-	251,100	231,100	-
21 00 - FICA Taxes	-	-	12,240	8,752
22 00 - Retirement Contributions	-	-	34,700	33,004
23 10 - Health Insurance	-	-	6,844	6,947
23 15 - Dental Insurance	-	-	288	288
23 20 - Life Insurance	-	-	108	54
24 00 - Workers Compensation	-	-	-	234
25 00 - Unemployment Compensation	-	-	4,320	3,089
10 - Personnel Services Totals	-	399,600	399,600	166,768
<b><u>20 - Operating Expenses</u></b>				
34 00 - Contractual Services	195	2,600	2,600	-
40 00 - Travel & Per Diem	-	5,000	5,000	4,000
40 10 - Local Mileage	-	-	-	3,000
41 00 - Communication Services	-	18,720	18,720	-
43 00 - Utility Services	700	3,600	3,600	-
44 00 - Rental and Leases	-	32,000	32,000	-
46 00 - Repairs and Maintenance	-	2,000	2,000	-
52 00 - Operating Supplies	-	-	-	1,500
54 00 - Memberships	-	-	-	5,000
20 - Operating Expenses Totals	895	63,920	63,920	13,500
<b>Expenditure Totals:</b>	<b>895</b>	<b>463,520</b>	<b>463,520</b>	<b>180,268</b>

## 001 GENERAL FUND – FINANCE AND ADMINISTRATION

Finance and administration include expenses that support the financial and administrative functions of the CTAC, including mandatory fees to the property appraiser and the tax collector.

<b>513 – FINANCE AND ADMINISTRATION</b>	<b>2020 Actual Amount</b>	<b>2021 Adopted Budget</b>	<b>2021 Amended Budget</b>	<b>2022 Tentative Budget</b>
<b><u>10 - Personnel Services</u></b>				
12 00 - Regular Salaries & Wages	-	168,345	138,322	102,648
21 00 - FICA Taxes	-	-	3,726	16,629
22 00 - Retirement Contributions	-	-	4,870	10,942
23 10 - Health Insurance	-	-	19,770	20,066
23 15 - Dental Insurance	-	-	288	288
23 20 - Life Insurance	-	-	54	108
24 00 - Workers Compensation	-	-	-	234
25 00 - Unemployment Compensation	-	-	1,315	2,772
<b>10 - Personnel Services Totals</b>	-	<b>168,345</b>	<b>168,345</b>	<b>153,687</b>
<b><u>20 - Operating Expenses</u></b>				
31 00 - Professional Services	327,980	109,000	109,000	156,500
31 80 - Property Appr / Tax Collector	161,775	-	285,175	325,470
34 00 - Contractual Services	35,250	-	-	6,860
41 00 - Communications Services	-	-	-	17,760
43 00 - Utility Services	-	-	-	2,160
44 00 - Rental and Leases	-	-	-	28,500
45 00 - Insurance	-	10,000	10,000	8,185
46 00 - Repairs and Maintenance	-	-	-	2,800
49 00 - Other Current Charges &	1,046	285,175	-	3,950
51 00 - Office Supplies	-	10,000	10,000	10,000
52 00 - Operating Supplies	-	44,750	44,750	44,750
54 40 - Books Publications Subscriptions	-	-	-	1,000
<b>20 - Operating Expenses Totals</b>	<b>526,050</b>	<b>458,925</b>	<b>458,925</b>	<b>607,935</b>
<b>Expenditure Totals:</b>	<b>526,050</b>	<b>627,270</b>	<b>627,270</b>	<b>761,622</b>

### 001 GENERAL FUND – LEGAL SERVICES

Legal Services includes legal counsel to the Board, for employee relations, or any other legal counsel.

514 – LEGAL SERVICES	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b>20 - Operating Expenses</b>				
31 00 - Professional Services	-	22,000	22,000	35,000
20 - Operating Expenses Totals	-	22,000	22,000	35,000
<b>Expenditure Totals:</b>	-	<b>22,000</b>	<b>22,000</b>	<b>35,000</b>

## 101 GRANTS AND AWARDS

The Grants and Awards fund manages the funds from the Pritzker Children's Initiative.

569 - PROGRAMS	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b>Revenue</b>				
331 0000 - Federal Grants	-	216,630	66,000	-
366 0000 - Private Contributions	-	83,333	83,333	83,333
381 0000 - Operating Transfer In	-	38,667	38,667	-
389 9100 - Beginning Fund Balance	-	-	-	50,000
389 9200 - Ending Fund Balance	-	-	-	-
Revenue Totals	-	338,630	188,000	133,333
<b>Expenditures</b>				
12 00 - Regular Salaries & Wages	-	94,500	67,110	66,560
14 00 - Overtime	-	-	-	-
21 00 - FICA Taxes	-	-	4,896	5,092
22 00 - Retirement Contributions	-	-	6,400	7,095
23 10 - Health Insurance	-	-	14,024	14,235
23 15 - Dental Insurance	-	-	288	288
23 20 - Life Insurance	-	-	54	54
24 00 - Workers Compensation	-	-	-	130
25 00 - Unemployment Compensation	-	-	1,728	1,798
31 00 - Professional Services	-	20,000	56,120	19,631
40 00 - Travel and Per Diem	-	5,000	5,000	10,350
40 10 - Local Mileage	-	-	-	-
41 00 - Communications Services	-	1,500	1,500	1,500
48 00 - Promotional Activities	-	-	-	5,000
51 00 - Office Supplies	-	1,000	1,000	1,000
54 40 - Memberships	-	-	-	600
82 00 - Aid to Private Organizations	-	216,630	29,880	-
<b>Expenditure Grand Totals:</b>	-	338,630	188,000	133,333



### 301 CAPITAL PROJECTS

The Capital Projects fund is dedicated to support the purchase of a building and IT infrastructure.

	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2022 Tentative Budget
<b>Revenue</b>				
381 0000 - Operating Transfer In	-	300,000	300,000	750,000
389 9100 - Beginning Fund Balance	-	-	-	300,000
389 9200 - Ending Fund Balance	-	-	-	(1,000,000)
Revenue Totals	-	300,000	300,000	50,000
<b>Expenditures</b>				
52 00 - Operating Supplies	-	50,000	50,000	50,000
99 20 - Appropriated Reserves	-	250,000	250,000	-
<b>Revenue Grand Totals:</b>	-	300,000	300,000	50,000
<b>Expenditure Grand Totals:</b>	-	300,000	300,000	50,000

**BUDGET CALENDAR**

<b>DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTION</b>
<b><i>Monday, March 29</i></b>	<i>All Staff</i>	<i>Send out email to all staff stating that budget requests due by April 9, 2021.</i>
<b><i>Wednesday, April 14</i></b>	<i>Executive Director</i>	<i>Lead meeting of all staff to discuss vision and budget for Fiscal Year 2022.</i>
<b><i>Monday, May 10</i></b>	<i>Executive Director</i>	<i>Presentation of tentative budget to the Board of the Trust.</i>
<b><i>Tuesday, June 1</i></b>	<i>Alachua County Property Appraiser</i>	<i>Delivery of the total assessed value of non-exempt property in Alachua County.</i>
<b><i>Monday, June 14</i></b>	<i>Board of the Trust</i>	<i>Approval of two Truth in Millage Resolutions - 1) A resolution setting the Proposed Millage Rate, setting the date, time and place of the Public Hearings to consider the proposed millage rate and tentative budget; 2) A resolution adopting a tentative written budget for Fiscal Year 2022.</i>
<b><i>Thursday, July 1</i></b>	<i>Alachua County Property Appraiser</i>	<i>Certification of the taxable value to each taxing authority on the Certification of Taxable Value (Form DR-420).</i>
<b><i>Thursday, July 1</i></b>	<i>Executive Director</i>	<i>Submission of a tentative annual budget to the Alachua County Board of County Commissioners.</i>
<b><i>Friday, July 30</i></b>	<i>Executive Director</i>	<i>No later than August 4, 2021, (within 35 days after the Certification of Taxable Value), each taxing authority must inform the Alachua County Property Appraiser of the prior year millage rate, the current year proposed millage rate, the current year rolled-back rate, and the date, time, and meeting place of the first required tentative budget hearing.</i>
<b><i>Tuesday, August 24</i></b>	<i>Alachua County Property Appraiser</i>	<i>No later than August 24, 2021, (within 55 days after the Certification of Taxable Value), the Alachua County Property Appraiser must send the Truth in Millage notification to all property owners in Alachua County.</i>
<b><i>Tuesday, September 1</i></b>	<i>Communications Manager</i>	<i>Pursuant to F.S. 200.065, the tentative budget must be posted on the authority's official website at least two days before the</i>

		<i>budget hearing and must remain on the website for at least 45 days.</i>
<b>TBD</b>	<i>School Board of Alachua County</i>	<i>School Board of Alachua County holds first public budget hearing. <b>CTAC CANNOT HOLD HEARING ON THIS DAY.</b></i>
<b>Monday, September 13</b>	<i>Board of the Trust</i>	<i>First public hearing of the proposed millage rate and the tentative budget. With a July 1 Certification, the first hearing must be held between Sept 3-18, 2021.</i>
<b>Tuesday, September 14</b>	<i>Alachua County Board of County Commissioners</i>	<i>Alachua County Board of County Commissioners hold first public budget hearing.</i>
<b>Thursday, September 23</b>	<i>Clerk of the Trust</i>	<i>Advertisement of final hearing posted two to five days before the final hearing. Notice of Proposed Tax Increase <u>OR</u> Notice of Budget Hearing <u>AND</u> Budget Summary.</i>
<b>Thursday, September 23</b>	<i>Communications Manager</i>	<i>Preliminary adopted budget posted on the authority's official website at least two days before the final budget hearing.</i>
<b>TBD</b>	<i>School Board of Alachua County</i>	<i>School Board of Alachua County holds second public budget hearing. <b>CTAC CANNOT HOLD HEARING ON THIS DAY.</b></i>
<b>Monday, September 27</b>	<i>Board of the Trust</i>	<i>Second public hearing of the final millage rate and the final adopted budget. This must be held within 15 days following the first hearing.</i>
<b>Tuesday, September 28</b>	<i>Alachua County Board of County Commissioners</i>	<i>Alachua County Board of County Commissioners hold second public budget hearing.</i>
<b>Thursday, September 30</b>	<i>Finance Department</i>	<i>The taxing authority must forward the resolution adopting the final millage rate to the Alachua County Property Appraiser, the Alachua County Tax Collector, and the Florida Department of Revenue within three days of the final hearing. Receipt of the resolution is the official notification of the final millage rate.</i>

<b>Friday, October 8</b>	<i>Clerk of the Trust Finance Department</i>	<p><i>Within 30 days of the final hearing, each taxing authority must complete and submit the following forms to the Florida Department of Revenue:</i></p> <p><i>1) Certification of Compliance (Form DR-487)</i></p> <p><i>a) Provide proof of publication for all newspaper advertisements.</i></p> <p><i>b) Provide the entire page from each newspaper advertisement including the Budget Summary advertisement and the Notice of Proposed Tax Increase or Budget Hearing Advertisement.</i></p> <p><i>c) Submit the authority's resolution adopting the final millage rate, with percent change of rolled-back rate shown and the resolution adopting the final budget, indicating order of adoption.</i></p> <p><i>2) Vote Record for Final Adoption of Millage Levy (Form DR-487V)</i></p> <p><i>3) A copy of the Certification of Final Taxable Value (Form DR-422)</i></p>
<b>Monday, October 25</b>	<i>Communications Manager</i>	<i>The final adopted budget must be posted on the authority's official website within 30 days after the adoption and must remain on the website for at least two years.</i>
<b>Monday, November 1</b>	<i>Clerk of the Trust</i>	<i>Return original copy of the complete Certification of Final Taxable Value (Form DR-422) to the Alachua County Property Appraiser.</i>
<b>October - December</b>	<i>Executive Director</i>	<i>The governing body of the authority, pursuant to F.S. 189.016(6) citing F.S. 200.065, dictates that any budget amendment that increases or decreases the overall budget after 60 days of the passing of the final budget, must be passed by resolution, posted on the website within 5 days and remain there for two years.</i>

Forms delivered to the Alachua County Property Appraiser (ACPA) and/or Florida Department of Revenue (DOR):  
 Form DR-420 Certification of Taxable Value  
 Form DR-422 Certification of Final Taxable Value  
 Form DR-487 Certification of Compliance  
 Form DR-487V Vote Record for Final Adoption of Millage Levy

## RESOLUTION 2021-9

A RESOLUTION OF THE CHILDREN'S TRUST OF  
ALACHUA COUNTY;  
ESTABLISHING A PROPOSED MILLAGE RATE FOR FISCAL YEAR 2021/2022;  
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Children's Trust of Alachua County has made the following determinations:

WHEREAS, the Children's Trust of Alachua County, before July 1, 2021, is required to establish a Proposed Fiscal Year 2021/2022 Millage Rate sufficient to fund the budget as adopted in accordance with Florida Statute 125.901; and

WHEREAS, the Children's Trust of Alachua County has adopted a tentative budget in the amount of \$8,104,911; and

WHEREAS, the Children's Trust of Alachua County, will hold a public hearing on September 13, 2021 after 5:00 p.m., as required by Florida Statute 200.065, to adopt a Tentative Millage Rate and Budget.

WHEREAS, the Children's Trust of Alachua County, will hold a public hearing on September 27, 2021 after 5:00 p.m., as required by Florida Statute 200.065, to adopt a Final Millage Rate and Budget.

NOW, THEREFORE, BE IT RESOLVED by the Children's Trust Council of Alachua County, that:

1. The Fiscal Year 2021/22 operating millage rate necessary to fund the Children's Trust of Alachua County is 0.4868 mills.
2. This resolution shall take effect immediately upon its adoption.
3. In accordance with Chapter 26.04 Ordinance Code, certified copies of the resolution and tentative budget are to be delivered to the Alachua County Board of County Commissioners by July 1, 2021.

DULY ADOPTED in regular session, this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

CHILDRENS'S TRUST OF ALACHUA COUNTY

By: \_\_\_\_\_  
Lee Pinkoson, Chair

CHILDRENS'S TRUST OF ALACHUA COUNTY

By: \_\_\_\_\_  
Tina Certain, Treasurer

## RESOLUTION 2021-10

A RESOLUTION OF THE CHILDREN'S TRUST OF  
ALACHUA COUNTY;  
ESTABLISHING A TENTATIVE BUDGET FOR FISCAL YEAR  
2021/2022;  
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Children's Trust of Alachua County has made the following determinations:

WHEREAS, the Children's Trust of Alachua County, must adopt a tentative written budget before July 1, 2021, for the Fiscal Year 2021/2022 as required by Florida Statute 125.901; and

WHEREAS, the Children's Trust of Alachua County, will hold a public hearing on September 13, 2021 after 5:00 p.m., as required by Florida Statute 200.065, to adopt a Tentative Millage Rate and Budget.

WHEREAS, the Children's Trust of Alachua County, will hold a public hearing on September 27, 2021 after 5:00 p.m., as required by Florida Statute 200.065, to adopt a Final Millage Rate and Budget.

NOW, THEREFORE, BE IT RESOLVED by the Children's Trust of Alachua County, that:

1. The Children's Trust of Alachua County set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2021/2022 in the amount of \$8,104,911.
2. This resolution shall take effect immediately upon its adoption.
3. In accordance with Chapter 26.04 Ordinance Code, certified copies of the resolution and tentative budget are to be delivered to the Alachua County Board of County Commissioners by July 1, 2021.

DULY ADOPTED in regular session, this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

CHILDRENS'S TRUST OF ALACHUA COUNTY

By: \_\_\_\_\_  
Lee Pinkoson, Chair

CHILDRENS'S TRUST OF ALACHUA COUNTY

By: \_\_\_\_\_  
Tina Certain, Treasurer

**File Attachments for Item:**

7. Contract for Accounting Services with Carr, Riggs, & Ingram LLC

**Item:**

Contract for Accounting Services with Carr, Riggs, & Ingram LLC

**Requested Action:**

The Board is asked to authorize the Executive Director to execute the agreement with Carr, Riggs, & Ingram LLC for accounting services.

**Background:**

In January, 2021 the Clerk of the Circuit Court notified the Executive Director that the Clerk would no longer be able to provide accounting services for the Children's Trust of Alachua County. At the March 8, 2021 CTAC meeting, the Board authorized the release of RFP 2021-4 for Accounting Services. Responses to the RFP were due on April 13, 2021.

At the May 2021 meeting, the Executive Director notified the Board that no responses were submitted for the RFP. CTAC Board Policy 6.60 3 (B) authorizes the Executive Director to negotiate for "all Supplies or Services purchased at a Price established by the Florida Department of Management Services, or at a Price equal to or less than the Price established by the state agency." The CTAC Board authorized the Executive Director to negotiate a contract for accounting services with Carr, Riggs, and Ingram, LLC, who has an established fee schedule with the Florida Department of Management Services. The terms of the agreement are from July 1, 2021 – September 30, 2022. The agreement is subject to yearly renewals through September 30, 2026.

**Attachments:**

Contract for Services No. 12041 Between the Children's Trust of Alachua County and Carr, Riggs & Ingram, LLC  
 84111600 -20 -1 Contractor by Service  
 84111600 -20 -1 Job Titles and Duties  
 84111600 -20 -1 Price Sheet

**Programmatic Impact:**

NA

**Fiscal Impact:**



FY 2021 - \$ 45,000

FY 2022 - \$164,855

**Recommendation:**

Staff recommends approval

**CONTRACT FOR SERVICES  
NO. 12041  
BETWEEN THE CHILDREN’S TRUST OF ALACHUA COUNTY AND  
CARR, RIGGS & INGRAM, LLC**

THIS CONTRACT made and entered into this 1 day of July, A.D., 2021 by and between the Children’s Trust of Alachua County, an independent taxing district in Alachua County, hereinafter referred to as the “CTAC”, and “Carr, Riggs, & Ingram, LCC”, a limited liability corporation organized under the laws of the State of Florida hereinafter called the “Contractor”. Collectively hereinafter CTAC and the Contractor are referred to as the “Parties”.

**WITNESSETH:**

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

**WHEREAS**, CTAC is desirous of entering into an Agreement with Carr, Riggs, & Ingram, LLC for Accounting Services;

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

**Section 1.     Term:**

A.     This agreement shall commence on July 1, 2021 and continue through and including September 30, 2022, unless earlier terminated, as provided herein. The CTAC, at its sole discretion, may renew this agreement annually through September 30, 2026. CTAC performance and obligation to pay under this agreement is contingent upon a specific annual appropriation by the Children's Trust of Alachua County. The parties hereto understand that this Agreement is not a commitment of future appropriations.

**Section 2.     Maximum Indebtedness**

A.     The Maximum Indebtedness under this agreement for the period from July 1, 2021 to September 30, 2021 is \$45,000.00. The Maximum Indebtedness from the period of October 1, 2021 to September 30, 2022 is \$ 164,855.00

**Section 3.     Performance of Services:**

A. A. The Services will be performed by Contractor as specified in the Attachment 2: Scope of Services and Deliverables.

**Section 4. Billing and Compensation:**

A. Compensation. Contractor will be paid by the CTAC for the Services as specified on the Price Sheets attached as Attachment 3: Pricing

B. Submission of the Contractor's invoice for final payment shall further constitute the Contractor's representation to the CTAC that, upon receipt by the Contractor of the amount invoiced, all obligations of the Contractor to others, including its consultants, incurred in connection with the Services, will be paid in full, that the services or expenses have not been reimbursed by another contractor, and that the services provided served a public purpose. The Contractor shall submit invoices via e-mail to [invoice@childrenstrustofalachuacounty.us](mailto:invoice@childrenstrustofalachuacounty.us), or to the CTAC at the following address.

Children's Trust of Alachua County  
P.O. Box 5669  
Gainesville, FL 32627

C. In the event that the CTAC becomes credibly informed that any representations of relating to payment are wholly or partially inaccurate, the CTAC may withhold payment of sums then or in the future otherwise due to the Contractor until the inaccuracy, and the cause thereof, is corrected to the CTAC's reasonable satisfaction.

D. Payments for all sums are contingent upon meeting the deliverables described in Attachment 2: Scope of Services and Deliverables and the approval of all supporting documentation required by the CTAC. All invoices shall contain the following statement "This request for payment is subject to § 837.06, Fla. Stat.". Invoices for payment shall be made in accordance with the provisions of Chapter 218, Part VII Florida Statutes (Local Government Prompt Payment Act).

E. The Contractor shall submit invoices by the 10<sup>th</sup> and 24<sup>th</sup> of every month.

F. Invoice payments shall be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 5. Audit, Records, and Reporting:**

A. The Contractor agrees to:

- 1) Maintain financial records and reports relating to this agreement.
- 2) Maintain books, records, documents, invoices, and other evidence and accounting procedures and practices such as will permit the Contractor to sufficiently and properly reflect all direct costs of any nature associated with the program.
- 3) Permit all such records described in 1) and 2) above to be subject to inspection, review, and audit by the CTAC.

B. Reports shall be submitted in a format set forth by the CTAC. The CTAC reserves the right to change the forms or formats of the reports without prior written notice to the Contractor. The Contractor shall submit these reports to the CTAC at the following address:

Children's Trust of Alachua County  
P.O. Box 5669  
Gainesville, FL 32627

C. The CTAC may defer payment to the Contractor for non-compliance with contract deliverables or program requirements.

**Section 6. Default and Termination:**

A. The failure of the Contractor to comply with any provision of this Agreement will place the Contractor in default. Prior to terminating the Agreement, the CTAC will notify the Contractor in writing. This notification will make specific reference to the provision which gave rise to the default. The CTAC will give the Contractor seven (7) days to submit a plan for curing the default. In the event the default situation is not corrected within the allotted time or to the satisfaction of the CTAC, prior to formal termination the Parties agree to mediation of the dispute or disputes and shall participate in good faith. The mediation shall be conducted by a professional mediator mutually agreed to by the parties under the Florida mediation rules. Mediation shall be held no longer than twenty-one (21) days after the notice of default.

B. The CTAC may also terminate the Agreement without cause by providing ten (10) days written notice to the Contractor (hereinafter, "Termination for Convenience"). The CTAC Project Manager is authorized to provide written notice of Termination for Convenience on behalf of the CTAC. Upon such notice, the Contractor will immediately discontinue all Services affected (unless the notice directs otherwise) and deliver to the CTAC all data, drawings, specifications,

reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Agreement, whether completed or in process. In the event of such Termination for Convenience, the Contractor's recovery against the CTAC shall be limited to that portion of the Annual Contract Price earned through the date of termination, but the Contractor shall not be entitled to any other or further recovery against the CTAC, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.

C. If funds to finance this Agreement become unavailable, the CTAC may terminate the Agreement with no less than twenty-four (24) hours' notice in writing to the Contractor. The CTAC will be the final authority as to the availability of funds. The CTAC will pay the Contractor for all Services completed prior to delivery of notice of termination. In the event of such Termination, the Contractor's recovery against the CTAC shall be limited to that portion of the Annual Contract Price earned through the date of termination, but the Contractor shall not be entitled to any other or further recovery against the CTAC, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.

#### **Section 7. Monitoring:**

A. To the extent law, statute or ordinance does not limit a grant of access solely by the authority of the Contractor, the Contractor, by accepting public funds, agrees to permit persons duly authorized by the CTAC to inspect all records, papers, documents, facilities, goods, and services of the Contractor and interview any employees and clients of the Contractor to be assured of satisfactory performance of the terms and conditions of this Agreement. When applicable, the CTAC will identify any deficiencies to the Contractor in writing and the Contractor will prepare a corrective action plan to rectify all deficiencies noted. The Contractor's failure to correct the deficiencies within the agreed upon time may result in the CTAC withholding payments or the Contractor being deemed in breach or default resulting in termination of this Agreement.

#### **Section 8. Modifications:**

A. This Agreement may be modified and amended by mutual agreement of the parties; however, any modification shall only become effective upon incorporation of a written amendment to this Agreement, duly executed by both parties. The Parties further agree to renegotiate this Agreement if federal and/or state revision of any applicable laws or regulations makes changes in this Agreement necessary.

#### **Section 9. Notices:**

A. Except as otherwise provided in this Agreement any notice of default or termination from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery with receipt. All notices shall be deemed delivered two (2) business days after mailing, unless by personal delivery in which case delivery shall be deemed to occur upon actual receipt by the other party. For purposes of all notices, the Contractor and the CTAC representatives are:

CTAC: Chair, Children's Trust of Alachua County  
c/o Children's Trust Custodian of Public Records  
P.O. Box 5669  
Gainesville, FL 32627

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 10. Assignment of Interest:**

A. Neither party will assign or transfer any interest in this Agreement without prior written consent of the other party.

**Section 11. Independent Contractor:**

A. In the performance of this Agreement, the Contractor will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture, or associate of the CTAC. The Contractor is solely responsible for the means, method, techniques, sequence, and procedure utilized by the Contractor in the full performance of this Agreement. Neither the Contractor nor any of its employees, officers, agents, or any other individual directed to act on behalf of the Contractor for any act related to this Agreement shall represent, act, or purport to act or be deemed to be the agent, representative, employee, or servant of the CTAC.

B. The Contractor has purchased and will maintain worker's compensation coverage over the term of this Agreement.

C. Policies and decisions of the Contractor, which may be represented by the Contractor in performance of this Agreement, shall not be construed to be the policies or decisions of the CTAC.

**Section 12. Indemnification:**

A. To the maximum extent permitted by Florida law, the Contractor shall indemnify

and hold harmless the CTAC and its officers and employees from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor or anyone employed or utilized by the Contractor in the performance of this Agreement. The Contractor agrees that indemnification of the CTAC shall extend to any and all Services performed by the Contractor, its subcontractors, employees, agents, servants or assigns.

B. The Contractor's obligation to indemnify under this Article will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the CTAC or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

C. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Contractor insurance coverage. This indemnification provision shall survive the termination of the Agreement between the CTAC and the Contractor.

D. Nothing contained herein shall constitute a waiver by the CTAC of sovereign immunity or the provisions or limits of liability of § 768.28, Fla. Stat.

E. Paragraphs A-D do not apply to any Contractor which is a government entity protected by Sovereign Immunity under § 768.28, Fla. Stat. For those Agencies, the Parties agree that each party shall be responsible for their own negligence and that of their employees as provided under § 768.28, Fla. Stat. without a waiver of any terms of that statute.

## **Section 12. Insurance:**

A. The Contractor will procure and maintain insurance throughout the entire term of this Agreement of the types and in the minimum amounts detailed in **Attachment 1**. A current Certificate of Insurance showing coverage of the types and in the amounts required is attached hereto as **Attachment 1A**.

B. Additionally, proof of automobile insurance will be required in the event the Contractor transports children as part of their program.

## **Section 13. Laws & Regulations:**

A. The Contractor will comply with all laws, ordinances, regulations, and building code requirements applicable to the Services required by this Agreement. The Contractor is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the Services outlined in this Agreement. If the Contractor is not familiar with state and local laws, ordinances, code rules and regulations, the Contractor remains liable for

any violation and all subsequent damages or fines. This section includes, but is not limited to background checks as required under Florida law for direct services involving children.

**Section 14. E-Verify:**

A. Pursuant to § 448.095, Fla. Stat., the Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees prior to entering into this Agreement. The Contractor shall include in all contracts with subcontractors performing work pursuant to this Agreement, an express requirement that subcontractors utilize the federal E-Verify system in accordance with the terms governing use of the system to confirm employment eligibility of all new employees hired by subcontractors during the term of this Agreement. Subcontractors shall provide the Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with unauthorized aliens and the Contractor will provide a copy of such affidavit to the CTAC. If the CTAC has good faith belief that the Contractor has violated this section the CTAC will terminate this Agreement. If the CTAC has good faith belief that a subcontractor violated this section, but the Contractor has otherwise complied with this section, the CTAC will notify the Contractor and the Contractor will terminate its agreement with such subcontractor.

**Section 15. Non-Waiver:**

A. The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or non-compliance.

**Section 16. Severability:**

A. If any provisions of this Agreement shall be declared illegal, void, or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

**Section 17. Entire Agreement:**

A. This Agreement contains all the terms and conditions agreed upon by the Parties.

**Section 18. Collusion:**

A. By signing this Agreement, the Contractor declares that this Agreement is made without any previous understanding, agreement, or connections with any persons, contractors, or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.



**Section 19. Conflict of Interest:**

A. The Contractor warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this Agreement. The Contractor shall notify the CTAC of any conflict of interest due to any other clients, contracts, or property interests.

**Section 20. Third Party Beneficiaries:**

A. This Agreement does not create any relationship with, or any rights in favor of, any third party.

**Section 21. Governing Law and Venue:**

A. This Agreement is governed in accordance with the laws of the State of Florida. Venue is in Alachua County, Florida in a Court of Competent Jurisdiction.

**Section 22. Construction:**

A. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

**Section 23. Project Records:**

**A. General Provisions:**

1) Any document submitted to the CTAC may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made, or received pursuant to law or ordinance or in connection with the transaction of official business by any Contractor per § 119.011(11), Fla. Stat. Any document is subject to inspection and copying unless exempted under § 119, Fla. Stat., or as otherwise provided by law.

2) In accordance with § 119.0701, Fla. Stat., the Contractor, *when acting on behalf of the CTAC*, as provided under § 119.012(2), Fla. Stat., shall keep and maintain public records as required by law and retain them as provided by the General Records Schedule established by the Department of State. Upon request from the CTAC's Custodian of Public Records, provide the CTAC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under § 119, Fla. Stat., or as otherwise provided by law.

Additionally, they shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3) The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Professional does not transfer the records to the CTAC.

## **B. Confidential Information:**

1) During the term of this Agreement or license, the Contractor may claim that some or all of information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as “Confidential Information”), is, or has been treated as confidential and proprietary in accordance with § 812.081, Fla. Stat., or other law, and is exempt from disclosure under § 119, Fla. Stat., the Public Records Law. The Contractor shall clearly identify and mark Confidential Information as “Confidential Information” or “CI” and the CTAC shall use reasonable efforts to maintain the confidentiality of the information properly identified as “Confidential Information” or “CI”.

2) The CTAC shall promptly notify the Contractor in writing of any request received by the CTAC for disclosure of the Contractor’s Confidential Information and the Contractor may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. The Contractor shall protect, defend, indemnify, and hold the CTAC, its officers, employees, and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. The Contractor shall investigate, handle, respond to, and defend, using counsel mutually agreed to by both parties, at the Contractor’s sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. The Contractor shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement or license, the provisions of this paragraph shall continue to survive. The Contractor releases the CTAC from claims or damages related to disclosure by the CTAC. If the Contractor is a Public Contractor under the laws of the State of Florida, there shall be no claim for indemnification, but the Contractor shall identify all confidential information they provide to the CTAC.

## **C. Project Completion:**

1) Upon completion of, or in the event this Agreement is terminated, the Contractor, *when acting on behalf of the CTAC* as provided under § 119.011(2), Fla. Stat., shall transfer, at no

cost, to the CTAC all public records in possession of the Contractor or keep and maintain public records required by the CTAC to perform the service. If the Contractor keeps and maintains public records upon the completion or termination of the Agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the CTAC, upon request from the CTAC's Custodian of Public Records, in a format that is compatible with the information technology systems of the CTAC.

**D. Compliance:**

1) A Contractor who fails to provide the public records to the CTAC within a reasonable time may be subject to penalties under § 119.10, Fla. Stat.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF § 119, Fla. Stat., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CTAC REPRESENTATIVE AT:**

E-MAIL: [publicrecordrequests@childrenstrustofalachuacounty.us](mailto:publicrecordrequests@childrenstrustofalachuacounty.us)

PHONE: (352) 374-1830

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

**Section 24. Communications:**

A. The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Project Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Project 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 Project Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like.

**Section 25. No Religious or Sectarian Requirement:**

A. In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, the funding provided under this Agreement may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

**Section 26. Electronic Signatures:**

A. The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The CTAC shall determine the means and methods by which electronic signatures may be used to execute this Agreement and shall provide the Contractor with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing a manually written or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

**Section 27. Counterparts:**

A. This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or e-mail with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Contract shall constitute valid and sufficient delivery in order to complete execution and delivery of this Contract and bind the parties to the terms hereof.

**Section 28. Contract Documents:**

- A. This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
- B. This document, as modified by any subsequent signed amendments
  - C. Any Purchase Order under the Contract

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

**CHILDREN'S TRUST OF ALACHUA COUNTY**

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

Colin Murphy

Executive Director

Date: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_

Attorney for the Trust

**CONTRACTOR**

ATTEST (By Corporate Officer)

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

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF SIGNATURE AUTHORITY IS PROVIDED, ATTESTATION WILL NOT BE NECESSARY.**

**Attachment 1: Insurance Requirement**  
**TYPE “B” INSURANCE REQUIREMENTS**  
**“Professional or Consulting Services”**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, their agents, representatives, employees, or subcontractors.

**I. COMMERCIAL GENERAL LIABILITY.**

Coverage must be afforded under a per occurrence form policy for limits not less than \$200,000 General Aggregate, \$300,000 Products/Completed Operations Aggregate, \$300,000 Personal and Advertising Injury Liability, \$200,000 each Occurrence, \$50,000 Fire Damage Liability, and \$5,000 Medical Expense.

**II. WORKERS COMPENSATION AND EMPLOYER’S LIABILITY.**

A Coverage to apply for all employees at STATUTORY limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

B Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

**III. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).**

Professional (E&O) Liability must be afforded for not less than \$200,000 each claim, \$300,000 policy aggregate, required for Capital but not for Services.

**IV. OTHER INSURANCE PROVISIONS.**

A All Coverages

1. The Contractor shall provide a Certificate of Insurance to the Children’s Trust of Alachua County with a thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a “claims made” or “per occurrence” form. If any cover is provided under “claims made” form the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

2. Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

**CERTIFICATE HOLDER: Children’s Trust of Alachua County**

## **Attachment 2: Scope of Services and Deliverables**

### **A. Transition**

1. Receive training on the New World ERP System. Critical functions include:
  - Purchasing
  - Accounts Payable
  - Journal Entries
  - Report retrieval

### **B. Weekly**

1. Record all cash disbursements & cash receipts, and track income & expenses by in the GL in CTAC's accounting system (New World from Tyler Technologies, Inc.)
2. Prepare AP and send a report with vendor check numbers, amounts paid.
3. Report on ACH and wire transfers
4. Record other miscellaneous journal entries as needed
5. Record AR entries & deposits
6. Prepare invoices & track receivables
7. Allocate payroll (bi-weekly)

### **C. Monthly**

1. Record month-end journal entries
2. Complete cost-allocations
3. Reconcile bank & credit card statements and provide monthly report.
4. Prepare management reports
5. Update audit schedules
6. Prepare financial statements for management, and Board of Directors.
7. Prepare a monthly budget to actual summary and budget to actual detail report.
8. Prepare other reports or statements are requested by the Board or Executive Director.

### **D. Annually**

1. Assist management in preparation of budgets & reports
2. Assist management with annual budget development & import budget into New World
3. Maintain accurate chart of accounts
4. Coordinating with the CTAC Audit Firm to provide information, documentation, and reports requested for preparation of the CTAC Annual Audit.
  - i. Writing the Management Discussion and Analysis
  - ii. Single Audit
  - iii. Grant Single Audit Schedule (as applicable)
5. Prepare requested schedules & documents
6. Make adjusting entries as requested by auditor
7. Have representative on-site during audit
8. Prepare CTAC for external funder audits as needed

### **E. Miscellaneous**

1. Fixes Assets
2. Surplus Property
3. Other services as agreed to by the Executive Director and the Contractor.

**F. Communications**

1. Frequent face-to-face communication (either in person or via web-conferencing) will be expected during onboarding process, audits and year end budgeting process.
2. Weekly phone check-ins during rest of year, which may change based on needs
3. Board Training with the Board of Directors on “How to Read the Financial Statements”
4. Attendance (either in person or virtually) at monthly CTAC Board Meetings



### Attachment 3: Pricing

**CRI will utilize the CTAC/Tyler Technologies New World ERP System									
AC CCC estimates				State contract:	Principal	Senior	Consultant	Junior	Admin
worksheet    est hrs / yr				CRI:	Ptr	Mgr / Sup Sr	Senior	Staff	Admin
AP / PO review	10hrs / wk	520			52	64	104	300	
AR / Cash receipts	2hrs / mos	24			3	4	8	9	
Bank recs	8hrs / mos	96			9	27	36	24	
financial reporting	3hrs / wk	156			24	42	78	12	
monthly mtgs	2hrs / mos	24			12	12			
annual audit prep	50hrs / ann	50			5	5	30	10	
Investments:									
Weekly	1.25	65			6	19	40		
Monthly	6.5	78			17	41	20		
					128	214	316	355	-
					\$ 270	\$ 180	\$ 150	\$ 125	\$ 45
					\$ 34,560	\$ 38,520	\$ 47,400	\$ 44,375	\$ -
					% hours	13%	21%	31%	35%
					% \$	21%	23%	29%	27%
									0%
									0%

**Financial and Performance Audits (84111600-20-1)**  
**Contractors by Service**

Contractor	a) Financial Statements Audits	b) Audits of Segments of Financial Statements	c) Internal Controls Audits	d) Economy and Efficiency Audits	e) Program Results and Program Fraud Audits
Advanced Systems Design, Inc.				•	•
BCA Watson Rice LLP	•	•	•	•	•
BDO USA, LLP	•	•	•	•	•
Blue Sky Emergency Management dba The Integrity Group	•	•	•	•	•
Carr, Riggs & Ingram, LLC	•	•	•	•	•
CHERRY BEKAERT LLP	•	•	•	•	•
CliftonLarsonAllen LLP	•	•	•	•	•
CohnReznick LLP	•	•	•	•	•
Crowe LLP			•	•	•
Emergen, Inc.	•	•	•	•	•
Ernst & Young U.S. LLP	•	•	•	•	•
Evergreen Solutions, LLC				•	
Grant Thornton LLP	•	•	•	•	•
Harvey, Covington & Thomas of South Florida, LLC	•	•	•	•	•
James Moore & Co.	•	•			
KPMG LLP	•	•	•	•	•
Mauldin & Jenkins, LLC	•	•			
MGT of America Consulting, LLC			•	•	•
MorganFranklin Consulting, LLC			•	•	•
Public Consulting Group LLC				•	•
RSM US LLP	•		•	•	•
Thomas Howell Ferguson P.A.	•	•	•	•	•

## Financial and Performance Audits (84111600-20-1)

### Job Titles and Duties

This document describes the responsibilities of the personnel provided by the Contractor, in accordance with the terms of the Contract, who are used to provide Customers with services pursuant to the Customer SOW set forth in the Customer's PO (Customers may supplement these duties in their Customer SOWs provided the duties do not exceed or conflict with the Contract).

1. *Principal Consultant:* A minimum of ten (10) years' experience in duties associated with FPA services is required for Principal Consultant positions. The functional responsibilities of this position may include, but are not limited to:
  - Providing executive-level consultation services to the Customer
  - Providing senior-level interface with the Customer and managing daily operations
  - Ensuring the timely performance and completion of all obligations under the PO
  - Organizing and directing the overall performance of the Customer PO
  - Possessing the authority to make binding decisions on behalf of the Contractor
  - Formulating organizational strategy and directing major strategic initiatives
  - Ensuring that goals and objectives are accomplished within budgetary parameters
  - Developing and maintaining Customer relationships
  - Assisting on large, complex or multi-discipline engagements
  - Allocating financial and human resources and material assets
  - Formulating and enforcing work standards
  - Participating in the design phase of tasks and ensuring their successful execution
  
2. *Senior Consultant:* A minimum of ten (10) years' experience in duties associated with FPA services is required for Senior Consultant positions. The functional responsibilities of this position may include, but are not limited to:
  - Managing the day-to-day operations
  - Ensuring the quality and timely completion of projects or services
  - Providing technical and subject matter expertise in fulfillment of Customer SOWs
  - Participating as a senior team member providing high-level consulting services
  - Planning, organizing, and executing tasks in successful delivery of projects or services
  - Developing and defining strategic visions
  - Planning, directing, controlling, scheduling, coordinating, and organizing management of tasks
  - Providing Customer interface in fulfillment of Customer SOWs
  - Possessing authority and responsibility for the execution of Customer SOWs
  - Planning, organizing, and overseeing all subordinate work efforts
  - Ensuring quality standards and work performance on Customer SOWs
  - Organizing, directing, and managing support services

3. *Consultant:* A minimum of five (5) years' experience in duties associated with FPA services is required for Consultant positions. The functional responsibilities of this position may include, but are not limited to:
  - Applying administrative, consultative, and technical expertise in fulfillment of Customer SOWs
  - Planning, organizing, executing, and controlling project tasks in successful delivery of projects or services
  - Interfacing with Customer on a day-to-day basis to ensure timely delivery of project or services
  - Applying a broad set of management skills and technical expertise as a project leader
  - Providing solutions through analysis
  - Directing subordinates in the completion of tasks orders
  - Organizing, directing, and managing support services
  - Assigning tasks and overseeing projects or other services under the Customer SOWs
  - Directing activities in fulfillment of Customer SOWs
  - Training Customer personnel through formal classroom courses, workshops. or seminars
  
4. *Junior Consultant:* A minimum of three (3) years' experience in duties associated with FPA services is required for Junior Consultant positions. The functional responsibilities of this position may include, but are not limited to:
  - Applying a broad set of subject matter and technical expertise
  - Directing projects or services under the Customer SOWs within estimated timeframes and budget constraints
  - Organizing, directing, and managing support services
  - Serving as a member of a team performing mid-level assignments
  - Providing solutions through analysis
  - Conducting Customer training through formal classroom courses, workshops, and seminars
  
5. *Program and Administrative Support:* The functional responsibilities of this position may include, but are not limited to:
  - Coordinating and providing administrative support services to Contractor staff and Customer
  - Supporting the provision of services or production of project deliverables and performing administrative functions required to complete tasks
  - Providing graphics and editorial support services and desktop publishing services
  - Maintaining version control of project documents
  - Providing direct support to consulting staff, including supporting the development of all deliverables

**Financial and Performance Audits (84111600-20-1)**  
**Price Sheet**

Contractor	Principal Consultant (Hourly Rate)	Senior Consultant (Hourly Rate)	Consultant (Hourly Rate)	Junior Consultant (Hourly Rate)	Program and Administrative Support (Hourly Rate)
Advanced Systems Design, Inc.	\$230.00	\$175.00	\$145.00	\$90.00	\$45.00
BCA Watson Rice LLP	\$180.00	\$157.50	\$135.00	\$90.00	\$22.50
BDO USA, LLP	\$285.00	\$204.00	\$151.00	\$106.00	\$52.00
Blue Sky Emergency Management dba The Integrity Group	\$180.00	\$160.00	\$130.00	\$95.00	\$25.00
Carr, Riggs & Ingram, LLC	\$270.00	\$180.00	\$150.00	\$125.00	\$45.00
CHERRY BEKAERT LLP	\$245.00	\$185.00	\$135.00	\$105.00	\$68.00
CliftonLarsonAllen LLP	\$200.00	\$170.00	\$140.00	\$100.00	\$40.00
CohnReznick LLP	\$200.00	\$190.00	\$165.00	\$135.00	\$75.00
Crowe LLP	\$364.73	\$270.94	\$182.37	\$151.11	\$52.11
Emergen, Inc.	\$87.50	\$84.00	\$78.50	\$60.00	\$42.50
Ernst & Young U.S. LLP	\$325.00	\$300.00	\$240.00	\$165.00	\$125.00
Evergreen Solutions, LLC	\$175.00	\$150.00	\$125.00	\$100.00	\$70.00
Grant Thornton LLP	\$335.03	\$237.24	\$155.05	\$110.36	\$97.29
Harvey, Covington & Thomas of South Florida, LLC	\$279.00	\$194.00	\$153.00	\$112.00	\$40.00
James Moore & Co.	\$225.00	\$160.00	\$140.00	\$100.00	\$30.00
KPMG LLP	\$305.00	\$280.00	\$250.00	\$175.00	\$135.00
Mauldin & Jenkins, LLC	\$280.00	\$185.00	\$150.00	\$125.00	\$60.00
MGT of America Consulting, LLC	\$275.00	\$225.00	\$185.00	\$145.00	\$65.00
MorganFranklin Consulting, LLC	\$250.00	\$175.00	\$135.00	\$101.00	\$28.00
Public Consulting Group LLC	\$295.00	\$275.00	\$230.00	\$180.00	\$115.00
RSM US LLP	\$250.00	\$225.00	\$185.00	\$135.00	\$110.00
Thomas Howell Ferguson P.A.	\$255.00	\$174.00	\$150.00	\$126.00	\$85.00

**File Attachments for Item:**

8. Amendment to Lease Agreement

**Item:**

Approval of the First Amendment to the Lease Agreement with REACH, LLC for office space at 802 NW 5<sup>th</sup> Avenue

**Requested Action:**

The Trust is asked to authorize the Executive Director to execute the first amendment to the lease agreement with Real Estate Acquisition for Children, LLC (REACH) for additional office space at 802 NW 5th Avenue, Gainesville, FL 32601.

**Background:**

At the 4.27.20 Trust meeting, the Trust authorized the Executive Director to negotiate a lease for the property at 802 NW 5<sup>th</sup> Avenue for Suite 100. This was approved and executed for 1900 square ft. at \$2375 per month. The original term was for 27 months with the option for a one-year renewal.

The First Amendment to this lease includes an extension through September 30, 2023, as well as the addition of Suite 200 which offers approximately 3300 square ft. of additional office and meeting space.

**Attachments:**

First Amendment of Lease Agreement with REACH, LLC.

**Programmatic Impact:**

None

**Fiscal Impact:**

Continuance of \$2375/month lease payment for Suite 100  
Addition of \$3925/month lease payment for Suite 200  
\$3925 security deposit

**Recommendation:**

Staff recommends approval

**First Amendment to Lease Agreement between Landlord, Real Estate Acquisitions for Children, LLC, Landlord and the Children's Trust of Alachua County, Tenant, dated May 21, 2020.**

**Whereas**, the Landlord and Tenant, Parties to that Lease Agreement dated May 21, 2020, desire to amend that lease agreement to include the lease of the entire building,

**Now, therefore**, in Consideration of the mutual promises herein, the parties agree to amend said Lease Agreement, as follows, leaving all non-amended clauses of said Lease Agreement intact.

- A. SECTION 1** of the agreement, "**LEASE OF PREMISES**" is deleted in its entirety and replaced with the following language:

Landlord hereby leases to Tenant the following described space in the building located at 802 NW 5<sup>th</sup> Avenue, Gainesville, Florida (the "Building"): Ground floor office space known as Suite 100, and the second-floor office space known as Suite 200, together consisting of approximately 5,200 square feet, (the "Premises") as well as the adjacent parking lot. This Lease Amendment shall be recorded in the Public Records of Alachua County, Florida by the Tenant, at its sole cost, within five (5) days of execution of same.

- B. SECTION 3** of the agreement "**TERM OF LEASE AND SURRENDER OF PREMISES**" is deleted in its entirety and replace with the following language:

Commencing on July 1, 2021, Tenant shall lease the Premises for the continuation of the initial term of the Lease through September 30, 2023, with the option to renew for additional one-year terms, under the same terms and conditions as this Lease Amendment, subject to rent increases as specified in Exhibit "A". Tenant shall notify the Landlord, in writing, not less than 90 days prior to the end of the initial lease term whether Tenant desires to extend the initial term of this lease or will be vacating the Premises at the end of the initial lease term. On or before the date Tenant vacates the Premises, Tenant must remove its furniture, movable equipment and other personal property not attached to the Premises. Anything not removed on or before the date Tenant vacates the Premises will become the property of the Landlord. Upon vacating the Premises, Tenant agrees to deliver to Landlord all keys to the Premises and to surrender the Premises immediately and in good order and condition, excepting reasonable wear and tear, and return to the Landlord all tangible personal property supplied by Landlord to Tenant other than Tenant's own personal property.

- C. SECTION 4** of the agreement, "**RENT**" is deleted in its entirety and replaced with the following language:



“Tenant agrees to pay base monthly rent of, \$ 2,375.00 from July 1, 2020 through June 30, 2021. The tenant agrees to pay base monthly rent of \$6,300 for the remainder of the lease, beginning July 1, 2021. This Base Rent for any extension of this Lease will be as provided in Exhibit” A”. The Base Rent, together with applicable sales tax, and any ad valorem tax that may be assessed against the premises shall be payable as described in Exhibit “A” which is attached hereto and incorporated herein by reference.

In addition to Rent, Tenant shall also pay to Landlord all sales tax, if any, payable by Landlord as a result of the receipt of the Rent. So long as Tenant maintains its tax-exempt status, sales taxes shall not be due on the rents, but Tenant shall be required to provide Landlord with a proper exemption certificate during the term of the Lease as a condition to such waiver of collection.

The Base Rent, sales tax, property taxes only to the extent that they may be applied to a lease by a governmental entity as described in Section 18, and any other charges, fees or amounts due from the Tenant to the Landlord under the terms of this Lease are hereinafter collectively referred to as “Rent.” Payments are due on the 1<sup>st</sup> day of the month. For payments made on or after the 10th day of the month, Landlord shall assess a late fee of five percent (5%) of the Base Rent due for that month. The late fee is intended to compensate Landlord for administrative expenses associated with responding to late payment and shall not be considered liquidated damages or interest. Non-payment or delay in the payment of Rent beyond thirty (30) days from the due date will be deemed a default of this Lease and shall be grounds for termination of this Lease. **Payments shall be made payable to “Real Estate Acquisitions for Children, LLC” and delivered to: Finance Department, 5950 NW 1<sup>st</sup> Place, Suite A, Gainesville, FL, 32607.**

**D. SECTION 5** of the agreement, **“USE/MAINTENANCE AND REPAIR”** shall be deleted in its entirety and replaced with the following language:

**A. Use.** Tenant shall use the Premises exclusively for office use and no other purpose. Should the Tenant desire to use the Premises for any other purpose, the use must be pre-approved in writing by Landlord. Tenant’s taking possession of the Premises shall be conclusive evidence of Tenant’s acceptance thereof in good order and satisfactory condition. Tenant agrees that Landlord has made no representations respecting the condition of the Premises; that Landlord has made no representations as to conformance with applicable laws respecting the condition of the Premises or the presence or absence of Hazardous Substances (as defined in Section 16) in, at, under, above or abutting the Premises; that no warranties or guarantees, expressed or implied, with respect to workmanship or any defects in material have been given; and that no promise to decorate, alter, repair or improve the premises either before or after the execution hereof have been made by Landlord or its agents to Tenant unless the same are contained herein. Tenant shall create no public nuisance or allow a public nuisance to be created in or from the Premises, Building or Property. Tenant shall not store, manufacture or sell any explosives, flammables or other inherently dangerous substances, chemicals, things or devices from the Premises. Tenant shall not conduct any trade, business or occupation that is unlawful.

Tenant shall maintain compliance with all relevant federal, state, and local laws, rules and regulations. Tenant shall promptly report any damage, necessary repairs or maintenance to the Landlord.

## **B. Maintenance and Repair.**

1. **Tenant Responsibilities.** Tenant shall be responsible for the routine maintenance of windows, interior walls, mechanical, electrical, plumbing, light fixtures, floor, and floor coverings in the condition as existed on the first day of the Lease term. Tenant shall also be responsible for all repairs, replacement, and maintenance in connection with damage or loss to the Premises, fixtures, and improvements resulting from acts, omissions or negligence of the Tenant, or the Tenant's employees, agents, licensees, tenants or invitees. In addition, Tenant shall repair all damage caused by the installation or removal of furniture, fixtures, or property permitted under this Lease to be removed from the Premises, or which may be placed thereon by Tenant. All such repairs shall be made in a good, workmanlike manner. In the event of Tenant's failure to make repairs within a reasonable period of time, or in the event that the repairs are inadequate, the Landlord may elect to make such repairs and perform such maintenance and the Tenant shall pay to the Landlord, upon demand, the reasonable costs of such repairs and maintenance.
2. **Landlord Responsibilities.** Landlord shall be responsible for the maintenance and repair of the roof, exterior walls, exterior windows, structural portions of the building, and the maintenance and repair or replacement of the HVAC. All repairs not addressed herein and not caused by the acts, omissions or negligence of the Tenant or its employees, agents, licensees, patrons, guests or invitees, shall be the responsibility of Landlord. The Landlord shall also be responsible for lawn care, elevator maintenance, the security system, and any ad valorem taxes.

Any rules and regulations appended to this Lease are hereby made a part of this Lease, and Tenant agrees to comply with and observe the same. Tenant's failure to keep and observe said rules and regulations shall constitute a breach of the terms of this Lease in the manner as if the same were contained herein as covenants. Landlord reserves the right from time to time to amend or supplement said rules and regulations and to adopt and promulgate additional rules and regulations applicable to the Premises, Building and the Property. Notice of such additional rules and regulations, amendments and supplements, if any, shall be given to Tenant, and Tenant agrees thereupon to comply with and observe all such rules and regulations, and amendments thereto and supplements thereof, provided the same shall apply uniformly to all tenants of the Building.

## **C. LEED Certification/Sustainability.**

1. The Landlord has been granted a LEED Silver Certification for the Building. In furtherance of the certification and Landlord's focus on sustainability (environmental,

economic and social), the Tenant shall comply with the LEED/sustainability requirements specified in Exhibit "B" attached to and made part of this Lease.

**E. SECTION 6** of the agreement, **UTILITIES and SERVICES**, shall be deleted in its entirety and replaced with the following language:

A. Utilities and Services Not Included. This lease is for the rental of the described premises only. Landlord shall not provide any utilities or services, including electric, water, sewer, pest control or janitorial services for the leased premises.

B. Electric, water and sewer services. The premises are served by a meter that solely measures the electric, water and sewer services consumed by the described premises, Suite 100 and Suite 200. Tenant shall transfer the account for Suite 200 into its name to be effective July 1, 2021. Should the utility provider, Gainesville Regional Utilities (GRU), be unable to transfer the account effective July 1, 2021, Tenant shall reimburse Landlord for all usage recorded between July 1, 2021 and the effective date the utility account is transferred to Tenant.

C. Tenant shall pay all utility bills within the time allowed by GRU as a condition of this lease. In the event Tenant's utility bills remain unpaid for two consecutive billing cycles, such event will constitute a breach of this lease.

**F. Exhibit A** of the agreement shall be deleted in its entirety and replaced with a new **Exhibit A**, attached hereto and incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed as of the day and year first above written.

Signed, sealed and delivered  
In the presence of the following witnesses:

**LANDLORD:**  
**REACH, LLC**

\_\_\_\_\_  
Print Name:\_\_\_\_\_

\_\_\_\_\_  
Name: Stephen Pennypacker  
Title: President/CEO

\_\_\_\_\_  
Print Name:\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, by Stephen Pennypacker, as the President/CEO of REACH, a Limited Liability Corporation of the State of Florida, and who has acknowledged that he has executed the same on behalf of REACH, LLC, and that he was authorized to do so. He is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

Signed, sealed and delivered  
In the presence of the following witnesses:

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

\_\_\_\_\_  
Print Name:\_\_\_\_\_

\_\_\_\_\_  
Name: Colin Murphy  
Title: Executive Director

—

\_\_\_\_\_  
Print Name:\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
by \_\_\_\_\_, as the \_\_\_\_\_ of Children's Trust of Alachua County, a §  
501(c)3 corporation, and who has acknowledged that he has executed the same on behalf of the Children's  
Trust of Alachua County, and that he/she was authorized to do so. He is personally known to me or has  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida  
Affix Stamp

APPROVED AS TO FORM

X

\_\_\_\_\_  
Robert Swain  
Alachua County Attorney

### Exhibit "A" RENT SCHEDULE

THIS RENT SCHEDULE is a material part of that certain Lease by and between the REACH, LLC ("Landlord") and Children's Trust of Alachua County ("Tenant") for the Premises known as 802 NW 5<sup>th</sup> Avenue, Suite 100 and Suite 200:

**A) Rent, together with Sales Tax per month charged at current rate.**

	<b>Base Rent</b>	<b>Sales Tax at current rate</b>	<b>Total Payments</b>
<b>Due on the effective date:</b> \$6,300.00 1 <sup>st</sup> months' Rent;	\$6,300.00	-0-	\$6,300.00
\$ 3,925.00 additional security deposit (added to original security deposit of \$2,375.00)		-0-	\$3,925.00
			\$10,225.00

B) Initial Term Thru September 30, 2022

C) Commencement Date June 1, 2020

D) Amended Term Through September 30, 2023

E) Rent schedule upon renewal of lease commencing October 1, 2023, if applicable: The Parties shall determine the rental due for a fourth-year renewal, should tenant wish to renew, no later than 90 days prior to the end of the initial rental period, i.e., the rental shall be determined on or before July 1, 2023 and a new Exhibit "A" shall be completed and executed by the Parties.

Total Amount Paid: \$\_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Initials accepting terms:

LL: \_\_\_\_\_

T: \_\_\_\_\_

**File Attachments for Item:**

9. Audit Engagement Letter for Fiscal Year 2021/2022

**Item:**

Audit Engagement Letter for Fiscal Year 2021/2022

**Requested Action:**

The Board of the Trust is asked to authorize the Chair to sign a letter of engagement with Purvis Gray & Company.

**Background:**

Contractor Purvis Gray & Company was selected through a competitive process and completed a successful annual financial audit for Fiscal Year 2020.

**Attachments:**

Audit Engagement Letter

**Programmatic Impact:**

N/A

**Fiscal Impact:**

\$20,000.00 for Fiscal Year 2021/2022 (increase of \$10,000.00)

**Recommendation:**

Staff Recommends Approval



June 3, 2021

## AUDIT ENGAGEMENT LETTER

To the Governing Board  
Children's Trust of Alachua County  
c/o Colin Murphy, Executive Director  
802 NW 5<sup>th</sup> Avenue, Suite 100  
Gainesville, Florida 32601

We are pleased to confirm our understanding of the services we are to provide the Children's Trust of Alachua County (CTAC) for the year ending September 30, 2021.

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of CTAC for the year ending September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement CTAC's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to CTAC's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund and Major Special Revenue Funds
- 3) Pension and OPEB Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies CTAC's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used

### CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland  
[purvisgray.com](http://purvisgray.com)

Members of American and Florida Institutes of Certified Public Accountants  
An Independent Member of the BDO Alliance USA

To the Governing Board  
 Children's Trust of Alachua County  
 c/o Colin Murphy, Executive Director  
 Gainesville, Florida

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June 3, 2021

to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Statements and Schedules

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, non-compliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CTAC's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CTAC's internal control and compliance. The report will state that it is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our reports will be addressed to the Governing Board of CTAC. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to CTAC or to acts by management or employees acting on behalf of CTAC. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

To the Governing Board  
Children's Trust of Alachua County  
c/o Colin Murphy, Executive Director  
Gainesville, Florida

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June 3, 2021

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or non-compliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs/projects. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of CTAC and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non-compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of CTAC's compliance with provisions of applicable laws, regulations, contracts, and agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

To the Governing Board  
 Children's Trust of Alachua County  
 c/o Colin Murphy, Executive Director  
 Gainesville, Florida

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June 3, 2021

### **Other Services**

If requested by you, we may also assist in preparing the financial statements, and related notes of CTAC in conformity with U.S. GAAP and the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for: (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards and state financial assistance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. GAAP; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under Chapter 10.550, *Rules of the Auditor General*, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within CTAC from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting CTAC involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting CTAC received in communications from employees,

To the Governing Board  
Children's Trust of Alachua County  
c/o Colin Murphy, Executive Director  
Gainesville, Florida

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June 3, 2021

former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that CTAC complies with applicable laws, regulations, contracts, and agreements. Management is also responsible for taking timely and appropriate steps to remedy fraud and non-compliance with provisions of laws, regulations, contracts, and agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to CTAC; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

To the Governing Board  
Children's Trust of Alachua County  
c/o Colin Murphy, Executive Director  
Gainesville, Florida

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June 3, 2021

The audit documentation for this engagement is the property of Purvis, Gray and Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your oversight grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Purvis, Gray and Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your oversight agency or pass-through entity. If we are aware that an auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in August and to issue our reports no later than March 31 each year. Ronald D. Whitesides, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$20,000 for the year ending September 30, 2021. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We appreciate the opportunity to be of service to CTAC and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP

A handwritten signature in blue ink, appearing to read 'R. Whitesides', with a long horizontal flourish extending to the right.

Ronald D. Whitesides, CPA  
Audit Partner

RDW/rve  
Enclosures

To the Governing Board  
Children's Trust of Alachua County  
c/o Colin Murphy, Executive Director  
Gainesville, Florida

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June 3, 2021

**RESPONSE:**

This letter correctly sets forth the understanding of Children's Trust of Alachua County.

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

**By:** \_\_\_\_\_  
Chair – Lee Pinkoson

**Date:** \_\_\_\_\_

**File Attachments for Item:**

10. Sponsorship funding requests



**Item:**

Sponsorship funding requests

**Requested Action:**

The Trust is asked to approve sponsorship funds requests

**Background**

Board policy 6.80.C, Sponsorship Funds, authorizes the Trust to accept sponsorship requests from organizations hosting events and activities supporting children and their families.

At the February 8, 2021 meeting, the Trust approved the Sponsorship Funds request application and authorized the Executive Director to begin accepting sponsorship requests. All sponsorship requests are reviewed by the Executive Director or their designee. Recommendations are forwarded to the Board for approval

Organization name	Name of Event and Description	Date	Expected # of Children/Families	Amount Requested	Amount Awarded
Greater Duval Neighborhood Association	Annual Summer Sling	June 26, 2021	40	\$2,495.00	\$2,495.00
Genesis Family Enrichment Center	Trust Based Relational Intervention Caregiver Workshop	May 1, 2021	100	\$2,500.00	\$2,500.00
<b>New Requests</b>					
Concerned Citizens of Newberry	Annual Back to School Backpack Event	August 7, 2021	125-150	\$2,000.00	
United Way of North Central Florida	Alachua Campaign for Grade Level Reading	June 22, 2021	50-100	\$1,000.00	
<b>Total</b>				<b>\$7,995.00</b>	<b>\$4,995.00</b>

**Attachments**

- 1) Concerned Citizens of Newberry – Annual Back to School Backpack Event
- 2) United Way of North Central Florida - Alachua Campaign for Grade Level Reading

**Programmatic Impact:**

N/A

**Fiscal Impact:**

\$15,005 remaining for Fiscal 2021

**Recommendation:**

Staff recommends approval

March 29, 2021

Children's Trust of Alachua County  
Attn: Kristy Goldwire, Director of Program Operations  
802 NW 5<sup>th</sup> Ave, Suite 100  
Gainesville, FL 32601

Reference: Sponsorship Request

Dear Kristy Goldwire,

We are excited to write to you in request of funding for the Concerned Citizens of Newberry, Inc. (CCON) Back to School Backpack Event. The purpose of the program is to provide school resources to the youth of our community. The goal of the event is to reach as many children as possible that may be in need. On average, the program reaches 100 kids with approximately 125-150 backpacks provided. That is the goal for 2021 as well.

The CCON Backpack Program is scheduled for the first week of August of every year. The event takes place at the City of Newberry's Martin Luther King Jr. Community Center. This center provides a safe place for the youth of the community to study, play, and have access to a computer lab. The event focuses on getting the youth in our community back to school with the proper items. The backpacks are prefilled with school items such as pens, pencils, washable markers, crayons, highlighters, erasers, paper, scissors, glue sticks, index cards, etc. In addition to back-to-school items, the backpacks are filled with hygiene products. The event begins with speakers from the local schools (schedules permitting) and a guest speaker from the Alachua County Sheriff's office (resource officer). The request is that they provide information on school year expectations, rules, and safety while in school and while traveling to and from school. It is important that the participants of the program know that they have resources around them that include faculty/staff of the local schools as well as local law enforcement. Refreshments and snacks are provided to the participants during the question-and-answer session where participants can ask questions of the speakers and members of the CCON can provide a scholastic trivia session. Lastly, the backpacks are distributed.

The program addresses many of the issues outlined in the Children's Trust of Alachua County's (CTAC) strategic funding plan. The Martin Luther King Jr. Community Center was built and designed to provide a safe place for the youth of the community. By hosting events at the center, it provides everyone that attends the opportunity to see the facility and what it has to offer. The Concerned Citizen's of Newberry (CCON) strive to provide support for the youth in our community and this program is an example of that relationship with the community.

Thank you for the opportunity to apply for the sponsorship. The funding, if provided, will help provide backpacks, supplies, and food. As noted above, the goal is to reach 125-150 children and the request for sponsorship is \$2,000 to accommodate that goal, however, any amount is appreciated.

Please let us know if you have any questions or would like more information on the program.

Thank you,

*Brenda Whitfield*

Authorized Signer

Concerned Citizens of Newberry, Inc.

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form **W-9** to requester. Do not send to the IRS.

Item 10.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Concerned Citizens of Newberry, Inc**

**2** Business name/disregarded entity name, if different from above  
**Concerned Citizens of Newberry, Inc.**

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ **C Corporation**

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**P.O. Box 568**

**6** City, state, and ZIP code  
**Newberry, FL 32669**

**7** List account number(s) here (optional)

**Requester's name and address (optional)**

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

4	6	-	5	0	8	6	4	7	1
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ► 

Date ► **3/30/2021**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

## Executive Committee

### Board Chair

**Monica Perez-McMillen**  
Law Offices of Monica McMillen, P.A.

### Immediate Past Chair

**Scott Thomas**  
Infinite Energy

### Vice Chair

**Chris Floyd**  
Insight Insurance

### Finance Chair

**Kelly Shaer**

### Dennis Gies

Community Volunteer, Ex-Officio

**Greg Moraski**

## Board of Directors

### Mary Alford

Sustainable Design Group

### Reverend Karl Anderson

Upper Room Ministries

### Dr. Lisa Armour

Santa Fe College

### Gayla Beach

UF Health

### Margo Cook

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### Ian Fletcher

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### Gavin Johnson

Avison Young

### Jackie Johnson

Alachua County Public Schools

### Chief Tony Jones

Gainesville Police Department

### Andrea McClintic

Enterprise Holdings

### Lee Pinkoson

Community Volunteer

### Todd Powell

Weyerhaeuser

### John Power

Alachua County Tax Collector

### Evelyn Sapp

Attorney

### Sgt. Chris Sims

Alachua County Sheriff's Office

### Maureen Tartaglione

Cox Communications

### Jeff Thieman

CampusUSA Credit Union

### Jeff Thompson

Publix

## President & CEO

Amber Miller

## Special Thanks to Our Academy Sponsors



United Way  
of North Central Florida

Item 10.

June 3<sup>rd</sup>, 2021

Dear Children's Trust of Alachua County,

The Alachua Campaign for Grade Level Reading (CGLR) is hosting a virtual campaign launch on Tuesday, June 22<sup>nd</sup>, 2021, from 1pm-2pm via Zoom. This event will include guest speakers, engaging and interactive discussion as well as thought provoking and inspiring stories. The purpose of this event is to inform attendees on the history, mission, and goals of the Campaign for Grade Level Reading, empower participants through engaging dialogue with like-minded community leaders while connecting them to a statewide campaign network and inspire guests to get involved with the Alachua County campaign initiatives. We expect 50-100 attendees at this virtual event and overall a greater awareness and increased engagement with the activities and initiatives of the Campaign as a result.

The Alachua CGLR is a local arm of a statewide initiative aimed at reversing the trend of nearly 67% of children nationwide not reading proficiently by the end of 3<sup>rd</sup> grade. The campaign serves as a hub for collaboration among foundations, nonprofit partners, business leaders, government agencies, programs, and initiatives as well as passionate individuals invested in the work of supporting grade level reading efforts within Alachua County. The Alachua Campaign works within four solution areas Attendance, School Readiness, Out of School Learning and Parental/Family Support identified by the national campaign as proven to move the needle on reading proficiency. This effort aligns with the CTAC's strategic funding plan of all children can learn what they need to be successful.

We are requesting a \$1,000 sponsorship from The Children's Trust of Alachua County for this event to provide free lunch vouchers for registrants who attend this event. To meet this goal, we are accepting sponsorships from local businesses, organizations, and individuals.

If you have any questions pertaining to the campaign or this launch event, please feel free to contact Rahkiah Brown, Director of Community Impact at [rbrown@unitedwayncfl.org](mailto:rbrown@unitedwayncfl.org) or by phone at 352-333-0858.

Sincerely,

Amber Miller  
President & CEO

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>United Way of North Central Florida</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input checked="" type="checkbox"/> Other (see instructions) ► <b>Non-profit</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>6031 NW 1st Place</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Gainesville, FL 32607-2025</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
OR									
<b>Employer identification number</b>									
5	9		0	8	0	8	8	5	5

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► <i>Rhonda W. Johnson</i>	Date ► <b>1/27/2021</b>
------------------	---	-------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**File Attachments for Item:**

11. Summer Contract Update & Eligibility Changes



**Item:**

Summer Contract Update & Eligibility Changes

**Requested Action:**

1. The Trust is asked to receive summer contract updates.
2. The Trust is asked to authorize the Executive Director to revise scholarship eligibility criteria, to include foster children, children in kinship care, and children under in-home case management supervision.

**Background:**

The Children's Trust of Alachua County released its 2021 Summer RFP with the intentions of funding summer camp providers offering a range of programming activities. 22 providers have agreed to receive CTAC funding and began contract negotiations.

The target population for the Summer RFP is children from low-income families living in Alachua County and who are kindergarteners (five years old on or before September 1st) through 12th graders. Under the scope of services, contractors will recruit and enroll children into summer camp programming using the following guidelines:

- Full scholarships: children from families at or below 200% 2020 federal poverty threshold, children with Individualized Educational Plan (IEP), and/or children from families receiving SNAP benefits
- Partial scholarships: children from families between 200% - 400% 2020 federal poverty level

The Trust has received several calls from foster parents and child welfare staff inquiring about scholarships for children receiving services from our local Community Based Care agency.

Revised Language

- Full scholarships: children from families at or below 200% 2020 federal poverty threshold, children with Individualized Educational Plan (IEP), children from families receiving SNAP benefits, children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision.
- Partial scholarships: children from families between 200% - 400% 2020 federal poverty level

**Attachments:**

N/A

**Programmatic Impact:**

To expand access to safe and enriching summer programming that offers a wide range of activities to children from low-income families living in Alachua County.

**Fiscal Impact:**

\$1,100.000 for FY2021

**Recommendation:**

Receive the information

**File Attachments for Item:**

12. System Mapping RFP

**Item:**

System Mapping RFP

**Requested Action:**

- 1) The Trust is asked to approve the release of RFP 2021-05.
- 2) The Trust is asked to approve Resolution 2021-8.
- 3) The Trust is asked to authorize \$25,000.00 for system mapping.
- 4) The Trust is asked to authorize Executive Director to appoint a review team of members with subject matter expertise.

**Background**

The Children's Trust of Alachua County (CTAC) is the recipient of a \$250,000 grant from the Pritzker Children's Initiative to support a Prenatal to three (PN-3) Project. The objectives of the PN-3 Project are:

- Increase participation rates of those living <200% FPL by 17% annually in existing federally, state, and locally funded maternal and infant health programs (WIC, Healthy Start, MIECHV, NewboRN, & Healthy Families)
- Improve the quality and availability of infant early care and education services by increasing the number of Gold Seal provides.

One of the strategies of the community grant is to implement system mapping of PN-3 service touchpoints and formalization of intake, referral and information sharing protocols. It is the first deliverable in the project timeline and supports the development of formal protocols for the initiative once all touchpoints are identified.

Although the PCI community grant is specific to PN-3, the targeted population for this RFP will be Prenatal to 5 (rising kindergarteners who are 5 years old on or before September 1<sup>st</sup>) to capture all early childhood service touchpoints.

**Attachments**

Resolution 2021-08

**Programmatic Impact:**

Creates strong and effective linkages for central intake, adds new services, introduce new key contacts, and formalizes navigation across system components for a complete and updated catalogue of services that further improve results for system beneficiaries.

**Fiscal Impact:**

\$25,000 for FY21

101.15.1500.569.31

**Recommendation:**

Staff recommends approval

**CHILDREN'S TRUST OF ALACHUA COUNTY**  
**RESOLUTION 2021-08**  
**System Mapping RFP 2021-05**

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

**WHEREAS**, the Trust seeks to implement system mapping of PN-5 service touchpoints and formalization of intake, referral and information sharing protocols and

**WHEREAS**, the Trust is required to approve the scope of service, minimum qualifications, evaluation criteria, and the review team,

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

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

**SECTION 2: EFFECTIVE DATE** This Resolution shall be in full force and effect from 06.15.2021 and after the required approval and publication according to law.

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

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

Presiding Officer

Attest

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

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

## Attachment A

### Scope of Services

#### Background

The Children's Trust of Alachua County (CTAC) is the recipient of a \$250,000 grant from the Pritzker Children's Initiative to support a Prenatal to three (PN-3) Project. The objectives of the PN-3 Project are:

- Increase participation rates of those living <200% FPL by 17% annually in existing federally, state, and locally funded maternal and infant health programs (WIC, Healthy Start, MIECHV, NewboRN, & Healthy Families)
- Improve the quality and availability of infant early care and education services by increasing the number of Gold Seal providers.

This scope of service focus is on the objective to increasing participation rates. CTAC is seeking proposals for an entity, individual researcher, or a group of researchers to conduct a system mapping of service touchpoints and formalization of intake, referral and information sharing protocols. The successful applicant will work collaboratively with CTAC staff and PN-3 project partners to create an ongoing touchpoint identification to add new services, introduce new key contacts, evaluation of changes in the number and percentage of all eligible families being served or connected.

#### Project Overview & Description of Services

To understand system mapping, a basic definition of what a system is. "A system is a group of interacting, interrelated, and interdependent components that form a complex and unified whole." (Coffman, J. (2007). *A Framework for evaluating systems initiatives*. Boston, MA: The BUILD Initiative.) A system map is a visual depiction of those components, influences, and relationships between actors, organizations, and other elements of a system. System maps can be complex and involve numerous public and private funding streams administered through different agencies and decision-making structures. The system map tells the story and sets out to communicate the complex information through who, how and where. The characteristics of a complex system can include one or more of the following (Coffman, Julie 2007):

- Context—Improving the political environment that surrounds the system so it produces the policy and funding changes needed to create and sustain it
- Components—Establishing high-performance programs and services within the system that produce results for system beneficiaries
- Connections—Creating strong and effective linkages across system components that further improve results for system beneficiaries
- Infrastructure—Developing the supports systems need to function effectively and with quality
- Scale—Ensuring a comprehensive system is available to as many people as possible so it produces broad and inclusive results for system beneficiaries

The focus of this project is the Early Childhood Development System within the four components: Early Learning and Development; Family Leadership and Support; Special Needs and Early Intervention, and Health. The purpose of this project is utilizing system mapping to:

- Implement ongoing service touchpoint identification to add new services and introduce new key contacts with the objective of maintaining a complete and updated catalog of services for families.
- Identify the elements of the early childhood system in Alachua County (settings, practitioner roles, actors, organizations, policies, and funding streams)
- Assess what organizations are doing and what they are trying to achieve.
- Assess how families are learning about the system and how they are navigating entry and exit.
- Assess participants interactions within the system.
- Inform on relationships between organizations and actors that create sharing of information protocols.
- Assess where are some of the gaps, barriers, and opportunities for improving.
- Data on current program participant numbers served by each program provider

This project should build upon and coordinate with existing state level and local needs assessments, such as those documented by the MIECHV program, the Alachua County Children's Services Needs Assessment and Appendix, Community Health Assessment, and if applicable, the Preschool Development Birth through Five Grant, to avoid duplication of efforts and strengthen integration.

### Minimum Qualifications

Organizations or individual researcher can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicants must be currently qualified to conduct business in the State of Florida.
- c. Applicants must not be a charter school approved by any public school system in the State of Florida.
- d. Applicants must have experienced in leading collaborations and developing system mapping methodology for large systems.
- e. Background in community informatics and/or academia is desired.

### Evaluation Criteria

<b>CRITERIA</b>	<b>WEIGHT</b>
<b>Record of Past Experience</b>	<b>NA</b>
<input type="checkbox"/> <i>Based on experience with similar projects</i>	<i>10</i>
<input type="checkbox"/> <i>Sound knowledge of socio-technical and mapping systems</i>	<i>10</i>
<input type="checkbox"/> <i>Based on feedback from references</i>	<i>5</i>
<b>Project Plan</b>	<b>NA</b>
<input type="checkbox"/> <i>Based on the contractor's plan to accomplish the tasks in the scope of work</i>	<i>10</i>



<input type="checkbox"/> <i>Based on the contractor's understanding of the problem</i>	<i>10</i>
<input type="checkbox"/> <i>Based on the contractor's proposed staffing, deployment of qualified personnel, and organization</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's qualifications and experience</i>	<i>10</i>
<b>Subcontracting</b> (if no subcontracting, the contractor will receive maximum points)	<b>NA</b>
<input type="checkbox"/> <i>Based on subcontractor qualifications and experience</i>	<i>15</i>
<input type="checkbox"/> <i>Based on over reliance on subcontracting</i>	<i>5</i>
<b>Price</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

### Evaluation Team

1. **Kristy Goldwire**
2. **Mia Jones**
3. **Michelle Watson**



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# CHILDREN'S TRUST

## OF ALACHUA COUNTY

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System Mapping RFP 2021-05

June 14, 2021

# System Mapping RFP 2021-05



## Overview of Solicitation

- Total Award up to \$25,000.00
- A system mapping of service touchpoints and formalization of intake, referral and information sharing protocols of the Prenatal to 5 system.

## Eligible Applicants

- Governmental entities
- For-profit
- Not-for-profit
- Individual researcher
- Research team
- Faith-based

# System Mapping RFP 2021-05



## Submission Timeline

Key actions	Estimated dates
Release solicitation	June 15, 2021
Bidders' conference and application training	June 21, 2021
Application due date	June 29, 2021
Application review and debriefing	June 30- July 8, 2021
Funding recommendations and resolution provided to the Board	July 12, 2021
Board meeting	July 12, 2021
Contracting	July 14-26, 2021
Contract begins	July 26, 2021

# System Mapping RFP 2021-05



## Minimum Qualifications

- Qualified to conduct business in the State of Florida
- Public schools and charter schools do not qualify for Trust funding.
- Experience.

## Terms of Service

4 months starting July 26, 2021 through November 30, 2021.

## Target Population

Prenatal to 5 (PN-5)

# System Mapping RFP 2021-05



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

**Strategy 1.2.** System mapping of service touchpoints and formalization of intake, referral and information sharing protocols

**Key Activity:**

Ongoing service touchpoint identification to add new services, introduce new key contacts, to maintain a complete and update catalog of services for families <200% FPL.

Evaluation of changes in the number and percentage of all eligible families being served or connected

# System Mapping RFP 2021-05



## Scope of Service

### Goal

- Identify all PN-5 service touchpoints and any gaps that may exist to develop a complete catalog of services and improving navigation of services for all families.
- Develop formal protocols for On the Way initiative once all provider touchpoints are identified.

# System Mapping RFP 2021-05



## Evaluation Criteria

- Past Experience
- Project Plan & Tools
- Subcontracting
- Price Proposal
- Interview

## Review and Selection Process

- Review
- Staff recommendations
- Board review
- Protests
- Contract



**File Attachments for Item:**

13. Summer Fun Communications 2021



**Item:**

Summer Fun Communications 2021

**Requested Action:**

NA

**Background**

Summary of Summer Fun Communications activities.

**Attachments**

Summer Fun Communications 2021

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A

# Summer Fun

Item 13.



Free and Reduced-Fee  
Summer Programs for  
Alachua County Kids

[LEARN MORE](#)



# Communications Strategy

167

# Goals of the Summer Fun Campaign

- ☐ Participation by enough providers to increase access
- ☐ Make available over 2,000 new spots for children
- ☐ Market the new spots throughout Alachua County
- ☐ Develop more awareness of the Children's Trust

# Making the Case

## **\$1.1 Million Investment in Summer Programs by Children's Trust**

For Immediate Release: April 29, 2021

Gainesville, Florida – The Board of the Children's Trust of Alachua County approved the funding of over 2,000 additional free or reduced-price seats for Alachua kids for this summer.

"This summer program is a dramatic increase of opportunities for kids to move from the virtual Zoom environment to the real world where they can learn and play with other kids," explained Colin Murphy, Executive Director of the Children's Trust of Alachua County.

[Read More](#)



## **\$500,000 Summer Programming RFP Released by the Children's Trust**

For immediate Release: March 9, 2021

GAINESVILLE, FLORIDA – The Board of the Children's Trust of Alachua County authorized the release of the Request for Proposal (RFP) for up to \$500,000 in new money for summer activities for Alachua County children.



## **Public Notice: RFP for Summer Programming to be Released with Board Approval**

The Children's Trust of Alachua County is intending to release a Request for Proposal (RFP) on March 9, 2021 for summer programming in Alachua County, contingent upon Board approval.



## **Ensuring the Summer Thrive - Study Presented by the Youth Development Research-Practice Partnership of the University of Florida**

FOR IMMEDIATE RELEASE: February 9, 2021

GAINESVILLE, FL – As part of the effort of the Children's Trust of Alachua County to seek community input for its Strategic Funding Plan. The Trust Board authorized a summer needs assessment conducted by the Youth Development Research-Practice Partnership (YDRPP) in the College of Health and Human Performance at the University of Florida.



# Making the Case - Results

The Gainesville Sun

## Children's Trust starting to ramp up efforts

The Gainesville Sun Editorial Board

Published 12:02 a.m. ET Mar. 14, 2021

[View Comments](#)



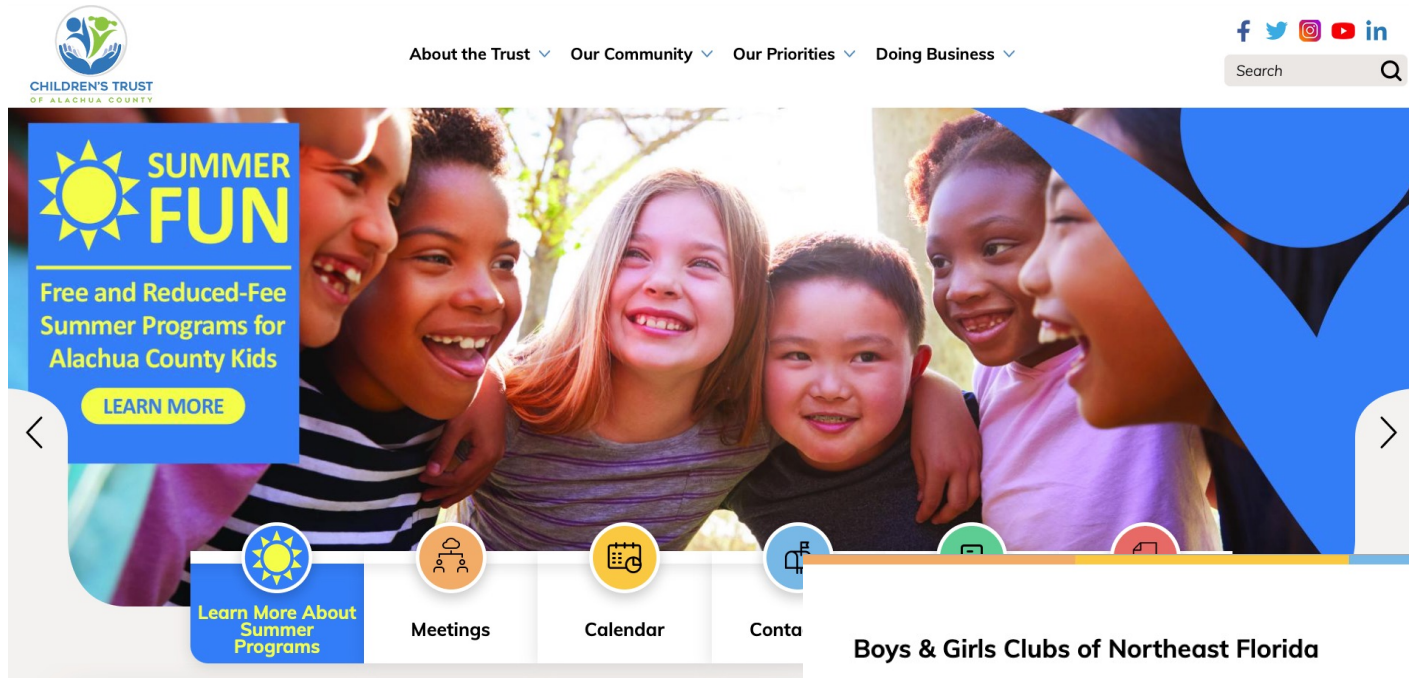
Families attend an informational session about the summer programs offered in the city of Gainesville and Alachua County at Eastside Recreation Center in 2019. (Lauren Bacho/Gainesville Sun, File)

Quality summer programs are more important than ever for K-12 students and their families.







The COVID-19 pandemic disrupted children's schooling by closing classrooms last spring and keeping some students learning remotely even today. Students who are already struggling face the prospect of falling even further behind after classes end

# Getting Ready to Market

Item 13.



## Built Program Directory for Providers

	Phone	Address
 Aces in Motion	352-514-9975	Kiwanis Community Center at Oakview Park. 810 NW 8th Street Gainesville, FL 32601 See map: <a href="#">Google Maps</a>
 Aces in Motion Boot Camp	352-514-9975	Kiwanis Community Center at Oakview Park. 810 NW 8th Street Gainesville, FL 32601 See map: <a href="#">Google Maps</a>
 Boys & Girls Clubs of Northeast Florida	352-377-8003	Woodland Park Boys and Girls Club 331 SE 20th Place Gainesville, FL 32641 See map: <a href="#">Google Maps</a>
 Boys & Girls Clubs of Northeast Florida	352-373-6639	Northwest Boys & Girls Club 2661 NW 51st St. Gainesville, FL 32606 See map: <a href="#">Google Maps</a>
 CADE Museum for Creativity & Invention	352-371-8001 x1110	CADE Museum for Creativity and Invention 904 S Main St. Gainesville, FL 32601 See map: <a href="#">Google Maps</a>
 City of Alachua	386-462-1610	Santa Fe High School 16213 NW US Hwy 441 Alachua, FL 32615

### Boys & Girls Clubs of Northeast Florida

Northwest Boys & Girls Clubs will serve 50 1st-5th grade from 9 a.m. - 5 p.m. from June 14 - July 30, 2021. Our Club and services are fully open this summer to all children in the community. BGCNF offers five hours of academic learning weekly supported by certified teachers to work with children who can benefit and "catch up" from COVID learning losses. BGCNF's Youth Development Professionals offer Personal Enrichment Science, Technology, Engineering, Arts, and Math+ Literacy (STEAM+L) programming. Student to adult ratios are as follows: Academic/ Certified Teachers 10:1 and Enrichment/ Non-Academic 20:1.

**Phone Number:**

352-377-8003

**Email:**

[paulm@bgcnf.org](mailto:paulm@bgcnf.org)

**Website:**

<https://www.bgcnf.org/alachua-county-home>



**BOYS & GIRLS CLUBS  
OF NORTHEAST FLORIDA**

**Location**

Woodland Park Boys and Girls Club  
331 SE 20th Place  
Gainesville, FL 32641  
See map: [Google Maps](#)

[Return to Programs Directory](#)

Create New Graphics for Digital and Print

# The Campaign

## Goals 1 & 2 - Provider awareness and additional spots

- Press releases on Board resolutions - sent to email list, posted on Facebook and Twitter
- Editorial in Gainesville Sun

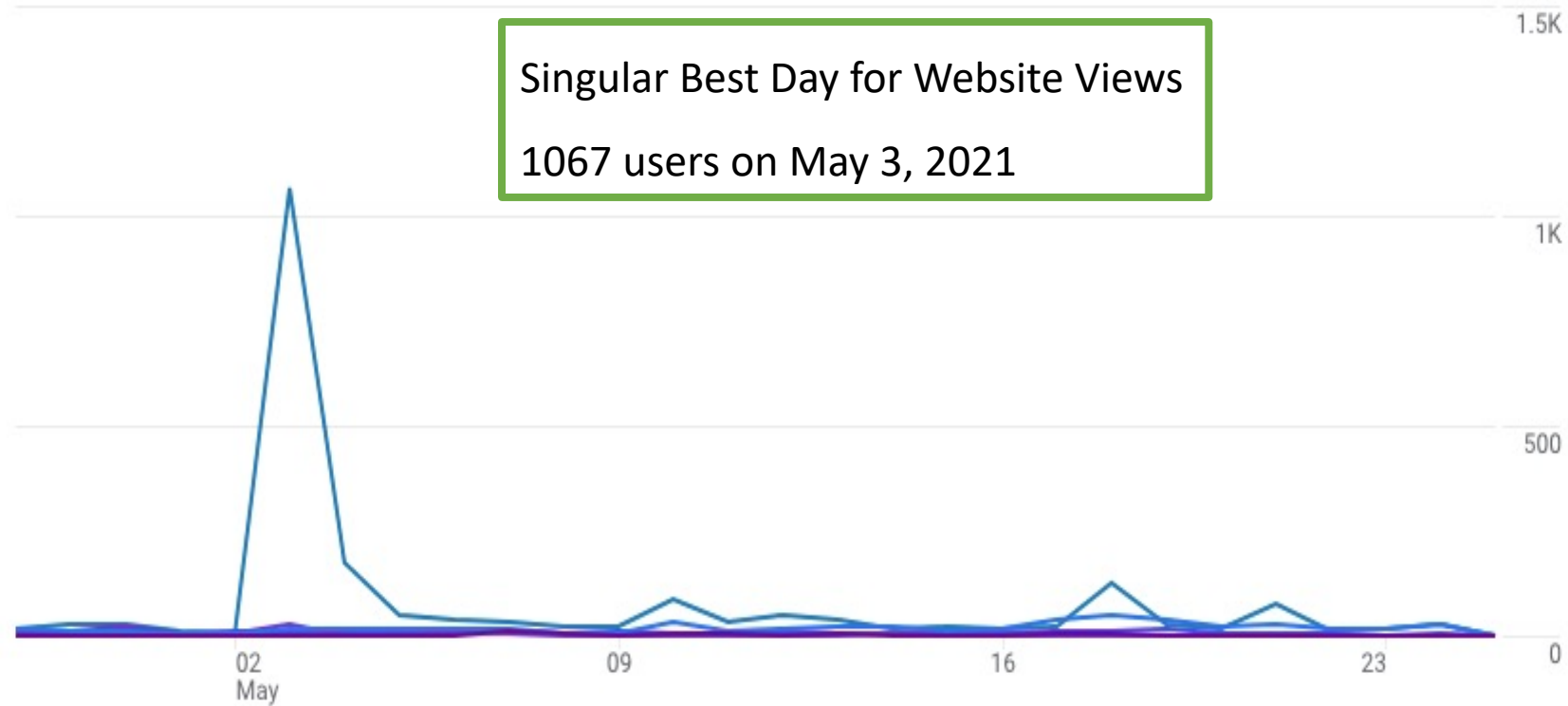
## Goals 3 & 4 - Market new spots - Develop more awareness of Children's Trust

- Direct contact via text and handouts to families and students
- WCJB news story
- Facebook Ad included WCJB broadcast
- Twitter
- Repost providers social media



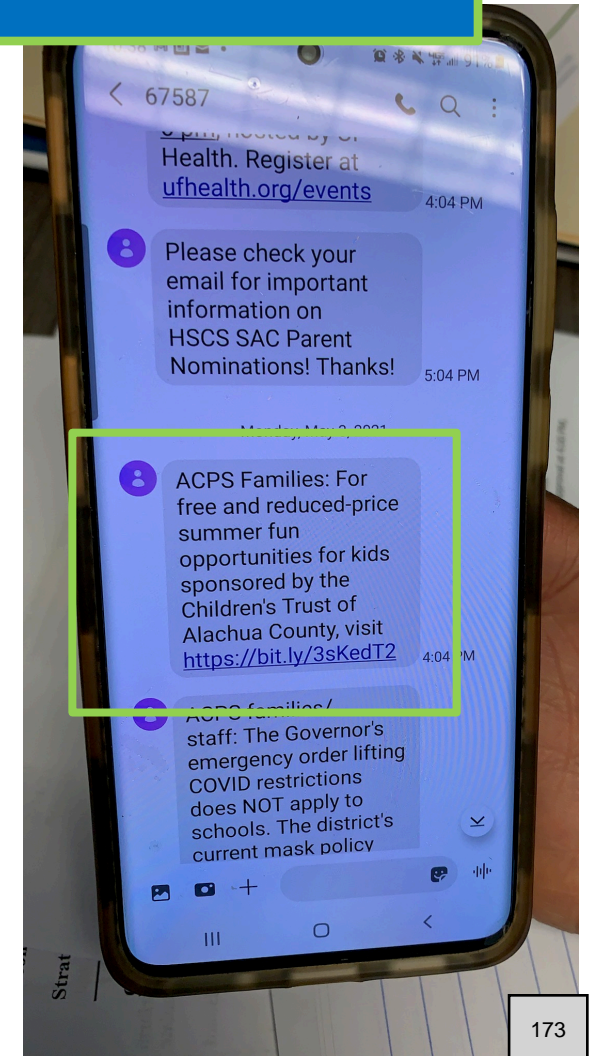
# Direct Contact: Alachua County School District

Users by Session source/medium over time



Singular Best Day for Website Views

1067 users on May 3, 2021



# WCJB Story with Interview

**Over 2,000 free and reduced-priced summer program seats approved for Alachua County kids**



**Over 2,000 free and reduced-priced summer program seats approved for Alachua County kids**



**summer  
Alachua County kids**

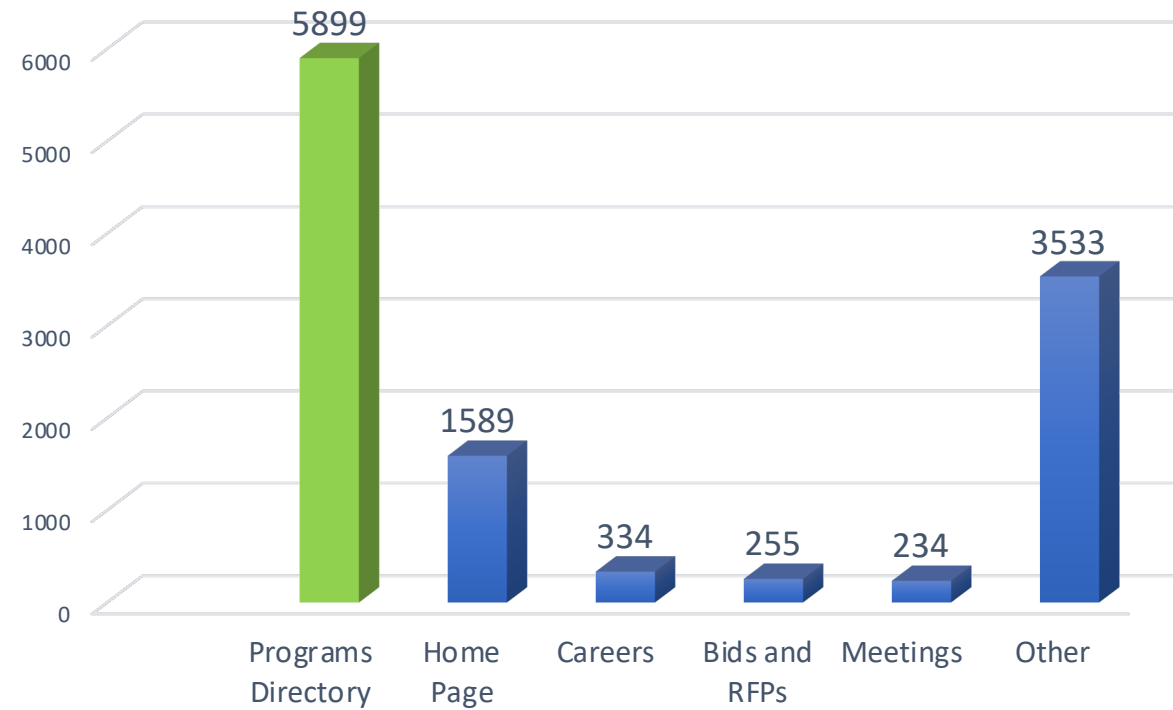
	City of Wallo	352-258-6521	See map: Google Maps
	Wallo Community Center Camp	13555 NE 148th Ave Wallo, FL 32084 See map: Google Maps	
	Cultural Arts Coalition	352-219-5793	See map: Google Maps
	Gainesville Alachua County Board of County Commissioners (BoCC)	352-213-4796	See map: Google Maps
	DaySpring Missionary Baptist Church of Gainesville, FL, Inc.	352-380-0075	See map: Google Maps
	Deeper Purpose Community Church, Inc.	352-476-9040	See map: Google Maps
	Gainesville Circus Center	352-214-2517	See map: Google Maps
	Gainesville Sports Camp	352-275-2558	See map: Google Maps
	Girls Place	352-373-4475	See map: Google Maps
	Old High Springs Elementary School/Museum (The City of Gainesville)		See map: Google Maps

# Web Results

## Website Dashboard

### Website Traffic – Key Points

- Page Views 11,844
- Users 3,002
- New Users 2,909



# Goals & Results

- ☐ Participation by enough providers to increase access  
✓ 22 approved providers at 25 sites
- ☐ Make available over 2,000 new spots for children  
✓ 2,087 new spots
- ☐ Market the new spots throughout Alachua County  
✓ Directly to family and children
- ☐ Develop more awareness of the Children's Trust  
✓ 2,909 new web users, 11,844 page views





# Questions?

**File Attachments for Item:**

14. Board Member Attendance YTD

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

Special Meetings	2/16/2021
Pinkoson	x
Labarta	x
Certain	x
Cole-Smith	x
Cornell	x
Hardt	x
Simon	x
Snyder	x
Twombly	x
Wilson Bullard	x

V = Virtual Attendance  
P = Physical Attendance

**File Attachments for Item:**

15. Communications Report - May 2021



**Item:**

Communications Report - May 2021

**Requested Action:**

NA

**Background**

This new monthly report highlights communications activities of the Children's Trust for the preceding month.

**Attachments**

Communications Report - May 2021

**Programmatic Impact:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A



## Communications Report - May 2021

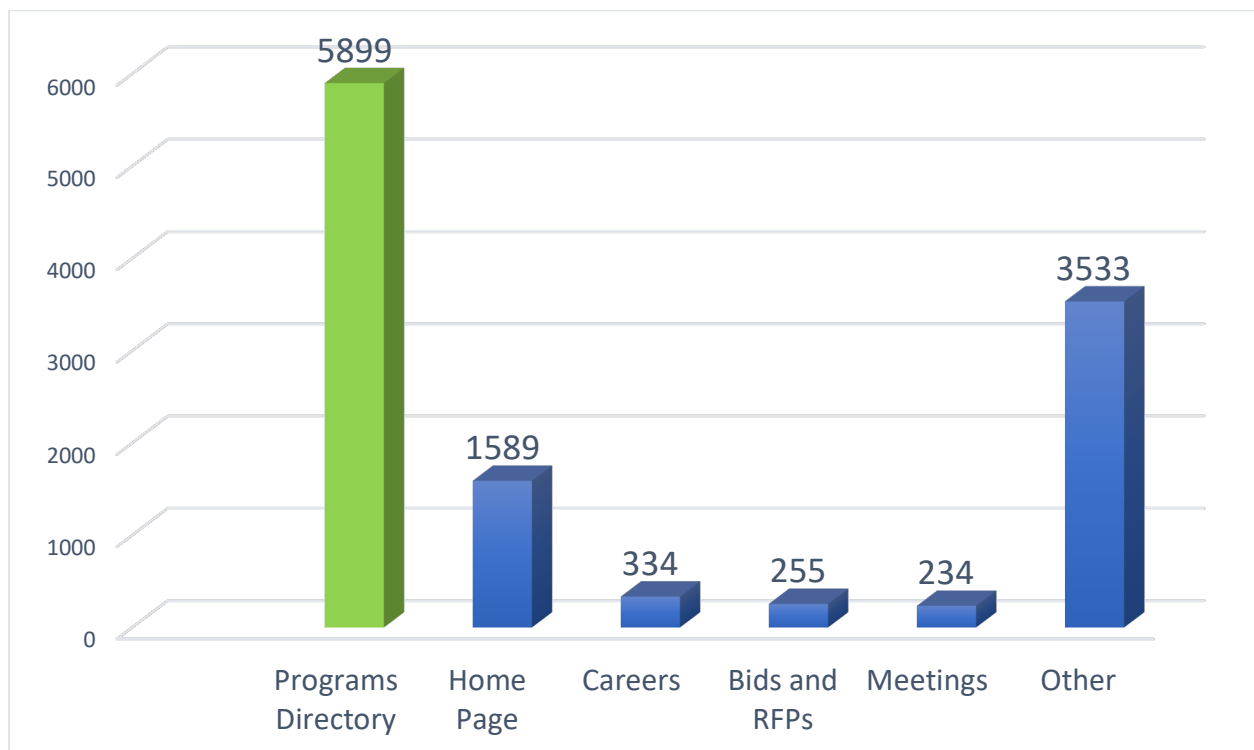
April 28, 2021 – May 31, 2021

### Website Dashboard

#### Website Traffic – Key Points

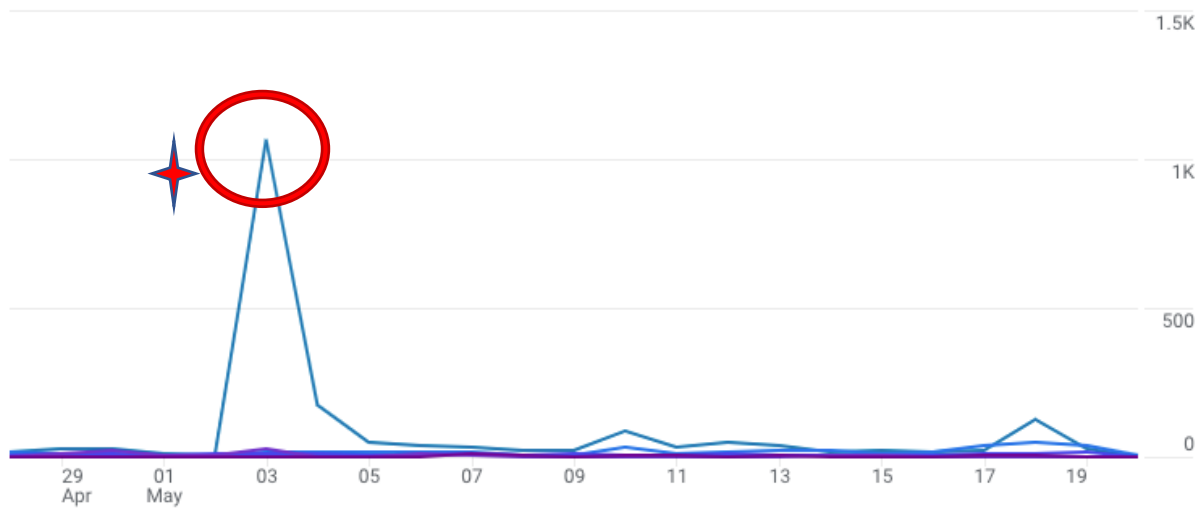
- Page Views 11,844
- Sessions per Users 3,002
- New Users 2,909

#### Most Viewed Pages







## Pageviews By Day

Users by Session source/medium over time



With the permission of Dr. Carlee Simon, Superintendent at School Board of Alachua County, the District sent out a text message to parents who have signed up for the service. The text message directly drove over 1,000 parents to the program directory in a single day, with most of the traffic coming in the same hour that the text was sent.

## Followers

 Constant Contact	570
	513
	102
	114

## Top Performing Post / Facebook

Item 15.



Children's Trust of Alachua County

May 7 · 🌐



<https://www.wcjb.com/.../over-2000-free-and-reduced-priced-s.../>



WCJB.COM

Over 2,000 free and reduced-priced summer program seats approved for Alachua County...

Learn More

8,639

People Reached

468

Engagements

Boost Again

Boosted on May 7, 2021  
By Dan Douglas

Completed

People Reached

8.2K

Link Clicks

252

[View Results](#)




## CTAC in the News

	May 21, 2021	<a href="#">Children's Trust Scholarships Available for SF's College for Kids</a>
	May 19, 2021	<a href="#">Free Cuscowilla Day Camp Registration Now Open</a>
	May 7, 2021	<a href="#">Over 2,000 free and reduced-priced summer program seats approved for Alachua County kids</a> Colin Murphy

## Speaking Engagements

Event Name	Event Date	CTAC Staff	# of Participants
Leon County Children's Services Council Meeting	May 19, 2021	Colin Murphy	Approx. 50
Gainesville Rotary Club	May 18, 2021	Colin Murphy	Approx. 60

## For Your Information

	May 25, 2021	<a href="#">Embedded instruction: Tools for early learning for special education</a> Dr. Patricia Snyder
	May 23, 2021	<a href="#">Arts will meet academics at Constellation, Alachua County's next charter school</a> Tina Certain
	May 11, 2021	<a href="#">Positive Parenting: Tools for Early Learning</a> Dr. Patricia Snyder

MORNING SHOW

# Embedded instruction: Tools for early learning for special education

Ivanhoe Newswire Published: May 25, 2021 6:00 am Tags: Education, Parenting, Morning News



In 2019, more than 716,000 preschool-age children were receiving special education services. Yet only 38% received these services at the early childhood program they attended.

For parents, opportunities to teach kids are everywhere.

“All young children benefit from the opportunity to learn important skills in the context of their everyday routines and activities,” explained Patricia Snyder, distinguished professor at the University of Florida.

It is called embedded instruction and it can be especially beneficial for young children with or at risk for disabilities in classrooms or at home.

“Children who may be more marginalized because of differences in their learning abilities for them to have opportunities to be included, to be accessing the general preschool curriculum,” continued Snyder.

Separating children with learning disabilities from their typically developing peers can also have some negative consequences.

“We know that young children often remain in those more segregated and isolated settings for the remainder of their school career, which also could potentially impact their long-term success as being meaningful and participatory members of the community,” Snyder said.

In a study of 106 preschool children with disabilities, teachers were taught through workshops, training tools and on-site coaching to properly incorporate embedded instruction techniques. The children gained more communication and language skills and had fewer problem behaviors than children whose teachers did not receive the training. In the classroom, teachers can incorporate learning into everyday routines, such as art time.

“What color is this paint? What color is that paint? Another time this might happen is during snack or mealtimes where there might be different

Teachers who received the onsite coaching in their classroom continued to implement embedded instruction practices. And they were able to generalize their implementation of embedded instruction to new children in their classroom who enrolled in the following year,” said Snyder

At home, parents can provide embedded learning opportunities in everyday tasks by comparing sizes of spoons while emptying the dishwasher, reading road signs during a drive, or even during breakfast.

“Looking at the cereal box and identifying what letters there might be on the cereal box. And although it seems very simple and straightforward, it actually turns out that it’s embedded instruction,” Snyder said.

Even though this study focused primarily on how teachers can use embedded instruction, Snyder and her colleagues at the University of Florida are developing an extension of the intervention to focus on connections among school, home, and community. It is called Tools for Families.



# The Gainesville Sun | Gainesville.com

## EDUCATION

# Arts will meet academics at Constellation, Alachua County's next charter school

**Gershon Harrell** The Gainesville Sun

Published 11:43 p.m. ET May 23, 2021

The county's first Waldorf education grade school — a curriculum that integrates the arts into academics — will be a charter school.

Alachua County School Board members last week approved the concept for the Constellation Charter School of Gainesville.

The school's mission, its founders say, is to inspire children to love learning through "academic pursuits, movement, art and nature."

Music is integrated into the core curriculum. Through grades 1 and 2 students will learn how to play a pentatonic flute. In grade 3 they transition to a diatonic flute while also being introduced to a string instrument such as a violin, viola or cello.

Teachers also will follow their children as they progress through the grades through a strategy called "looping." The strategy is used to foster a relationship between the teacher and the student.

**In case you missed it:** University of Florida will join others in state system return to pre-pandemic policies by fall

**By the way:** Prom returns, with a few new rules

The charter school plan was presented by Everett Caudle, director of project development, and the charter school board's president, Sylvia Paluzzi.

Despite the School Board's 4-1 vote to approve the plan, there were a few concerns among board members. Board member Robert Hyatt voted against the plan.

There are 13 charter schools in Alachua County. Some of them focus on building leadership skills, others focus on incorporating yoga and exercise into their curriculum and others concentrate on students with learning disabilities.

Vice Chair Tina Certain said she doesn't want students to leave the district, then eventually return to it, lagging academically.

"Whatever students enter your doors to learn, that you really serve those students because the motto of public school being for everyone, where we all contribute financially is being fractured because so many dollars are being pulled out for different reasons," Certain said.

Charter schools are funded through the Florida Finance Program (FEFP), the same as public schools. A charter school's operating funds are based on the number of students who enroll.

In the first two years of the school's opening, Constellation's backers project to have a total of 98 students enrolled for grades 1-5, with five teachers, one for each grade level. By year three, they expect to have 120 students, including sixth-graders, and by the fifth year, they expect to have 164 students up to eighth grade.

"Our trajectory into the future will be that it'll be grade school, first through eighth grade, but it just won't be that way for the first three years," Paluzzi said.

Board member Diyonne McGraw asked that if a student has a disability and the charter school can't meet the student's needs, the school works with the public school district and the parent to keep that student in the system.

"I've seen that is one of the biggest downfalls. We don't want them to come back especially when they have a learning disability, because they're not able to have that support in the

charter school," McGraw said.

Board member Hyatt questioned why the charter school board members were looking for a facility on the east side of Gainesville when there are already a "plethora" of charter schools there already.

Paluzzi assured the board that they have expanded their search to other facilities, as well.

"We're not completely wedded to it only being in east Gainesville," Paluzzi said. "Our first priority is to serve as many children and give them the opportunity if their parents are interested."

The school's organizers expect a facility to cost about \$100,000 for the first year, including rent, utilities and insurance.

The facility needs at least 5,000 square feet and to be able to accommodate students from grades 1-5. The layout would need natural light and a central gathering space.

"One of the things we're looking at is would it have enough space to accommodate the growth of a school that after three years it's going to be a middle school," Paluzzi said. "Does it have enough green space, because it's important for children to have recess outside."

Constellation officials have given themselves a deadline for securing a facility by March 2022 so they can allow time for repairs and inspections.

If they can't find a building by the start of the 2022 school year, they can defer opening the school up to three years.

## **Constellation Charter School and Waldorf education**

The Constellation Charter School of Gainesville will be organized under the nonprofit Heart Pine Waldorf Association Inc.

Paluzzi currently runs a Waldorf education school called Morning Meadow Preschool and Kindergarten.

According to Waldorf Education in North America, there are more than 160 member schools and 14 education institutes. Globally, there are 1,090 Waldorf schools in 64 countries and 1,857 kindergartens in more than 70 countries.

The idea came from a group of parents familiar with the Waldorf teaching style who wanted to see it tried in grade school.

They created a private school that ran for nine years, however, the school eventually closed when its location was lost and couldn't be secured before the next school year.

"But parents really wanted a grade school and we started talking about it two years ago," Paluzzi said. "We thought that the focus this time would be better serving our community if it was a charter school because we could invite more families that could participate in this type of education without the influx of financial issues."



## Positive Parenting: Tools for Early Learning



May 11, 2021



4:00 am

News 4 Tucson

GAINESVILLE, Fla. (Ivanhoe Newswire) --- In 2019, more than 716,000 preschool-age children were receiving special education services. Yet only 38 percent received these services at the early childhood program they attended. Ivanhoe has details on an intervention that supports all children's learning in their everyday activities and routines at school, at home, and in the community.

For parents, opportunities to teach kids are everywhere.

"All young children benefit from the opportunity to learn important skills in the context of their everyday routines and activities," explained Patricia Snyder, PhD, Distinguished Professor at University of Florida.

It is called embedded instruction and it can be especially beneficial for young children with or at risk for disabilities in classrooms or at home.

"Children who may be more marginalized because of differences in their learning abilities for them to have opportunities to be included, to be accessing the general preschool curriculum," continued Snyder.

Separating children with learning disabilities from their typically developing peers can also have some negative consequences.

“We know that young children often remain in those more segregated and isolated settings for the remainder of their school career, which also could potentially impact their long-term success as being meaningful and participatory members of the community,” shared Snyder.

In a study of 106 preschool children with disabilities, teachers were taught through workshops, training tools and on-site coaching to properly incorporate embedded instruction techniques. The children gained more communication and language skills and had fewer problem behaviors than children whose teachers did not receive the training. In the classroom, teachers can incorporate learning into everyday routines, such as art time.

“What color is this paint? What color is that paint? Another time this might happen is during snack or mealtimes where there might be different colored bowls or different colored cups. And again, that provides a natural or logical opportunity for the child to talk about and name colors. Teachers who received the onsite coaching in their classroom continued to implement embedded instruction practices. And they were able to generalize their implementation of embedded instruction to new children in their classroom who enrolled in the following year,” said Snyder.

At home, parents can provide embedded learning opportunities in everyday tasks by comparing sizes of spoons while emptying the dishwasher, reading road signs during a drive, or even during breakfast.

“Looking at the cereal box and identifying what letters there might be on the cereal box. And although it seems very simple and straightforward, it actually turns out that it’s embedded instruction,” Snyder stated.

Even though this study focused primarily on how teachers can use embedded instruction, Snyder and her colleagues at the University of Florida are developing an extension of the intervention to focus on connections among school, home, and community. It is called Tools for Families.

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# Today @ Santa Fe

News from Santa Fe College

## Children's Trust Scholarships Available for SF's College for Kids

🕒 21 May 2021

May 21, 2021 – Santa Fe College's [College for Kids \(CFK\)](#) is partnering with the [Children's Trust of Alachua County](#) to offer a limited number of full and partial scholarships for the summer programs. The Children's Trust of Alachua County, a special district created by Alachua County voters in 2018, funds and supports a coordinated system of community services that allows all youth and their families to thrive. This year, CFK, which has been awarded funding from the Trust, will hold a series of three one-week sessions beginning Monday, July 12. The camp is open to children between the ages of 10-14, and registration is currently underway.

In order to qualify for the scholarships, you must be a resident of Alachua County. Full scholarships are available for children from families at or below 200% of the 2020 federal poverty level, children with Individualized Educational Plan (IEP), and/or children from families receiving SNAP benefits. Partial scholarships are available for children from families between 200-400% of the federal poverty level.

To request a scholarship application, email [comm-ed@sfcollege.edu](mailto:comm-ed@sfcollege.edu) or call 352-395-5193. Completed applications received by June 11, will receive the highest priority.

Additional information is available at [sfcollege.edu/cfk/scholarship.html](https://sfcollege.edu/cfk/scholarship.html).



Children's Trust of Alachua County has partnered with CFK to offer scholarships to CFK students in need.



# Free Cuscowilla Day Camp Registration Now Open

*May 19, 2021*



*Press release from Alachua County*

Cuscowilla (formerly Camp McConnell, 210 S.E. 134th Avenue, Micanopy) has begun registering children from second to eighth grade for summer day camps. The summer day camps are Monday through Friday, starting on June 21, 2021. Thanks to a grant from the Children's Trust of Alachua County and fundraising efforts from the Friends of Cuscowilla, the 2021 summer camp season will be free of charge.

Camper drop-off is from 7:30 a.m. to 8:30 a.m., and pick-up is from 5 p.m. to 6 p.m.

"Day Camp is the perfect opportunity to get comfortable at camp," says Cuscowilla Manager Lexi Green. "From archery to canoeing, interactive education to silly songs, we strive to create a memorable experience that allows your young person to develop relationships, experience achievement, and create a sense of belonging. Each week is different from the last, so come for a week or stay for the entire summer."

[Register for one or more of the Cuscowilla Day Camps online.](#)

Cuscowilla is a summer camp where youth in elementary and middle school experience an atmosphere of caring and acceptance at every turn, learning to play, laugh, and grow together.

Cuscowilla is also a 211-acre retreat where groups are invited to connect, refresh, renew, and grow all year long. Guests at Cuscowilla can enjoy comfortable climate-controlled lodging, easy access to the interstate, historic Micanopy, and Gainesville, and an atmosphere of bringing Alachua County's mission "where nature and culture meet" to life. It is a resource for residents to utilize to enhance and strengthen their local community, to nurture and learn about Florida's natural ecosystems, and to provide the community with opportunities to connect, learn, and grow year-round.



## Over 2,000 free and reduced-priced summer program seats approved for Alachua County kids



By [Amber Pellicone](#)

Published: May. 7, 2021 at 6:23 AM EDT

GAINESVILLE, Fla. (WCJB) - The Board of the Children's Trust of Alachua County approved funding of over 2,000 free or reduced-price seats for Alachua County summer programs.

[Over 20 programs](#) in Gainesville, Waldo, High Springs, Newberry, and Alachua are included. They range from nonprofits and cultural organizations to arts and sports camps.

The children's trust has been collecting funds since October of 2019 to fund various programs, but the Executive Director says devoting 1.1 million dollars to a summer initiative is a first.

“These provide opportunities for kids to feel safe and supported, to interact with caring adults, and to really get them ready to re-engage the world in a normal way come next fall,” said murphy.

Parent income levels determine whether the program will be partially subsidized or completely free.

Each agency is designated a certain number of slots and applicants are expected to contact each one individually. See below for participating programs and phone numbers:

- ACES IN MOTION 352-514-9975
- BOYS & GIRLS CLUBS OF NORTHEAST FLORIDA 352-377-8003 & 352-373-6639
- CADE MUSEUM FOR CREATIVITY & INVENTION 352-371-8001 X1110
- CITY OF ALACHUA 386-462-1610
- CITY OF NEWBERRY 352-472-5663 X149
- CITY OF WALDO 352-258-6921
- CULTURAL ARTS COALITION 352-219-5793
- CUSCOWILLA-ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS 352-213-4796
- DAYSPRINGS MISSIONARY BAPTIST CHURCH OF GAINESVILLE, FL 352-380-0075
- DEEPER PURPOSE COMMUNITY CHURCH, INC. 352-474-9040
- GAINESVILLE CIRCUS CENTER 352-214-2017
- GAINESVILLE SPORTS CAMP 352-275-2698
- GIRLS PLACE 352-373-4475
- GOOD NEWS ARTS 706-254-6750 & 352-359-6032
- GREATER BETHEL AME CHURCH 352-222-3554
- GREATER DUVAL NEIGHBORHOOD ASSOCIATION 352-519-2743
- I AM STEM 352-372-1004
- JUST FOR US EDUCATION 352-448-6087
- KIDS COUNT 352-244-9723
- NORTH CENTRAL FLORIDA YMCA 352-374-9622
- SANTA FE COLLEGE 352-430-8292
- STAR CENTER CHILDREN’S THEATRE 352-378-3311
- TRAVELING ART CAMP FOR KIDS 858-692-7303

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