

Children's Services Council of Leon County (CSC Leon)
Governing Council Meeting

Thursday, September 23, 2021, 2:00 pm – 5:00 pm
Leon County Commission Chambers, 5th Floor
Leon County Courthouse, 301 S. Monroe St., Tallahassee, FL 32301

Members of the public can view the meeting via live stream on this YouTube channel:
<https://www.youtube.com/channel/UCC74A9evhLxbHlrH63-clbQ>.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes from Last Meetings
 - A. August 19, 2021
 - B. September 8, 2021
 - C. September 21, 2021
- V. General Public Comment
- VI. Interim Administrator Report
- VII. Public Comment Policy (Resolution 2021-06)
 - A. Public Comment
 - B. Member Discussion
- VIII. Proposed Updated Bylaws
- IX. Employee Handbook & Human Resources Manual
- X. Committee Reports
 - A. Needs Assessment Committee
 - B. Executive Director Search Committee
- XI. Communications/Social Media Terms of Use
- XII. Enterprise Solutions Software
- XIII. Next Meeting Dates
- XIV. Next Meeting Agenda
- XV. Member Comments
- XVI. Adjourn

Agenda Item

Approval of Minutes from the Last Meeting

Attachments:

1. Proposed Minutes for August 19, 2021
2. Proposed Minutes for September 8, 2021
3. Proposed Minutes for September 21, 2021

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

August 19, 2021 Regular Meeting

PROPOSED MINUTES

Members Present: Carmen Conner (Vice-Chair), Dr. Zandra Glenn; Rocky Hanna, Superintendent of Schools; Darryl Jones, School Board Member; Liza McFadden; Paul Mitchell; Mark O'Bryant; Walter Sachs, DCF Northwest Region Managing Director; Honorable Jonathan Sjostrom (Chair), Chief Judge.

Member(s) Not Present: Carolyn Cummings, Leon County Commissioner

Location: Tallahassee Community College, Student Union Ballroom, 444 Appleyard Dr., Tallahassee, FL 32304

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 2:03 p.m.

2. ROLL CALL

Eight Council members were present, and a quorum was established.

3. APPROVAL OF AGENDA

Mr. Mark O'Bryant motioned to approve the agenda as presented. Superintendent Hanna seconded the motion. The agenda was approved unanimously.

4. APPROVAL OF MINUTES

Mr. Darryl Jones moved to accept the minutes from July 22 as presented. Ms. Zandra Glenn seconded the motion. The July 22, 2021 minutes were approved unanimously.

5. SPECIAL PRESENTATION

Pat Gleason, Special Counsel for Open Government, Florida Attorney General's Office, provided an overview related to the Florida Sunshine Law.

6. PUBLIC COMMENT

Mr. Jack Levine spoke in favor of the Invitation to Negotiate on the Needs Assessment.

7. INTERIM ADMINISTRATOR REPORT

Mr. Ted Granger gave the Interim Administrator Report. This included confirmation that all council members have filed their required financial disclosures forms. Mr. Granger offered a debt of gratitude to TCC President Jim Murdaugh for offering the TCC space at no cost.

Mr. Chris Roe, General Counsel, presented how the council will move forward adopting resolutions to better memorialize action taken by the Council. This includes setting millage. Discussion ensued if the Council has a position of Secretary for the purposes of who is the custodian of record.

8. CONSIDERATION OF PUBLIC COMMENT POLICY

Mr. Chris Roe discussed the proposed public comment policy. Discussion. Mr. O'Bryant made a motion to table the discussion until the next Council meeting on September 23, 2021. Mr. Mitchell second the motion. Approved without dissent.

9. CONSIDERATION OF PURCHASING POLICY

Mr. Chris Roe presented Resolution 2021-02 establishing a policy for the purchase of goods and services. Discussion. Mr. O'Bryant moved to approve the resolution and attached procurement policy striking the second bullet under purpose and scope. School Board Member Jones seconded the motion. The motion was approved.

Mr. Roe noted the resolution will be renumbered as 2021-01.

10. COMMITTEE REPORTS

a. NEEDS ASSESSMENT COMMITTEE

Dr. Zandra Glenn, Chair of the Needs Assessment Committee, presented a final Invitation to Negotiate (ITN) for a Community Needs and Assets Assessment. Mr. Granger provided an overview of the procurement instrument. Discussion ensued specifically about the open or closed nature of the negotiations. Mr. Paul Mitchell confirmed that the recordings will be published before the appeals process closes. Mr. Paul Mitchell motioned to approve the ITN amending the scoring criteria so the percentages equal 100. Mr. Jones seconded the motion. The motion was approved.

b. CEO SEARCH

Mr. Ted Granger reported that the position opened on July 23 on various platforms and will close on August 20. As of August 18, the Council had received 129 applications but only 60 has submitted all of the required materials. The next meeting of the Search Committee will be on August 24.

11. WEBSITE

Ms. Holly McPhail provided a walk-through of the new website, pointing out that an email address has been established for each council member.

12. NEXT AND FUTURE COUNCIL MEETINGS

a. TRIM MEETINGS

The first TRIM Public Hearing will be on September 8, 2021. The final TRIM Public Hearing will be September 21, 2021. Mr. Granger provided a rough draft of the agenda for these meetings.

b. COUNCIL MEETING

The next full council meeting will be on September 23, at 2 pm in the Leon County Chambers. The Executive Director Search Committee will convene immediately before that meeting at 1 pm.

12. NEXT MEETING AGENDA

Chair Sjostrom proposed the following agenda for the September 23, 2021 meeting:

- Call Meeting to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes from previous meetings of the full council
- Public Comment
- Update from Interim Administrator
- CEO Search Update
- Personnel Policy
- Public Comment Policy
- ITN Update
- Member Comment

13. MEMBER COMMENTS

Mr. Roe confirmed that the budget must be confirmed by separate vote after the millage rate is set.

Judge Sjostrom, Mr. Walter Sachs, Mr. O'Bryant and Mr. Jones offered words in memory of community advocate, Ms. Jeanna Olson, who recently passed away due to COVID-19 complications.

Mr. Walter Sachs formally resigned from the Council and introduced Mr. Terrance Watts. Judge Sjostrom swore him in. Members offered a word of thanks to Mr. Sachs for his service.

14. ADJOURNMENT

Meeting adjourned at 4:57 p.m.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

September 8, 2021 TRIM Public Hearing

PROPOSED MINUTES

Members Present: Carmen Conner (Vice-Chair); Carolyn Cummings, Leon County Commissioner; Dr. Zandra Glenn; Liza McFadden; Paul Mitchell; Mark O'Bryant; Honorable Jonathan Sjostrom (Chair), Chief Judge.

Member(s) Not Present: Rocky Hanna, Superintendent of Schools; Darryl Jones, School Board Member; Terrance Watts, DCF Circuit 2 Administrator

Location: Tallahassee Community College, Student Union Ballroom, 444 Appleyard Dr., Tallahassee, FL 32304

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 5:15 p.m.

2. ROLL CALL

Seven Council members were present, and a quorum was established.

3. APPROVAL OF AGENDA

Mr. Paul Mitchell motioned to amend the agenda to add a general comment period to the beginning of the agenda. Commissioner Carolyn Cummings seconded the motion. The agenda was approved unanimously.

4. PUBLIC COMMENT

Mr. Justin Fitzpatrick introduced "We Are All We Need" to the Council and to invite all council members to listen in on a community conversation on Sunday, September 19 at 6:00 pm.

5. TRIM OVERVIEW AND PUBLIC READING

Judge Sjostrom presented the tentative millage rate in accordance with chapter 200 of the Florida Statutes.

6. PUBLIC COMMENT ON MILLAGE RATE

Ms. Sara McCabe spoke in opposition to the millage rate.

7. CONSIDERATION OF THE TENTATIVE MILLAGE RATE

Mr. Chris Roe presented Resolution 2021-02 setting a tentative millage rate of 0.375 mills. Ms. Zandra Glenn motioned to approve Resolution 2021-02 and Commissioner Cummings seconded. The motion was approved, with Judge Sjostrom abstaining from the vote.

8. TENTATIVE BUDGET

Mr. Paul Mitchell presented the tentative budget for FY2021-2022. Member discussion ensued.

9. PUBLIC COMMENT ON TENTATIVE BUDGET

Ms. Sara McCabe spoke in opposition to the budget. Mr. Mitchell provided clarifying remarks as to how the budget was developed.

10. CONSIDERATION OF THE TENTATIVE BUDGET

Mr. Chris Roe presented Resolution 2021-03 setting a tentative budget for FY2021-2021. Mr. Paul Mitchell motioned to approve Resolution 2021-03 and Ms. Zandra Glenn seconded. The motion was approved.

11. 2ND TRIM PUBLIC HEARING DATE AND LOCATION

The second and final TRIM public hearing will be on Tuesday, September 21, at 5:15 pm in the City of Tallahassee Commission Chambers.

12. MEMBER COMMENTS

Judge Sjostrom requested that Vice Chair Connor preside at the next TRIM meeting.

Mr. Mitchell thanked all who supported the Juvenile Justice Foundation event the previous week.

13. ADJOURNMENT

Meeting adjourned at 5:47 p.m.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

September 21, 2021 TRIM Public Hearing

PROPOSED MINUTES

Members Present: Carmen Conner (Vice-Chair); Carolyn Cummings, Leon County Commissioner; Rocky Hanna, Superintendent of Schools; Darryl Jones, School Board Member; Liza McFadden; Paul Mitchell; Mark O'Bryant; Honorable Jonathan Sjostrom (Chair), Chief Judge; Terrance Watts, DCF Circuit 2 Administrator

Member(s) Not Present: Dr. Zandra Glenn

Location: Tallahassee Community College, Student Union Ballroom, 444 Appleyard Dr., Tallahassee, FL 32304

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 5:18 p.m.

2. ROLL CALL

Six Council members were present at the beginning of the meeting, and a quorum was established. Three members arrived late.

3. APPROVAL OF AGENDA

Commissioner Carolyn Cummings motioned to approve the agenda as presented. Superintendent Hanna seconded the motion. The agenda was approved unanimously.

4. TRIM OVERVIEW AND PUBLIC READING

Judge Sjostrom presented the final millage rate in accordance with chapter 200 of the Florida Statutes. He then turned the proceedings and the gavel over to Vice Chair Connor.

- a. There was no public comment on the millage rate.
- b. Mr. Chris Roe presented Resolution 2021-04 establishing the final rate for ad valorem millage rate of 0.375. Ms. Liza McFadden motioned to approve Resolution 2021-04 and Commissioner Cummings seconded. The motion was approved, with Judge Sjostrom abstaining from the vote.

5. 2021-2021 BUDGET

- a. Mr. Michael Davidson spoke in opposition of the budget.

- b. Mr. Paul Mitchell presented the final budget for FY2021-2022, which includes a reserve of 5%. Member discussion ensued on line items for the executive director salary, the tax collector's fee, and how the community investments will be determined based on the needs assessment. Mr. Chris Roe presented Resolution 2021-05 establishing final budget for the forthcoming fiscal year. Mr. Paul Mitchell motioned to approve Resolution 2021-05 and Mr. Mark O'Bryant seconded. The motion was approved.

6. MEMBER COMMENTS

Mr. Paul Mitchell, Mr. Mark O'Bryant, and Schoolboard Member Darryl Jones requested the record reflect a positive vote on resolution 2021-04.

7. ADJOURNMENT

Meeting adjourned at 5:46 p.m.

Agenda Item

Public Comment Policy (Resolution 2021-06)

Attachments:

1. Resolution 2021-06

RESOLUTION NO. 2021-06

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY ADOPTING A POLICY REGARDING PUBLIC COMMENT AT COUNCIL MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, Chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Children's Services Council of Leon County (the "Council") is an independent special district established by ordinance of Leon County, Florida (the "County") and approved by the electors of the County to provide children with early learning and reading skills, development, treatment, preventative and other children's services.

(B) As an independent special district, meetings of the Council are subject to Chapter 286, Florida Statutes, including the open meeting requirements of section 286.011 thereof, pursuant to which such meetings are declared to be public meetings open to the public at all times.

(C) Section 125.901, Florida Statutes, authorizes creation of children's services councils and provides that such councils may make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

(D) The Council adopts this Resolution in accordance therewith to approve and implement a policy concerning public comment during Council meetings.

SECTION 3. PUBLIC COMMENT POLICY. The Council hereby approves and adopts the policy for public comment at Council meetings attached hereto as Appendix A. In the event of any conflict between such policy and the requirements of Chapter 286, Florida Statutes, as may hereinafter be amended, the provisions of Chapter 286 shall control.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this ____ day of _____, 2021.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Interim Administrator

APPENDIX A

PUBLIC COMMENT POLICY FOR THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

(A) Pursuant to section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a matter before the Council. The opportunity to be heard does not have to occur at the same meeting at which the Council takes official action, so long as an opportunity is provided at a meeting during the decision-making process and within a reasonable time before the meeting at which the Council takes official action. The requirements for providing a reasonable opportunity to be heard do not apply to:

(1) An official act taken to deal with emergency situations affecting the public health, welfare or safety if compliance with requirements for providing public comment would cause an unreasonable delay in the ability of the Council to act;

(2) An official act involving no more than a ministerial act, including, but not limited to, approvals of minutes and ceremonial proclamations; and

(3) A meeting exempt from the provisions of section 286.011, Florida Statutes.

(B) The opportunity for public comment is subject to the following guidelines:

(1) Individuals wishing to speak on items or matters not included on the agenda for a Council meeting will be provided an opportunity for comment near the beginning of the meeting under the "Public Comment" section of the agenda.

(2) The Council will also receive public comments on items or matters included on the agenda regarding which the Council will take action. The opportunity for public comment will occur just prior to the Council's discussion on the agenda item.

(3) Individual comments are limited to three (3) minutes. However, the Chair (or meeting leader, in the Chair's absence) may limit speaking time to two (2) minutes if there are more than ten (10) speakers.

(4) Any member of the Council may make a priority motion to grant more time to a speaker, or to overrule the Chair's grant of additional time, and such motion may be granted by the Chair acting alone or by a majority of the Councilmembers present.

(5) The Council encourages groups to appoint one or two representatives to address the Council on behalf of the group, rather than all members of the group speaking at meetings in which a large number of individuals wish to be heard. In such cases, the Chair may provide additional time, beyond that set forth above, for the comments of representatives.

(6) Individuals wishing to speak shall complete a comment card and provide it to Council staff, prior to the beginning of the "Public Comments" section of the agenda. The comment card may also be used to indicate an individual's support, opposition, or neutrality on a matter.

(7) Individuals who have indicated an intent to speak are requested to come forward and state, for the record, their names and addresses, and then address the Council with their comments.

(8) All remarks shall be addressed to the Council as a body and not to any Councilmember.

(9) Public comment during public hearings by the Council shall be limited to presenting the speaker's position on the matter and shall not involve a dialogue between the speaker and Council, and neither the Council nor individual Councilmembers shall be required to provide answers to any questions presented by the speaker. Questions may generally be presented to Council staff, orally or in writing, before or after public hearings.

(10) This policy does not preclude the Chair from requesting comment from any person by advance invitation or by calling on a person in the audience to speak during or outside the Public Comment period.

(11) Public comment may also be submitted in writing via email to info@cscleone.org. Any such written comments received by 5:00 p.m. on the day prior to the meeting date shall be read into the record.

(12) Any action on items brought up during the public comment period will be at the discretion of the members of the Council.

(13) The Council has the right to maintain orderly conduct and proper decorum in a public meeting. Therefore, the Chair may curtail repetitious remarks and take such action as is necessary for orderly and efficient meetings.

(14) The public comment policy set forth herein shall apply to all Council meetings well as public meetings of any committee created by the Council.

Agenda Item

Proposed Updated Bylaws

Attachments:

1. Draft Bylaws

BYLAWS OF
Children’s Services Council of Leon County, an
Independent Special District of Leon County
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BYLAWS OF

Children's Services Council of Leon County, an Independent Special District of Leon County

PREAMBLE

The Children's Services Council of Leon County has been established pursuant to § 125.901, Fla. Stat. and Leon County Ordinance § 18-03, as approved by the Electorate and has as its general purpose the provision of services to children throughout Leon County as more fully set forth in statute and ordinance.

ARTICLE I. MEMBERSHIP AND TERM OF OFFICE

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

ARTICLE II. MEETINGS

Section 1. Interim and Organizational Meetings

During the Organizational Period, through and including August 19, 2021, the Council shall meet at a minimum of twice monthly on the schedule set out below:

- Wednesday, June 2nd
- Tuesday, June 15th
- Tuesday, June 22nd
- Thursday, July 8th
- Thursday, July 22nd
- Thursday, August 5th
- Thursday, August 19th

The Council may extend the organizational period by majority vote should the Council determine that twice monthly meetings are necessary after August 19, 2021.

Section 2. Regular Meetings

Regular meetings of the Council shall be held monthly at a time and place set by the Council. The annual meeting shall be held in January, at which time the election of officers shall take place. If a regularly scheduled meeting falls on a holiday, the Council shall meet at such date and time as selected by the Council. Written or electronic notice of regular meetings of the Trust shall be given to each member at least seven (7) days prior to each meeting; the notice is to be accompanied by a tentative agenda for the meeting. Meetings may be cancelled or rescheduled by majority vote of the Council. In the event of an emergency or lack of business to be considered a meeting may be canceled by the Chair, Vice-Chair, or Treasurer, in that order, but in no case shall longer than 60 days go between meetings of the Council.

Section 3. Special Meetings

Special meetings of the Council may be called:

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

Pursuant to the rules for independent special districts, any meeting other than a regular meeting or any recessed and reconvened meeting must be advertised at least seven (7) days before such meeting in a newspaper of general paid circulation in the county. The advertisement must be published in the same way as the meeting schedule.

Notices regarding special meetings will be accompanied by an agenda specifying the subject(s) of the special meeting. Only those subject(s) appearing on the special agenda may be discussed at that called meeting. The date, time, and location of the special meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Council, as appropriate.

Section 4. Emergency Meetings

Items that require immediate action due to possible harm that may result if held until a regular or special meeting may be considered at an emergency meeting.

Emergency meetings of the Council may be called:

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

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

Section 4. Public Meetings

The Council, as a public body of the State of Florida, shall be subject to the requirements of Ch. 286, Fla. Stat.

Section 5. Minutes

Minutes of each meeting shall be accurately taken, preserved, and provided to members at or before the next regular meeting. Minutes shall record the vote of each member present on all matters on which the Council takes action. Unless otherwise shown by the minutes it shall be presumed that the vote of each member present supported the action taken.

ARTICLE III. VOTING

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

ARTICLE IV. OFFICERS, ELECTIONS, VACANCIES, and COMMITTEES

Section 1. Officers

The officers of this Council shall be chosen from its membership and consist of a Chair, Vice Chair, and Treasurer. After the organizational period, each shall be elected at the annual meeting for a term of office of one (1) year. An officer may be elected to one additional consecutive term.

- A. The Chair shall:
 - Preside at all meetings of the Council.
 - May be an ex-officio member of all committees of the Council.
 - Serve as a member of the Executive Committee.
 - Appoint, with Council approval, all ad hoc committees.
 - Perform all of the duties usually pertaining to the office of Chair.
 - Be the primary check signer of the Council subject to countersignature by another member of the Council or the Executive Director.
- B. The Vice-Chair shall:
 - Preside at all meetings of the Council in the absence of the Chair.
 - Serve as a member of the Executive Committee.
 - Perform all such duties usually pertaining to the Office of Vice-Chair.
- C. The Treasurer shall:
 - Preside over the Council Budget Planning Committee.
 - Serve as a member of the Executive Committee.
 - Preside at all meetings of the Council in the absence of the Chair and Vice-Chair
- D. In the event of a vacancy in the position(s) of the Chair, Vice-Chair, or Treasurer, the position shall be filled at the next meeting of the members and the term shall be the remainder of the vacant position's term. Any vacancy in other offices that result from this selection may be filled by immediate election for the remainder of the term.

Section 2. Elections

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

Section 3. Vacancies in Council

Vacancies in Council memberships shall be filled as soon as practicable by the appropriate appointing authority in accordance with § 125.901, Fla. Stat.

Section 4. Committees

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

ARTICLE V. FINANCE

Section 1. Fiscal Year

The fiscal year of the Children's Services Council of Leon County shall commence on October 1 and end on September 30.

Section 2. Reporting

Commencing no later than January 1, 2022 and by January 1st of every year thereafter the Council will prepare an annual written report, to be presented to the Council of County Commissioners which shall contain the information set forth in § 125.901(2)(b)(5), Fla. Stat.

Section 3. Budget

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

On or before July 1 of each year, the Council shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The Council shall, in addition, compute a proposed millage rate within the one half mil cap approved by the electorate necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of § 200.065, Fla. Stat. relating to the method of fixing millage, and shall fix the final millage rate by resolution of the Council. The adopted budget and final millage rate shall be certified and delivered to the Council of County Commissioners within fifteen (15) days following the Council's adoption of the final budget and millage rate pursuant to Chapter 200, Fla. Stat. or as otherwise limited in § 125.901, Fla. Stat.

ARTICLE VI. EMPLOYMENT OF EXECUTIVE DIRECTOR

An Executive Director shall be employed by a majority vote of all members of the Council. The Executive Director shall be employed by written contract. The Executive Director shall be engaged by the Council and shall serve at the pleasure of the Council and may be terminated at any time, for cause or convenience, subject to the provisions of the terms of said contract by an affirmative vote of a majority of the Council.

The powers and duties of the Executive Director (including any interim or acting Executive Director) shall include:

- A. Carrying out the purpose and objectives of the Children's Services Council of Leon County consistent with the directions and delegations of the Council.

- B. The employment and development of staff to implement policies and programs of the Children's Services Council of Leon County subject to review and concurrence by the Trust though approval of the budget or other processes.
- C. Ensure that a comprehensive plan for the needs of youth in Leon County is developed and implemented and that the purposes of § 125.901, Fla. Stat. and Leon County Ordinance 2018-03 are met.
- D. Establish policies and procedures relating to the evaluation, subject to approval of the Council, of funding requests, monitoring of programs funded by the Children's Services Council of Leon County, employment and evaluation of personnel, and other similar matters.
- E. Maintain all records of the Children's Services Council of Leon County.
- F. **Attest the execution of Council resolutions or other instruments adopted or approved by the Council.**
- G. Perform other administration duties as may normally be performed by an administrative officer.
- H. Shall act as the Secretary of the Council or otherwise provide that the minutes are accurately maintained.
- I. Shall be responsible for day-to-day operations of the Children's Services Council of Leon County and serve as a liaison between staff and the Council.
- J. May undertake such other functions as may be delegated by the Council.

ARTICLE VII. CONFLICT OF INTEREST

- A. Members of the Council shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Trust in a manner that would be or give the appearance of being a conflict of interest.
- B. Members of the Council will, prior to voting on a funding issue, which involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement.
- C. Members of the Council will comply with all Florida statutes relating to "conflicts of interest," which includes Part III of Chapter 112, Fla. Stat.
- D. No member of the Council shall serve as a staff member or Board member of any agency when any of the agency's budget is provided by the Children's Services Council of Leon County, and no portion of a member's salary may be paid by the Children's Services Council of Leon County funds.

ARTICLE VIII. RULES OF ORDER

All procedural matters not addressed by these bylaws shall be governed by the latest edition of "Robert's Rules of Order."

ARTICLE IX. COUNCIL ATTENDANCE

If a member has three (3) consecutive absences from regular Council meetings during a fiscal year, or a total of five (5) absences from regular Council meetings during a fiscal year, except under extreme circumstances, the Chair may request said member to resign from the Council so that a replacement may be appointed in accordance with § 125.901, Fla. Stat.

Absences by members at meetings that take place during the start-up period of the Council, before a regular schedule of meetings has been adopted, do not count as absences for purposes of the provision above.

ARTICLE X. AMENDMENTS

Amendments of these bylaws may be proposed by any member of the Council and shall become effective upon the affirmative vote of a two-thirds (2/3) majority of all serving Council members.

APPROVED AND ADOPTED by the Children's Services Council of Leon County on

Signed By: Chair

Agenda Item

Employee Handbook & Human Resources Manual

Attachments:

1. Employee Handbook & Human Resources Manual Overview

Children's Services Council of Leon County
Draft 2020 Employee Handbook
and
Human Resources Policies

Overview

General

- Organizational Values and Behaviors
 - Agility
 - Excellence
 - Passion
 - Positive Relationships
- Each new employee receives a copy
- Employment is "At-Will"
- Commitment to Equal Employment Opportunity
- Executive Director - Sole authority to hire and fire
- Background checks on new employees
- 6-month probation period
- 37.5 hr. work week
 - Office hrs.: 8:30am-5:00pm Monday-Friday (1 hr. lunch; 30 min. paid)
- Employees paid semi-monthly (1st & 15th)
- Receipt of gifts by employees limited
- Casual Friday attire
- Smoking, vaping and use of alcohol/drugs prohibited during work hrs. and at office
- Public Requests for Information go to Custodian of Record
- Mileage and Meal Reimbursement per state of Florida
- No nepotism
- Evaluations and Exit Interviews

Disability

- It is the policy of CSC Leon to comply with all federal, state, and local laws/ordinances concerning the employment of persons with disabilities.

Sexual Harassment/Harassment

- Harassment is strictly prohibited.
- "Harassment" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, gender, religion, national origin, age, disability, marital status, familial status, sexual orientation, gender identity or expression, genetic information, pregnancy, or any other characteristic protected by law.
- Establishes a complaint process

Types of employment

- Full time
- Part Time
- Exempt
- Non-Exempt
- Contract

Benefits & Leave

Standard benefits package available on the first day of the month following 60 days of employment and based upon employment status.

- Health & Dental
 - Premium costs are paid in full for employee's coverage
 - employee pays additional premium for eligible covered dependent coverages
 - Employee electing to waive group medical insurance shall be reimbursed up to \$1,000 per calendar year
- Voluntary Wellness Incentive Program
- Group Life, and Accidental Death & Dismemberment Insurance
 - 1 x annual earnings
- Short Term Disability Insurance
 - provides 60% of the normal rate of income to a pre-determined maximum for all periods of disability in excess of 14 days and up to and including the 90th day of disability
- Long Term Disability
 - provides 60% of the normal rate of income to a pre-determined policy maximum for all periods of certified disability beginning on the 91st day of disability and continuing for the duration of the disability to age 65
 - CSC Leon will continue to pay the employer paid portion of health, life, dental, and long-term disability premiums for disabled employees for up to six months when leaves of absence are taken if the employee is denied Medicare eligibility.
- Worker's Compensation
- Pension Plan
 - FRS or other
 - employees are enrolled in the pension plan upon completion of one year's

employment unless pre-qualified by prior service.

- Retirement Health Savings Plan
- Tuition Reimbursement
 - Employees may be reimbursed up to \$5,250 per year for vocational, undergraduate and graduate courses. Eligible costs include tuition, books, and lab fees
 - Satisfactory completion of college level undergraduate courses with a "C" grade or better or graduate courses with a "B" grade or better
- Paid Leave
 - Holidays
 - 12 per year
 - After 3 years of employment, employees are eligible for their birthday off with pay
 - Organization Closing (hurricane, etc.)
 - discretion of the Executive Director
 - Sick Leave
 - Accrue four hours per pay period totaling 12 days sick leave per year
 - Upon separation of employment, an employee in good standing may be paid for a portion of unused sick leave
 - Hrs. roll-over to next year?
 - Personal Leave
 - Personal leave must be taken during the fiscal year in which it is granted or be forfeited
 - Requires the approval of the employee's supervisor
 - 32 hours total
 - Vacation
 - Employees begin accruing vacation leave at the completion of one full pay period following their date of hire, and eligibility to utilize such vacation becomes effective after completion of six months of continuous employment.
 - 0-4 yrs. 12 days
 - 5-9 yrs. 15 days
 - 10-14 yrs. 18 days
 - 15-19 yrs. 21 days
 - 20-24 yrs. 24 days
 - 25/more years 27 days

- Vacation Pay Out
 - Termination/Resignation
 - When an employee resigns after providing the requested notice or is terminated without cause, they shall be paid for pro-rated unused vacation time, up to 480 hours (60 days) at discretion of Executive Director.
 - Cash Option
 - Employees may receive cash payment for accrued vacation leave on an annual basis.
 - Requests cannot exceed 160 hours per year.
 - Employees must leave at least 40 hours of accrued vacation in their vacation leave account
- Special Vacation Payouts
 - With Executive Director's approval, employees who have a minimum of 440 vacation hours may request a one-time payout of between 220 and 400 of those hours to be paid at the employee's current hourly rate of pay.
- Other Leave
 - Compassion Leave
 - death in the family, employees are allowed up to three paid days of Compassion Leave for services in-state and up to five paid days for services out-of-state.
 - Jury Duty
 - Regular rate of pay
 - Military Leave
 - up to 17 days per calendar year of paid leave
 - Elections
 - Up to 2 hrs. (w/Executive Director's approval)
- Leaves of Absence
 - Unpaid General Leave of Absence
 - Sole discretion of Executive Director
 - Employees who are granted unpaid leaves of absence shall first use all accrued leave.
 - Family Medical Leave Act
 - Employees who have worked for CSC Leon for at least 12 months, and for at least 1,250 hours in the preceding 12

months, may take up to 12 weeks of unpaid leave in a 12-month period for the following reasons:

- birth or adoption of the employee's child
- placement of a child with the employee for adoption or foster care
- to care for the employee's spouse, registered domestic partner, child, or parent who has a serious health condition
- a serious health condition which renders the employee unable to perform the essential functions of the employee's position
- Take up to 26 weeks of unpaid leave in a single 12-month period in order to care for the employee's spouse, child (of any age), parent, or next of kin who is a military service member who is undergoing medical treatment, recuperation, or therapy
- Domestic and Sexual Violence Leave
 - up to three working days of leave in any 12-month period if the employee or a family or household member is a victim of domestic and/or sexual violence.
 - must, before receiving the leave, exhaust all annual or vacation leave, personal leave, and sick leave
- Employee Initiated Benefits
 - Deferred Compensation
 - offers employees the opportunity, through payroll deductions, to defer taxes and establish a supplemental savings plan for their retirement
 - Section 125 – Cafeteria Plan
 - CSC Leon maintains a Cafeteria Plan and Flex Plan. The Flex Plan permits employee contributions toward insurance coverages to be deducted from the employee's pre-tax income
 - Voluntary Life Insurance
 - CSC Leon offers employees an opportunity to purchase additional life insurance through a variety of sources, either as a universal plan or supplemental plan
 - Supplemental Plans
 - medical, health, and security insurance coverages

Corrective Actions

- Corrective Action (5 options)

- Verbal Warning
- Written Warning
- Performance Improvement Plan
- Suspension
- Termination

Separation of Employment

- Resignation
- Termination/Dismissal
 - An employee may be terminated at any time, with or without cause.
- Abandonment of Position
 - Any employee who fails to report to work and fails to notify their supervisor of the reason for the absence from work for three consecutive workdays will be considered to have abandoned their job. The employee is deemed to have resigned and will be released immediately.
- Reduction of Force
- Retirement
 - A “retiree” (defined as anyone who separates employment from CSC Leon with at least 20 years of service or anyone who is at least 59 ½ years old with five years consecutive years of service with CSC Leon) is eligible to continue health, dental, vision, and/or life insurance benefits from CSC Leon group carriers at their expense at the same rate as current CSC Leon employees.
 - Employees who separate employment with CSC Leon by reason of becoming totally and permanently disabled before retirement are eligible to continue health, dental, vision, and/or life insurance benefits from CSC Leon group carriers at their expense at the same rate as current CSC Leon employees.
- Death

Agenda Item

Committee Reports: Needs Assessment Committee

Attachments:

1. Powerpoint Presentation
2. List of Question Submitted
3. List of entities posting questions

Children's Services Council of Leon County

Needs Assessment Committee Update

September 23, 2021

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Current Status: ITN Timeline

- **August 23 – ITN Issued**
- September 3 – Deadline to submit questions
- September 16 – Publication of CSC Leon's answers
- **September 24 – Deadline to submit responses** (Public Reading)
- Sept 27 – October 6 – Evaluation Phase
- October 7 – Evaluation Phase ends & Negotiations Phase begins
- October 8 -14 – Negotiation Phase
- October 14 – Negotiation Team meets to recommend award
- October 21 – CSC Considers award recommendation
- **November 1 – Contract begins**

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Current Status: ITN Q&A

5 vendors submitted 24 questions (accessible <http://cscleon.org/announcements/>)

▲ Invitation to Negotiate: Children's Services Assets and Needs Assessment (Closes 9/24/21)

The Children's Services Council of Leon County (CSC Leon) invites responses to an invitation to negotiate (ITN) for a comprehensive children's services assets and needs assessment. The response due date is 9/24/21 by 1:00 pm ET. Submit questions to the Procurement Officer, Holly McPhail, at procurement@cscleon.org.

Download the ITN.

- View Questions & Answers in Response to the ITN (Addendum No. 1) Published Sep. 16, 2021
- View Notice for the Public Opening of the ITN Responses (location change)

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Evaluation Team: Roles

Procurement Manager: Holly McPhail

Evaluation Team:

- Zandra Glenn
- Liza McFadden
- Mark O'Bryant
- Terrence Watts
- Benny Bolden (Principal, Nims Middle School)

Alternate: John Hughes (Sr. Research Associate, Florida Center for Reading Research, FSU)

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Evaluation Team: Responsibilities

- The Evaluation Team will evaluate ITN responses, score them, and decide which vendors will be short-listed for negotiations.
- Evaluation Team members will independently score each response and provide their responses to the CSC Leon Purchasing Manager.
- The Purchasing Manager will compile the scores and provide the compiled results to the Evaluation Team.

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Evaluation Team: Meetings

- The Evaluation Team will meet in-person at 2:00pm on Thursday, October 7 to review the compiled scoring results and select vendors for short list.
- The meeting begins at 2:00pm in the Leon County Commission Chambers and will be open to the public.
- **Negotiation Team members are urged to attend this meeting** to hear the short-list discussion, which may inform negotiation strategies.

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Negotiation Team: Roles

Procurement Manager: Holly McPhail

Evaluation Team:

- Carolyn Cummings
- Dr. Zandra Glenn
- Darryl Jones
- Walter Sachs
- Neil Skene

Lead Negotiator – The Negotiation Team will select its lead negotiator at its strategy meeting on October 7.

Subject Matter Experts (SMEs): TBD

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Negotiation Team: Current Status

The Negotiation Team will meet with the Evaluation Team immediately following the Evaluation Team's 2:00 meeting for a joint strategic session at which the Evaluation Team will provide information regarding the short-listed vendors and the Negotiation Team will discuss negotiation strategies.

- The meeting will be closed to the public and will be recorded. The recording will be made public after the Award is announced.
- The compiled scores will be used as a guide during the 1st round of Negotiations.

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Thank you!

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Invitation to Negotiate (ITN)
Assets & Needs Assessment
Children's Services Council of Leon County (CSC Leon)
Addendum No. 1

Below are questions submitted in accordance with the Section 2.B of the ITN. The corresponding answers are provided immediately below.

1. *On page 11, the ITN states "Do not include any appendix or attachment beyond these sections. Attachments within sections are permissible, e.g., resumes within Tab B ... A Response should not exceed 45 pages." Does the 45 page limit include attachments within the tabbed sections?*
 - Resumes and other attachments do not count toward the page count.
2. *"Project Governance Documents" is referenced on page 23. Please provide a description of this deliverable.*
 - This deliverable will be consistent with disciplined project management practices recommended by organizations such as PMI, AAPM, IPMA, etc. It will be consistent with the proposed project scope, budget, and schedule. It will include details beyond those in the statement of work to help guide the project to successful conclusion.
3. *Will there be an applicant interview for eligible applicants during the Evaluation Phase during the week of September 27-Oct 6th?*
 - No. Applicants selected to move forward from the evaluation period will meet with the Negotiation Team on Monday, October 11.
4. *Is there a budget format to respond to Item E on page 13?*
 - There is no required budget format or form. We recommend the detailed budget be tied to the expectations outlined in the payment schedule affiliated with the draft statement of work.
5. *Given the uncertainty of people's availability to work from in-person office locations, would the [state] consider accepting electronic submission of a vendor's bid via email or other electronic means?*
 - Applicants must submit their proposal as instructed in Section 2.D. of the ITN.

6. *Depending on the response to the previous question, if hard copies are still required to be shipped, will the state accept electronic signatures as part of a vendor's hard copy submission?*
 - Yes.
7. *What is the timeline for the Contract? Is the 150 days mentioned in the ITN the end of the contract?*
 - The timeline is negotiable. The one offered in the ITN is the ideal suggestion.
8. *Can you please clarify under the scope of work 2.D “Measure racial equity and document disparities in provision of programs and services, including contact with and within the system of care” that the request is to document the disparities related to racial equity?*
 - Racial equity is achieved when people, including people of color, are owners, planners, decision-makers and recipients in the systems and services accessible and available to them in their lives. Data suggests that minority children, youth and parents do not have the same level of access to many programs and services. Conversely, additional research suggests that some programs and services (e.g., juvenile delinquency prevention) are overrepresented by minority children and youth (i.e., disparate racial involvement). Section 2.D. requires the respondent to explain how they will identify and document these disparities (access and availability), measure their degree (owners, planners, decision-makers), and document disparate racial involvement with the systems of care (overrepresentation). System of care for our purposes should be defined as the services and programs included in the inventory of services required in Section C.2. of the Draft Scope of Work.
9. *[Section 3] indicates that we may be able to have resumes as an attachment -- Do the resumes count towards the page count?*
 - Resumes and other attachments do not count toward the page count.
10. *Will CSC of Leon County consider an extension of the response deadline?*
 - Applicants must submit their proposal as instructed in the ITN.
11. *Does CSC of Leon County have any flexibility with the contract budget highlighted in Section 3, Subsection E. Financial Terms of the ITN?*
 - The budget is negotiable within reason. CSC Leon is interested in the real cost of completing the Statement of Work within a similar timeline to the one provided in the ITN.

12. *Is CSC of Leon County open to proposals that present a timeline recommendation for submission of deliverables that is different than the timeline outlined in Exhibit 1 – Draft Statement of Work?*
- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.
13. *Will CSC of Leon County accept submission of responses electronically via e-mail?*
- Applicants must submit their proposal as instructed in the ITN.
14. *Will Leon County CSC accept a proposal with an alternative timeline?*
- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.
15. *Will Leon County CSC facilitate local community meetings?*
- CSC Leon will facilitate local community meetings, as needed. It is respondent's responsibility to provide the details required in Section 3.D.1.d., specifically detailing how the respondent proposes to engage the community throughout the needs assessment process to ensure representation of programs, providers and services from all neighborhoods.
16. *Has Leon County CSC entered into any data sharing agreements with any governmental and non-governmental entities? If so, can that data be shared with the contracted entity? Will Leon County CSC facilitate any necessary agreements between the contractor and any governmental and nongovernmental entities?*
- CSC Leon has not entered into any data sharing agreements at this time, but will assist in exploring such agreements to further the goals of the Assets and Needs Assessment to the extent possible.
17. *On page 4, it states, What programs and services are currently available for Leon County children, youth and parents? On page 19 under definitions, it states--- Child: Unless otherwise specified, "Child" or "Children" refer to young people (all genders) prenatally up to, but not including, age 12, including those with special needs. Question: Will the services in review be for children from the ages of prenatal to age 11?*
- "Youth" is also defined in the ITN.

18. What analyses, data sources, and years of data does the CSC Planning Committee already have available?

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

19. Can the Committee offer insights as to what data elements (variables) are already available in these data?

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

20. Will the selected vendor be provided access to previous data and analyses already obtained by the CSC Planning Committee?

- CSC Leon has not completed any analyses to date. We do have access to the final report prepared by the Leon County CSC Planning Committee, dated 2019, which includes some data but is not comprehensive.

21. Considering the large scope of the project, does the CSC Planning Committee have any flexibility to extend timeframe for completion of the individual deliverables? If so, which deliverables?

- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.

22. If there are any delays in the ITN process, will the project timeframe be expanded accordingly?

- The timeline is negotiable. The one offered in the ITN is the ideal suggestion.

23. Does the maximum number of 45 pages include the relevant CVs/resumes?

- Resumes and other attachments do not count toward the page count.

24. Does the maximum number of 45 pages include any other attachments other than CVs/resumes?

- Resumes and other attachments do not count toward the page count.

List of entities posting questions to the CSC Leon Invitation to Negotiate

Below is the list of individuals submitting questions to the ITN in alpha order by last name. The list of answers is published on our website and the list below will be published with the materials for Thursday's Governing Council meeting.

Tony Gilman
Director Advisory, Health & Government Solutions
KPMG LLP

JaLisa Josè
Operations Specialist 2
Public Consulting Group

Joseph McCrary
Associate Director for Research and Evaluation
WestEd

Danielle Sharp
Director of Marketing and Grant Management
Knowli Data Science

Sandra Williams, PhD
Chief Executive Officer
Q-Q Research Consultants

Agenda Item

Committee Reports: Executive Director Search Committee

Attachments:

1. Powerpoint Presentation

Children's Services Council of Leon County

Executive Director Search Committee

September 23, 2021

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Timeline: July - Current

Date	Activity
Jul 23	Position Opened
Aug 19	Full Council Meeting – provide report
Aug 20	Position Closed
Aug 20-24	Staff screen
Aug 24	Search Committee Convenes to review and determine review process
Aug 24-Sep 6	Search Committee Review and Rank Top Applicants
Sep 8	Search Committee Convenes to select top candidates for 1 st interviews
Sep 20	1st Interviews, Part 1
Sep 23	Full Council Meeting – provide report

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Application Update

- 166 applications rec'd
 - 71 eliminated (did not meet technical requirements)
- 95 remain
 - 2 eliminated (did not include a cover letter)
- 93 remain, all reviewed by staff and ranked
- Committee scored top 31 + additional names requested by individual members
- Narrowed down to top 8 candidates for interviews

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Candidates Selected (Sep 20)

- **Rodney McKinnon** (Tallahassee)
 - Current – Director of Auditing, Office of the Chief Inspector General, FL
 - Past – Executive Director for the Florida Office of Early Learning
- **Cecka Rose Green** (Tallahassee)
 - Current – Regional Executive Director, Children's Home Society of Florida – Big Bend Region
 - Current – CEO/Chief Strategist, TrubyRose Strategy Group, LLC
- **Kelly Otte** (Tallahassee)
 - Current – Interim CEO, The Oasis Center for Women & Girls
 - Past – ED, Pace Center for Girls/Leon County, 2011-2020

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Candidates Selected (Oct 4)

- **Joe Mahoney** (Pueblo, CO)
 - Past – CEO, Pueblo Housing Authority
 - Past – ED, Catholic Charities of Pueblo, CO
- **Chris Letsos** (Knoxville, TN)
 - Current – CEO, Knox Education Foundation, Knoxville, TN
 - Past – Pres & CEO, Boys & Girls Clubs of Tampa Bay; Tampa, FL
- **Traci Proctor** (Tallahassee)
 - Current – CEO/PRESIDENT Ronald McDonald House Charities, Inc.; Tallahassee, FL
 - Current – Consultant, Business, management, operations processes

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Candidates Withdrawn

- **Roger Robinson** (Nebraska)
 - Current – Deputy Director Programs and Services, Nebraska Children and Family Services
 - Past – Human Services Administrator/Executive Director (Broward County Commission)
- **Travis Anderson**(Citrus County)
 - Current – CEO, Boys & Girls Clubs of Citrus County, Florida

Note: cover letters, resumes and subsequent materials for all candidates being interviewed can be found online (<https://cscleon.org/employment/exec-dir/>)

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Timeline: Current - January

Date	Activity
Oct 4	1 st Interviews, Part 2
Oct 6	Search Committee Convenes to select top candidates for 2 nd interviews
Oct 18	2 nd Interviews
Oct 21	Search Committee Convenes to select top candidate for recommendation
Oct 21	Council Meeting to discuss recommendation
Nov 18	Council Meeting to meet & approve final selection
Jan 1	Anticipated Position Start Date

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Thank you!

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CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

Agenda Item

Communications/Social Media Terms of Use

Attachments:

1. Draft Social Media Policy including Terms of Use and List of CSC-owned platforms

Social Media Use

1.1 PURPOSE

The Children's Services Council of Leon County (CSC Leon) recognizes the need and value of social media as an immediate, accessible form of communication to reach a broad audience, to share information, and to engage with residents, visitors, businesses and the media. CSC Leon uses social media as limited public forums to increase public awareness of and support for the organization's policies, programs, services, accomplishments, events, and news.

The governing Council and staff have an overriding interest in coordinating what is communicated on council-owned and operated social media channels to maintain consistency in tone, quality and information across platforms and departments.

This policy establishes guidelines for the use, administration, management, monitoring and retention of social media and social media content consistent with federal, state and local laws and regulations.

1.2 SCOPE

These procedures, and its provisions, apply to and serve as a guide to all CSC Leon employees and contracted entities that distribute information on behalf of CSC Leon while engaging in any social media activities. This includes, but is not limited to, full and part-time employees, appointed officials, contractors, interns and volunteers who access or contribute content.

This policy also applies to members of the public who comment or otherwise interact with CSC Leon through its social media sites.

1.3 DEFINITIONS

- A. **Social Media**: various forms of user-created content tools such as social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. This includes, but is not limited to: picture and video sharing, wall postings, direct or instant messaging, and music sharing. Examples of social media applications include, but are not limited to: Facebook and Nextdoor (social networking); YouTube and SnapChat (social networking and video sharing); Instagram, Flickr and Pinterest (photo sharing); Twitter and Reddit (social networking and microblogging); Google+ and Yahoo Groups (reference, social networking); Wikipedia (reference); Skype and WhatsApp (instant messaging and webcam chat); LinkedIn (business networking); and news media comment sharing/bloggging sites that allow for user engagement. This policy covers all social media tools, both current and future.
- B. **Social Networking**: the practice of expanding one's business and/or social contacts by making connections using a range of social media tools including blogs, video, images, tagging, lists of friends, forums, and messaging that use the Internet to promote such connections through Web-based groups established for that purpose.
- C. **Social Media Account**: any registration, login credential, tool, forum, network page or profile that is created or maintained by an employee or entity on behalf of CSC Leon for the purpose of establishing or perpetuating a social media presence.

- D. **Authorized User:** any employee or entity who has been approved by the Executive Director to establish, create, edit, or maintain any social media account, and the posts it may contain, in the transaction of official business of CSC Leon.
- E. **Post:** any text, message, picture, graphic, image, advertisement, notification, feed, stream, transmission, broadcast, podcast, video, instant message, blog, microblog, status update, wall post, comment, and any and all other forms, means, or attempts at collaboration or communication that is uploaded, posted to, or otherwise displayed on or transmitted by, any social media account or network.

1.4 POLICY

Due to social media sites containing information that represents or appears to represent views of the organization regarding policy, funding or other matters of council business that could affect council members, the Executive Director or designee has oversight on all CSC-owned social media sites.

- A. Staff seeking to establish, use or maintain a social media site on behalf of CSC Leon must obtain formal, written approval from the Executive Director or designee.
- B. Personal e-mail addresses or phone numbers shall not be used when setting up or maintaining CSC-owned social media sites. A social media site user ID and password may only be given to an employee, agent, volunteer, or contractor who has been authorized to use that social media site.
- C. CSC-owned social media sites that allow comments are established as **limited public forums**.
 - 1. Comments by the general public on CSC-owned social media posts will be permitted, documented for public record purposes and closely monitored for compliance with the CSC Leon **Social Media Terms of Use Agreement** (Attachment 1).
 - 2. Any comment that violates the **Social Media Terms of Use Agreement** should be documented for records retention and then deleted from public view. The comment maker should then be notified that he or she has violated the **Social Media Terms of Use Agreement** (Attachment 1), specifying any and all terms that were violated.
 - 3. Under no circumstances are Authorized Users permitted to block members of the public from the limited public forum.
- D. To meet its purpose, CSC Leon social media sites may contain links to other social media sites or websites that are not owned, regularly reviewed, or controlled by CSC Leon. Also, members of the public or other entities may “tag” or link CSC Leon social media accounts to posts. If CSC Leon is tagged inappropriately, authorized users may remove the tag. However, the record must be maintained in the social media site’s archive.
 - 1. The provision of direct links should not be construed as an endorsement or sponsorship of these external sites, their content, or their hosts. CSC Leon specifically disavows legal responsibility for what a user may find on another site. The views and opinions of the authors of documents published on or linked to CSC Leon social media accounts do not necessarily state or reflect the opinion, policy or position of the Governing Council. CSC Leon is not responsible for the content, quality, accuracy or completeness of any offsite materials referenced by or linked through CSC Leon social media accounts. By using CSC Leon social networking sites, the user acknowledges and accepts the risk of injury or

damage from viewing, hearing, downloading or storing such materials rests entirely with the user and that CSC Leon is not responsible for any materials stored on other social networking sites or websites, nor is it liable for any inaccurate, defamatory, offensive or illegal materials found on other social networking sites or websites.

2. CSC Leon does not endorse any content, viewpoint, products or services linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. CSC Leon does not warrant the accuracy or reliability of or endorse any products or service providers listed or linked to its site.
- E. All published content is persistent in the public domain. CSC Leon is responsible for all content published by Authorized Users on behalf of the organization. When speaking on behalf of CSC Leon, it should be assumed that all communications are in the public domain and available for publishing and discussion in all forms of media.
1. A list of current social media sites owned by CSC Leon is found on Attachment 2.
- F. All employees should understand the perception of their CSC Leon association on social media. If one identifies as a CSC Leon employee or has a public facing position for which their association is known to the general public, efforts to ensure one's profile and related content (even if it is personal and not an official nature) is consistent with how one would want to present oneself as a CSC Leon professional, appropriate with the public trust associated with the position, and conforming to existing standards that already exist in CSC Leon policies.
1. Violations of CSC Leon Personnel Policy occurring from social media activity may result in disciplinary actions.
- G. Council Members may create, manage, administer, or communicate news and their own views and opinions regarding CSC Leon business through their own social media activities, but must ensure that they do not hold out such views as representative of CSC Leon as a whole.
1. Council Members must follow applicable State of Florida laws, including public record and sunshine laws. CSC Leon does not maintain the archive for Council Members' use of social media. This responsibility falls to the Council Member. However, each Council Member will be provided a CSC Leon email address that may be used for the storage of CSC Leon related communications, including screen shots of social media posts and interactions.
 2. The following recommendations are offered to Council Members:
 - a. Post content as desired.
 - b. Follow the general content guidelines as outlined previously for CSC-owned social media accounts.
 - c. Re-post, share and re-tweet applicable posts from CSC-owned social media accounts and like and follow CSC Leon accounts.
 - d. Do not like or follow from campaign accounts.

- e. Comply with all applicable law regarding social media use for candidates running for election or re-election.

1.5 PROCEDURE

A. All CSC-owned social media sites **WILL**:

1. Include an introductory statement that clearly specifies the purpose and topical scope of the social media presence.
2. Use approved/official CSC Leon logos and images for branding the site.
3. List the CSC Leon website, e-mail address and/or telephone number for contact purposes, where applicable.
4. Conspicuously post or link to the CSC Leon **Social Media Terms of Use Agreement** (Attachment 1).
5. Post official CSC Leon information, resources, news, events and marketing materials.
6. Ensure all content posted by Authorized Users represents CSC Leon's point of view and not those of individual employees.
7. Respect copyright, trademark, fair use and financial disclosure laws, including the protection of sensitive and personally identifiable information.
 - a. Do not use third party content without permission.
8. Engage with members of the public in a warm, professional tone to convey clear messages at all times.
 - a. While the use of AP style is preferred, it is recognized that social media is a more casual forum and deviance from AP style is permitted.
 - b. Use of emojis should be limited to those that are in context with the message. When in doubt, leave it out.
 - c. Use of profanity and/or inflammatory language is strictly prohibited.
9. Ensure implementation and use complies with applicable mandates, including, but not limited to accessibility guidelines contained in Section 508 of the Rehabilitation Act of 1973, public records provisions contained in Chapter 119 Florida Statutes, and any other applicable Federal, State or local law.
 - a. Alternative-text, or "alt-tags" must be entered for all, non-decorative images on social media sites.
 - b. Captions must be made available for all videos within 72 hours of publishing on a social media site.
 - c. CSC Leon will maintain an archive of all social media activity by Authorized Users on CSC-owned social media sites in the event of a public records request.

B. CSC-owned social media sites will **NOT**:

1. Communicate political advertisements or electioneering communications concerning an issue, referendum, or other matters that may be subject to the vote of the electors, except for electioneering communications limited to solely factual information in accordance with section 106.113, Florida Statutes.
2. Advertise or promote third party businesses or organizations unless the entity is an official sponsor or partner for a CSC Leon approved function or initiative.
3. Use profanity and/or inflammatory language under any circumstances.
4. Disclose or report on conversations that are meant to be pre-decisional or internal to CSC Leon unless management has authorized the release of such information.
5. Communicate irrelevant, impertinent or slanderous information.

C. The Executive Director or designee has the following responsibilities:

1. Provide Authorized Users access and log in information specific to their role and the social media sites and tools authorized for use.
2. Determine an email address to serve as the official e-mail account for all approved social media sites.
3. Review all login credentials to social media accounts to ensure compliance with password strength requirements and compliance with established Information and Technology practices and industry best practices relating to information systems security.
4. Retain a login credential database for social media accounts, to provide for control and continuity of operations.
5. Perform an annual evaluation of the City's social media presence in collaboration with all Authorized Users to determine if additional social media sites are necessary based on perceived potential value, function, opportunity and relation to marketing strategies or if one should be discontinued.
6. Host periodic training for Authorized Users and Council Members, as needed.

D. The General Counsel has the following responsibilities:

1. Review and approve any changes or additions to the CSC Leon **Social Media Terms of Use Agreement** (Attachment 1), as requested.
2. Render opinions on matters regarding disclaimers, terms of use, and privacy concerns as they arise.
3. Provide opinions on matters of public records.

E. CSC Leon may utilize the services of a reputable third-party system to capture all relevant posts, comments and interactions.

1. Accounts that are archived including all CSC-owned social media sites by department but does not include the personal sites of Council Members. Future accounts may be added at any time.
2. Social media accounts are by definition searchable history feeds, but archiving is necessary to maintain records of removed content, edited content and direct messages.

1.5 EFFECTIVE DATE

This policy is effective as of October __, 2021.

Attachment 1:
CSC Leon
Social Media Terms of Use Agreement

All social media platforms used by CSC Leon are designated as Limited Public Forums. We welcome a person's right to express his/her/their opinion and encourages posters to keep comments relevant to the topic in question. By posting or commenting on any social media platform used by CSC Leon, you participate by your own choice, taking personal responsibility for your comments, your username and any information you provide therein. Your participation constitutes acceptance of the terms of use described here in this policy.

- A. All comments are subject to public records law. Keep your comments clean and appropriate. Inappropriate comments, comments not related to the purpose of the page or comments not related to the specific post are subject to deletion by the administrator of this account. If you don't comply with the posting guidelines as listed below, an administrator will contact you and your message will be removed.
- B. While this forum is closely monitored, it is not to be used as a reporting mechanism for emergency situations or time-sensitive issues.
- C. CSC Leon reserves the right to remove posts containing inappropriate materials that includes, but is not limited to:
 - 1. Comments not related to the original topic, including random or unintelligible comments;
 - 2. Graphic, obscene or explicit comments or submissions nor any comments that are abusive, threatening, hateful or intended to threaten or defame anyone or any organization or comments that suggest or encourage illegal activity or violence;
 - 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation.
 - 4. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - 5. Solicitation of commerce, including but not limited to advertising of any business or product for sale. This includes other online pages or organizations asking for donations, excluding other local government partners.
 - 6. Information that may compromise the safety or security of the public or public systems, including comments which may reasonably interfere with, inhibit, or compromise law enforcement investigations, police tactics, police responses to incidents and/or the safety of police staff and officers;
 - 7. Content that violates a copyright, trademark or other legal ownership interest of any other party;
 - 8. Harassment or content which constitutes and/or facilitates stalking;
 - 9. Repetitive content. Repeated posting of identical or very similar content in a counterproductive manner;

10. Links to or references to commercial websites, spam or any third-party website unless posted by authorized users for links to partnered/sponsored organizations, confirmed governmental agencies or other legitimate organizations as CSC Leon deems appropriate.

Should you have any questions in regards to items contained herein this Terms of Use, please contact CSC Leon at 850-764-2966.

Pursuant to FL Statute 668.6076: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to us. Instead, contact our office by phone or in person.

Attachment 2:
**List of current social media sites
owned by CSC Leon**

The list below is current as of September 1, 2021.

Facebook: <https://www.facebook.com/cscleoncounty/>

Twitter: <https://twitter.com/cscleoncounty>

Instagram: <https://www.instagram.com/cscleoncounty/>

LinkedIn: <https://www.linkedin.com/company/cscleoncounty>

YouTube: <https://www.youtube.com/channel/UCc74A9evhLxbHrH63-clbQ>