

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

Thursday, October 21, 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 September 23, 2021 (Page 2)
- V. Special Recognition
- VI. General Public Comment
- VII. Interim Administrator Report (Page 6)
- VIII. Social Media Policy (Resolution 2021-07, Page 8)
- IX. Committees & Reports
 - A. Committee Reports
 - 1. Executive Director Search Committee
 - 2. ITN Negotiation Team (Page 21)
 - B. Committee Appointments
 - 1. Nominations Committee
 - 2. Bylaws Committee
- X. Treasurer's Report (Page 26)
- XI. Timeline of Important Dates (Page 30)
- XII. Next Meeting Dates
- XIII. Next Meeting Agenda
- XIV. Member Comments
- XV. Adjourn

Agenda Item

Approval of Minutes from the Last Meeting

Attachments:

1. Proposed Minutes for September 23, 2021

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

September 23, 2021 Regular Meeting

PROPOSED MINUTES

Members Present: Carmen Conner (Vice-Chair); Carolyn Cummings, Leon County Commissioner; Dr. Zandra Glenn; 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: Rocky Hanna, Superintendent of Schools

Location: Leon County Commission Chambers, 5th Floor, Leon County Courthouse, 301 S. Monroe Street, Tallahassee, FL 32301

1. CALL MEETING TO ORDER

Chair Sjostrom called the meeting to order at 2:04 p.m.

2. ROLL CALL

Nine council members were present, and a quorum was established.

3. APPROVAL OF AGENDA

Mr. Paul Mitchell motioned to approve the agenda as presented. Mr. Mark O'Bryant seconded the motion and it was approved unanimously.

4. APPROVAL OF MINUTES FROM LAST MEETINGS

Mr. Darryl Jones moved to accept the minutes from August 19, September 8, and September 21 as presented. Mr. Paul Mitchell seconded the motion and the minutes were all approved unanimously.

5. PUBLIC COMMENT

Mr. Justin Fitzpatrick thanked staff for participating in a recent event.

Ms. Emily Fritz spoke on the matter of the executive director contract.

6. INTERIM ADMINISTRATOR REPORT

Mr. Ted Granger gave the Interim Administrator Report highlighting all the things the Council has accomplished during the last four and a half months and that the first invoice against the loan from the County had been submitted for \$60,000. Mr. Granger also outlined a proposal for

reviewing significant Council actions to ensure transparency and opportunities for community engagement. Discussion. Mr. Granger confirmed that the Council will continue to publish meeting notices along with its corresponding agenda at least seven days in advance, and distribute materials as they are available instead of waiting until all attachments are ready.

7. CONSIDERATION OF RESOLUTION 2021-06

Mr. Chris Roe presented Resolution 2021-06 establishing a public comment policy. Discussion. Mr. Mitchell made a motion to amend the policy clause B (11) to now read “Public comment may also be submitted in writing via email to info@cscleon.org. Any such written comments received by 5:00 p.m. on the day prior to the meeting date shall be transmitted to each Council member for their review and included in the public record.” Mr. Mark O’Bryant seconded the motion and it was approved without dissent. Mr. Paul Mitchell motioned to approve Resolution 2021-06 as amended. Mr. Mark O’Bryant seconded the motion and it was approved without dissent.

8. CONSIDERATION OF AMENDED BYLAWS

Mr. Chris Roe presented revised bylaws, clarifying the Executive Director’s role as attestor for formal Council action. Discussion. Ms. Liza McFadden tabled action, requesting additional revisions be made before Council takes action. Mr. O’Bryant suggested this issue be tabled until the permanent Executive Director is hired. Judge Sjostrom requested staff provide a timeline for making revisions be placed on the agenda for next meeting.

9. EMPLOYEE HANDBOOK & HUMAN RESOURCE MANUAL

Mr. Ted Granger presented an overview of a budding Human Resources Manual and clarified he will be following up with Council members individually to solicit feedback with the goal of presenting the manual and any related policies at the next meeting. Discussion. Mr. Darryl Jones requested the manual clarify contract employment versus “at will” employment of the Executive Director. Ms. Liza McFadden requested the Council not adopt the “standard FMLA” language but set a standard for paid parental leave. Mr. Terrence Watts suggested comparing the suggestions to what the Department of Managerial Services uses. No formal action was taken.

10. COMMITTEE REPORTS

a. NEEDS ASSESSMENT COMMITTEE

Dr. Zandra Glenn, Chair of the Needs Assessment Committee, presented an update to the ITN process and the work still to come. She requested suggestions for “subject matter experts” be referred to her or Mr. Granger.

b. EXECUTIVE DIRECTOR SEARCH COMMITTEE

Mr. Ted Granger provided an update on the Search Committee progress, including that two of the eight short listed candidates had withdrew their names. Superintendent Hanna submitted a

request through staff requesting two more candidates replace the two that withdrew. Discussion. No action taken. Commissioner Carolyn Cummings motioned that the committee bring forth a minimum of two candidates for full Council consideration. Mr. Mark O'Bryant seconded the motion. It passed with Mr. Terrence Watts abstaining.

11. COMMUNICATIONS/SOCIAL MEDIA TERMS OF USE

Ms. Holly McPhail presented a draft social media policy for review by the Council including identifying CSC-owned platforms as limited public forums, guidelines for staff use, suggestions for Council member use, terms of use for the general public and a full listing of CSC-owned platforms. No discussion. Approval of the policy will be placed on the agenda for the next meeting.

12. ENTERPRISE SOLUTIONS SOFTWARE

Mr. Ted Granger presented an overview of an "Enterprise Solutions Software" procurement bid for the Council's review and discussion. Discussion. Ms. Liza McFadden suggested the Council consider conducting a formal "Request for Information" before going to bid. No formal action was taken.

13. NEXT AND FUTURE COUNCIL MEETINGS

The next full council meeting will be on October 21, at 2 pm in the Leon County Chambers.

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
- Treasurer's Report
- Timeline for Revising the Bylaws
- Resolution to approve the Social Media Policy
- Review of Employee Handbook
- Consideration of ITN Vendor Selection
- Consideration of CEO Recommendations

14. MEMBER COMMENTS

There were no additional member comments.

15. ADJOURNMENT

Meeting adjourned at 4:51 p.m.

Agenda Item

Interim Administrator's Report

Attachments:

1. TRIM Compliance Letter



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

October 18, 2021

Ted Granger , Interim Director
Children's Services Council of Leon County
301 S. Monroe Street
Tallahassee, Florida 32301

RE: Truth in Millage (TRIM) Certification

Dear Mr. Granger:

The Department of Revenue has reviewed the millage certification documents that your taxing authority submitted. The Department has found no violation of the certification requirements in subsections 200.065(1)-(4), (6)-(12), (14), and (15), Florida Statutes, and therefore accepts the certification as meeting the stated requirements.

The Department has also reviewed the maximum millage levy calculation final disclosure documents your taxing authority submitted. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on these documents, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of section 200.065(5), Florida Statutes.

Sincerely,

Sue Harlan, Program Director
Property Tax Oversight

BS/#47.05

Agenda Item

Social Media Policy (Resolution 2021-07)

Attachments:

1. Resolution 2021-07

RESOLUTION NO. 2021-07

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY ADOPTING A POLICY ON SOCIAL MEDIA USE; 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 ("CSC Leon") 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 Governing Council of CSC Leon (the "Governing Council") recognizes the popularity of, and the inexpensive and effective method of communication offered by, the use of various social media platforms including but not limited to FaceBook, YouTube, LinkedIn, Instagram, NextDoor and Twitter (collectively, "Social Media") by and among Governing Council members, CSC Leon staff and employees, and the public.

(B) The Governing Council further recognizes the important role Social Media can play in promoting public awareness and fostering community engagement in CSC Leon meetings, events, programs and services.

(C) The Governing Council has determined that adopting a policy regarding use of Social Media will provide greater efficiency in government by outlining procedures and expectations regarding its use of and presence on Social Media.

SECTION 3. SECTION 3. SOCIAL MEDIA POLICY. The Governing Council hereby approves and adopts the social media policy attached hereto as Appendix A. Such policy shall be implemented on the effective date of this Resolution.

[Remainder of Page Intentionally Left Blank]

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

DULY ADOPTED this 21st day of October, 2021.

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

By: _____
Chair

ATTEST:

Interim Administrator

APPENDIX A

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY POLICY ON 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/blogging 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 21, 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 section 668.6076, Florida Statutes: 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/UCc74A9evhLxbHlrH63-clbQ>

Agenda Item

Committee Report: ITN Negotiation Team

Attachments:

1. Award Recommendation Memo

Children's Services Council of Leon County

P.O. Box 1816, Tallahassee, FL 32301



Date	To	From
October 14, 2021	Judge J. Sjostrom CSC Leon County Council Chair	Dr. Zandra Glenn CSC Leon County ITN Lead Negotiator

SUBJECT: Recommendation of Contract Award for Assets and Needs Assessment

EXECUTIVE SUMMARY

Based on the finding below, the ITN Negotiation Team hereby recommends that CSC Leon award the referenced contract to **Q-Q Research**, which the Team has determined offers the greatest overall benefit in response to the requirements of the Invitation to Negotiate entitled *Assets and Needs Assessment* (the "ITN"). **The contract price is \$279,773.**

BACKGROUND

On August 19, 2021, the CSC Leon governing council approved issuance of the ITN inviting responses from firms interested in completing a comprehensive inventory and analysis of programs currently offered in Leon County, Florida, which will provide a sound basis for future CSC Leon funding decisions. The ITN included a draft statement of work, which the governing council's needs assessment committee (Carmen Adams Conner, Dr. Zandra Glenn, Darryl Jones, Liza McFadden, Mark O'Bryant, and Jonathan Sjostrom) developed over the course of the preceding months. The ITN also indicated that CSC Leon's contract budget was \$300,000. Overall, the goal of the ITN is to establish a contract to provide quantifiable information necessary for CSC Leon to prioritize funding for preventive, developmental, treatment, rehabilitative and other services to children, youth and parents.

CSC Leon issued the ITN on August 20, 2021. On September, 24, CSC Leon received eight Responses. All Responses were deemed responsive. The designated ITN Evaluation Team members (Benny Bolden, Zandra Glenn, Liza McFadden, Mark O'Bryant, and Terrence Watts) independently evaluated each Response in accordance with the following high-level criteria:

- Respondent Experience, Qualifications and References (25 points)
- Specialized Expertise (20 points)
- Service Description (45 points)
- Financial Terms (5 points)
- Response Format and Contents (5 points)

On October 7, 2021, the Evaluation Team met publicly to review their collective scores and to establish a competitive range of Responses reasonably susceptible of award. The aggregated evaluation results were as follows (out of 500 possible total points):

<u>Points</u>	<u>Respondent</u>
410	Public Consulting Group
394	The George Washington University Center for Community Resilience
385	Q-Q Research Consultants
371	Downs & St. Germaine Research, Inc.
356	NLP Logix
317	Knowli Data Science
314	Forefront Consulting LLC
314	KPMG

At its public meeting, the Evaluation Team drew a clear distinction between the top four Respondents and the bottom four. The Evaluation Team was authorized to decide which one or more of the Respondents in the competitive range to advance to the negotiation phase. The Evaluation Team decided to advance the top three. Those three Respondents were notified to appear for negotiations beginning October 11, 2021.

On October 8, 2021, after receiving notice of its advancement to the negotiation phase, the George Washington University Center for Community Resilience notified the CSC Leon Purchasing Official that it had decided to withdraw its Response because of concerns that it would not have sufficient staff resources to complete the contract work in a timely manner.

NEGOTIATIONS AND AWARD RECOMMENDATION

After the public meeting of the Evaluation Team on October 7, 2021, the Negotiation Team met for a closed negotiation strategy session. The Negotiation Team members (Carolyn Cummings, Zandra Glenn, Darryl Jones, Walter Sachs, and Neal Skene) had the opportunity to attend the earlier Evaluation Team meeting. Evaluation Team members also had the opportunity to attend the Negotiation Team's closed strategy session to answer questions and to help hone the approach to negotiations. The Negotiation Team elected Zandra Glenn as the lead negotiator.

On October 11, 2021, the Negotiation Team held separate and closed negotiations with Public Consulting Group and Q-Q Research. The Negotiation Team also held closed negotiation strategy sessions. Negotiation Team member Mr. Jones could not physically attend, but the meetings were recorded and are available for review.

During the negotiation phase, the Negotiation team made no material changes to the project requirements. The major contract deliverables and due dates are:

- | | |
|--|------------------|
| • Key Outcomes & Measures | January 14, 2022 |
| • Comprehensive Programs Inventory | April 14, 2022 |
| • Informative Programs Inventory | April 14, 2022 |
| • Funding Options A (expedited awards) | April 14, 2022 |
| • Gap Analysis | May 9, 2022 |
| • Funding Options B | June 3, 2022 |

On October 12, 2021, the Negotiation Team met again for a closed negotiation strategy session. After the meeting, the Purchasing Official sent each of the Respondents a written request for a revised final Response (“best and final offer”), due by noon on October 14, 2021.

On October 14, 2021, the Negotiation Team members received and reviewed the final Responses and then met in a closed negotiation strategy session. The Negotiation Team identified potential ambiguities in the final Responses. The Negotiation Team convened a brief telephone negotiation session with Q-Q research to clarify its Response. The Negotiation Team concluded it was not necessary to clarify PCG’s final Response. The Negotiation Team then concluded no further negotiations were required and that the team was prepared to formulate its recommendation of award.

The Negotiation Team then convened a public meeting to discuss the merits of the final Responses. As outlined in the ITN, the Negotiation Team considered the following selection criteria:

1. The Respondent’s demonstration of its prior relevant experience and the overall professional experience of the Respondent at providing the proposed services.
2. The Respondent’s ability and approach to meeting the ITN goals.
3. The Respondent’s ability and approach to providing the proposed services.
4. The Respondent’s pricing.

The ultimate contract award measure is “best value,” which means the expected outcome of the Contract that provides the greatest overall benefit in response to the ITN requirements.

Applying these criteria, the Negotiation Team unanimously decided to recommend **Q-Q Research** based on the following characteristics of the firm:

- Specific experience at the community engagement level far superior to its competitor.
- Approach to collect quantitative and qualitative data from every population in this community.
- Previous work with other Children's Services Councils in Florida, including the use of a subject matter expert who served as the project manager on a previous needs assessment in South Florida.
- The willingness to work with local agencies and individuals to ensure representation throughout the process.
- Approach is more informed as to diversity and inclusion and highly valued and incorporated the specific input of the underserved. Their enhanced response to the use of the ACEs framework was substantial and well designed.
- ACES framework for informing the work was substantial and well-designed and included the expertise of Dr. Ferrante, who holds a trauma informed care certification.
- Ability to identify best practices and evidence-supported interventions from across the country.
- Certified Women and Minority owned business.
- Energy and confidence of the team, with two members of the proposed team located in Tallahassee.
- Approach to address the gaps in service and not duplicate services.
- Commitment of over 3 times the services hours at a lower price than the competitor.

In consideration of the above, we respectfully recommend award of this contract to Q-Q Research, the best value response to the ITN with a contract amount of contract price is \$279,773.

Respectfully,

Zandra Glenn, Lead Negotiator
Children's Services Council of Leon County
ITN Negotiation Team

Date

Agenda Item

Treasurer's Report

Attachments:

1. July-October 2021 Detailed Income & Expenses
2. July – October 2021 Income & Expenses (Budget to Actual)

Children's Services Council of Leon County
Profit & Loss Budget vs. Actual
October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	60,000.00	400,000.00	-340,000.00	15.0%
Total Income	60,000.00	400,000.00	-340,000.00	15.0%
Expense				
Contract Services				
Accounting Fees	0.00	12,500.00	-12,500.00	0.0%
Audio/Video	3,265.00			
General Counsel	18,891.50	12,500.00	6,391.50	151.1%
Interim Administrator	0.00	33,332.00	-33,332.00	0.0%
Program Specialist & Admin.	13,689.27	15,000.00	-1,310.73	91.3%
Total Contract Services	35,845.77	73,332.00	-37,486.23	48.9%
Dues & Subscription	12,000.00			
Insurance - Liability, D and O	709.65			
Licenses & Fees	150.00			
Miscellaneous	0.00	8,250.00	-8,250.00	0.0%
Needs Assessment	0.00	50,000.00	-50,000.00	0.0%
Postage, Mailing Service	161.00			
Printing and Copying	73.80			
Publication expense	34.44			
Web & Email Hosting	232.08			
Total Expense	49,206.74	131,582.00	-82,375.26	37.4%
Net Ordinary Income	10,793.26	268,418.00	-257,624.74	4.0%
Net Income	10,793.26	268,418.00	-257,624.74	4.0%

Children's Services Council of Leon County
Income & Expense Detail
 July through September 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Ad Valorem Proceeds								
Deposit	09/03/2021			Deposit		Operating	60,000.00	60,000.00
Total Ad Valorem Proceeds							60,000.00	60,000.00
Total Income							60,000.00	60,000.00
Expense								
Contract Services								
Audio/Video								
Bill	07/08/2021	Mega ...	Theodore Granger	CSC meeting ...		Accounts Paya...	1,765.00	1,765.00
Bill	08/04/2021	CI-000...	Tallahassee Commu...	A/V Equipmen...		Accounts Paya...	750.00	2,515.00
Bill	09/03/2021	CI-000...	Tallahassee Commu...	A/V Equipmen...		Accounts Paya...	750.00	3,265.00
Total Audio/Video							3,265.00	3,265.00
General Counsel								
Bill	07/16/2021	75531	Bryant Miller Olive P...	Legal services		Accounts Paya...	2,767.50	2,767.50
Bill	08/13/2021	75818	Bryant Miller Olive P...	Legal services		Accounts Paya...	8,196.50	10,964.00
Bill	09/10/2021	76013	Bryant Miller Olive P...	Legal services		Accounts Paya...	7,927.50	18,891.50
Total General Counsel							18,891.50	18,891.50
Program Specialist & Admin.								
Bill	07/05/2021	0024	Windwood Communi...	July 2021 - O...		Accounts Paya...	5,000.00	5,000.00
Bill	09/03/2021	#0036	Windwood Communi...	August 2020 -...		Accounts Paya...	5,000.00	10,000.00
Bill	09/03/2021	#0037	Windwood Communi...	Employment s...		Accounts Paya...	1,189.27	11,189.27
Bill	09/16/2021	0031	Windwood Communi...	June 2021 - O...		Accounts Paya...	2,500.00	13,689.27
Total Program Specialist & Admin.							13,689.27	13,689.27
Total Contract Services							35,845.77	35,845.77
Dues & Subscription								
Bill	09/07/2021	2021.12	Florida Children's Co...	Membership ...		Accounts Paya...	12,000.00	12,000.00
Total Dues & Subscription							12,000.00	12,000.00
Insurance - Liability, D and O								
Bill	08/20/2021	Demo...	Theodore Granger	Insurance (Re...		Accounts Paya...	709.65	709.65
Total Insurance - Liability, D and O							709.65	709.65
Licenses & Fees								
Bill	09/17/2021	20210...	Theodore Granger	DEO Annual ...		Accounts Paya...	150.00	150.00
Total Licenses & Fees							150.00	150.00

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Postage, Mailing Service								
Bill	07/08/2021	USPS ...	Theodore Granger	PO Box semi-...		Accounts Paya...	161.00	161.00
Total Postage, Mailing Service							161.00	161.00
Printing and Copying								
Bill	07/20/2021	Midto...	Theodore Granger	Copies (Reim...		Accounts Paya...	21.61	21.61
Bill	08/18/2021	Midto...	Theodore Granger	Copies (Reim...		Accounts Paya...	11.29	32.90
Bill	08/24/2021	Midto...	Theodore Granger	Copies (Reim...		Accounts Paya...	23.65	56.55
Bill	09/10/2021	76013	Bryant Miller Olive P...	Duplication		Accounts Paya...	17.25	73.80
Total Printing and Copying							73.80	73.80
Publication expense								
Bill	09/07/2021	120722	Florida Department ...	Publication - F...		Accounts Paya...	34.44	34.44
Total Publication expense							34.44	34.44
Web & Email Hosting								
Bill	07/06/2021	0025	Windwood Communi...	Domain regist...		Accounts Paya...	232.08	232.08
Total Web & Email Hosting							232.08	232.08
Total Expense							49,206.74	49,206.74
Net Ordinary Income							10,793.26	10,793.26
Net Income							10,793.26	10,793.26

Agenda Item

Timeline of Important Dates

Attachments:

1. Important Dates

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Timeline of CSC Leon Activities
November 2021-October 2022

	Date	Activity	Time
November, 2021			
	11/1/2021	Needs Assessment (NA) Begins	
	11/15/2021	NA Project Governance Documents Complete	
	TBA	<i>Nominations Committee</i>	TBA
	TBA	<i>Bylaws Committee</i>	TBA
	11/18/2021	Governing Council Workshop (NA Visioning Session)	1:00 PM
	11/18/2021	Governing Council Meeting (Approve Executive Director Contract/Offer; Approve NA Workplan; Review RFI for Enterprise Solutions Software)	3:00 PM
December, 2021			
	12/1-15/2021	NA Community Engagement Interviews and Focus Groups	
	TBA	<i>Nominations Committee</i>	TBA
	TBA	<i>Bylaws Committee</i>	TBA
	12/16/2021	Governing Council Meeting (Approve RFI for Enterprise Solutions Software; Review Recommendations from Nominations Committee; Review recommendations from Bylaws Committee)	2:00 PM
	12/17/2021	Publish Enterprise Solutions RFI (Due Date Jan 30, 2022)	
January, 2022			
	1/1/2022	Anticipated Start date of Executive Director	
	1/1-15/2022	NA Community Engagement Interviews, Focus Groups & Community Forums	
	1/14/2022	NA Key Outcomes & Measures Complete	
	1/20/2022	Governing Council Meeting (Elect Officers; Approve Revised Bylaws; Discuss & Approve NA Key Outcomes & Measures; Review & Approve Staffing Plan; Review & Approve Enterprise Solutions Team)	2:00 PM
	1/21/2022	Post Positions	
	1/30/2022	Enterprise Solutions RFI Due Date	
February, 2022			
	2/1-28/2022	Community Capacity Building Trainings on NA Key Outcomes & Process Measures	
	2/3/2022	Enterprise Solutions Team Meeting (Review Enterprise Solutions RFI Responses; Determine workplan for the development of an Enterprise Solutions Procurement Process)	
	2/17/2022	Governing Council Meeting (Review NA Draft Program Inventories; Review & Approve Enterprise Solutions Workplan; Review & Approve Office Location/Space; Provide update on staffing plan)	2:00 PM

DRAFT
Timeline of CSC Leon Activities
November 2021-October 2022

	Date	Activity	Time
March, 2022			
	3/1/2022	Anticipated Move-In Date	
	3/1-15/2022	NA Second Round Community Forums, as needed	
	3/24/2022	Governing Council Meeting (Review NA Draft Gap Analysis & Expediated Funding Options including general approach/methodology for award; Review Draft Provider Relations Guide to include accountability and monitoring plan for funding recipients; Review proposed Timeline for Expediated Funding Awards)	2:00 PM
	3/31/2022	Needs Assessment Committee Meeting (Discuss Process for Recommending Expedited Funding Awards including need for outside evaluators)	2:00 PM
April, 2022			
	4/14/2022	NA Programs Inventories Complete; NA Expediated Funding Options Complete	
	4/14/21	Needs Assessment Committee Meeting (Draft Recommendations for Expediated Funding Options, including evaluation teams/review panels)	1:00 PM
	4/21/2022	Governing Council Meeting (Discuss Recommendations from Needs Assessment Committee & Timeline for Expediated Funding Awards; Approve Provider Relations Guide)	2:00 PM
	4/22/2022	Release RFP for Expediated Funding Awards, if applicable (Due May 6)	
	4/26/2022	Host "bidders conference" webinar for Expedited Funding RFP, if applicable	2:00 PM
May, 2022			
	5/6/2022	Expediated Funding Proposals Due	12:00 PM
	5/6-11/2022	Convene Proposal Evaluation Team/Review Panel, if applicable	
	5/9/2022	NA Gap Analysis Complete	
	5/12/2022	Needs Assessment Committee (Review Gap Analysis; Review Draft Longer-term Funding Options; Review Proposed Community Funding RFP; Review Expediated Funding applications, if applicable)	1:00 PM
	5/19/2022	Governing Council Meeting (Discuss Recommendations from Needs Assessment Committee including approval of Expediated Funding recipients, if applicable, review of Community Funding RFP, and approval of proposed timeline for community funding awards including evaluation team/review panel)	2:00 PM

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Timeline of CSC Leon Activities
November 2021-October 2022

	Date	Activity	Time
June, 2022			
	6/1/2022	Expediated Funding Awards Issued, if applicable/Services Start	
	6/3/2022	NA Longer-term Funding Options Complete	
	6/16/2022	Governing Council Meeting (NA Public Presentation; Approve Community Funding RFP)	2:00 PM
	6/17/2022	Release RFP for 2022-2023 Community Funding Awards (Due July 22)	
	6/21/2022	Host "bidders conference" webinar for 2022-2023 Community Funding RFP	2:00 PM
	6/30/2022	Needs Assessment Completed/Project Close-Out	
July, 2022			
	7/21/2022	Governing Council Meeting	2:00 PM
	7/22/2022	Proposals Reviewed and Ranked, allowing time for oral interviews, if applicable	
	7/22/2022	Expediated Funding Proposals Due	12:00 PM
	7/22-31/2022	Convene Proposal Evaluation team/Review Panel	
August, 2022			
	8/1-5/2022	Convene Proposal Evaluation Team/Review Panel for Oral presentations/Interviews	
	8/11/2022	Needs Assessment Committee (Review Community Funding Evaluations & make recommendations for contracts)	1:00 PM
	8/18/2022	Governing Council Meeting (Discuss Recommendations from Needs Assessment Committee including approval of Community Funding recipients)	2:00 PM
	8/19-31/2022	Contract drafting by staff for Community Funding Recipients	
	8/30/2022	Community Funding Recipients Mandatory Systems Training	2:00 PM
September, 2022			
	9/15/2022	Governing Council Meeting (Approve Community Funding Contracts)	2:00 PM
October, 2022			
	10/1/2022	Community Funding Awarded / Services Start	
	10/20/2022	Governing Council Meeting	2:00 PM