

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

September 23, 2021 Regular Meeting

APPROVED 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 Sjoström 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.