

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

Thursday, December 16, 2021, 2:00 pm – 5:00 pm
Tallahassee Community College, Student Union Ballroom
444 Appleyard Dr., Tallahassee, FL 32304

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 November 18, 2021
- V. General Public Comment
- VI. Interim Administrator Report
- VII. Committees & Reports
 - A. Executive Director Search Committee
 - B. Nominations Committee
 - C. Bylaws Committee
 - D. Needs Assessment Report
 - E. Treasurer's Report
- VIII. Special Presentation: "Hours for the Asking" (Jack Levine)
- IX. Final Enterprise Resource Planning (ERP) Solutions Software Request For Information (RFI)
- X. Next Meeting Date
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

Agenda Item

Approval of Minutes from November 18, 2021

Attachments:

1. Proposed Minutes

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

November 18, 2021, Regular Meeting

DRAFT MINUTES

Members Present: Carmen Conner (Chair); Carolyn Cummings, Leon County Commissioner; Dr. Zandra Glenn; Rocky Hanna, Superintendent of Schools; Liza McFadden; Paul Mitchell; Mark O'Bryant; Terrence Watts, DCF Appointee

Member(s) Not Present: Darryl Jones, School Board Member; Honorable Jonathan Sjostrom, Chief Judge

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

1. CALL MEETING TO ORDER

Chair Conner called the meeting to order at 3:18 p.m.

2. ROLL CALL

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

3. APPROVAL OF AGENDA

Chair Conner added consideration of resolution 2021-09 under agenda item 8A. Mr. Mitchell motioned to approve the agenda as amended. Commissioner Cummings seconded the motion and it was approved unanimously.

4. APPROVAL OF MINUTES FROM LAST MEETINGS

Mr. O'Bryant moved to accept the minutes from October 21, 2021, as presented. Mr. Mitchell seconded the motion and the minutes were approved unanimously.

5. GENERAL PUBLIC COMMENT

There was no general public comment.

6. SPECIAL PRESENTATION: COMMUNITY HUMAN SERVICES PARTNERSHIP

Ms. Abena Ojetayo, Director of Housing & Community Resilience, City of Tallahassee, and Mr. Shington Lamy, Director of the Office of Human Services and Community Partnerships, Leon County, provided a general overview of the Community Human Services Partnership and opportunities for CSC Leon to collaborate.

Commissioner Cummings motioned to direct Mr. Granger to draft a memorandum of understanding exploring a possible relationship between CSC Leon and CHSP. Mr. O'Bryant seconded the motion and it passed, 7-1.

7. INTERIM ADMINISTRATOR REPORT

Mr. Granger gave the Interim Administrator Report, including presentation of the full list of committees and membership as previously requested.

8. COMMITTEES & REPORTS

a. EXECUTIVE DIRECTOR SEARCH COMMITTEE

Public Comment

Mr. Bill Proctor spoke in support of the Council selecting Ms. Cecka Rose Green as the Executive Director.

Committee Recommendation

Chair Conner presented the committee report to recommend Ms. Cecka Rose Green for the Executive Director position. Mr. Mitchell motioned to approve the committee recommendation at a salary not to exceed \$120,000. Superintendent Hanna seconded the motion. Commissioner Cummings motioned to amend the motion removing the salary amount and replacing with an amount to be determined at a later date. Discussion. Commissioner Cummings withdrew her motion. Mr. O'Bryant motioned to amend the motion on the table to include the opportunity for a \$5,000 bonus upon completion of a successful annual evaluation. Commissioner Cummings seconded the motion to amend the motion and it was approved. The now amended motion was then passed without opposition.

Ms. Green addressed the Council requesting they reconsider the salary, requesting \$125,000. No further action was taken.

Extension of Meeting

Before continuing in the meeting and cognizant of the time, Chair Conner called for a motion to extend the meeting past the advertised time of 5:00 pm should the need arise. Superintendent Hanna made the motion as requested. Mr. Mitchell seconded the motion and it was approved without dissent.

Employment Letter and Agreement

Mr. Granger presented the draft offer letter and employment agreement highlighting the position is "at will," provides for an annual evaluation and benefits that will tie into the organization's future Human Resources policies. Mr. Mitchell requested the Executive Director position be classified as "Senior Management Status" similar to other governmental entities with a benefits package set accordingly.

Resolution No. 2021-08

Chair Conner presented Resolution No. 2021-08 approving an agreement for month-to-month interim administrator services for Mr. Ted Granger. Mr. Mitchell motioned to approve the resolution as presented. Commissioner Cummings seconded the motion and it was approved without dissent.

Resolution No. 2021-09

Mr. Granger presented Resolution No. 2021-09 relating to seeking membership into the Florida Retirement System. Mr. Mitchell motioned to approve the resolution as presented. Commissioner Cummings seconded the motion and it was approved without dissent.

b. NEEDS ASSESSMENT COMMITTEE

Public Comment

Mr. Neil Skene thanked the Council for the opportunity to serve on the Invitation to Negotiate Team.

Ms. Yolanda Pourciau spoke to bring the Council's attention to a publication, "Sounding the Alarm: Criminalization of Black Girls in Florida" by the Delores Barr Weaver Policy Center.

Mr. Bill Proctor spoke to encourage the Needs Assessment team to utilize the resources available to the community through the 32304+ work from recent years.

Committee Report

Dr. Glenn presented the committee report including a discussion of the anticipated role of the Needs Assessment committee over the next eight months. Dr. Glenn then presented an overview of the Q-Q Research workplan, including plans for community surveys, focus groups and community forums. Superintendent Hanna inquired about the marketing of the surveys and events and offered use of the Leon County School System to help, as well as requested a budget item for marketing be presented at the next meeting. Mr. O'Bryant motioned to approve the workplan as presented. Mr. Mitchell seconded the motion and it was approved without dissent.

c. TREASURER'S REPORT

Mr. Mitchell presented the Treasurer's Report including the Income and Expenses overview and detail for July 1, 2021, - November 11, 2021, highlighting first ad valorem proceeds of \$92,453.24. Commissioner Cummings motioned to approve the Treasurer's Report as presented. Superintendent Hanna seconded the motion and it was approved without dissent.

9. DRAFT ENTERPRISE RESOURCE PLANNING (ERP) SOLUTIONS SOFTWARE REQUEST FOR INFORMATION (RFI)

Ms. Holly McPhail presented the draft RFI, as well as a little history on its development. Ms. McFadden requested visualization be added to goals section under “decision support” and that we explore the addition of donor management resources. All Council members are requested to review the RFI and send suggestions for edits direct to Ms. McPhail. The final draft of the RFI will be presented at the next Council meeting.

10. NEXT MEETING DATES

The next full council meeting will be on December 16, at 2 pm, at the Tallahassee Community College Student Union. A list of future meetings dates was provided, proposing moving the March meeting date from the 17th to the 24th. Council members agreed by consensus.

11. NEXT MEETING AGENDA

Chair Conner proposed the following items be included on the December 16 agenda in addition to the standard meeting items:

- Final Review & Approval of ERP RFI
- Review of Draft MOU with CHSP
- Review & Approval of Executive Director Contract
- Budget Item for Marketing Community Engagement Activities

12. MEMBER COMMENTS

School Board Member Darryl Jones submitted comment via text congratulating the Council on their selection of Ms. Green as the Executive Director.

Superintendent Hanna commended both the Needs Assessment and Executive Director Search Committees on their exemplary work.

There were no additional member comments.

13. ADJOURNMENT

Meeting adjourned at 5:48 p.m.

Agenda Item

Committees & Reports: Executive Director Search

Attachments:

1. Resolution 2021-10 approving employment agreement for Executive Director

RESOLUTION NO. 2021-10

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY APPROVING AN EMPLOYMENT AGREEMENT FOR THE EXECUTIVE DIRECTOR POSITION; 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. Article VI of the Council's Bylaws provide that an Executive Director shall be employed by a majority vote of all members of the Council and that the Executive Director shall be employed by a written contract.

B. After an extensive search and application process, the Governing Council of CSC Leon (the "Governing Council") has determined to engage Cecka Rose Green for the Executive Director position.

C. The Governing Council deems it appropriate and prudent to enter into an employment agreement (the "Employment Agreement") to provide the terms by which Ms. Green will be engaged as Executive Director.

SECTION 3. APPROVAL OF EMPLOYMENT AGREEMENT. The Employment Agreement between CSC Leon and Cecka Rose Green attached hereto as Appendix A, is hereby approved. The Governing Council hereby authorizes and directs the Chair to execute such agreement on behalf of CSC Leon.

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**

[Seal]

By: _____
Chair

ATTEST:

Interim Administrator

APPENDIX A
EMPLOYMENT AGREEMENT

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is entered into, by, and between Cecka Rose Green ("Green") and the Children's Services Council of Leon County (the "Council").

WHEREAS, Article VI of the Council's Bylaws provide that an Executive Director shall be employed by a majority vote of all members of the Council and that Green shall be employed by a written contract; and

WHEREAS, the Council desires to employ Green as its Executive Director on the terms and conditions set forth in this Agreement and Green desires to accept employment as Executive Director on those same terms and conditions.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows:

1. Recitations. The Parties agree that the recitations above are true and correct and are incorporated as if fully set forth here.

2. Employment. The Council agrees to employ Green as its Executive Director and Green agrees to be so employed. Green will devote her full working time to her duties as Executive Director and will not accept, perform, or engage in any other employment or occupational or professional activity of whatever nature, paid or unpaid, while she is employed as Executive Director except as expressly set forth herein or expressly agreed to by the Council by resolution and modification of this Agreement according to its terms. However, nothing in this Agreement shall prohibit Green from occasional other unremunerated activities, such as teaching, writing, community activities, pro bono work, or civic or charitable activities as is appropriate (as determined by the Council in its sole discretion, either in advance or after such activity is undertaken) to this position of Executive Director, provided, however, that such activity shall not interfere or conflict with Green's duties as Executive Director or with the objectives, goals, mission, or policies of the Council and shall not in any way reflect unfavorably on the Council. Green shall at all times apply her best efforts to the performance of her duties as Executive Director.

3. Employment At-Will. Green acknowledges and agrees that she is employed at-will and serves at the pleasure of the Council. This Agreement and her employment may be terminated by the Council at any time and for any reason or for no reason, subject only to the express Termination provisions of this Agreement. Neither this Agreement nor any other understanding, promise, assurance, or other communication of any nature whatsoever shall be deemed to confer a property interest in her employment or its terms or conditions upon Green.

4. Duties. Green will perform the duties of the office of Executive Director as set forth in the job description attached hereto as Exhibit A and incorporated as if fully set forth here, and all such duties customary and appropriate to this position of Executive Director, and such other reasonable duties as may be assigned by the Council or its designee from time to time.

5. Legal Obligations. Green acknowledges and agrees that the Council is a public entity and that she, as Executive Director, is subject to Florida's Government in the Sunshine laws, Florida's public records laws, the applicable provisions of Part III of Chapter 112 of the Florida Statutes, and all other applicable laws relating to the governance and operations of public entities and their employees. Green agrees to abide by all such laws and agrees that failure to do so would be a material breach of this Agreement.

6. Evaluation. The Council will formally evaluate Green's performance annually. The evaluation criteria shall be determined by the Council and provided to Green at least six months prior to the formal evaluation. Formative evaluation may be provided to Green at any time by the Executive Committee. The CSC Executive Director annual evaluation process shall have the following steps:

- a. The Executive Committee shall be responsible for developing or amending a performance evaluation instrument that is reflective of Green Job Description and progress toward organizational goals.
- b. The evaluation instrument shall be approved by the Council and provided to Green at least six months prior to the completion of the evaluation by Council Members.
- c. At least two weeks before the instrument is provided to all council members for their ratings, Green shall provide the Council her written input on each of the dimensions addressed by the instrument.
- d. After review of Green's input, each council member shall independently rate Green utilizing the approved evaluation instrument.
- e. A member of the Executive Committee shall collect and summarize the Council members' ratings and comments and present them to the Council.
- f. The Council shall direct the Executive Committee to share a summary of the evaluation ratings and any agreed upon feedback with Green. The Council shall also determine if any corrective action is required by Green as well as any salary adjustments, in addition to the merit increase provided in Section 9b.
- g. No overall rating of "Needs Improvement" in any area may be included in the summary evaluation unless a prior written notice of unsatisfactory performance has been provided by the Executive Committee. For any area determined to be rated as "Needs Improvement" in the annual evaluation, a mutually agreed upon improvement plan, with specific outcomes and timelines, shall be attached.
- h. The final evaluation shall be signed by both the Council Chair and Green and, with any attachments desired by the Executive Committee and or Executive Director shall be included in the official record of the Council.

7. Effective Date. This Agreement shall become effective January 1, 2022 (the "Effective Date").

8. Term. The term of this Agreement shall commence at 12:01 a.m., January 1, 2022 and shall expire at midnight, December 31, 2022; or upon Green's death; or upon Green's disability, as governed by Section 13.c.; unless terminated earlier or renewed as set forth herein. Upon expiration of this Agreement, the Council will pay to Green any amounts due for work performed through the date of expiration, reimbursements due as of the date of the expiration, and any other payments due pursuant to this Agreement, and any other payment required by law, and neither party shall have any further obligation to the other except as expressly set forth in this Agreement. Nothing in this Agreement shall impair or limit the right of either Party to terminate the Agreement according to the terms set forth in Sections 12 and 13.

9. Compensation. Green shall receive compensation for performing the duties of Executive Director as set forth in this Section 9. Nothing other than those items set forth in this Section 9 shall be considered or treated as compensation, wages, salary, earnings, or remuneration to Green for any purpose whatsoever, including for the purposes of Section 448.08, Florida Statutes, or in proceedings related to any dispute between the Parties.

a. Salary. The Council shall pay Green an annualized salary of \$120,000 to be earned and to accrue bi-weekly. This salary shall be paid bi-weekly according to the usual payroll practices of the Council.

b. Merit Increase – If, based upon its evaluation of Green's performance undertaken pursuant to Section 6, the performance of the Council during the year, and such other factors and conditions as the Council deems relevant, the Council believes Green has met the Council's performance expectations as Executive Director, Green's salary will be increased by not less than \$5,000, to take effect upon commencement of her next renewal term or extension of her current term, but not earlier than one year from the initial effective date of this Agreement. This merit increase is separate and apart from any other salary increase the Council may award Green pursuant to Section 6 or otherwise.

c. Retirement Plan. Green shall participate in the Florida Retirement System (FRS) and shall be designated by the Council as a Senior Management Service Class, as appropriate. Both parties will annually contribute to the FRS the amounts required for Senior Management Service Class members for the retirement plan selected by Green.

d. Health Insurance. Green will be enrolled in the Capital Health Plan HMO. Green will pay a monthly premium for individual coverage of \$8.34, and for family coverage \$30. If her spouse is or becomes employed by the State of Florida full-time (excluding OPS), they are eligible to receive health insurance coverage at a monthly premium cost of \$15 per spouse by enrolling in the Spouse Program. The Council will pay all monthly premiums over-and-above those paid by Green.

e. Life Insurance. Life insurance will be provided by the Council at no cost to Green for basic coverage of \$25,000, which will be doubled for accidental death. Green has the option of purchasing up to 7 times her annual salary (maximum amount of \$1,000,000) in optional coverage. Green will pay the premium for the optional life. As a new hire, optional life is guaranteed issue up to \$500,000 or 5 times salary, whichever is less.

f. Disability Insurance. Disability insurance will be provided by the Council at no cost to Green. The insurance will pay 65% of her salary up to 52 weeks after she has used all of her accumulated leave including annual, sick, sick leave pool and personal holiday leave hours.

g. Supplemental Plans. Supplemental plans including dental, supplemental hospital coverage, accident/disability, cancer/intensive care, vision and medical or dependent care flexible spending accounts will also be provided to Green. Green will pay the full premium for such plans.

h. Leave. Green will be entitled to leave as set forth in this Section 9.f.

i. Annual Leave. Green will be credited with 176 hours of annual leave upon the effective date of this Agreement and thereafter on each annual Agreement anniversary date. On the day before each anniversary date, annual leave in excess of 480 hours will be converted to sick leave on an hour-per-hour basis. Upon termination, the most recently credited hours will be converted to sick leave hours on a reduced, prorated basis by full calendar month completed.

ii. Sick Leave. Green will be credited with 104 hours of sick leave upon the effective date of this Agreement and thereafter on each annual Agreement anniversary date. Sick leave will be accrued without limit. Upon termination, if Green has at least ten years (10) of service, she will be eligible for payment of one-quarter of her sick leave balance. The maximum payment is 480 hours.

ii. Holidays and Personal Days. Green will be provided nine paid holidays per year and, upon the effective date of this Agreement and thereafter on each annual Agreement anniversary date, will be credited with one personal holiday. Unused personal holidays do not roll over into the next fiscal year.

iii. Other Benefits. Green will receive any non-salary benefits offered to other Council employees in the Council's Personnel Policies and Procedures as of the date of their adoption by the Council, to the extent they differ from or exceed the benefits set forth in this Agreement.

10. Non-Compensation Expenses and Reimbursements. The Council will pay for, reimburse, or otherwise provide for the items set forth in this Section 10. These items are paid for, reimbursed, or otherwise provided solely because they inure to the benefit of the Council and do not constitute compensation, wages, salary, earnings, or remuneration to Green for any

purpose whatsoever, including pension or for purposes of Section 448.08, Florida Statutes, or in proceedings related to any dispute between the Parties. Should such items cease to inure to the benefit of the Council, they will not be paid, reimbursed, or provided as of that date.

a. Vehicle; Travel. The IRS mileage rate in effect at the time the budget is prepared will be used, subject to the following provisions: i) in the event that the IRS establishes lower rates during the fiscal period, the rates established will automatically be lowered to those established by the IRS, and ii) in unusual circumstances, Green may increase mileage rates, but not to exceed the then-current IRS rate.

b. Information and Communications Technology Expenses. The Council will provide to Green adequate and reasonable information and communications hardware, software, and services to support her in the performance of her duties as Executive Director, as determined in the sole discretion of the Council.

c. Subscriptions, Memberships, and Fees. The Council will pay for Green's attendance at conferences, seminars, and similar professional or civic events as approved in advance by the Council; and for subscriptions or membership dues for such professional or civic publications or organizations approved in advance by the Council. Such attendance, subscriptions, and memberships shall be approved only on the basis that they redound significantly to the benefit of the Council.

d. Other. Green shall receive such other non-compensation benefits as are provided to all other Council employees.

11. Renewal and Non-Renewal. The Council may renew or extend the original term of this Agreement by resolution for such succeeding periods as specified by the Council on the same terms and conditions as then set forth in this Agreement or on such modified terms and conditions to which it may agree with Green. Should the Council not renew or extend the original or any succeeding term, this Agreement shall expire at the end of such original or succeeding term. Green's employment shall simultaneously end with the expiration of the original or succeeding term or period. Upon expiration, Green shall be paid any amounts due for work performed through the date of termination, reimbursements due as of the date of the notice, and any other payments due on the same terms and conditions applicable to all other Council employees and pursuant to this Agreement, and any other payment required by law, and neither party shall have any further obligation or liability to the other related to compensation.

12. Termination by Green.

a. With 90 Days' Notice. Should Green terminate this Agreement prior to its expiration by giving notice not less than 90 days prior to termination, the Council shall pay her a severance payment equal to four weeks of her annual salary in addition to any amounts due for work performed through the date of termination, reimbursements due as of the date of the notice, and any other payments due on the same terms and conditions applicable to all other Council employees and pursuant to this Agreement, and any other payment required by law, and the Council shall have no further obligation or

liability to her whatsoever. Upon or after receiving such notice and at its sole option, the Council may terminate this agreement and, thereby, Green's employment, and pay Green a severance in an amount equal to Green's salary that would have been paid during the amount of time then remaining in the notice period, up to a maximum of 20 weeks of her salary in addition to any amounts due for work performed through the date of termination, reimbursements due as of the date of the notice, and any other payments due on the same terms and conditions applicable to all other Council employees and pursuant to this Agreement, and any other payment required by law, and have no further obligation or liability to her whatsoever.

b. With Less than 90 Days' Notice. Should Green terminate this Agreement prior to its expiration by giving notice less than 90 days prior to termination, the Council shall pay her any payments due for work performed through the date of termination and reimbursements due as of the date of notice, any other payment required by law, and shall have no further obligation or liability to him whatsoever.

13. Termination by the Council. The Council may terminate this Agreement prior to its expiration and, thereby, Green's employment at any time, without or without notice, and for any reason or for no reason, subject only to the provisions of this Section 13.

a. Without Cause. Should the Council terminate this Agreement without Cause, as defined in Section 13.b., it will pay Green an amount equivalent to four (4) weeks of Green's salary, along with any amounts due for work performed through the date of termination and other amounts due, if any, upon termination on the same terms and conditions applicable to all other Council employees or required by law, and shall have no further liability to her whatsoever.

b. With Cause. Should the Council terminate this Agreement with Cause, as herein defined and, thereby Green's employment, it shall pay Green any amounts due for work performed through the date of termination and other amounts due required by law and shall have no further obligation or liability to her whatsoever. Cause is defined as one or more of the following: the conclusion by the Council after a formal evaluation that her performance is unsatisfactory; failure to comply with any directive of the Council; material breach of this Agreement; conviction of any felony or any crime involving moral turpitude; admission of conduct that would constitute any felony; conduct that would constitute a violation of any applicable code of ethics or professional conduct; conduct that would constitute malfeasance or misfeasance in office as those terms are interpreted under Section 112.3187, Florida Statutes; misconduct as that term is defined and interpreted under Section 443.036(29), Florida Statutes; or other similar conduct that the Council reasonably determines merits termination, including conduct that the Council reasonably concludes has or may bring it into disrepute.

c. Upon Disability. This Agreement and, thereby, Green's employment, shall terminate if Green becomes disabled and unable to perform one or more of the essential functions of her job, with or without a reasonable accommodation, as these terms are

interpreted under the Americans with Disabilities Act. In such case, the Council will pay Green any amounts due for work performed through the date of termination and other amounts due, if any, upon termination on the same terms and conditions applicable to all other Council employees, or amounts required by law, and shall have no further liability to her whatsoever.

14. Bonds. The Council shall bear the full expense of any fidelity or other bond required of Green in her capacity as Executive Director under any statute, ordinance, or regulation.

15. Indemnification. The Council shall indemnify and defend Green or, at its option, provide a defense to Green against claims arising out of and in the course and scope of her employment or function, consistent with and to the extent of Florida law under Chapter 111, Florida Statutes, and a public official's right to a defense against claims arising from their performance of her public duties performed while serving a public purpose under the common law of Florida.

16. Notices. Any notice hereunder shall be effective if made by delivery, postage paid, to the United States Postal Service or by a manner valid for personal service under the Florida Rules of Civil Procedure or by public statement on the record during a meeting of the Council in the presence of the party to whom notice is to be given. Notice, for purposes of this Agreement, is to be given to:

Council: Judge Jonathan Sjostrom (or successor)
Chair
Children's Services Council of Leon County
P.O. Box 1816
221 Park Avenue
Tallahassee, Florida 32302

Green: Cecka Rose Green
4799 Highgrove Road
Tallahassee, FL 32309

17. No Assignment or Delegation; No Third-Party Beneficiaries. The services provided by Green are considered unique and personal to him/her. Accordingly, Green may not delegate or assign any duty, obligation, or benefit attaching or accruing hereunder. This Agreement is entered into and intended for the benefit solely of the Council and of Green and not for the benefit of any other person or entity.

18. Entire Agreement, Severability, Modification, Waiver. The provisions of this Agreement constitute the entire agreement between the Parties on its subject matter and this Agreement supersedes any other agreement, understanding, representation, or promise whatsoever. Green agrees that she has relied solely upon the express language of this Agreement

in determining whether to enter into this Agreement and not upon any other understanding or communication of any kind, whether written or oral. Should a court of competent jurisdiction determine that any provision or portion thereof of this Agreement is illegal, invalid, or unenforceable, the remaining provisions or portions thereof shall remain in full force and effect. This Agreement may be modified only by a writing signed by both Parties and approved by the Council by resolution. Waiver of any right or of any breach of this Agreement by either party in any instance or instances shall not constitute or be construed as a waiver in any other instance.

19. Construction, Governing Law, Headings. This Agreement shall be construed according to its express language and not strictly for or against either Party, regardless of authorship. This Agreement shall be governed by and according to the laws of the State of Florida. Section headings are for convenience only and shall have no legal effect. The use of the singular herein includes the plural. The use of the masculine herein includes the feminine.

20. Disputes. **ANY DISPUTE ARISING FROM THIS AGREEMENT OR RELATING TO ITS INTERPRETATION OR APPLICATION, INCLUDING ANY DISPUTE WHATSOEVER RELATING TO GREEN'S EMPLOYMENT WILL BE HEARD BY A JUDGE AND NOT A JURY** in state or federal court, as the case may be, in Leon County, Florida. Green agrees that venue is proper in Leon County, Florida, and will not challenge venue on the basis of forum non conveniens or any other basis. The prevailing party in any such dispute will be entitled to all its reasonable attorney's fees and costs, including appellate fees and costs.

21. Counterparts, Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute a single instrument. Execution and delivery of this Agreement by electronic exchange bearing the copies of a Party's signature shall constitute a valid and binding execution and delivery of this Agreement by such Party. Such electronic copies shall constitute enforceable original documents.

WHEREFORE, the Parties, after full consideration, including consultation with independent counsel, do knowingly, voluntarily, and intending to be legally bound, hereby enter into this Agreement duly executed on the dates written below and effective as of the Effective Date as defined herein.

Judge Jonathan Sjostrom, Chair
Children's Services Council of Leon County

Cecka Rose Green

Date: _____

Date: _____

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
POSITION DESCRIPTION EXECUTIVE DIRECTOR
REPORTS TO Governing Council

Position Summary

The executive director (ED) is the official representative of the Children's Services Council of Leon County (CSC Leon). The position is responsible for providing strategic leadership by working with the Governing Council to establish long-range goals, strategies, plans and policies to improve the lives and outcomes of children, youth and families in Leon County. The ED directs the budget, and implements and manages the activities and functions of the organization pursuant to its mission and consistent with the directions and delegations of the Governing Council.

This is a non-graded position for which compensation is established by the Council.

General Duties

Planning, budgeting, advocacy, community leadership, implementing, managing and evaluating the activities and functions of the CSC Leon, and other duties as required.

Specific Duties and Responsibilities

This position is responsible for the overall operations of the CSC Leon. Specific duties may be assigned to other personnel with appropriate oversight. Final accountability remains with this position.

Planning:

1. 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.
2. Direct the activities of the CSC Leon based on the comprehensive plan.
3. Ensure the comprehensive plan is updated as appropriate.
4. Institute mechanisms to ensure community involvement in planning processes.
5. Work with other local planning bodies to ensure coordination and consistency of efforts.
6. Develop benchmarks to track progress toward strategic goals.

Financial and Program Management:

1. Preparation, management and oversight of annual budget and funding recommendations for Council approval.
2. Preparation and oversight of budget model forecast for planning purposes.
3. Establishment of policies and procedures related to the evaluation of funding requests.
4. Oversight of program and fiscal monitoring of funded programs.

Operations Management:

1. Establish work environment that fosters a productive work culture.
2. Foster high levels of customer service to ensure effectiveness and further development of customer-centered service delivery.
3. Develop and provide oversight to such organizational plans and procedures as necessary for effective operations.
4. Manage and direct the activities of staff and contractors to ensure programs are properly executed and the Council's priority objectives are achieved.
5. Lead and ensure effective management of the organization in meeting the statutory functions relevant to the CSC Leon.
6. Participate and oversee emergency planning and responses to emergency situations when required to do so.

Community Relations and Advocacy:

1. Establish and oversee mechanisms to communicate the activities of the CSC Leon to the community.
2. Develop and foster effective external working relationships with community stakeholders within the community in order to address key strategic issues facing the community.
3. Serve as the primary representative of the CSC Leon to the community.
4. Represent the CSC Leon at various local and state events addressing issues related to the interests and mission of the organization.
5. Work with local legislative delegation and local elected officials to advance the interests of children and families.
6. Communicate CSC Leon positions to providers and the community.

Board Relations:

1. Provide directional leadership and sound, imaginative advice to the Council on all matters relating to Children's Services Council.
2. Develop and maintain positive and open relationship and communication with the Council.
3. Ensure the Council is kept informed of relevant policy and operational issues.
4. Prepare and provide oversight of agendas and supporting materials for Council meetings.
5. Prepare and provide oversight of recommendations as requested by the Council.
6. Assist the Council chair in matters relating to Council member participation and Council meetings.

Professional Experience/Qualifications

The ED is a visionary, strategic, results-oriented leader who has the personal characteristics and professional experience to lead the CSC Leon. S/he must:

- A. Possess passion for the Council's mission and the ability to communicate that passion with impact to multiple stakeholders.
- B. Be creative and possess the drive, personal dynamism, communication and interpersonal skills to be an outstanding advocate, representative and spokesperson.
- C. Be mature, self-assured, able to demonstrate credibility, and command the respect of multiple stakeholders, both internally and externally.
- D. Be a strong relationship builder. Ideally, this individual will have been engaged in dealing in a political environment, and with government entities, the media and the organizations of the kind that are supported by CSC Leon.
- E. Possess a collaborative style, and diplomatic and persuasive skills, including the ability to build strong and effective teams.
- F. Demonstrate cultural competence, be sensitive to the needs of the diverse communities of Leon County, and possess the credibility to partner and engage with the leaders of those communities.
- G. Have strong business acumen and be performance oriented, including experience in results-based accountability and managing large budgets.
- H. Have a highly developed ability to prepare and analyze statistical information.
- I. Possess a strong grounding in the fundamentals of general management, financial management, strategic planning, and be well-organized and resourceful.

Minimum Educational Requirements

- 1. A Bachelor's degree in Public Administration, Business Management, Social Sciences, Education Administration, Educational Leadership or other related area of specialization (preferred), with a minimum of eight years' experience in management/leadership, community planning, program development and evaluation, agency budgeting, or related activities.
 - A Master's degree can substitute for up to two years professional experience.

Scope of Responsibility

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

All applications are subject to the Florida Government in the Sunshine meaning all applications will be made available to members of the public upon request and all deliberations concerning the selection of the ED, including interviews, will be conducted during public meetings.

Compensation

The anticipated salary range is \$95,000 - \$125,000 plus benefits, commensurate with experience and qualifications.

Agenda Item

Committees & Reports: 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 **12**. 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~~October to align with the CSC Leon fiscal year, 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~~Council 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 **23**. 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 **34**. 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 [and dismissal](#) 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 [and dismissal](#) of an Executive Director may only be taken by affirmative vote of [two-thirds \(2/3\)](#) ~~a majority~~ of all serving members of the Council.
- ~~E.~~[F.](#) [The Department of Children & Families appointee to the Council shall not vote on the hiring and dismissal of an Executive Director.](#)
- ~~F.~~[G.](#) Approval of the budget and setting of the millage shall be as established by law.

H. 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, E~~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~~Finance and Budget 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

A. All committee appointments of the Council shall be appointed by the Chairperson and their appointments will be reviewed annually.

B. The permanent committees shall be:

Executive Committee: The Executive Committee shall be composed of the officers of the Council and the immediate past Chairperson. In an emergency, this committee shall have all the powers of the Council to transact necessary business affairs of the organization; otherwise, decisions of the Executive Committee shall be approved or ratified by the full Council. The Executive Committee shall provide a report of their decisions at the next regular meeting of the Council.

Finance and Budget Committee: The Finance and Budget Committee shall be composed of at least three members of the Council with the Treasurer serving as the chairperson. The committee shall provide financial oversight for the organization, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Nominating Committee: The Nominating Committee shall be composed of at least three members of the Council. The committee shall lead the process for vetting and recommending appointments for officers of the Council.

Bylaws Committee: The Bylaws Committee shall be composed of at least three members of the Council. The committee shall conduct an annual review of the Bylaws and make recommendations for changes, as needed.

Program Services Committee (originally the Needs Assessment committee): The Program Services Committee shall be composed of at least three members of the Council. The committee shall lead the process for developing and monitoring community needs assessments and making recommendations for community funding, including identification of appointments to evaluation team/review panel(s), to the Governing Council.

C. Additional 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.

D. The Council may also designate persons not on the Council to serve on committees. The committees shall have such authority as the Council shall direct, subject to applicable Florida Laws.

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~~^{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 ~~two-thirds majority~~ vote of all members of the Council. The Executive Director shall be employed according to terms mutually agreed upon in a written contract between the Executive Director and the Council, including but not limited to evaluation terms 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~~ Council 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, consultant, contractor 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. PROHIBITION ON LOBBYING

CSC Leon shall not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person,

whose principal responsibilities are to lobby a member of the Council on behalf of the organization, person, or entity which seeks funding from the Council. Subject to the foregoing, an officer, director, official, principal, or bona fide employee of an organization, person or entity seeking funding may engage in lobbying without payment of any compensation or reimbursement of expenses for such lobbying, whether directly or indirectly.

No monies granted by CSC Leon shall be used by a provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist.

CONTACT AFTER RESPONDENT SUBMITTAL: Any respondent or a lobbyist (paid or unpaid) for a respondent is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any Council Member, the Executive Director, or any member of staff except for the identified procurement officer after the issuance of a funding opportunity and until completion of the contract award. A proposal from any organization will be disqualified when the respondent or a lobbyist (paid or unpaid) for the respondent violates this condition of the procurement process.

ARTICLE ~~VIII~~IX. 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~~X. 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 ~~XI~~I. 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 this ____ day of _____ 2021.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

By: _____
Chair

Agenda Item

Committees & Reports: Treasurer's Report

Attachments:

1. FY ended 9-30-21
2. 21-22 (Detailed) Income & Expense as of 12-10-21
3. 21-22 FY Income Expense
4. Oct-November Income Expense

Children's Services Council of Leon County
Detailed Income and Expense Report
Fiscal Year Ended 09-30-2021

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Interest					
Deposit	09/30/2021			Deposit	1.74
Total Interest					1.74
Loan Proceeds (Leon County)					
Deposit	09/03/2021			Deposit	60,000.00
Total Loan Proceeds (Leon County)					60,000.00
Total Income					60,001.74
Expense					
Contract Services					
Audio/Video					
Bill	07/08/2021	Mega Ace 07-08-2021	Theodore Granger	CSC meeting Audio/Video Production (reimburs...	1,765.00
Bill	08/04/2021	CI-000020395	Tallahassee Community College	A/V Equipment & Support (8/18/21 Council Meet...	750.00
Bill	09/03/2021	CI-000020719	Tallahassee Community College	A/V Equipment & Support	750.00
Total Audio/Video					3,265.00
General Counsel					
Bill	07/16/2021	75531	Bryant Miller Olive P.A.	Legal services	2,767.50
Bill	08/13/2021	75818	Bryant Miller Olive P.A.	Legal services	8,196.50
Bill	09/10/2021	76013	Bryant Miller Olive P.A.	Legal services	7,927.50
Total General Counsel					18,891.50
Program Specialist & Admin.					
Bill	07/05/2021	0024	Windwood Communications LLC	July 2021 - Operations Management	5,000.00
Bill	09/03/2021	#0036	Windwood Communications LLC	August 2020 - Operations Management	5,000.00
Bill	09/16/2021	0031	Windwood Communications LLC	June 2021 - Operations Management	2,500.00
Total Program Specialist & Admin.					12,500.00
Total Contract Services					34,656.50
Employment Search Fees					
Bill	09/03/2021	#0037	Windwood Communications LLC	Employment search postings (reimbursement)	1,189.27
Total Employment Search Fees					1,189.27
Miscellaneous expenses					
Dues & Subscription					
Bill	09/07/2021	2021.12	Florida Children's Council	Membership Dues	12,000.00
Total Dues & Subscription					12,000.00

Type	Date	Num	Name	Memo	Amount
Insurance - Liability, D and O					
Bill	08/20/2021	Demont Inc #5907743	Theodore Granger	Insurance (Reimbursement)	709.65
Total Insurance - Liability, D and O					709.65
IT Services (Web & Email)					
Bill	07/06/2021	0025	Windwood Communications LLC	Domain registration, web hosting, email (reimbur...	232.08
Total IT Services (Web & Email)					232.08
Licenses & Fees					
Bill	09/17/2021	20210917144030935	Theodore Granger	DEO Annual Fee (Reimbursement)	150.00
Total Licenses & Fees					150.00
Postage and Courier					
Bill	07/08/2021	USPS 07-08-2021	Theodore Granger	PO Box semi-annual rental (reimbursement)	161.00
Total Postage and Courier					161.00
Printing and Copying					
Bill	07/20/2021	Midtown Print 1142	Theodore Granger	Copies (Reimbursement)	21.61
Bill	08/18/2021	Midtown Print #1347	Theodore Granger	Copies (Reimbursement)	11.29
Bill	08/24/2021	Midtown Print #1392	Theodore Granger	Copies (Reimbursement)	23.65
Bill	09/10/2021	76013	Bryant Miller Olive P.A.	Duplication	17.25
Total Printing and Copying					73.80
Publication (Legal Adv)					
Bill	09/07/2021	120722	Florida Department of State	Publication - FL Administrative Register	34.44
Total Publication (Legal Adv)					34.44
Total Miscellaneous expenses					13,360.97
Total Expense					49,206.74
Net Ordinary Income					10,795.00
Net Income					10,795.00

Children's Services Council of Leon County
Detailed Income and Expense Report
October 1 through December 10, 2021

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds					
Deposit	11/09/2021			Deposit	92,453.24
Deposit	11/24/2021			Deposit	1,650,865.44
Total Ad Valorem Proceeds					1,743,318.68
Interest					
Deposit	10/31/2021			Deposit	0.46
Deposit	11/30/2021			Deposit	20.18
Total Interest					20.64
Loan Proceeds (Leon County)					
Deposit	11/09/2021			Deposit	90,000.00
Total Loan Proceeds (Leon County)					90,000.00
Total Income					1,833,339.32
Expense					
Contract Services					
Accounting Fees					
Bill	10/19/2021	4424	Grayson Accounting Consulting P.A.	Jul - Sep 2021 Accounting services	1,775.00
Bill	11/16/2021	4439	Grayson Accounting Consulting P.A.	Accounting services - Oct. 2021	600.00
Bill	12/02/2021	4445	Grayson Accounting Consulting P.A.	Accounting services - Nov. 2021	450.00
Total Accounting Fees					2,825.00
Audio/Video					
Bill	11/29/2021	C1-000023980	Tallahassee Community College	A/V Equipment & Support (12/16/21 Council Me...	750.00
Total Audio/Video					750.00
General Counsel					
Bill	10/11/2021	76389	Bryant Miller Olive P.A.	Legal services	7,319.06
Bill	11/11/2021	76653	Bryant Miller Olive P.A.	Legal services	12,229.75
Total General Counsel					19,548.81
Interim Administrator					
Bill	10/20/2021	01	Granger44 Consulting LLC	Interim Administrator Services	41,666.65
Bill	10/31/2021	03	Granger44 Consulting LLC	Interim Administrator Services - Nov. 2021	8,333.33
Bill	12/02/2021	04	Granger44 Consulting LLC	Interim Administrator Services - Dec. 2021	8,333.33
Total Interim Administrator					58,333.31

Type	Date	Num	Name	Memo	Amount
Program Specialist & Admin.					
Bill	10/01/2021	0042	Windwood Communications LLC	Oct. 2021 - Operations Management	5,000.00
Bill	10/09/2021	0043	Windwood Communications LLC	Sept. 2021 - Operations Management	5,000.00
Bill	11/08/2021	0044	Windwood Communications LLC	Nov. 2021 - Operations Management	5,000.00
Bill	12/07/2021	0051	Windwood Communications LLC	Dec. 2021 - Operations Management	5,000.00
Total Program Specialist & Admin.					20,000.00
Total Contract Services					101,457.12
Employment Search Fees					
Bill	12/07/2021	12/07/2021	21st Century Council	Technical assistance	2,400.00
Total Employment Search Fees					2,400.00
Miscellaneous expenses					
Awards & Recognition					
Bill	10/08/2021	10182021	Windwood Communications LLC	Award reimbursement	44.02
Total Awards & Recognition					44.02
Insurance - Liability, D and O					
Bill	11/10/2021	11/10/2021	Theodore Granger	D&O Insurance - reimbursement	970.83
Total Insurance - Liability, D and O					970.83
Licenses & Fees					
Bill	10/01/2021	85567	Department of Economic Opportunity	Special District Fee	175.00
Total Licenses & Fees					175.00
Office Supplies					
Bill	10/01/2021	*SR260211*	Christopher B. Roe	Corporate seal - reimbursement	36.85
Total Office Supplies					36.85
Research					
Bill	11/05/2021	P073865-102521	Florida Department of Health	Public Records Request	2,631.47
Total Research					2,631.47
Software					
Check	10/15/2021		Bill.com		83.72
Check	11/16/2021		Bill.com		80.34
Total Software					164.06
Travel and Meetings					
Conference, Convention, Meeting					
Bill	10/08/2021	10182021	Windwood Communications LLC	Lunch - ITN Negotiation 10-11-21	149.84
Total Conference, Convention, Meeting					149.84

Type	Date	Num	Name	Memo	Amount
Travel					
Bill	10/08/2021	cl102821	Chris Letsos	Travel reimbursement	535.91
Bill	10/08/2021	jm10082021	Joe Mahoney	Travel Reimbursement	636.19
Bill	10/08/2021	10182021	Windwood Communications LLC	Travel expense reimbursement	249.76
Total Travel					1,421.86
Total Travel and Meetings					1,571.70
Total Miscellaneous expenses					5,593.93
Needs Assessment					
Bill	11/30/2021	1891	Q-Q Research Consultants LLC	Final Project Governance Document	27,977.30
Total Needs Assessment					27,977.30
Total Expense					137,428.35
Net Ordinary Income					1,695,910.97
Net Income					1,695,910.97

Children's Services Council of Leon County
Income & Expense Report
October 1 through December 10, 2021

	TOTAL
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	1,743,318.68
Interest	20.64
Loan Proceeds (Leon County)	90,000.00
Total Income	1,833,339.32
Expense	
Contract Services	
Accounting Fees	2,825.00
Audio/Video	750.00
General Counsel	19,548.81
Interim Administrator	58,333.31
Program Specialist & Admin.	20,000.00
Total Contract Services	101,457.12
Employment Search Fees	2,400.00
Miscellaneous expenses	
Awards & Recognition	44.02
Insurance - Liability, D and O	970.83
Licenses & Fees	175.00
Office Supplies	36.85
Research	2,631.47
Software	164.06
Travel and Meetings	
Conference, Convention, Meeting	149.84
Travel	1,421.86
Total Travel and Meetings	1,571.70
Total Miscellaneous expenses	5,593.93
Needs Assessment	27,977.30
Total Expense	137,428.35
Net Ordinary Income	1,695,910.97
Net Income	1,695,910.97

Children's Services Council of Leon County Income & Expense Budget vs. Actual

October through November 2021

	Oct - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	1,743,318.68	7,252,277.00	-5,508,958.32	24.0%
Interest	20.64			
Loan Proceeds (Leon County)	90,000.00			
Total Income	1,833,339.32	7,252,277.00	-5,418,937.68	25.3%
Expense				
Compensation & Benefits				
Employee Benefits	0.00	56,250.00	-56,250.00	0.0%
Salaries	0.00	187,506.00	-187,506.00	0.0%
Total Compensation & Benefits	0.00	243,756.00	-243,756.00	0.0%
Contract Services				
Accounting Fees	2,375.00	50,000.00	-47,625.00	4.8%
Audio/Video	750.00			
General Counsel	19,548.81	50,000.00	-30,451.19	39.1%
Interim Administrator	49,999.98	16,668.00	33,331.98	300.0%
Program Specialist & Admin.	15,000.00	20,000.00	-5,000.00	75.0%
Total Contract Services	87,673.79	136,668.00	-48,994.21	64.2%
Interest expense	0.00	6,000.00	-6,000.00	0.0%
Loan Repayment	0.00	400,000.00	-400,000.00	0.0%
Miscellaneous expenses				
Awards & Recognition	44.02			
Capicity Bldg & Tech Training	0.00	5,000.00	-5,000.00	0.0%
Communications	0.00	4,500.00	-4,500.00	0.0%
Community Awareness/Engagement	0.00	1,000.00	-1,000.00	0.0%
Dues & Subscription	0.00	7,000.00	-7,000.00	0.0%
Insurance - Liability, D and O	970.83	2,500.00	-1,529.17	38.8%
IT Hardware	0.00	2,500.00	-2,500.00	0.0%
IT Services (Web & Email)	0.00	1,000.00	-1,000.00	0.0%
Licenses & Fees	175.00			
Misc expenses	0.00	3,500.00	-3,500.00	0.0%
Office Supplies	36.85	2,750.00	-2,713.15	1.3%
Publication (Legal Adv)	0.00	7,500.00	-7,500.00	0.0%
Research	2,631.47			
Software	164.06			
Travel and Meetings				
Conference, Convention, Meeting	149.84	1,500.00	-1,350.16	10.0%
Travel	1,421.86	3,500.00	-2,078.14	40.6%
Total Travel and Meetings	1,571.70	5,000.00	-3,428.30	31.4%
Total Miscellaneous expenses	5,593.93	42,250.00	-36,656.07	13.2%
Needs Assessment	27,977.30	250,000.00	-222,022.70	11.2%
Program & Financial Software	0.00	150,000.00	-150,000.00	0.0%
Reserves/Community Grants	0.00	6,023,603.00	-6,023,603.00	0.0%
Total Expense	121,245.02	7,252,277.00	-7,131,031.98	1.7%
Net Ordinary Income	1,712,094.30	0.00	1,712,094.30	100.0%
Net Income	1,712,094.30	0.00	1,712,094.30	100.0%

Agenda Item

Final Enterprise Solutions Software Request for Information

Attachments:

1. Final RFI

Request for Information (RFI)
Enterprise Resource Planning Software Solutions
Children's Services Council of Leon County (CSC Leon)

Issue Date: December 17, 2021

Response Deadline: January 31, 2022, 5:00 PM ET

ALL RESPONSES SHOULD BE SUBMITTED IN WRITING VIA EMAIL TO procurement@cscleon.org.
UNDER NO CIRCUMSTANCES SHALL ANY RESPONDENT CONTACT ANY OTHER DEPARTMENT OF
STATE PERSONNEL REGARDING THIS NOTICE.

THIS IS NOT A REQUEST FOR PROPOSAL. THIS IS FOR INFORMATIONAL PURPOSE ONLY; NO
QUESTIONS WILL BE ACCEPTED IN RESPONSE TO THIS RFI. NO AWARD WILL BE MADE ON THE
BASIS OF RESPONSES RECEIVED TO THIS NOTICE.

I. INTRODUCTION

The Children's Services Council of Leon County (CSC Leon) is issuing this Request for Information (RFI) for obtaining information for software and services related to the creation and maintenance of an Enterprise Resource Planning (ERP) Software Solution. This system is intended to support the following activities: financial management, budgeting, human resources, purchasing, payroll, funding applications, contract management, program reporting, case management, and community engagement, etc.

This RFI is being conducted for informational and planning purposes only, and will not result in any contractual offer or commitment to purchase services. The objective of this RFI is to identify potential products and companies to provide service for initial implementation and hosting of a software solution under a Software as a Service (SaaS) agreement. Responses to this RFI will be used as inputs to CSC Leon's decision-making process.

All information received in response to this RFI marked "Proprietary" will be handled accordingly. Responses to the RFI will not be returned. Responses to this RFI are not considered offers and will not be accepted by CSC Leon to form a binding contract. Responses to this RFI will assist CSC Leon in determining the potential level of interest, competition adequacy, and technical capabilities of commercial vendors to provide the required products and services. CSC Leon does not guarantee any action beyond this RFI.

II. BACKGROUND

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in the local community. Approved by a majority of the Leon County ("County") electorate in the November 2020 general election, CSC Leon has been established to provide children with early learning and reading skills, development, treatment, preventative and other children's services. As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not exceeding the maximum millage rate of one-half (1/2) mill. CSC Leon has independent oversight and accountability, and the following powers and functions:

1. To provide and maintain in the County such preventive, developmental, treatment and rehabilitative services for children as CSC Leon determines are needed for the general welfare of the County.
2. To provide such other services for all children as CSC Leon determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research, which will be helpful to CSC Leon and the County in deciding the needs of children in the County.

5. To consult with other agencies dedicated to the welfare of children, to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subsection shall be construed to authorize CSC Leon to issue bonds of any nature, nor shall CSC Leon have the power to require the imposition of any bond by the Board of County Commissioners.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and duties.

III. Enterprise Resource Planning (ERP) Software Solution Goals

To meet the functions described in section II, CSC Leon desires to acquire and implement commercial-off-the-shelf (COTS) solutions in a timely fashion that are hosted (also known as Software as a Service), allows for full integration, and are scalable as the organization evolves. This may include evaluating both comprehensive solutions and multiple integrated solutions to create the best solution for CSC Leon's software needs (listed below).

1. Finance and Accounting
 - a. Chart of Accounts Maintenance
 - b. General Ledger Entry and Posting
 - c. Budget
 - d. Treasury/Bank Reconciliation
 - e. Financial Reporting
 - f. Accounts Payable & Accounts Receivable
 - g. Procurement & Purchase Orders
 - h. Capital Assets
 - i. Payroll
 - j. Human Resources
 - i. Time Sheet Management
 - ii. Professional Development
2. Customer Relationship Management
 - a. Relationship Management
 - b. Task/Opportunity Management
 - c. Donor Management
 - d. Stakeholder demographics
 - e. Distribution & Other Groupings lists
3. Grant/Funds Management
 - a. Grants Publication and Management
 - b. Funds Management
 - c. Performance Measurement
 - d. Agency (external stakeholder) portal

4. Decision Support/Project Management
 - a. Budgeting
 - b. Task Management (workflows)
 - c. Reporting
 - d. Analysis
 - e. Predictive Analytics
5. Case Management
 - a. Program-level Data Collection
 - b. Individual Client-level Data Collection (with informed consent)
 - c. Reporting
 - d. Referral Tracking

CSC Leon currently has no technology for fiscal or grants management. CSC Leon anticipates it will have 5-6 internal users and more than 20 external users at outside agencies, operating more than 20 individual programs beginning October 1, 2022.

IV. RESPONSE CONTENT

CSC Leon would like to obtain the following information about software and vendor-provided services that meet the functions described in section III:

1. General costs and license management
 - a. Transparent and consistent license model, including a detailed approach to cost and license management and an explanation of pricing structure specifically an explanation of what the pricing structure is comprised of: e.g. nodes, users, individual vs enterprise, instances etc.
 - b. License and feature use tracking to optimize costs and reduce risk
 - c. Automated notifications, collaboration and data driven insights
 - d. Ability to integrate with 3rd party reporting tools
 - e. Preconfigured and custom dashboard capabilities capturing cost, analytics, and optimization insights
2. Security
 - a. Granular access permissions
 - b. Support for directory services and multi-factor authentication, including mobile solutions
 - c. Support for role based and attribute-based access control
 - d. Logging and auditing for successful and failed login and access
3. Architecture
 - a. Multi-tenant
 - b. Robust APIs to support integration with other systems
 - c. Dynamic scalability
 - d. Ability to create and manage complex forms and workflows
 - e. Support for enterprise release management and version control

- f. Support for automated testing to include performance, scalability, and regression testing
 - g. No code/low code as well as traditional development environments
- 4. Content Management
 - a. Support for querying complex data types and unstructured data
 - b. Support for enterprise content and document management and search
- 5. Mobility
 - a. Support for IOS and Android systems (phone and tablet)
 - b. Support for limited offline work with store-and-forward capabilities
- 6. Timeline for Implementation
 - a. General project development
 - b. Training and beta testing
 - c. Solutions capable of implementing early and/or on an incremental release
 - d. Ongoing maintenance

V. SUBMISSION DETAILS

Interested businesses shall submit electronic responses; responses must be received by Holly McPhail at procurement@cscleon.org no later than January 31, 2021, at 5:00 p.m. ET.

Responses must be submitted electronically, formatted in Microsoft Word or Microsoft Excel (any version). Margins must be 1" on all sides, to print on 8 ½" x 11" paper. Calibri typeface, 12-point font is preferred. Responses should be specific to the response content outlined in section IV, and include the following: company name, address, url and point-of-contract (POC) including name, phone number and email address.

The page limitation is ten (10) pages and respondents are cautioned to keep marketing materials and non-specific information to a minimum. No responses shall be accepted via US Mail or Fax.

Disclaimer: This is a Request for Information only to identify potential sources that can provide a Software as a Service (SaaS) agreement. Responding to this RFI does not preclude a respondent from competing later to provide ERP solutions.