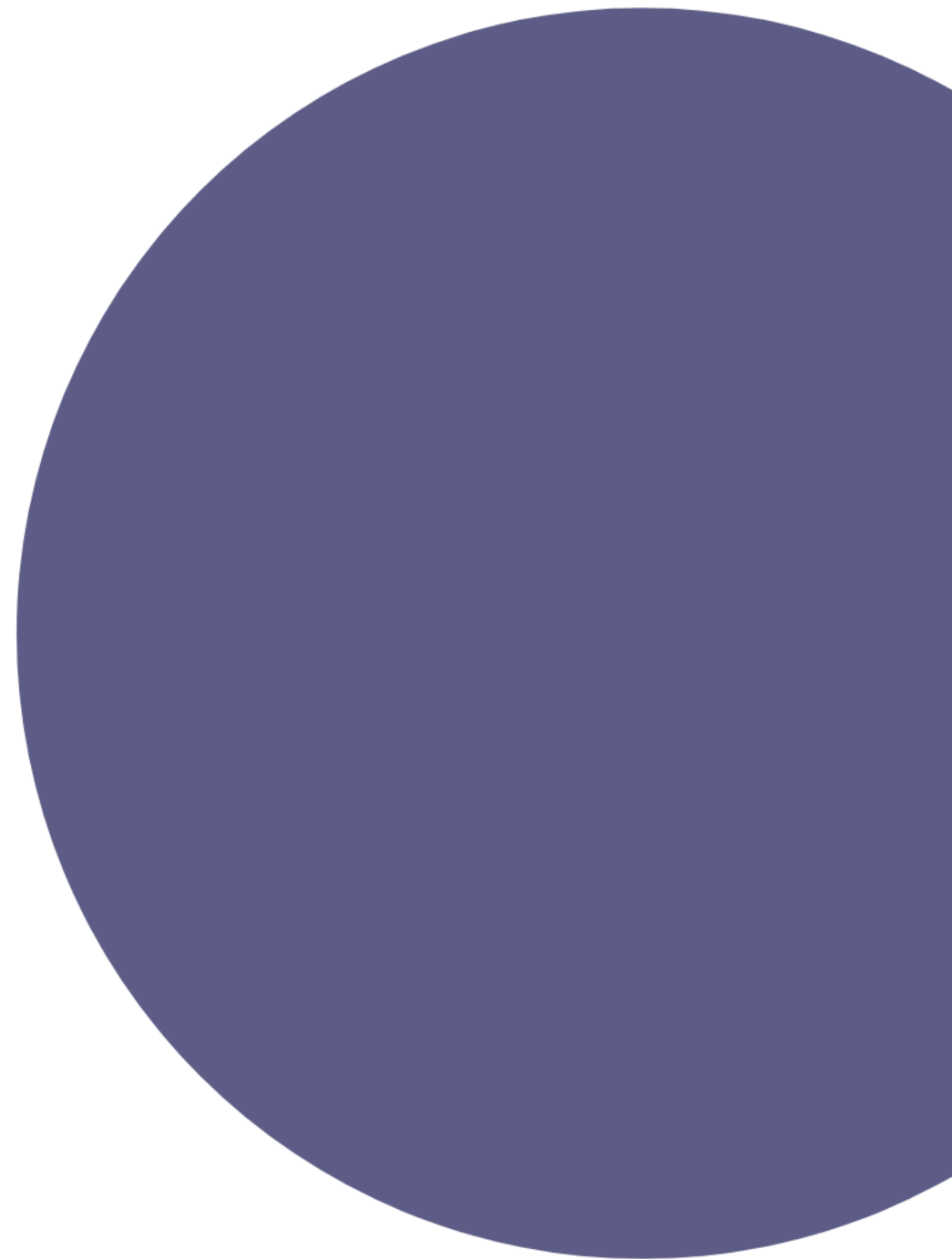


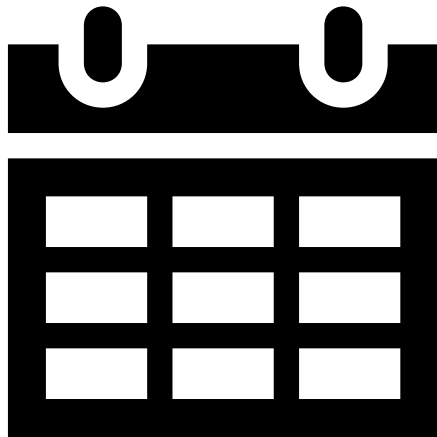
Children's Services Council
of Leon County
Governing Council

February 17, 2022

Executive Director's Report



Community Conversations



March 29, 6 pm – Raa Middle School

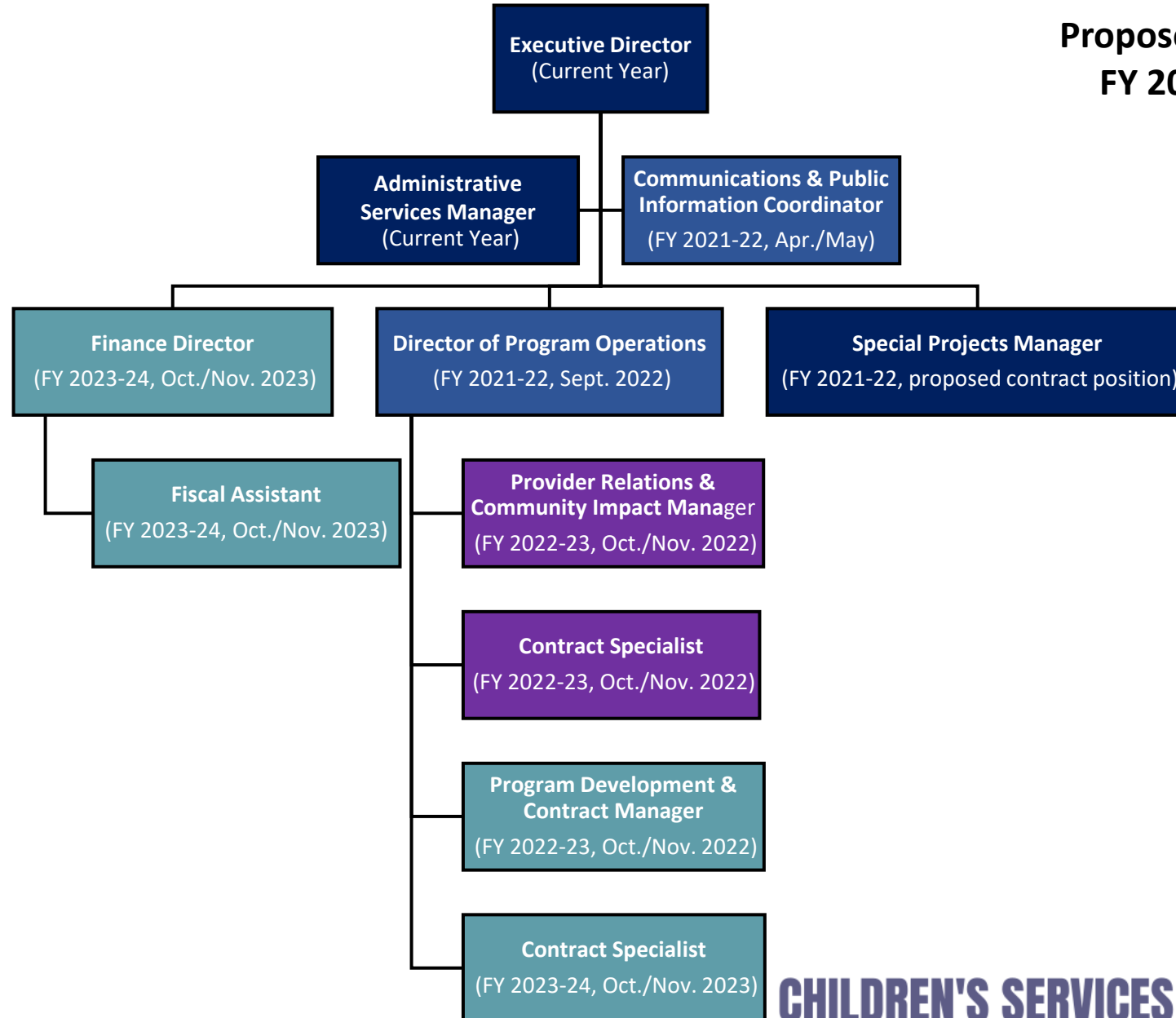
March 31, 6 pm – Palmer Monroe Teen Center (Youth Only)

April 4, 6:30 pm – Walker-Ford Community Center

April 5, 6:30 pm – Chiles High School

CSC of Leon County, Council Members

Proposed Team Member Structure
FY 2021-22, 2022-23, 2023-24

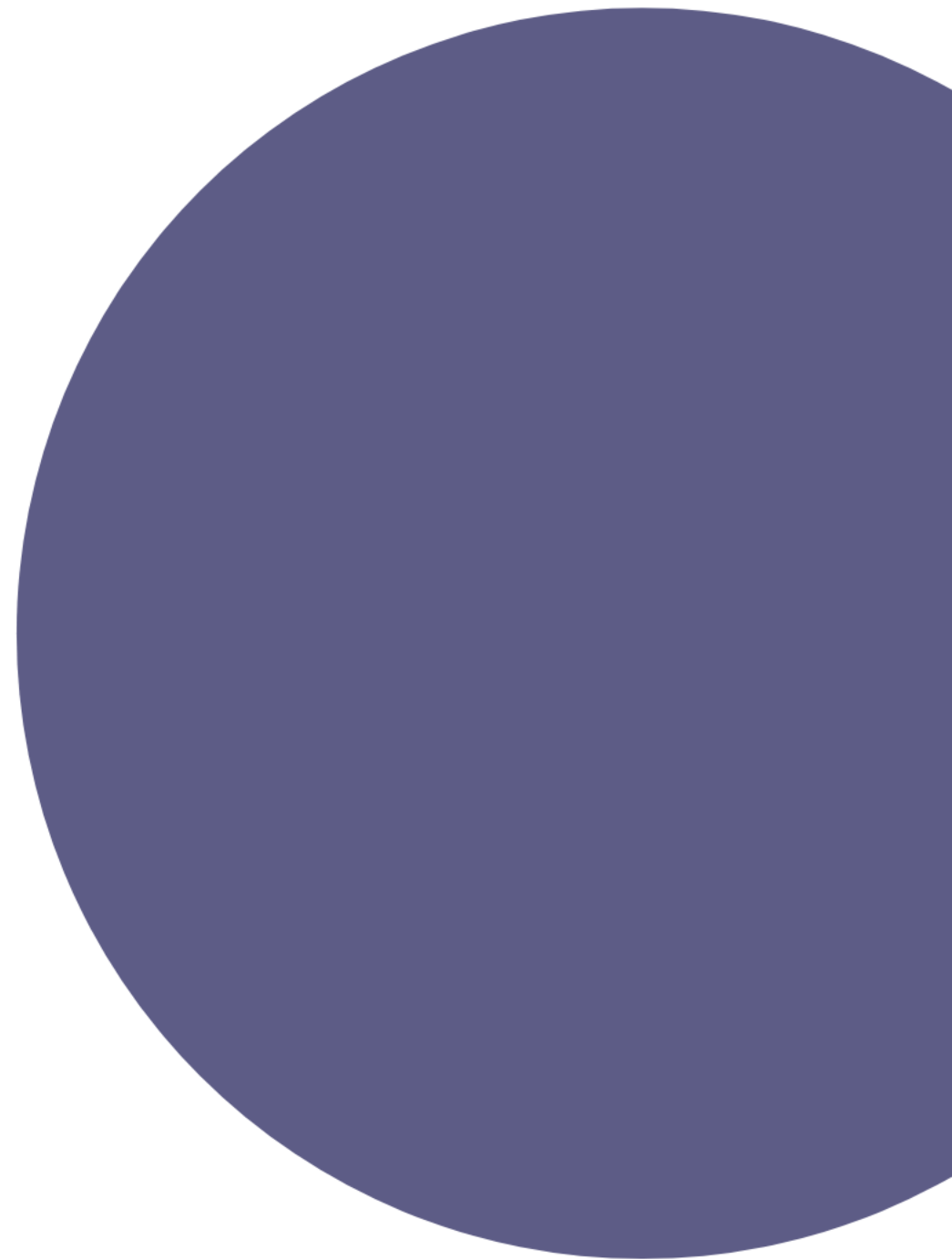


Summary of Proposed Position Responsibilities

- **Executive Director** – CSC Leon official representative; strategic leadership with directions and delegations of the Governing Council
 - **Administrative Services Manager** – Administrative support of ED; oversees daily management of the CSC Leon office
 - **Communications & Public Information Coordinator** – Supports internal/external communication; ensures community awareness of CSC efforts; website and social media content/mgmt.; media relations; newsletter; communications platforms; PRR contact; community events
 - **Special Projects Manager** (contracted position) – currently completing needs assessment with research firm; also, ERP request for information and future RFP/ITN; duration of position TBD
- **Director of Program Operations** – Directs, administers and manages CSC operation, program planning and evaluation of investment partner programs; oversees preparation/implementation of funding cycle(s), contract mgmt., funds distribution, program monitoring and evaluation (outcomes), needs assessment and policy direction; assumes administrative responsibility in the absence of the ED
 - **Provider Relations & Community Impact Coordinator** – Facilitates/coordinates provider engagement, relations and training; capacity-building/technical assistance; continuous quality improvement; research-based/data-driven decision-making; assesses program efficacy and develops programmatic refinements; ensures adherence to data collection requirements
 - **Program Development & Contract Manager** – Develops/manages solicitation process for funding programs/outcomes; coordinates application reviews, scoring and evaluation; administers/monitor program contracts (development, executing, amendment/revisions, compliance); maintains program files.
 - **Contract Specialist (2)** – Assists with contract management at the direction of the DPO
- **Finance Director** – Oversees CSC financial activities, reporting, accounting, budgeting and funds disbursement; develops financial policies and procedures, and ensures training and adherence; suggests, monitors and reports on CSC investments; oversees payroll; coordinates with external auditors; possibly perform HR functions
 - **Fiscal Assistant** – Provides support to the Finance Director, as directed

Program Services Committee

Community Investment Guidelines



Overview

- Procurement types
- How to prioritize
- Expedited funding expectations
- Reserve funds for specific purposes
- Innovative/emerging vs. evidence-based
- Evaluators
- Contract terms and management
- Allocation model

Community Investment Guidelines

- Use a variety of procurement types (RFPs, ITNs, RFIs and “prize money”) to solicit innovative solutions and standard program service delivery models to meet identified needs.
- Determine highest need and use a targeted approach to prioritize funding, and not necessarily attempt to fill all identified gaps.
- Limit expedited funding expectations for 2022 to short-term, one-time funding opportunities to meet immediate needs during the summer and/or for emergency use (e.g., hurricane response).

Community Investment Guidelines

- Reserve a portion of funding each year for a public relations campaign focused on connecting families to services.
- Reserve a portion of funding each year to specifically provide “capacity building” services to give very targeted support and technical assistance to organizations and/or programs.
- Designate a minimum percentage of service-based funding opportunities to support innovative and emerging practices, rather than dedicating 100% of funds for “evidence-based” approaches only.

Community Investment Guidelines

- Consider investing in a system of “navigators” through community partners and providers to help children, youth and families better connect to available services and programs.
- Use external partners and volunteers, including experts from other CSC communities, to evaluate all proposals (i.e., no employees, contractors, or council members) following specified instructions unique to the type of procurement (RFPs, ITNs, RFIs and “prize money”).
- Offer a mixed model of contract terms (one-, two- or three-year terms) that allow for flexibility, contract extensions, and provide very clear accountability measures.

Community Investment Guidelines

- Use a monthly allocation model and require, at minimum, quarterly reporting/evaluation for all 1-year or longer contracts.
- Renegotiate contract budgets on an annual basis for any contract awarded for longer than one year, based on contract performance, reporting and quality improvement plans.
- Establish supportive relationships with each investment partner and not just serve as a “cut and dry” contract manager.

ERP RFI Update

And committee appointments

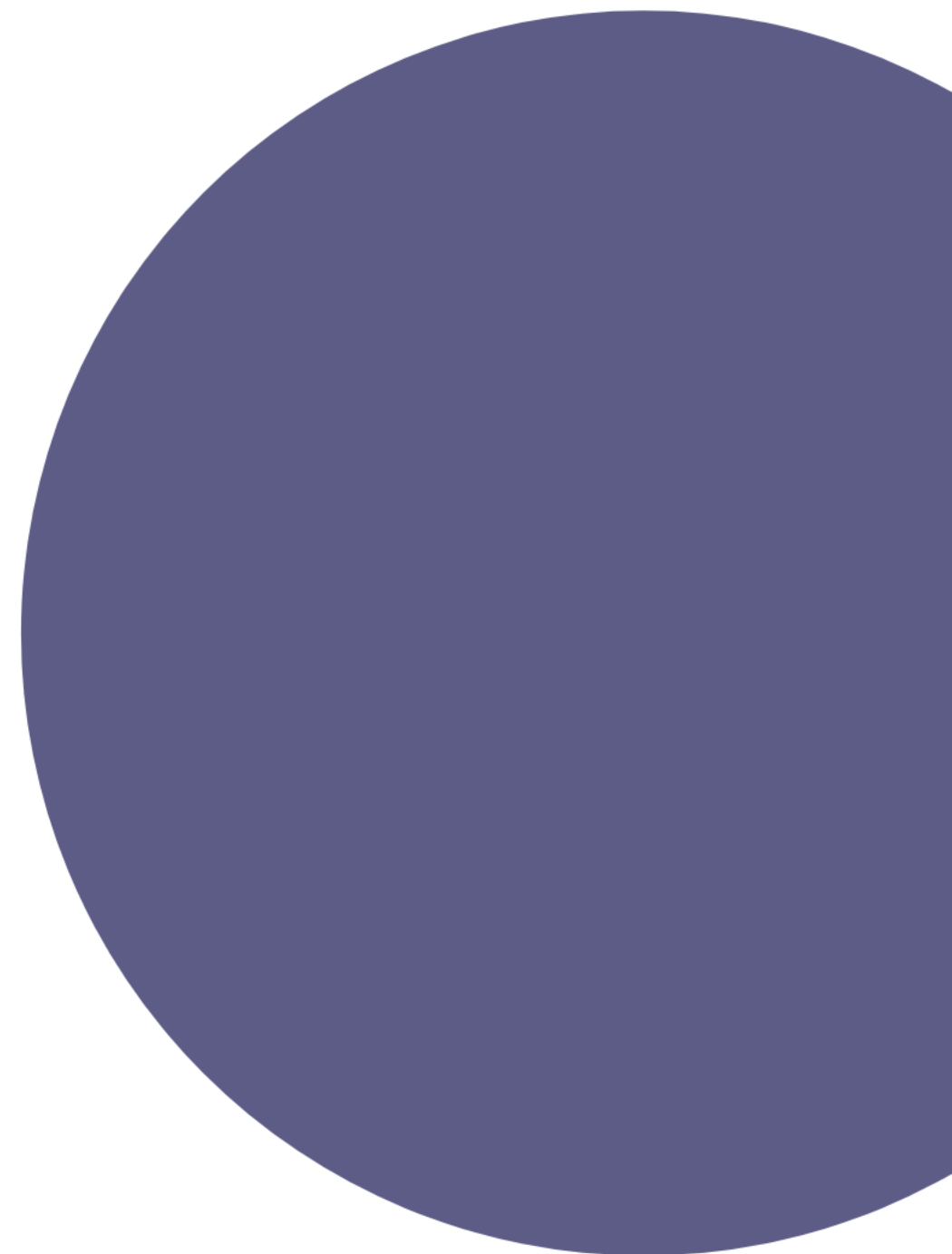
ERP RFI: Committee Members



- **Terrence Watts, DCF, Chair**
- **Eddie Gonzalez Loumiet, Ruvos**
- **Marcus Johnson, CHS of Florida**
- **Corrie Melton, Greater Tallahassee Chamber of Commerce**
- **Darren Toston, DJJ**

Policies

HR & IT



Human Resources

- Talent Selection
 - Application Requirements
 - Methods for Evaluation
 - Probationary Period

Human Resources

- Attendance & Leave
 - Holidays & Personal Days
 - Leaves of Absence
 - Annual Leave, Sick Leave, Caregiver Leave, etc.
 - Leave Without Pay

Human Resources

- Team Member Conduct
 - Equal Employment Opportunity
 - Workplace Harassment
 - Violence Prevention & Intervention
 - Political Activities
 - Nepotism
 - Outside Employment
 - Smoking, Substance Use
 - Real & digital property access
 - Dress Code
 - Safety

IT: Device Mgmt

- Registration
- Security measures
 - Password
 - MFA
 - Firewalls
 - Maintenance
 - Back-Ups

Next Meeting Dates

Early March: ERP Cmte

Mid March: Budget Cmte

Mar. 24: Governing Council

Apr. 7: Program Services Cmte

Apr. 21: Governing Council

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