

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

Thursday, March 24, 2022, 2:00 p.m.
Tallahassee Community College, Student Union Ballroom
444 Appleyard Drive, 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 February 17, 2022
- V. General Public Comment
- VI. Executive Director’s Report
- VII. Amended Budget for FY 2021-22
 - A. Amended Budget Presentation
 - i. Review of Amended Budget for FY 2021-22
 - ii. Public Comment
 - iii. Consideration to Approve Amended Budget FY 2021-22
- VIII. FY 2022-23 Budget Development & TRIM Hearing Schedule
- IX. Special Presentation: Social Cohesion Bridge Builder Project, Liz Joyner, Village Square
- X. Committees & Reports
 - A. Program Services Committee
 - i. Needs Assessment Update
 - B. Enterprise Software Solution (ESS) Committee
 - i. Workplan Presentation
 - ii. Public Comment
 - iii. Consideration to approve ESS Workplan
 - C. Treasurer’s Report
 - i. Presentation of February 2022 Report
 - ii. Public Comment
 - iii. Consideration to approve report
- X. Old Business
 - A. Council Policies
 - i. Presentation of Leave and Attendance Policy
 - ii. Public Comment
 - iii. Consideration to approve Policy
- XI. New Business
 - A. Investment Advisory Firm ITN Update
- XII. Next Meeting Dates
 - A. Enterprise Software Solutions: Wednesday, April 6, 1:00 pm. (via Zoom™)
 - B. Program Services Committee: Wednesday, April 7, 3:00 p.m., Tallahassee Room, City Hall
 - C. Governing Council Meeting: Thursday, April 21, 2:00 p.m., TCC Student Union Ballroom
- XIII. Next Meeting Agenda
- XIV. Member Comments
- XV. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
February 17, 2022

DRAFT MINUTES

Members Present:

- Honorable Jonathan Sjostrom, Chief Judge, Chair; Dr. Zandra Glenn, Community Resident, Vice Chair; Paul Mitchell, Community Resident, Treasurer; Atty. Carolyn Cummings, Leon County Commissioner; Rocky Hanna, Superintendent of Leon County Schools; Darryl Jones, Leon County School Board Chair; Mark O'Bryant, Community Resident; and Terrence Watts, DCF Appointee.

Member(s) Not Present:

- Carmen Conner, Community Resident; and Liza McFadden, Community Resident.

Staff Present:

- Cecka Rose Green, Executive Director; Holly McPhail, Interim Operations Manager; and Jacinta Clay, Administrative Services Manager.

Location:

Tallahassee Community College, Student Union Ballroom, 444 Appleyard Drive, Tallahassee, FL 32304

I. CALL MEETING TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Mr. O'Bryant moved to accept the agenda; second provided by Commissioner Cummings. The Council unanimously approved.

IV. APPROVAL OF MINUTES FROM LAST MEETINGS

Dr. Glenn moved to accept the minutes from the January 20, 2022, meeting as presented. Mr. Watts seconded the motion; minutes were approved unanimously.

V. GENERAL PUBLIC COMMENT

One public comment from K. Lennoris Barber regarding the Council's budget development process.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Green provided an update on the Council's desire to have an investment policy/plan, recommending that approval be granted to develop a draft ITN for an investment firm. Comm. Cummings so moved, with a second provided by Mr. O'Bryant, and the Council unanimously approved.

She then provided an overview of the dates/times for the planned Community Conversations at which Council Members can participate. Mr. Mitchell asked to have written guidance provided to Council Members to guide the conversations and assist with compliance to public meetings laws. Ms. Green agreed to confer with General Counsel Chris Roe to provide the information to the Council in advance of the meetings. She confirmed the dates as follows: March 29, 6:00 p.m., at Raa Middle School; March 31, at 6:00 p.m., at Palmer Monroe Teen Center (youth only); April 4, 6:30 p.m., at Walker-Ford Community Center; April 5, 6:30 p.m., at Chiles High School. Ms. Green provided a proposed organizational chart for fiscal years 2022, 2023 and 2024 for the Council's review and comment.

Daniel Wagon with Structure Commercial Real Estate Company gave a presentation on the proposed rental office location and space for the Council's consideration.

VII. COMMITTEES & REPORTS

A. Program Services Committee

Dr. Glenn, committee chair, presented recommendations for the Council's general approach, methodology, timeline and evaluation process for community investments (funding for programs and outcomes). She then acknowledged and thanked all committee members for their work and participation in the process.

Public comment from Council Member Carmen Conner was read into the record by Ms. Clay; there was no further public comment.

Mr. Mitchell moved to accept the recommendation as presented. Mr. O'Bryant seconded the motion and the Council unanimously approved the motion.

B. Treasurers Report

Mr. Mitchell presented the current financial report as of January 2022. Balances, profit and loss, and detailed income and expense reports were reviewed. A motion was made by Ms. Cummings to approve the report, with a second by Mr. Hanna. No public comment was presented; the report was unanimously approved.

C. Enterprise Software Solution Committee

Ms. McPhail gave an update on the Enterprise Software RFI, presenting that staff received five responses. Mr. Watts was appointed chair of the Enterprise Software Solution Committee.

At 4:04 p.m., Judge Sjostrom yielded chair to Dr. Glenn, as he needed to leave for an engagement.

VIII. SPECIAL PRESENTATION FROM BROWN & BROWN INSURANCE

Greg Jaap, Executive Vice President, Brown & Brown Insurance Company, made a presentation to the Council on the various insurance coverages they quoted.

Mr. Mitchell made a motion to authorize the Council Chair and Executive Director to move forward with securing insurance coverages not to exceed \$25,000 annually after soliciting three additional quotes. A second was provided by Mr. O'Bryant; the Council unanimously approved.

IX. COUNCIL POLICIES FOR REVIEW

Ms. Green presented the following policies: Talent Selection, Leave and Attendance, Team Member Conduct, and Device Management. The Council had discussion on the work week parameters and the Leave and Attendance policy. Dr. Glenn requested a revision to the Attendance and Leave policy for resubmission to the Council at its March meeting. No public comment was provided.

Mr. Mitchell moved to approve all policies as presented, except the Leave and Attendance policy. Comm. Cummings provided a second; the Council unanimously approved.

X. NEXT MEETING DATE

The next Governing Council Meeting is scheduled to be held on Thursday, March 24, at 2:00 p.m., at Tallahassee Community College, Student Union Ballroom.

Prior to the next meeting, the Budget Committee will meet on Tuesday, March 8, at 4:00 p.m., in the Tallahassee Room in City Hall.

XI. NEXT MEETING AGENDA REVIEW

- A. Review/approve revised budget
- B. Review/confirm Council Member committee assignments
- C. Review draft Provider Relations Guide
- D. Review/approve Enterprise Software Solutions workplan
- E. Review/approve revised Leave and Attendance Policy
- F. Provide Community Conversations guidance
- G. Presentation by Liz Joyner, Village Square, regarding the Bridge Builder project/tool

XII. MEMBER COMMENTS

Council Members had a bit more discussion regarding administrative costs and staffing plans. Ms. Green will present additional information at the Budget Committee meeting on March 8.

XIII. ADJOURNMENT

Meeting adjourned at 4:56 p.m.

Children's Services Council of Leon County
Income & Expense
February 2022

| | Feb 22 |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| Ad Valorem Proceeds | 164,290.38 |
| Interest | 1,577.46 |
| | |
| Total Income | 165,867.84 |
| Expense | |
| Compensation & Benefits | |
| Employee Benefits | |
| Health Insurance | 3,353.91 |
| Retirement Contribution | 1,275.69 |
| | |
| Total Employee Benefits | 4,629.60 |
| Salaries | 11,826.91 |
| | |
| Total Compensation & Benefits | 16,456.51 |
| Contract Services | |
| Accounting Fees | 1,188.98 |
| Program Specialist & Admin. | 5,000.00 |
| | |
| Total Contract Services | 6,188.98 |
| Equipment | 2,559.55 |
| Miscellaneous expenses | |
| Office Supplies | 26.90 |
| Payroll processing | 127.25 |
| Software | 233.90 |
| Travel and Meetings | 144.84 |
| | |
| Total Miscellaneous expenses | 532.89 |
| Needs Assessment | 55,954.60 |
| Payroll taxes | 528.47 |
| Salaries & Wages - Clearing | 0.00 |
| | |
| Total Expense | 82,221.00 |
| Net Ordinary Income | 83,646.84 |
| | |
| Net Income | 83,646.84 |

Children's Services Council of Leon County
Detailed Income and Expense Report
February 2022

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-----------|---------------------------------|---------------------------------|------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Ad Valorem Proceeds | | | | | |
| Deposit | 02/02/2022 | | | Deposit | 672.30 |
| Deposit | 02/15/2022 | | | Deposit | 163,618.08 |
| Total Ad Valorem Proceeds | | | | | 164,290.38 |
| Interest | | | | | |
| Deposit | 02/28/2022 | | | Deposit | 1,569.83 |
| Deposit | 02/28/2022 | | | Deposit | 7.63 |
| Total Interest | | | | | 1,577.46 |
| Total Income | | | | | 165,867.84 |
| Expense | | | | | |
| Compensation & Benefits | | | | | |
| Employee Benefits | | | | | |
| Health Insurance | | | | | |
| Check | 02/08/2022 | 0003 | Capital Health Plan | | 3,353.91 |
| Total Health Insurance | | | | | 3,353.91 |
| Retirement Contribution | | | | | |
| Check | 02/08/2022 | 0002 | Florida Retirement System | | 1,275.69 |
| Total Retirement Contribution | | | | | 1,275.69 |
| Total Employee Benefits | | | | | 4,629.60 |
| Salaries | | | | | |
| General Journal | 02/11/2022 | Pyr1 0... | | | 5,480.76 |
| General Journal | 02/24/2022 | Pyr1 0... | | | 6,346.15 |
| Total Salaries | | | | | 11,826.91 |
| Total Compensation & Benefits | | | | | 16,456.51 |
| Contract Services | | | | | |
| Accounting Fees | | | | | |
| Bill | 02/07/2022 | 4474 | Grayson Accounting Consultin... | Accounting services - Jan. 2022 | 1,188.98 |
| Total Accounting Fees | | | | | 1,188.98 |
| Program Specialist & Admin. | | | | | |
| Bill | 02/02/2022 | 0060 | Windwood Communications LLC | Office Management - Feb. 2022 | 5,000.00 |
| Total Program Specialist & Admin. | | | | | 5,000.00 |
| Total Contract Services | | | | | 6,188.98 |

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-----------|------------------------------|-----------------------------------|-----------|
| Equipment | | | | | |
| Bill | 02/02/2022 | 0063 | Windwood Communications LLC | Computers (2) | 2,559.55 |
| Total Equipment | | | | | 2,559.55 |
| Miscellaneous expenses | | | | | |
| Office Supplies | | | | | |
| Bill | 02/02/2022 | 0062 | Windwood Communications LLC | Branded Nametags | 26.90 |
| Total Office Supplies | | | | | 26.90 |
| Payroll processing | | | | | |
| Check | 02/11/2022 | | Paychex EIB | | 65.15 |
| Check | 02/25/2022 | | Paychex EIB | | 62.10 |
| Total Payroll processing | | | | | 127.25 |
| Software | | | | | |
| Bill | 02/02/2022 | INV-2... | IT Partner LLC | Office 365 & Exchange | 13.05 |
| Check | 02/15/2022 | | Bill.com | | 97.25 |
| Bill | 02/20/2022 | INV-2... | IT Partner LLC | Office 365 & Exchange | 123.60 |
| Total Software | | | | | 233.90 |
| Travel and Meetings | | | | | |
| Bill | 02/14/2022 | 02/14/... | Cecka Rose Green | Mileage and parking reimbursement | 144.84 |
| Total Travel and Meetings | | | | | 144.84 |
| Total Miscellaneous expenses | | | | | 532.89 |
| Needs Assessment | | | | | |
| Bill | 02/14/2022 | 1907 | Q-Q Research Consultants LLC | Final Project Governance Document | 55,954.60 |
| Total Needs Assessment | | | | | 55,954.60 |
| Payroll taxes | | | | | |
| General Journal | 02/11/2022 | Pyr1 0... | | | -14.12 |
| General Journal | 02/24/2022 | Pyr1 0... | | | 542.59 |
| Total Payroll taxes | | | | | 528.47 |

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-----------|-------------|------|------------------|
| Salaries & Wages - Clearing | | | | | |
| Check | 02/10/2022 | | Paychex TPS | | 785.58 |
| Check | 02/10/2022 | | Paychex Inc | | 4,681.06 |
| General Journal | 02/11/2022 | Pyrl 0... | | | -4,681.06 |
| General Journal | 02/11/2022 | Pyrl 0... | | | -785.58 |
| Check | 02/24/2022 | | Paychex TPS | | 1,511.78 |
| Check | 02/24/2022 | | Paychex Inc | | 5,376.96 |
| General Journal | 02/24/2022 | Pyrl 0... | | | -5,376.96 |
| General Journal | 02/24/2022 | Pyrl 0... | | | -1,511.78 |
| Total Salaries & Wages - Clearing | | | | | 0.00 |
| Total Expense | | | | | 82,221.00 |
| Net Ordinary Income | | | | | 83,646.84 |
| Net Income | | | | | 83,646.84 |