

**CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**  
**Governing Council Meeting**  
**March 24, 2022**

**DRAFT MINUTES**

**Members Present:**

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

**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 2:02 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

Mr. Jones moved to approve the agenda as amended; second was provided by Mr. Watts.

**IV. APPROVAL OF MINUTES FROM LAST MEETING**

Mr. Mitchell moved to accept the minutes from the February 17, 2022, meeting as presented. Dr. Glenn seconded the motion; minutes were approved unanimously.

**V. GENERAL PUBLIC COMMENT**

There was no public comment.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Ms. Green provided a review of the Community Conversations written guidance for Council Members and confirmed the dates and locations.

She then gave remarks from the provider webinar held on Wednesday, March 9; more than 49+ providers participated. Topics discussed included the Theory of Change and Key Outcome. More webinars/trainings will be scheduled as the Council moves closer to releasing expedited and priority funding.

Ms. Green said that during the April general council meeting, special presentations will be made by representatives from the Florida Department of Children and Families (DCF) on the HOPE Florida Care Navigator Program and DCF's departmental restructure.

Additionally, she noted that the Council's insurance coverage was active and reviewed Council Member Committee Assignments. Chair Sjostrom added that the Council should not look to create additional committees, but rather delegate new responsibilities to existing committees.

## **VII. AMENDED BUDGET for FY 2021-22**

### **A. Amended Budget Presentation**

Ms. Green presented and reviewed the draft amended budget, followed by open discussion by the Council. The following edits to the amended version were directed: (1) follow-up with Brown & Brown Insurance to review coverage once the rental space is secured; (2) revision of the vision/dental plan to reflect that offered by the State of Florida to its employees; and (3) adding \$50,000 under Contracted Services for a grant writer. Additionally, Ms. Green and Ms. McFadden will meet to discuss options for leverage funding for this fiscal year. The Council requested that the executive director not pursue application for Leadership Tallahassee at this time, given the heavy lift of her current responsibilities.

Mr. Mitchell moved to approve the amended budget with revisions; Mr. O'Bryant provided the second. There was no public comment. The revised amended budget was unanimously approved.

## **VIII. FY 2022-23 BUDGET DEVELOPMENT & TRIM HEARING SCHEDULE**

Current fiscal year's schedule was provided in the packet and reviewed as a reminder of the process. A draft schedule for next fiscal year's budget development and TRIM hearings will be provided at the April Council meeting.

## **IX. SPECIAL PRESENTATION: SOCIAL COHESION BRIDGE BUILDER PROJECT, LIZ JOYNER, VILLAGE SQUARE**

Ms. Liz Joyner provided an overview of the Social Cohesion Project that aids to bridge the gap in civic trust. Handouts were included in the meeting packet, along with an example of the online survey tool that will be used during the Council's Community Conversations to gather data in efforts to identify and eradicate boundaries within the community. Leon County is one of the two counties being studied in the United States.

## **X. COMMITTEES & REPORTS**

### **A. Program Services Committee**

Committee chair, Dr. Glenn, reported that while the committee had not met since the previous Council meeting, they will meet on Thursday, April 7, at 3:00 p.m. in the Tallahassee Room at City Hall. Q-Q Research will provide a draft of the gap analysis, recommended funding options A, and a demonstration of the CPI and IPA online tool (comprehensive programs inventory and informative programs inventory, respectively). Using this information, the committee will develop proposed recommendations for review and discussion by the full Council in April, accompanied by a draft procurement. Also, the committee will discuss a process for evaluating procurement responses. Lastly, Ms. McPhail the very tight timeline.

**B. Enterprise Software Solution Committee**

Mr. Watts provided an update on the Enterprise Software Solution (ESS) RFI. To date, the workgroup has discussed projects with which they have individually been involved and provided input to staff on desired information need from responsive vendors. A draft timeline of activities was shared with the Council. The workgroup will finalize recommendations for each of the elements, as well as make suggestions for subject matter experts to serve on an evaluation team for the procurement process.

**C. TREASURER'S REPORT**

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

**XI. OLD BUSINESS**

**A. Presentation of Revised Leave and Attendance Policy**

Ms. Green presented the revised policy for consideration by the Council, noting the requested changes were made, and the additional change of references to the job title "Office Manager" to "Administrative Services Manager." Mr. Jones moved for approval; second was provided by Mr. Mitchell. There was no public comment. The motion passed.

**XII. NEW BUSINESS**

**A. Investment Advisory Firm ITN Update**

Ms. McPhail reported that she met with Scott Ross, Leon County Director of the Office of Financial Stewardship, who reiterated information gleaned from previous discussions, including proposed investment objectives, including the following: Safety of Principal, Maintenance of Liquidity and Return Maximization. The Budget Committee recommended that Ms. McFadden serve as chair the evaluation workgroup; workgroup members were suggested, as well (i.e., representative from the city, county and local non-profit).

**XIII. NEXT MEETING DATES**

- Enterprise Software Solutions: Wednesday, April 6, noon, via Zoom™
- Program Services Committee: Wednesday, April 7, 3:00 p.m., Tallahassee Room, City Hall
- Governing Council Meeting: Thursday, April 21, 2:00 p.m., TCC Student Union Ballroom

**XIV. NEXT MEETING AGENDA REVIEW**

**XV. MEMBER COMMENTS**

Council Members requested that agenda packets include color copies of data and graph information.

**XVI. ADJOURNMENT**

Meeting was adjourned at 4:11 p.m.

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