

Children's Services Council of Leon County (CSC Leon)
Governing Council Meeting
Thursday, April 21, 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 March 24, 2022
- V. General Public Comment
- VI. Executive Director's Report
- VII. FY 2022-23 Draft Budget Development & TRIM Hearing Schedule (attachment)
- VIII. Committees & Reports
 - A. Program Services Committee
 - i. Presentation of Gap Analysis and Expedited Funding Options by Q-Q Research Consultants
 - ii. Presentation of Committee Recommendations
 - a. Prioritization for Summer 2022 Funding
 - 1. Draft schedule of associated activities
 - 2. Volunteer Recruitment for Evaluation Panels
 - b. Public Comment
 - c. Consideration to approve Committee Recommendations
 - d. Draft Procurement(s) for Summer 2022 Funding (attachment)
 - e. Public Comment
 - f. Consideration to approve procurement(s) for Summer 2022 Funding
 - B. Enterprise Software Solution (ESS) Committee
 - i. Three-Year Vision and Workplan Presentation
 - ii. Public Comment
 - iii. Consideration to approve ESS Workplan
 - C. Treasurer's Report
 - i. Presentation of March 2022 Report
 - ii. Public Comment
 - iii. Consideration to approve report
- IX. Old Business
 - A. Investment Advisory Firm ITN Update
- X. New Business
 - A. CSC Leon Staff Purchasing Card
 - i. Presentation of Resolution
 - ii. Public Comment
 - iii. Consideration to approve resolution 2022-04 for CSC Leon County Purchasing Card
- XI. Next Meeting Dates
- XII. Next Meeting Agenda
- XIII. Member Comments
- XIV. Adjourn

Agenda Item

Approval of Minutes from March 24, 2022

Attachments:

1. Proposed Minutes

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.

DRAFT

Agenda Item

Executive Director's Report

Attachments:

1. FY 2021-2022 Amended Budget

Handouts:

1. Updated Floor Plan for Office Space

Children's Services Council of Leon County
Amended Budget
October 2021 through February 2022
(approved at 3/24/22 Council Meeting)

						Actual	Amended Budget
						Oct 2021 - Feb 2022	Oct 2021 - Sept 2022
Ordinary Income/Expense							
Income							
					Ad Valorem Proceeds	\$ 6,365,398.02	\$ 6,400,000.00
					Interest	\$ 2,621.70	\$ 5,000.00
					Loan Proceeds (Leon County)	\$ 90,000.00	\$ -
Total Income						\$ 6,458,019.72	\$ 6,405,000.00
Expense							
Compensation & Benefits							
Employee Benefits							
					Health Insurance	\$ 3,353.91	\$ 40,000.00
					Dental & Vision Insurance		\$ -
					Retirement Contribution	\$ 1,275.69	\$ 35,000.00
					Employee Benefits - Other	\$ 1,260.38	\$ 500.00
Total Employee Benefits						\$ 5,889.98	\$ 75,500.00
Salaries						\$ 21,057.67	\$ 160,000.00
Total Compensation & Benefits						\$ 26,947.65	\$ 235,500.00
Contract Services							
					Accounting Fees	\$ 5,263.98	\$ 18,000.00
					Audio/Video	\$ 2,250.00	\$ 6,750.00
					General Counsel	\$ -	\$ -
					General Counsel (1099-MISC)	\$ 31,443.56	\$ 80,000.00
					Interim Administrator	\$ 66,666.64	\$ 66,666.64
					Program Specialist & Admin.	\$ 30,000.00	\$ 60,000.00
					Grantwriter		\$ 50,000.00
Total Contract Services						\$ 135,624.18	\$ 281,416.64
Employment Search Fees						\$ 2,400.00	\$ 2,400.00
Equipment						\$ 2,559.55	\$ 5,000.00
Interest expense						\$ 337.50	\$ 337.50
Loan Repayment (Leon County)						\$ 150,000.00	\$ 150,000.00
Miscellaneous expenses							
					Awards & Recognition	\$ 170.97	\$ 400.00
					Capacity Building & Techincal Assistance	\$ -	\$ 5,000.00
					Communications	\$ -	\$ 4,500.00
					Community Awareness/Engagement	\$ -	\$ 1,000.00
					Dues & Subscription	\$ -	\$ 7,000.00
					Furniture		\$ 40,000.00
					Insurance - Liability, D and O, Wkr's Comp	\$ 1,898.83	\$ 9,000.00
					IT Hardware	\$ -	\$ 2,000.00
					IT Services (Web & Email)	\$ -	\$ -
					Licenses & Fees	\$ 175.00	\$ 400.00
					Misc expenses	\$ -	\$ 4,000.00
					Occupancy (Rent, Utilities, Janitorial)		\$ 27,000.00
					Office Supplies	\$ 63.75	\$ 3,000.00
					Payroll processing	\$ 270.40	\$ 4,000.00
					Postage and Courier	\$ 161.00	\$ 500.00
					Printing and Copying	\$ 17.63	\$ 1,000.00
					Publication (Legal Adv)	\$ 1,725.06	\$ 7,500.00
					Research	\$ 2,640.01	\$ 2,640.00
					Software	\$ 792.83	\$ 2,000.00
					Sponsorship	\$ 500.00	\$ 1,500.00
Travel and Meetings							
					Conference, Convention, Meeting	\$ 149.84	\$ 7,000.00
					Travel	\$ 1,421.86	\$ 5,000.00
Total Travel and Meetings						\$ 1,571.70	\$ 12,000.00
Workers Comp						\$ 1,600.00	
Total Miscellaneous expenses						\$ 11,587.18	\$ 134,440.00
Needs Assessment						\$ 83,931.90	\$ 310,000.00
Payroll taxes						\$ 1,927.56	\$ 12,750.00
Program & Financial Software						\$ -	\$ 150,000.00
Reserves/Community Grants**						\$ -	\$ 5,123,155.86
Total Expense						\$ 415,315.52	\$ 6,405,000.00
Net Ordinary Income						\$ 6,042,704.20	\$ -
Reserves							
Net Income						\$ 6,042,704.20	\$ -

Agenda Item

FY 2022-23 Budget Development & TRIM Hearing Schedule

Attachments:

1. Draft Schedule

Children's Services Council of Leon County
DRAFT TRIM Discussion & Hearing Schedule
FY 2022-23

(Pending cross-checking with Leon County Government and School Board schedules)

First TRIM Discussion	Thursday, May 19, 2022 – Governing Council Meeting
Budget preparation for FY 2021-22	June 2 or 9, 2022 – <i>Proposed</i> Finance and Budget Committee Meeting
Governing Council Budget Discussion	June 16, 2022 – Governing Council Meeting
Second TRIM Discussion and Date Selection	June 16, 2022 – Governing Council Meeting
Budget Follow-up and Recommendation Development	June 23 or 30, 2022 – <i>Proposed</i> Finance and Budget Committee Meeting
Draft Budget Approval and TRIM Schedule Approval	July 21, 2022 – Governing Council Meeting
Executive Director Update on Final TRIM Hearing Notices and Budget	August 18, 2022 – Governing Council Meeting
First TRIM Public Hearing <ul style="list-style-type: none">Resolution to establish tentative millage rate.	September 1 or 8, 2022
Second TRIM Public Hearing <ul style="list-style-type: none">Resolution to establish a final millage rate.	September 8 or 22, 2022

NOTES:

- Leon County Property Appraiser's Office confirms that estimations should be released in May or June 2022.
- They expect that firm valuation will be published by July 1, 2022.
- Final schedule to be provided to Council after today's review and approved at the May Governing Council meeting.

Agenda Item

Committees & Reports: Program Services Committee

Attachments:

1. Needs Assessment Timeline & Status Update
2. Final Funding Options A (Expedited Funding)
3. Committee Recommendations for Summer 2022 Funding
4. Draft Procurement for Summer 2022 Funding

Handouts:

1. Draft Gap Analysis Presentation from QQ Research Consultants

Program Services Committee
Needs Assessment Timeline & Status Update
As of April 15, 2022

<u>Deliverable</u>	<u>Due Date</u>	<u>Status Update</u>
Draft Project Governance Documents	10-Nov	Completed.
Final Project Governance Documents	15-Nov	Completed & presentation made by research firm on 11/18/21.
Draft Key Outcomes & Measures	9-Jan	Completed.
Final Key Outcomes & Measures	14-Jan	Completed & presentation made by research firm on 1/20/22. TA webinar for providers hosted on 3/9/22.
Draft Comprehensive Programs Inventory, Informative Programs Inventory	8-Feb	Data download provided. Survey extension granted.
Preview Comprehensive Programs Inventory in Interactive Dashboard	7-Mar	Completed. Working with research firm to clean up data, determine new (better) name, and host on CSC Leon site.
Draft Gap Analysis & Funding Options A (expedited funding awards)	4-Apr	Completed & presentation made by research firm on 4/7/22. Research firm will make a follow up presentation on 4/21/22.
Final Comprehensive Programs Inventory, Informative Programs Inventory AND Final Funding Options A (expedited funding awards)	14-Apr	Program inventories still in process. Funding options A complete and will be presented to Council on 4/21/22.
Final Gap Analysis AND Draft Funding Options B (short-, mid- and long-term investments)	9-May	-
Final Funding Options (short-, mid- and long-term investments)	3-Jun	-
Council/Public Presentation	16-Jun	-
Close-Out	30-Jun	-

CSC Leon Funding Options A

Narrative

Based on the findings identified in the Gap Analysis Report, through information gathered from secondary data sources, the community survey, community engagement activities as well as the Comprehensive Programs Inventory and Informative Programs Inventory, the following report provides recommendations by Q-Q Research for CSC Leon's expedited priority investments. The programs/initiatives funded through the expedited priority investments are meant to address community needs in the short-term while the longer-term community investment process is developed and finalized. The awards for Funding Options A will run from June 1, 2022, through September 30, 2022, and will generate immediate, positive impacts on priority areas throughout Leon County.

The Gap Analysis Report identified a variety of community needs and recommendations for ways in which CSC Leon can play a key role in addressing those needs. Recognizing that there are 1) limited funds for the initial expedited investments, and 2) limited time to implement a comprehensive solicitation process, it is the recommendation of Q-Q Research that CSC Leon focus on expanding and increasing participation of children and families in existing high-quality programs that address the gaps identified in the Gap Analysis Report. The recommended expedited investments focus on the key findings and recommendations and include:

1. Increased and accessible mental health services for children and families; increased awareness of available resources in the community
2. Addressing disparities by socioeconomic level, race and ethnicity, and ability across all indicators and domains
3. Increased participation in summer programs that include academic support, social-emotional learning, health and wellness, and parent engagement
4. Increased awareness and enrollment in public benefits to assist with food insecurity, housing stability and access to health insurance
5. Increased access to oral health and vision care
6. Increased opportunities for parent education and parental support

Additionally, there are recommended investments that cut across all domains which include a public relations campaign to bring awareness to CSC Leon's presence in the community and the existing resources available to children and families, capacity building for service providers, emergency funds for natural disasters and family stabilization, and reserves for the first quarter allocation of the longer-term community investments. Below is a description of the expedited funding recommendations for each domain as well as the key outcomes aligned to the investments. To process the recommended funding options, CSC Leon should release a simplified Request for Proposals targeting organizations that are currently providing the identified services, with high quality, and have the capacity for summer expansion.

Lastly, it is recommended that CSC Leon prioritize this funding for programs serving in the target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations (including but not limited to: children with disabilities, families who are economically disadvantaged and English language learners).

Success in School Life

To address the key gaps identified in the Success in School Life domain, which include increasing summer and afterschool programming, social-emotional learning opportunities and academic supports, it would be most impactful, in the short-term, for CSC Leon to make investments in existing high-quality summer programs that have the capacity to increase participation, have demonstrated impact and provide key program components that meet the identified needs. Additionally, to address the disparities in access to quality programs and in academic success by socioeconomic level, race and ethnicity and ability, it is recommended that programs serving in priority zip codes and/or serving vulnerable populations be prioritized for funding. Investing in high quality summer programming in both early childhood and school-age children aligns with Recommendation 1 (Focus on Closing Gaps Through Afterschool & Summer Programming) and Recommendation 5 (Prioritize Prevention and Early Intervention) of the Gap Analysis Report and will allow for short-term impact by supporting both key outcomes for the Success in School Life domain – 1) Increasing the number of children who enter kindergarten socially, emotionally and academically ready, and 2) Increasing school performance and reduce juvenile crime among school-age children and youth. The table below outlines the approach to funding for the expedited investments in the Success in School Life domain.

Success in School Life

Subdomain	Identified Gaps	Proposed Short-term Investment	Population (Universal/Targeted)	Programmatic Requirements	Estimated Cost	Key Outcome Measure Link
School readiness	<ul style="list-style-type: none"> Affordability of early learning programs Availability of early learning programs Awareness of existing early learning programs 	Child scholarship slot payments to expand participation in summer early learning programs	Prioritize funding for programs serving in target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations (including but not limited to: children with disabilities, families who are economically disadvantaged and English language learners).	<ul style="list-style-type: none"> Existing high-quality, evidence-based school readiness and VPK program Capacity for additional slots Social-emotional learning Health and wellness <ul style="list-style-type: none"> Healthy meals Nutrition education Physical activity Parent engagement and education 	\$1M – \$200/child/ week for 8 weeks = 625 summer child scholarship slots	<ul style="list-style-type: none"> Increase in parent knowledge of quality school readiness services Increase in the number of children enrolling in or accessing VPK programming during the school year or summer Increase in the number/percent of children demonstrating improvement in the development of school readiness skills Increase in the number/percent of children who enter kindergarten on target with necessary school readiness skills

Success in School Life

Subdomain	Identified Gaps	Proposed Short-term Investment	Population (Universal/Targeted)	Programmatic Requirements	Estimated Cost	Key Outcome Measure Link
School-age supports	<ul style="list-style-type: none"> English Language Arts proficiency Mathematics proficiency Disparities in education and proficiency across subpopulations (CWD, economically disadvantaged, ELL) Services for children with disabilities Social-emotional supports for children Affordable and accessible afterschool and summer programming Parent engagement and education 	Additional slots for existing summer camp programs	Prioritize funding for programs serving in target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations (including but not limited to: children with disabilities, families who are economically disadvantaged and English language learners).	<ul style="list-style-type: none"> Existing high-quality summer program Capacity for additional slots Social-emotional learning Academic support/enrichment Life Skills Enrichment Health and wellness <ul style="list-style-type: none"> Healthy meals Nutrition education Physical activity Parent engagement and education 	\$ 1.5M – \$150/ child/ week for 8 weeks = approx. 1250 summer camp slots	<ul style="list-style-type: none"> Increase in children and youth social skills Increase in children and youth reading and math skills Increase in the number/percentage of children and youth in a safe out of school environment Increase in parent awareness of support services in Leon County Increase in parental/guardian knowledge around school engagement Increased feelings of support among parents and guardians of children and/or youth with disabilities

Healthy Children, Youth & Families

The key gaps identified in the Healthy Children, Youth & Families domain primarily stem around access to affordable health care and services (physical and mental health), obesity, lack of physical fitness and sports programming for youth, auxiliary health services such as vision and dental care, trauma-informed care and programming, and awareness of mental health services available in the community. These gaps and challenges are especially present in the priority zip codes. To address the gaps identified in the short-term, it is recommended that CSC Leon focus on three investment areas – 1) Benefits awareness and enrollment, 2) Mobile health units offering pediatric, vision and oral health services, and 3) Mental health specialists in summer programs. Funding organizations that are trusted in the community and are keenly aware of the public benefits available to families to increase enrollment in public benefits can help close the gap of affordable health care, food insecurity and stable housing. Additionally, there are existing mobile health units serving Leon County that focus on pediatric, vision and oral health. To expand these services to more children in the community, it is recommended that CSC Leon invest in expanding the reach of existing units to rotate through the summer programs funded in Success in School Life domain. Lastly, the need for mental health services was identified as a key concern in the community. There is an opportunity to invest in this area in alignment with the Success in School Life domain investments by funding mental health specialists in the school readiness and summer programs identified for funding in that domain. These recommended investments align with Recommendation 4 (Target Inequity Through Access), Recommendation 5 (Bring Awareness to Current Resources) and Recommendation 6 (Prioritize Prevention and Early Intervention) of the Gap Analysis Report and will allow for short-term impact by supporting the outcomes in the Healthy Children, Youth & Families domain. The table below outlines the approach to funding for the expedited investments in the Healthy Children, Youth & Families domain.

Healthy Children, Youth & Families

Subdomain	Identified Gaps	Proposed Short-term Investment	Population (Universal/Targeted)	Programmatic Requirements	Estimated Cost	Key Outcome Measure Link
Physical Health	<ul style="list-style-type: none"> Disparities in uninsured children by zip code Affordable and accessible programs for youth fitness activities and sports Affordable and accessible vision and oral health services Limited health education Awareness of available health services in the community 	<ul style="list-style-type: none"> Benefits Awareness & Enrollment Support Mobile Health Units <ul style="list-style-type: none"> Pediatric Vision Oral Health 	<ul style="list-style-type: none"> Benefits Awareness & Enrollment – target zip codes Mobile Health Units – prioritize locations in target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations (including but not limited to: children with disabilities, families who are economically disadvantaged and English language learners). 	<ul style="list-style-type: none"> Benefits Awareness & Enrollment Support: <ul style="list-style-type: none"> Public benefits outreach and awareness One-to-one enrollment support Mobile Health Units <ul style="list-style-type: none"> Expand capacity of existing units Provide screening and health services Rotate throughout summer camp programs 	\$290,000 <ul style="list-style-type: none"> Benefits Enrollment - \$90,000 (\$10K/month/provider – 3 providers) Mobile Unites - \$200,000 (expand services or enhance existing units) 	<ul style="list-style-type: none"> Increase in the number/percentage of children accessing affordable vision and oral health services Increase in parents' awareness of available health services in the community Increase in the number/percentage of children accessing youth fitness activities and sports Increase amount of physical activity among children (e.g., exercise) Increase in the number of children and youth enrolled in health insurance programs (e.g., Kid Care).

Healthy Children, Youth & Families

Subdomain	Identified Gaps	Proposed Short-term Investment	Population (Universal/Targeted)	Programmatic Requirements	Estimated Cost	Key Outcome Measure Link
Mental Health	<ul style="list-style-type: none"> • Key concern in the community • Affordable and accessible mental health services • Caregiver capacity and support to meet emotional needs of children • Anger and trauma management support • Social-emotional learning opportunities • Awareness of existing mental health services and resources 	Mental Health Specialists in Summer Programs	Universal	<ul style="list-style-type: none"> • Assigned to funded summer camp programs • Implement universal awareness campaigns • Provide training for staff • Provide mental health support for children and youth 	\$300,000 – hiring of 30 mental health specialists to provide programming and support to 30 summer camp programs at approx. \$30 per hour.	<ul style="list-style-type: none"> • Increase in the number/percentage of children and youth accessing mental health services • Increase in the number/percentage of caregivers accessing support services to meet the emotional needs of children and youth • Increase in parents' awareness of available mental health services in the community • Increased mental health management skills among children and youth

Stable & Nurturing Families & Community

The Stable & Nurturing Families & Community domain has three subdomains that are overarching and impact all other domains – Youth Development, Food & Housing Stability and Enhanced Caregivers. The gaps identified focus on poor care coordination amongst providers, families experiencing poverty and lacking basic needs such as food security and stable housing, a need for caregiver programming and support (including mental health services), access to youth enrichment programs focused on college and career readiness, and the need for a database where information about available programs and resources is easily accessible to families. Many of these gaps and needs require long-term solutions and a systems-change approach. However, there are some short-term opportunities to begin addressing the identified gaps. For Youth Development, similarly to the Success in Schools domain, it is recommended that CSC Leon make investments in existing high-quality summer youth enrichment programs that have the capacity to increase participation, have demonstrated impact and provide key programmatic components in the areas of life skills development and college and career readiness. The Food Security and Housing Stability subdomain is a complex issue that requires a collective impact approach. As stated in Recommendation 2 (Foster Collaboration Among Providers and Community) of the Gap Analysis Report, there is an opportunity to take a multisectoral collaboration approach to this issue as it has a significant effect on all other domains. In this initial phase of the process, it is recommended that CSC Leon engage a consultant to serve as a “Lead Facilitator” whose role is to engage the right partners, establish a governance structure for the group, lead the partners in a strategic planning process that includes the theory of change and action items to address the issue of poverty, food security and stable housing in Leon County. Lastly, parents, caregivers, youth, and providers have identified the need for caregiver support, access to information about existing services and resources and the growing need for family mental health services. To address these needs in the short-term, the recommendation is for CSC Leon to focus on three investment areas – 1) expand existing high-quality parenting/caregiver support programs; 2) identify and invest in a database for families to easily access services in the community; and 3) expand or increase access to existing family mental health services providers. These recommended investments align with Recommendation 2 (Foster Collaboration Among Providers and the Community), Recommendation 5 (Bring Awareness to Current Resources) and Recommendation 7 (Leverage Experts to Address Systemic Issues Impacting Children, Youth and Families in Leon County) of the Gap Analysis Report and will allow for short-term impact by supporting the outcomes in the Stable & Nurturing Families & Community domain. The table below outlines the approach to funding for the expedited investments in the Stable & Nurturing Families & Community domain.

Stable & Nurturing Families & Community						
Subdomain	Identified Gaps	Proposed Short-term Investment	Population	Programmatic Requirements	Estimated Cost	Key Outcome Measure Link
Youth Development	<ul style="list-style-type: none"> Lack of engaging programs for youth College and career readiness programs Life skills curricula Targeted program for vulnerable populations Family engagement and education Lack of care coordination amongst providers 	Additional slots for existing summer youth enrichment programs	Prioritize funding for programs serving in target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations (including but not limited to: children with disabilities, families who are economically disadvantaged and English	<ul style="list-style-type: none"> Existing high-quality youth enrichment program currently providing summer services or with the ability to expand to summer Capacity for additional slots Social-emotional learning Academic enrichment Life Skills – college/career readiness, financial literacy Enrichment Health and wellness <ul style="list-style-type: none"> Healthy meals Nutrition education Physical activity Parent engagement and education 	\$500,000 - \$200/ youth/ week for 6 weeks = approx. 400 youth summer program slots	<ul style="list-style-type: none"> Increase in child and youth social skills development Increase in youth reading and math skills Increase in youth college and career readiness Increase in the number /percentage of youth in a safe out of school environment Increase in the number of Multisector Collaboration activities focused on youth development activities

			language learners).			<ul style="list-style-type: none"> Improved coordination among partners focused on youth development
Food & Housing Stability	<ul style="list-style-type: none"> Availability of healthy food High poverty and ALICE rates Lack of affordable and safe housing LGBTQ youth homelessness 	Launch Collective Impact/ Multisector Collaboration focused on the Food & Housing Stability subdomain	target ZIP codes (including but not limited to 32301, 32303, 32304, 32305 and 32310) and/or programs that serve vulnerable populations	Funding for a lead facilitator to engage partners, identify collective impact model/approach and launch steering committee to address the issue of food, housing stability and community violence	\$24,000	<ul style="list-style-type: none"> Increase in the number/percentage of low-income families accessing healthy foods Increase in the number of Multisector Collaboration activities focused on

			(including but not limited to: children with disabilities, families who are economically disadvantaged and English language learners).			<p>the Food & Housing activities</p> <ul style="list-style-type: none"> Improved coordination among partners focused on food and housing stability
Enhanced Caregivers	<ul style="list-style-type: none"> Increase in child abuse because of the pandemic Disparities in number of children in foster care by zip code Lack of services for youth transitioning out of dependency care Support for caregivers in meeting emotional and behavioral needs of vulnerable children Mental health services for children and families Navigating available services 	<ul style="list-style-type: none"> Additional support for existing parenting programs Identify and invest in appropriate database/system for available services/resources Expand or increase access to family mental health services 	Universal and targeted	<ul style="list-style-type: none"> Parenting Programs: <ul style="list-style-type: none"> Existing high-parenting program Caregiver education Peer support Accessing resources Database: <ul style="list-style-type: none"> Analysis of available database/ systems for families to access services and resources Identification of database Configuration of database to meet the needs of the community Family Mental Health Services: <ul style="list-style-type: none"> Existing family mental health support program Capacity for additional families 	<p>\$250,000</p> <ul style="list-style-type: none"> Parenting Programs - \$100,000 Database discovery and possible development or enhancement - \$50,000 Increased family mental health services - \$100,000 	<ul style="list-style-type: none"> Increase in caregiver awareness of support services in Leon County Increase in caregiver support (e.g., mental health, case management) to respond to the emotional and behavioral needs of neglected and abused children and youth Increase in support services for

				<ul style="list-style-type: none">○ Partnerships with community providers for referrals○ Effective referral process		<ul style="list-style-type: none">● youth transitioning out of dependency care (e.g., mental health, housing, food)
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General Supports & Operational Needs

In addition to the priority investment recommendations for each domain, gaps and community needs were identified that cut across all domains and/or are operational in nature. A common theme heard throughout the process and a priority of CSC Leon's Governing Council, is the need for a public relations and community engagement campaign to both raise awareness of existing community services and resources and bring awareness to CSC Leon's presence in the community. To address this need in the short-term, it is recommended that CSC Leon to fund a partnership that includes a public relations or marketing firm and local partners to engage community members and tell the story of CSC Leon ensuring residents are aware of CSC's Leon's function and the resources it provides. The need for provider capacity building was also identified as a gap and has been a priority of CSC Leon since its inception. As such, it is recommended that CSC Leon identify an individual or organization to provide strategic capacity building to service providers to ensure that funded organizations are adequately prepared to manage CSC Leon funds, provide the quality services procured by the CSC and have the capacity to implement data and evaluation protocols to track and measure their impact. These recommended investments align with Recommendation 3 (Provide Strategic Capacity Building to Providers) and Recommendation 5 (Bring Awareness to Current Resources) of the Gap Analysis Report. Additionally, it is recommended that CSC Leon reserve funds for emergency situations which may include the purchase of items necessary for the continuation of the CSC's operations during an emergency; the release of emergency funding to the Leon County community; and providing emergency funding to providers that suffer substantial damage or loss, which prohibits an organization from operating and/or delivering funded services. Emergency occurrences can be natural disasters or technological situations which disrupt the social and economic systems in the community. These may include hurricanes, tornadoes, fires, and flooding, etc. Emergency funding should also be used to provide flexible funding for providers to support family stabilization. As mentioned in the Gap Analysis Report, 30% of Leon County households are ALICE. Emergency funding to stabilize families to prevent them from living in poverty. Lastly, to prepare for the longer-term funding cycle in the Fall of 2022, it is recommended that CSC Leon reserve adequate funds for the first quarter allocation of the Fall funding cycle. The table below outlines the approach to funding for the expedited investments in these areas.

Investment Area	Proposed Short-term Investment	Population	Requirements	Estimated Cost	Key Outcome Measure Link
PR campaign	Engage a PR or marketing firm to collaborate with local partners to launch a campaign and raise awareness of existing community services and CSC Leon's presence in the community.	Universal	<ul style="list-style-type: none"> Established firm with knowledge of the community and strong local partnerships Experience with developing and leading campaigns inclusive of branding, developing and strategic distribution of marketing materials and monitoring and tracking campaign reach 	\$50,000	All
Capacity Building for Providers	Identify a provider to develop and implement a comprehensive plan for capacity building services for CSC Leon funded providers	Universal	Individual or organization with expertise on provider capacity building and established relationships with service providers.	\$50,000	All
Emergency Funds	Allocate funds for emergencies that may arise, such as natural disasters and family stabilization.			\$100,000	All
Reserves	Q1 allocation for Fall grant cycle	N/A		\$1.45M	All

Proposed Timeline

To execute on these short-term, priority investments, the following timeline is recommended for the expedited competitive solicitation process:

Step	Date Range
Approval of options A investment recommendations and solicitation release by Governing Council	April 21
Develop solicitation content and questions	April 8 – 22
Identify system/process for applications	April 8 – 22
Launch communications and outreach plan	April 25
Release solicitation	May 2
Bidders' conference or video	May 3
Application Q&A timeframe	May 2 – 11
Applications due	May 13
Recruit and assign reviewers	May 2 – 13
Review period	May 16 – 17
Internal review of application scores	May 18
Funding decisions made and announced	May 18
Recommendations presented to Governing Council for approval	May 19
Begin contracting process	May 20
Begin services	June 1

Program Services Committee
Recommendations for Summer 2022 Funding
Drafted April 7, 2022

After reviewing the draft gap analysis and options for expedited funding prepared by QQ Research Consultants as part of the initial Needs Assessment conducted by CSC Leon, the Program Services Committee is proposing the following set of recommendations for consideration by the full council on Thursday, April 21.

1. Publish a simplified procurement process (e.g., request for application) to expand the short-term capacity of **existing** programs to serve specific priorities in specific zip codes. These funds are not being issued to pilot or test new programs.
 - a. Allow entities to propose expansion of services in **any** of the priority areas listed below; applications must identify a primary priority area.
 - i. School Readiness
 - ii. School Age Supports
 - iii. Physical Health
 - iv. Mental Health
 - v. Youth Development
 - vi. Food Stability for Family and Children
 - vii. Housing Stability for Family and Children
 - viii. Enhanced Supports for Caregivers
 - b. Issue extra points for entities that will serve as intermediaries (i.e., applying on behalf of multiple partners that exist in the community already).
 - c. Issue extra points for applications that propose expansion services to target inequity through the use of home-based or mobile delivery of services.
 - d. Issue extra points that expand capacity of programs in order to connect families and youth to mental health, workforce development or legal services.
 - e. Provide examples in the procurement announcement that include at minimum the following:
 - i. Childcare scholarships to expand participation in summer early learning programs
 - ii. Childcare scholarships to expand participation in school-age summer camp programs
 - iii. Addition of mental health specialist (or even paid intern) as an enhancement to an existing summer program
2. Publish an Invitation to Negotiate to engage a local Public Relations Firm for CSC Leon brand development and awareness, cultivation of a street outreach team, and county-wide media campaign for children's services navigation.

- a. Permit staff to determine the needed investment, with the minimum threshold at \$50,000.
 - b. Require respondents to match their proposal with in-kind contributions clearly outlined in their response.
3. Direct staff to identify and appoint volunteers from the local community to serve on the Summer 2022 Funding evaluation team.
 - a. Volunteers must fully understand the expedited time commitment and training requirements.
4. Direct staff to identify and appoint volunteers utilizing a mix of community partners and national firms to serve on the Public Relations evaluation team.
5. Direct staff to develop an online application process to recruit volunteers from the local community to serve on all long-term funding cycle evaluations, expected to start in Fall 2022.
6. At minimum, reserve \$1.45M of the current program services budget for Quarter 1 funding for FY2022-2023.



Children's Services Council of Leon County Summer 2022 Funding Opportunity Program Proposal Application Overview

The Children's Services Council of Leon County (CSC Leon) is a catalyst for positive change to improve the lives and outcomes of children and families in our community. CSC Leon was established to provide children with early learning and reading skills, development, treatment, preventative and other children's services. At its core, CSC Leon seeks to make funding decisions based on the following values: inclusive, data-driven, equitable, collaborative, and innovative. By funding and making available prevention and early intervention services, CSC Leon strives to ensure that services have a positive impact on the community.

I. PURPOSE

CSC Leon seeks to issue one-time program funding to expand the capacity of existing programs to better meet the needs of children, youth and families in Leon County during the summer of 2022. Funding is expected to be issued on June 1, 2022, and expended by August 30, 2022. Funded entities will be required to submit a detailed report outlining expenses, outcomes and demographics of individuals served by no later than September 15, 2022. Any CSC Leon funds not expended by August 30, 2022, must be returned along with the detailed report.

The application requires entities to demonstrate how the services proposed align directly with at least one of the CSC Leon Priority Areas (listed below), is an expansion of services, and that the entity has the capacity to collect data to demonstrate program impact. *Note: entities may request training and technical assistance to comply with data collection and reporting requirements.*

CSC Leon Priority Areas

- School Readiness
- School Age Supports
- Physical Health
- Mental Health
- Youth Development
- Food Stability for Family and Children
- Housing Stability for Family and Children
- Enhanced Supports for Caregivers

Applicants will be required to complete a program narrative, organizational background, and budget. The program narrative must include a general program description, the identified need and proposed expansion solution, target population of expansion, and proposed data collection methods, tools and expected impact. Additionally, applicants must attend one of the two technical assistance webinars offered on Monday, April 25, at 2:00 p.m., or Tuesday, April 26, at 9:00 a.m.

Since CSC Leon expects to receive a high volume of requests for funds, applicants are advised that CSC Leon may not be able to cover all funding requests, nor be able to fund the full amount of each request. However, CSC Leon is committed to make the best use of available resources to address the highest priority needs.

Applicants must be nonprofit 501(c)(3) organizations that provide services to Leon County residents. If an entity is not a nonprofit, they must commit to collaborate with a nonprofit 501(c)(3) organization that already provides services to Leon County residents.

Entities currently receiving funding from other community funding partners are eligible to apply. However, CSC Leon funds may only be used to expand services and not supplant or duplicate funding for existing services. For example, if an entity receives funding from another agency to support 10 slots for childcare and the program has need for additional 10 slots, then that application could be accepted for consideration.

Examples of program expansion related to increased demand for direct services include the following:

- Childcare scholarships to expand participation in quality summer early learning programs
- Childcare scholarships to expand participation in quality school-age summer camp programs
- Addition of mental health specialist(s) as an enhancement to an existing summer program
- Funding for transportation costs to better connect children, youth or families to services
- Emergency funding to provide food, shelter and other basic needs that are not currently funded
- Adding an additional unit to a fleet of mobile services designed for children, youth or families
- Technology and other resources to allow your organization to collect data from the children, youth or families served

Please note, the list above is not exhaustive. While we want to encourage innovation, these funds are designed to **expand** services and **not** pilot or test new programs.

II. EVALUATION OF PROPOSALS

All proposals will be reviewed by members of a local community impact panel. These are volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children and youth services, and in the fiscal responsibility of the Council.

Volunteers will score proposals independently after receiving detailed instructions and training. Scoring criteria will follow the application outline (listed below). Each section may have one or more subsections that may require forms be uploaded. Volunteers will determine section score based on the review of all subsections. De-identified and aggregate scoring results will be published during a public meeting prior to CSC Leon making its final funding determination for summer 2022.

CSC Leon 2022 Summer Funding Proposal Outline and Scoring Categories		
<i>Section</i>	<i>Subsection</i>	<i>Point Value</i>
Organizational Background	Brief overview of primary applicant including vision, mission, history of service, etc.	Up to 10 points
	Organizational Chart (include collaborators as applicable)	
	IRS Nonprofit Status Determination Letter, if applicable	
	Division of Corporations Business Registration	
	Certificate of Insurance/Proof of Liability Coverage	
	Letters of Agreement from each of collaborating organization, as applicable	
Program Narrative	General Program Description, include reference to quality standards or evidence-based practice, as applicable	Up to 40 points
	Overview of the Identified Need	
	Proposed Expansion Solution, include reference to quality standards or evidence-based practice, as applicable; include description of collaborative partnership as applicable	
	Description of Target Population for Expansion, include zip codes as applicable	
	Proposed Data Collection Methodology, include identified tool from 'Key Outcomes and Measurement Tool'	
	Description of Expected Program Impact (i.e., outcomes)	
	Identification of Primary CSC Leon Priority Area	
	Identification of Secondary CSC Leon Priority Area(s), if applicable	
Budget	Current Operational Budget	Up to 25 points
	Proposed Expansion Budget (use provided template)	
Proposed Funding Deliverables	List of suggested contract deliverables that include designated program impact	Up to 15 points
Special Designations	Applying Entity will serve as an Intermediary	Up to 10 points
	Proposed Expansion includes use of home-based or mobile delivery of services	
	Proposed Expansion includes services to connect or better connect children, youth or families to mental health, workforce development or legal services	

Please note that submitting an application is not a guarantee or commitment of funding. We do not expect to be able to cover all funding requests; and we may not be able to fund the full amount of each request. However, we are committed to make the best use of available resources to address the highest priority needs.

III. TECHNICAL REQUIREMENTS

All proposals for Summer 2022 Funding must be received by the deadline indicated above. Submissions must be made using the online application form posted on the CSC Leon website. Required documentation may be uploaded. Applications or required documentation should not be emailed to staff or Council Members of CSC Leon. If you encounter technical difficulties, you must contact info@cscleon.org no later than 12:00 p.m. on the due date to allow for adequate time to trouble shoot the submission process. Phone calls nor text messages will be accepted.

IV. NOTIFICATION OF AWARD

The CSC Leon Governing Council will make the final determination of funding for any and all applicants based on the scoring provided by the local community impact panel. Applicants selected for funding will be notified on Friday, May 20, 2022, to discuss the contracting and billing process. Additional documentation may be required.

V. PROPOSAL TIMELINE

Friday, April 22, 2022, 12:00 p.m.	Release Request for Proposals
Monday, April 25, 2022, 2:00 p.m.	Technical Assistance Webinar 1 (must attend one option)
Tuesday, April 26, 2022, 9:00 a.m.	Technical Assistance Webinar 2 (must attend one option)
Friday, May 13, 2022, 5:00 p.m.	Proposal Deadline
Thursday, May 19, 2:00 p.m.	Funding Recommendations and Council Funding Decision
Monday, May 23, 2022	Start Contracting Process
Wednesday, June 1, 2022	Distribute Funds & Begin Services

VI. OTHER

From the time that this RFP opens until the selection of proposals to fund, applicants (its agents, officers, principals, and employees, including any individual assisting the applicant in this process) will not engage in any written or verbal communication or any lobbying efforts or other attempts to influence the CSC Leon (including Council Members, team members or any member of the community impact panel), regarding this RFP, the merits of the applicant, or regarding whether CSC Leon should retain or select the applicant with respect to this proposed request. All questions should be posed during the recorded technical assistance webinars identified in sections I and V. Technical assistance requests should be directed to the designated contact identified in section III.

Agenda Item

Committees & Reports: Enterprise Software Solutions (ESS) Workgroup

Attachments:

1. Proposed Workplan for Year 1 ESS Priorities

Handouts:

1. Three-year Pacing Guide

Enterprise Software Solutions (ESS) Workplan

<i>Phase</i>		<i>Description</i>	<i>Key Stakeholders</i>	<i>Anticipated Dates</i>
Market Research	<i>Discovery</i>	Preliminary analysis of the problem, identification of the opportunities, and documenting project objectives	Software Solutions Workgroup	March-April, 2022
	<i>Requirements Gathering</i>	Collecting system conditions and capabilities needed by CSC Leon stakeholders to solve problems or create a more efficient workflow	Software Solutions Workgroup Provider Stakeholders	March-April, 2022 April-May, 2022
	<i>Design</i>	Draft architecture of the future enterprise application solution so that details about desired features and operations can be described in detail	Software Solutions Workgroup Select Vendor(s)	May, 2022 March-May, 2022
Procurement	<i>Solicitation</i>	Publication of formal procurement process, including instructions for letters of intent (LOI) and question submittal/response	CSC Leon Staff	July-August, 2022
	<i>Evaluation & Negotiation</i>	Review of proposals and selection of vendors to move forward in process, followed by closed strategy sessions, demonstrations and negotiations	Evaluation Team & Advancing Vendor(s)	August-September, 2022
	<i>Selection & Contract Development</i>	Final selection of one or more vendors and full development and execution of contract.	Evaluation Team, CSC Leon Staff, & Selected vendor(s)	September-October, 2022
Implementation	<i>System Development</i>	Production of the environment that will eventually serve as the final enterprise application solution	Selected Vendor(s)	November-December, 2022
	<i>System Testing/ Evaluation</i>	Internal and external stakeholders assess the quality and functionality of the proposed solution	CSC Leon Staff, Provider Stakeholders	January – February, 2023
	<i>Training</i>	Stakeholders instructed on the proper utilization of the solution	Selected Vendor(s), CSC Leon Staff & Provider Stakeholders	March, 2023
	<i>Rollout/Go Live</i>	Successful completion of project and implementation of systems into workflow processes	Selected Vendor(s) & CSC Leon Staff	April 1, 2023
	<i>Support</i>	On demand support and periodic check-ins for scalable growth, troubleshooting, expansion, updates, etc.	Selected Vendor(s) & CSC Leon Staff	April, 2023 – contract close

Agenda Item

Committees & Reports: Treasurer's Report

Attachments:

1. Balance Sheet as of March 31, 2022
2. Income & Expense Report, October 2021 - March 2022
3. Income & Expense Report, March 2022
4. Detailed Income & Expense Report, March 2022

Children's Services Council of Leon County
Balance Sheet
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	5,850,111.80
Operating	289,550.73
Total Checking/Savings	6,139,662.53
Total Current Assets	6,139,662.53
TOTAL ASSETS	6,139,662.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	32,977.30
Total Accounts Payable	32,977.30
Total Current Liabilities	32,977.30
Total Liabilities	32,977.30
Equity	
Unrestricted Net Assets	10,520.00
Net Income	6,096,165.23
Total Equity	6,106,685.23
TOTAL LIABILITIES & EQUITY	6,139,662.53

Children's Services Council of Leon County
Income & Expense Budget vs. Actual
October 2021 through March 2022

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	6,479,202.72	7,252,277.00	-773,074.28	89.3%
Interest	4,371.93	0.00	4,371.93	100.0%
Loan Proceeds (Leon County)	90,000.00			
Total Income	6,573,574.65	7,252,277.00	-678,702.35	90.6%
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	101.94			
Health Insurance	7,932.80			
Retirement Contribution	2,529.40			
Employee Benefits - Other	0.00	56,250.00	-56,250.00	0.0%
Total Employee Benefits	10,564.14	56,250.00	-45,685.86	18.8%
Salaries	33,749.97	187,506.00	-153,756.03	18.0%
Total Compensation & Benefits	44,314.11	243,756.00	-199,441.89	18.2%
Contract Services				
Accounting Fees	5,938.98	50,000.00	-44,061.02	11.9%
Audio/Video	3,275.00	0.00	3,275.00	100.0%
General Counsel (1099-MISC)	31,443.56	50,000.00	-18,556.44	62.9%
Interim Administrator	66,666.64	16,668.00	49,998.64	400.0%
Program Specialist & Admin.	30,000.00	20,000.00	10,000.00	150.0%
Total Contract Services	137,324.18	136,668.00	656.18	100.5%
Employment Search Fees	6,461.87	0.00	6,461.87	100.0%
Equipment Insurance	2,559.55			
Liability - D and O	8,437.83	2,500.00	5,937.83	337.5%
Workers Comp	1,204.00			
Total Insurance	9,641.83	2,500.00	7,141.83	385.7%
Interest expense	337.50	6,000.00	-5,662.50	5.6%
Loan Repayment (Leon County)	150,000.00	400,000.00	-250,000.00	37.5%
Miscellaneous expenses				
Awards & Recognition	170.97			
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%
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	0.00	175.00	100.0%
Misc expenses	0.00	3,500.00	-3,500.00	0.0%
Office Supplies	211.70	2,750.00	-2,538.30	7.7%
Payroll processing	394.60			
Postage and Courier	161.00	0.00	161.00	100.0%
Printing and Copying	173.23	0.00	173.23	100.0%
Publication (Legal Adv)	1,725.06	7,500.00	-5,774.94	23.0%
Software	899.78			
Sponsorship	500.00			
Travel and Meetings				
Conference, Convention, Meeting	1,727.84	1,500.00	227.84	115.2%
Travel	144.84	3,500.00	-3,355.16	4.1%
Total Travel and Meetings	1,872.68	5,000.00	-3,127.32	37.5%
Workers Comp	1,600.00			
Total Miscellaneous expenses	7,884.02	39,750.00	-31,865.98	19.8%

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Needs Assessment	83,931.90	250,000.00	-166,068.10	33.6%
Payroll taxes	3,002.16			
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	445,457.12	7,252,277.00	-6,806,819.88	6.1%
Net Ordinary Income	6,128,117.53	0.00	6,128,117.53	100.0%
Net Income	6,128,117.53	0.00	6,128,117.53	100.0%

Children's Services Council of Leon County

Income & Expense Report

March 2022

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	113,804.70
Interest	1,750.23
	<hr/>
Total Income	115,554.93
Expense	
Compensation & Benefits	
Employee Benefits	
Dental & Vision Insurance	101.94
Health Insurance	3,318.51
Retirement Contribution	1,253.71
	<hr/>
Total Employee Benefits	4,674.16
Salaries	12,692.30
	<hr/>
Total Compensation & Benefits	17,366.46
Contract Services	
Accounting Fees	675.00
Program Specialist & Admin.	5,000.00
	<hr/>
Total Contract Services	5,675.00
Insurance	
Liability - D and O	6,539.00
Workers Comp	1,204.00
	<hr/>
Total Insurance	7,743.00
Miscellaneous expenses	
Payroll processing	124.20
Printing and Copying	155.60
Software	106.95
	<hr/>
Total Miscellaneous expenses	386.75
Payroll taxes	1,074.60
Salaries & Wages - Clearing	0.00
	<hr/>
Total Expense	32,245.81
	<hr/>
Net Ordinary Income	83,309.12
	<hr/>
Net Income	<u><u>83,309.12</u></u>

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

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Ad Valorem Proceeds					
Deposit	03/14/2022			Deposit	113,804.70
Total Ad Valorem Proceeds					113,804.70
Interest					
Deposit	03/31/2022			Deposit	1,738.49
Deposit	03/31/2022			Deposit	11.74
Total Interest					1,750.23
Total Income					115,554.93
Expense					
Compensation & Benefits					
Employee Benefits					
Dental & Vision Insurance					
Check	03/10/2022		Guardian		192.70
General Journal	03/10/2022	Pyrl 031122			-45.38
General Journal	03/24/2022	Pyrl 032522			-45.38
Total Dental & Vision Insurance					101.94
Health Insurance					
General Journal	03/10/2022	Pyrl 031122			-17.70
Check	03/21/2022		Capital Health Plan		3,353.91
General Journal	03/24/2022	Pyrl 032522			-17.70
Total Health Insurance					3,318.51
Retirement Contribution					
Check	03/08/2022	0001	Florida Retirement System		1,634.47
General Journal	03/10/2022	Pyrl 031122			-190.38
General Journal	03/24/2022	Pyrl 032522			-190.38
Total Retirement Contribution					1,253.71
Total Employee Benefits					4,674.16
Salaries					
General Journal	03/10/2022	Pyrl 031122			6,346.15
General Journal	03/24/2022	Pyrl 032522			6,346.15
Total Salaries					12,692.30
Total Compensation & Benefits					17,366.46

Type	Date	Num	Name	Memo	Amount
Contract Services					
Accounting Fees					
Bill	03/07/2022	4497	Grayson Accounting Consulting P.A.	Accounting services - Feb. 2022	675.00
Total Accounting Fees					675.00
Program Specialist & Admin.					
Bill	03/04/2022	0068	Windwood Communications LLC	Project Management - March 2022	5,000.00
Total Program Specialist & Admin.					5,000.00
Total Contract Services					5,675.00
Insurance					
Liability - D and O					
Bill	03/08/2022	3/8/2022	Brown Brown Of Florida Inc	Insurance	6,539.00
Total Liability - D and O					6,539.00
Workers Comp					
Bill	03/08/2022	64322	Preferred Governmental Insurance Tr...	Workers Comp Ins	1,204.00
Total Workers Comp					1,204.00
Total Insurance					7,743.00
Miscellaneous expenses					
Payroll processing					
Check	03/11/2022		Paychex EIB		62.10
Check	03/25/2022		Paychex EIB		62.10
Total Payroll processing					124.20
Printing and Copying					
Bill	03/22/2022	22-0089	The Printery	Printing	155.60
Total Printing and Copying					155.60
Software					
Check	03/15/2022		Bill.com		106.95
Total Software					106.95
Total Miscellaneous expenses					386.75
Payroll taxes					
General Journal	03/10/2022	Pyrl 031122			537.30
General Journal	03/24/2022	Pyrl 032522			537.30
Total Payroll taxes					1,074.60

Type	Date	Num	Name	Memo	Amount
Salaries & Wages - Clearing					
Check	03/10/2022		Paychex TPS		1,452.55
Check	03/10/2022		Paychex Inc		5,177.44
General Journal	03/10/2022	Pyrl 031122			-5,177.44
General Journal	03/10/2022	Pyrl 031122			-1,452.55
Check	03/24/2022		Paychex TPS		1,452.53
Check	03/24/2022		Paychex Inc		5,177.46
General Journal	03/24/2022	Pyrl 032522			-5,177.44
General Journal	03/24/2022	Pyrl 032522			-1,452.55
Total Salaries & Wages - Clearing					0.00
Total Expense					32,245.81
Net Ordinary Income					83,309.12
Net Income					83,309.12

Agenda Item

Old Business: Investment ITN Update

Attachments:

None

Handouts:

1. Budget Forecast

Agenda Item

New Business: CSC Leon Staff Credit Card

Attachments:

1. Resolution 2022-04: Authorizing Purchase Cards for Staff

RESOLUTION NO. 2022-04

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AUTHORIZING PURCHASING CARDS FOR THE PURCHASE OF GOODS AND SERVICES; AUTHORIZING USE OF SUCH CARD BY STAFF SUBJECT TO THE GOVERNING COUNCIL'S POLICY FOR THE PURCHASE OF GOODS AND SERVICES AND THE P-CARD POLICY ADOPTED HEREIN; 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 ("CSC Leon") 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) CSC Leon has authority to purchase goods and services in amounts not to exceed statutory limits without competitive bids.

(B) The costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of CSC Leon.

(C) It is the desire of the Governing Council of CSC Leon (the "Governing Council") to enable authorized staff members to procure authorized goods, services, materials, supplies and office products for CSC Leon purposes.

(D) Such authorization is intended to reduce the economic burden on the resources of CSC Leon by minimizing the use of petty cash and blanket purchase orders, thereby increasing efficiency and reducing administrative costs.

(E) The Governing Council recognizes that the use of a purchasing or procurement card (the "P-Card") is neither a substitute for public bidding nor the procurement policy adopted by the Governing Council, and that the procurement and use of a P-Card by CSC Leon staff is not being implemented for the purpose of bid splitting and avoidance of any statutorily mandated public bidding process or the procurement policies adopted by the Governing Council.

(F) Prime Meridian Bank (the "Bank") holds CSC Leon's depository accounts and CSC Leon may apply to the Bank for a P-Card for use by staff in making purchases of goods and services necessary or desirable for accomplishing CSC Leon objectives, subject to the limitations set forth herein.

(G) The Governing Council recognizes the economic and financial savings and benefits to be gained by use of a P-Card for certain purchases.

SECTION 3. AUTHORITY TO APPLY FOR AND OBTAIN P-CARD. The Executive Director is hereby authorized to apply to the Bank on behalf of CSC Leon for a P-Card and to enter into an agreement with the Bank to secure a P-Card for each authorized employee of CSC Leon under such terms and conditions as approved by the Chair of the Governing Council and reviewed for legal considerations by its general counsel. The initial authorized employees are Executive Director Cecka Rose Green and Administrative Services Manager Jacinta Clay.

SECTION 4. P-CARD POLICIES. Use of the P-Card shall be governed by the purchasing policy for CSC Leon approved by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time, and by the P-Card policy attached hereto as Appendix A.

SECTION 5.EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 21st day of April, 2022.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Executive Director

APPENDIX A

CSC LEON P-CARD POLICY

1. SCOPE:

These procedures apply to all transactions made with a CSC Leon P-Card.

2. GENERAL:

The use of a P-Card by CSC Leon and certain members of its staff is designed to improve efficiency in processing small dollar purchases from any vendor that accepts credit cards.

This program will allow the cardholder to purchase approved commodities and services directly from CSC Leon's vendors. Each P-Card is issued to a named employee, and CSC Leon is clearly shown on the card as the governmental buyer of the goods or services.

The Executive Director is responsible for the implementation, execution and performance of this policy. Every purchase made with a P-Card shall be subject to the purchasing policy approved for CSC Leon by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time.

3. OBJECTIVES:

- A. To provide CSC Leon staff with an efficient method of purchasing and paying for goods or services not exceeding \$10,000 per purchase/transaction/job/project.
- B. To reduce the use of petty cash and blanket purchase orders.
- C. To ensure P-Card purchases are in accordance with CSC Leon's policies and procedures and with the Florida Statutes.
- D. To reduce the time spent by personnel processing small dollar transactions.
- E. To ensure that CSC Leon bears no legal liability from inappropriate use of P-Cards.

4. AUTHORIZATION:

When the purchase authorization is requested by the supplier at the point of sale, the P-Card system may validate the transaction against preset limits established by the financial institution which provides the P-Cards (the "Bank"). Transactions may be approved or declined (electronically) based on the established purchase card authorization criteria. The authorization criteria may be adjusted periodically as needed and may include but are not limited to the following:

- A. Number of transactions allowed per day.
- B. Number of transactions allowed per month.
- C. Single purchase limit.
- D. Monthly spending limit.
- E. Approved merchant category codes.

The authorization process occurs through the electronic system that supports the P-Card processing services under the agreement established between the CSC Leon and the Bank.

5. RESPONSIBILITIES:

The following is a summation of the responsibilities of all CSC Leon staff members authorized to use a P-Card hereunder:

- A. The P-Card shall be used only in strict conformity with the terms and conditions of the cardholder agreement entered into between CSC Leon and the Bank and with CSC Leon purchasing policy.
- B. Hold and secure P-Cards
- C. Order materials and services.
- D. Inform vendor of tax-exempt status prior to processing sale transaction. It is the responsibility of the cardholder to ensure that sales tax is not charged. Failure to ensure that sales tax is removed will result in disciplinary measures.
- E. Obtain all sales receipts and forward to the Executive Director or Finance Director (if applicable) for authorizing approval.
- F. Log phone orders and request receipts.
- G. Identify disputed charges.
- H. Verify any applicable discount has been deducted by vendor.
- I. Upon termination or transfer of employment, return the P-Card to the Executive Director or Governing Council as applicable.

The Executive Director shall be responsible for the following:

- A. Coordinate program policy issues including revisions to the program.
- B. Participate in resolving billing disputes.
- C. Coordinate and maintain internal controls.
- D. Receive all charge receipts, invoice batches and necessary documentation from all cardholders.
- E. Receive approved charge receipts from all cardholders.
- F. Confirm that all charges are authorized and all purchases are in conformance with CSC Leon's purchasing policy.
- G. File and store statements, receipts, etc.
- H. Provide weekly or monthly statements to the Governing Council concerning purchases made with the P-Card.

6. PROCEDURES:

A. Assignment and Control of the P-Card

1. The P-Card will have the employee's name, CSC Leon's name, CSC Leon's tax exemption number and the expiration date. The P-Card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc., of the cardholder will be maintained.
2. Lost or Stolen P-Cards
 - a. If a P-Card is lost or stolen, the cardholder must immediately notify the Bank.
 - b. The cardholder will be responsible for reporting all information necessary to the Bank and law enforcement (in the case of a stolen card) to reduce the liability to CSC Leon for a lost or stolen card.
 - c. Lost or stolen cards may result in progressive disciplinary measures.

B. Limitation on Use of P-Cards

1. Cardholder Use Only. The P-Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.
2. CSC Leon Purchase Only. The P-Card is to be used for CSC Leon-authorized purchases only. The P-Card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action which may include dismissal.
3. Dollar Limitations.
 - a. For the Executive Director: single purchase limit of \$10,000 and a 30-day limit of \$15,000.
 - b. For the Administrative Services Director: single purchase limit of \$5,000 and a 30-day limit of \$7,500. Notwithstanding anything herein to the contrary, single purchases by the Administrative Services Director in excess of \$300 shall require pre-approval, in writing, by the Executive Director. Such written pre-approval may be effectuated by email or other electronic means and shall constitute a public record of CSC Leon.
 - c. Expenditures shall also be subject to any additional dollar or frequency limitations set forth in the authorization criteria established by the Bank as described in Section 4.
 - d. A purchase may be made of multiple items, but the invoice cannot exceed \$10,000 without a purchase order issued prior to purchase, or the cardholder's limit if less than such amount. Payment for purchases can not be split to stay within the single purchase limit or to avoid the procurement threshold set forth in CSC Leon purchasing policy.
4. Other Conditions
 - a. Sales tax may not be charged by the vendor. If necessary, provide the vendor with a sales tax exemption certificate.
 - b. All items purchased over-the-counter must be immediately available. No back ordering is allowed.

- c. All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- d. All items purchased by telephone must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.
- e. No purchases shall be made from a foreign supplier requiring foreign currency.

5. Prohibited Uses of P-Cards

- a. Cash advances
- b. Capital items
- c. Any additional goods/services specifically restricted by CSC Leon purchasing policy.
- d. Any purchases from a foreign supplier requiring foreign currency
- e. Telephone calls
- f. Personal, Family or Household items
- g. Purchases from vendors which create a conflict of interest

C. Disputes

1. If items purchased with the P-Card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a P-Card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.
2. If the P-Card has been charged for an item not received, then a Cardholder dispute form must be completed by the cardholder and sent or faxed to the Bank.

D. Abuse/Violations

1. Participation in the CSC Leon P-Card Program is a convenience that carries responsibilities along with it. Although the card is issued in a cardholder's name, it is CSC Leon property and should be used with good judgement. Improper use of the card can be considered misappropriation of CSC Leon funds which may result in disciplinary action, up to and including termination. Cardholders are expected to comply with internal control procedures in order to protect CSC Leon assets. This includes keeping receipts, resolving discrepancies and following proper card security measures.
2. Misuse of the P-Card may result in disciplinary or other appropriate action up to and including dismissal. Misuse and violations will result in revocation of P-Card privileges and may result in termination of employment for cause.
3. Abuse, misuse, and violations include, but are not necessarily limited to the following:
 - a. Purchase over \$10,000 without obtaining a purchase order.
 - b. Purchase of unauthorized or prohibited items/services
 - c. Multiple transactions to circumvent purchasing procedures.
 - d. Failure to provide proper documentation, receipts invoices etc.
 - e. Purchase of capital outlay items.
 - f. Purchase from vendors, which create a conflict of interest.

- g. Personal, family or household charges.
- h. Allowing another person, other than the cardholder, to use the card.
- i. Failure to report a lost or stolen card in a timely manner.

Agenda Item

Next Meeting Dates

Attachments:

1. List of Upcoming Meetings & Events

Children's Services Council of Leon County

2022 Future Meetings & Community Events

Dates & Locations

(All times are E.T.)

DATE	TIME	SUBJECT	LOCATION
Tuesday, April 19	6:30 pm	Community Conversation	Chiles High School
Thursday, April 21	2:00 pm	Regular Meeting	Tallahassee Community College, Student Union Ballroom
Monday, April 25	2:00 pm	Summer Funding TA Webinar #1	Zoom™
Tuesday, April 26	9:00 am	Summer Funding TA Webinar #2	Zoom™
Saturday, April 30	10:00 am – 3:00 pm	KidsFest (Kids Inc.)	Cascades Park
Saturday, April 30	10:00 am – 2:00 pm	Health & Wellness Fair (Healthy Start/Stork's Nest)	Jake Gaither Community Center
Tuesday, May 17	5:30 pm - 8:00 pm	Mental Health Expo (Mental Health Council of the Big Bend)	Walker Ford Community Center
Thursday, May 19	2:00 pm	Regular Meeting	Leon County Commission Chambers
Saturday, May 21	8:00 am – 10:30 am	Soul of Southside Sidewalk Talks	Lake Anita
Tuesday, May 31	5:00 pm	Program Services Committee	The Southern Group
Thursday, June 2	1:00 pm	Enterprise Software Solutions Workgroup	Zoom™
Thursday, June 2 or 9	TBA	Proposed Finance & Budget Committee	TBA
Thursday, June 16	2:00 pm	Regular Meeting	Leon County Commission Chambers
Thursday, June 23 or 30	TBA	Proposed Finance & Budget Committee	TBA
Thursday, July 21	2:00 pm	Regular Meeting	Leon County Commission Chambers
Thursday, August 18	2:00 pm	Regular Meeting	TBA

**Community Events hosted by others are highlighted in pink*