

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

Thursday, May 26, 2022, 8:00 a.m.
Leon County Commission Chambers

*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 April 21, 2022
- V. General Public Comment
- VI. Executive Director’s Report
 - A. Presentation of “Rule of Order” adopting consent agenda process
 - i. Public Comment
 - ii. Consideration to Approve
 - B. Presentation of Final FY 2022-23 Budget Development & TRIM Hearing Schedule
 - i. Public Comment
 - ii. Consideration to Approve
 - C. Presentation of Resolution 2022-05 designating rental payment for two years
 - i. Public Comment
 - ii. Consideration to Approve
- VII. Committees & Reports
 - A. Treasurer’s Report
 - i. Presentation of April 2022 report
 - ii. Public Comment
 - iii. Consideration to approve report
 - B. Program Services Committee
 - i. Review Summer Funding Application Scores & Select Proposals for Funding
 - ii. Public Comment
 - iii. Consideration to Approve Selected Proposals for Funding
- VIII. Next Meeting Dates
 - A. Program Services Committee: Tuesday, May 31, 5:00 p.m., The Southern Group
 - B. Enterprise Software Solutions Workgroup: Thursday, June 2, 2022, 1:00 p.m. via Zoom™
 - C. Finance and Budget Committee: Thursday, June 2, 2022, 3:30 p.m., The Southern Group
 - D. Nominating Committee: Thursday, June 9, 2022, 2:00 p.m., Leon County Commission Chambers
 - E. Governing Council Meeting: Thursday, June 16, 3:00 p.m., Leon County Commission Chambers
- IX. Next Meeting Agenda
- X. Member Comments
- XI. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
April 21, 2022
DRAFT MINUTES

Members Present:

- Honorable Jonathan Sjostrom, Chair, Chief Judge;
- Dr. Zandra Glenn, Vice Chair, Community Member;
- Paul Mitchell, Treasurer, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Rocky Hanna, Superintendent of Leon County Schools;
- Darryl Jones, Leon County School Board Chair;
- 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, Special Projects 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 2:06 p.m.

II. ROLL CALL

Eight council members were present at the start of the meeting, and a quorum was established. Two additional council members joined within the first 15 minutes.

III. APPROVAL OF AGENDA

Mr. Jones moved to approve the agenda as presented; second provided by Dr. Glenn. The agenda was approved without dissent.

IV. APPROVAL OF MINUTES FROM LAST MEETING

Mr. Jones moved to accept the minutes from the March 24, 2022, meeting as presented. Atty. Cummings seconded the motion; minutes were approved unanimously. Mr. Jones suggested the body move to using a consent agenda; Ms. Green will bring back directives at the next Council Meeting.

V. GENERAL PUBLIC COMMENT

There was no public comment.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Green provided a final copy of the approved amended budget. Presentations from the HOPE Florida Care Navigation program and the state Department of Children and Families organizational restructure will take place at the May Council meeting. A copy of the final space floor plan was provided. The new space will allow us to conduct all future Council and Committee meetings onsite. The Director of Financial Operations position description will be completed and position posted by next week. Quarter 2 financials have been submitted to the County pursuant to governing ordinance. CSC Leon has partnered with Second Harvest of the Big Bend and Leon County to hold Neighborhood Dinners. A schedule was provided to the Council. Ms. Green introduced "Teacher Conversations" per a prior conversation with Dr. Glenn, who then provided comments on the benefit of these conversations on perspective programming. The Council recommended that teachers, providers, guidance counselors and mental health professionals be included in the discussions. Lastly, CSC Leon will be represented at upcoming community events (calendar provided).

VII. FY 2022-23 BUDGET DEVELOPMENT & TRIM HEARING SCHEDULE

Ms. Green reviewed the draft schedule, and a copy was provided to the Council.

VIII. COMMITTEES & REPORTS

A. Program Services Committee

Committee Chair Glenn stated that the committee met on Thursday, April 7, at 3:00 p.m., during which time Q-Q Research provided drafts of the comprehensive programs inventory, informative programs inventory, GAP analysis and funding options A. Dr. Sandra Williams with Q-Q Research presented the findings and preliminary reports. Dr. Glenn presented the committee's recommendations which included prioritization of funding for Summer 2022, the draft schedule of associated activities, and recruitment of volunteer evaluation panels.

Public comments were provided by Rick Lockenbach and Jack Levine.

Ms. McFadden moved to accept the committee recommendations, with a second by Mr. Mitchell. Motion carried unanimously. Recommendations were discussed and Ms. McFadden amended her original motion to cap summer funding at \$2 million and remove recommendation for an awareness/PR campaign and, second by Mr. O'Bryant. There was no public comment; motion passed unanimously.

Ms. McFadden then moved change the RFP to an ITN, if feasible, and remove the requirement for a for-profit to work with a non-profit. The motion was seconded by Mr. Mitchell. There was no public; the motion passed unanimously.

B. Enterprise Software Solution Committee

Mr. Watts gave an update on the Enterprise Software RFI workplan, stating the workgroup met on Wednesday, April 6, via Zoom™. He then moved to accept the workplan, with a second provided by Mr. Jones. There was no public comment and motion was unanimously approved.

C. Treasurer's Report

Mr. Mitchell presented the current financial report as of March 2022. No public comment. Motion to accept the treasurer's report by Mr. Jones, second by Ms. McFadden.

IX. OLD BUSINESS

A. Investment Advisory Firm ITN Update

Ms. McFadden noted a in packet and that further updates will come later.

X. NEW BUSINESS

A. CSC Leon Staff Purchasing Card Resolution

Mr. Roe presented the resolution. No public comment. Motion made by Mr. Jones to accept the resolution and second by Mr. O'Bryant. Resolution passes unanimously.

XI. NEXT MEETING DATES

- A. Governing Council Meeting: Thursday, May 19, 2:00 p.m., Leon County Commission Chambers
- B. Program Services Committee: Tuesday, May 31, 5:00 p.m., The Southern Group
- C. Finance and Budget Committee: TBD
- D. Enterprise Software Solutions Workgroup: June 2 ,2022, 1:00 p.m. via Zoom™
- E. Governing Council Meeting: Thursday, June 16, 2:00 p.m., Leon County Commission Chambers

XII. NEXT MEETING AGENDA REVIEW

- A. Consent Agenda Rule of order
- B. Presentations from Hope Care Navigation Florida and DCF Administrative Restructure
- C. FY 2022-23 Budget Development & TRIM Hearing Schedule
- D. Review summer funding RFP evaluation results and approve recommended community investments

XIII. MEMBER COMMENTS

- Ms. McFadden requested that timeframes be included in future agendas to keep the meetings on schedule; also that all future presentations be no longer than 15 minutes.
- Council requested the list of volunteers serving on the summer procurement evaluation team.
- Council members want to receive all applications for summer funding.
- Ms. McFadden mentioned Scouts Event at the University Center recognizing local community members.

XIV. ADJOURNMENT

Meeting was adjourned at 5:14 p.m.

Children's Services Council of Leon County
Balance Sheet
As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	5,851,794.71
Operating	450,452.71
Total Checking/Savings	<u>6,302,247.42</u>
Total Current Assets	<u>6,302,247.42</u>
TOTAL ASSETS	<u>6,302,247.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,092.58
Total Accounts Payable	<u>1,092.58</u>
Total Current Liabilities	<u>1,092.58</u>
Total Liabilities	1,092.58
Equity	
Unrestricted Net Assets	10,520.00
Net Income	6,290,634.84
Total Equity	<u>6,301,154.84</u>
TOTAL LIABILITIES & EQUITY	<u>6,302,247.42</u>

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

	Apr 22
Ordinary Income/Expense	
Income	
Ad Valorem Proceeds	224,646.99
Interest	1,697.14
Total Income	226,344.13
Expense	
Compensation & Benefits	
Employee Benefits	
Dental & Vision Insurance	56.56
Health Insurance	3,318.51
Retirement Contribution	3,052.39
Total Employee Benefits	6,427.46
Salaries	12,692.30
Total Compensation & Benefits	19,119.76
Contract Services	
Accounting Fees	1,875.00
Program Specialist & Admin.	10,000.00
Total Contract Services	11,875.00
Miscellaneous expenses	
Dues & Subscription	950.00
IT Hardware	342.93
Payroll processing	626.67
Software	94.63
Travel and Meetings	
Conference, Convention, Meeting	1,645.00
Travel and Meetings - Other	138.07
Total Travel and Meetings	1,783.07
Total Miscellaneous expenses	3,797.30
Needs Assessment	27,977.30
Payroll taxes	989.88
Total Expense	63,759.24
Net Ordinary Income	162,584.89
Net Income	162,584.89

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

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	6,703,849.71	6,400,000.00	303,849.71	104.7%
Interest	6,069.07	5,000.00	1,069.07	121.4%
Loan Proceeds (Leon County)	90,000.00			
Total Income	6,799,918.78	6,405,000.00	394,918.78	106.2%
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	158.50			
Health Insurance	11,251.31	40,000.00	-28,748.69	28.1%
Life Insurance	0.00	500.00	-500.00	0.0%
Retirement Contribution	5,581.79	35,000.00	-29,418.21	15.9%
Total Employee Benefits	16,991.60	75,500.00	-58,508.40	22.5%
Salaries	46,442.27	160,000.00	-113,557.73	29.0%
Total Compensation & Benefits	63,433.87	235,500.00	-172,066.13	26.9%
Contract Services				
Accounting Fees	7,813.98	18,000.00	-10,186.02	43.4%
Audio/Video	3,275.00	6,750.00	-3,475.00	48.5%
General Counsel (1099-MISC)	31,443.56	80,000.00	-48,556.44	39.3%
Grantwriter	0.00	50,000.00	-50,000.00	0.0%
Interim Administrator	66,666.64	66,666.64	0.00	100.0%
Program Specialist & Admin.	40,000.00	60,000.00	-20,000.00	66.7%
Total Contract Services	149,199.18	281,416.64	-132,217.46	53.0%
Employment Search Fees	6,461.87	2,400.00	4,061.87	269.2%
Equipment	2,559.55	5,000.00	-2,440.45	51.2%
Insurance				
Liability - D and O	8,437.83	0.00	8,437.83	100.0%
Workers Comp	1,204.00			
Insurance - Other	0.00	9,000.00	-9,000.00	0.0%
Total Insurance	9,641.83	9,000.00	641.83	107.1%
Interest expense	337.50	337.50	0.00	100.0%
Loan Repayment (Leon County)	150,000.00	150,000.00	0.00	100.0%

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Miscellaneous expenses				
Awards & Recognition	170.97	400.00	-229.03	42.7%
Capacity 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	950.00	7,000.00	-6,050.00	13.6%
Furniture	0.00	40,000.00	-40,000.00	0.0%
IT Hardware	342.93	2,000.00	-1,657.07	17.1%
Licenses & Fees	175.00	400.00	-225.00	43.8%
Misc expenses	0.00	4,000.00	-4,000.00	0.0%
Occupancy (Rent)	0.00	27,000.00	-27,000.00	0.0%
Office Supplies	211.70	3,000.00	-2,788.30	7.1%
Payroll processing	1,021.27	4,000.00	-2,978.73	25.5%
Postage and Courier	161.00	500.00	-339.00	32.2%
Printing and Copying	173.23	1,000.00	-826.77	17.3%
Publication (Legal Adv)	1,725.06	7,500.00	-5,774.94	23.0%
Research	0.00	2,640.00	-2,640.00	0.0%
Software	994.41	2,000.00	-1,005.59	49.7%
Sponsorship	500.00	1,500.00	-1,000.00	33.3%
Travel and Meetings				
Conference, Convention, Meeting	3,372.84	7,000.00	-3,627.16	48.2%
Travel	144.84	5,000.00	-4,855.16	2.9%
Travel and Meetings - Other	138.07	0.00	138.07	100.0%
Total Travel and Meetings	3,655.75	12,000.00	-8,344.25	30.5%
Workers Comp	1,600.00			
Total Miscellaneous expenses	11,681.32	125,440.00	-113,758.68	9.3%
Needs Assessment	111,909.20	310,000.00	-198,090.80	36.1%
Payroll taxes	3,992.04	12,750.00	-8,757.96	31.3%
Program & Financial Software	0.00	150,000.00	-150,000.00	0.0%
Reserves/Community Grants	0.00	5,123,155.86	-5,123,155.86	0.0%
Total Expense	509,216.36	6,405,000.00	-5,895,783.64	8.0%
Net Ordinary Income	6,290,702.42	0.00	6,290,702.42	100.0%
Net Income	6,290,702.42	0.00	6,290,702.42	100.0%

Children's Services Council of Leon County
Income & Expense Report
 October 2021 through April 2022

	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	TOTAL
Ordinary Income/Expense								
Income								
Ad Valorem Proceeds	0.00	1,743,318.68	4,293,764.20	164,024.76	164,290.38	113,804.70	224,646.99	6,703,849.71
Interest	0.46	20.18	145.25	878.35	1,577.46	1,750.23	1,697.14	6,069.07
Loan Proceeds (Leon County)	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	90,000.00
Total Income	0.46	1,833,338.86	4,293,909.45	164,903.11	165,867.84	115,554.93	226,344.13	6,799,918.78
Expense								
Compensation & Benefits								
Employee Benefits								
Dental & Vision Insurance	0.00	0.00	0.00	0.00	0.00	101.94	56.56	158.50
Health Insurance	0.00	0.00	0.00	630.19	3,984.10	3,318.51	3,318.51	11,251.31
Retirement Contribution	0.00	0.00	0.00	0.00	1,275.69	1,253.71	3,052.39	5,581.79
Total Employee Benefits	0.00	0.00	0.00	630.19	5,259.79	4,674.16	6,427.46	16,991.60
Salaries	0.00	0.00	0.00	9,230.76	11,826.91	12,692.30	12,692.30	46,442.27
Total Compensation & Benefits	0.00	0.00	0.00	9,860.95	17,086.70	17,366.46	19,119.76	63,433.87
Contract Services								
Accounting Fees	0.00	1,775.00	1,050.00	1,250.00	1,188.98	675.00	1,875.00	7,813.98
Audio/Video	750.00	0.00	750.00	275.00	1,500.00	0.00	0.00	3,275.00
General Counsel (1099-MISC)	0.00	7,319.06	12,229.75	7,957.75	3,937.00	0.00	0.00	31,443.56
Interim Administrator	0.00	41,666.65	16,666.66	0.00	8,333.33	0.00	0.00	66,666.64
Program Specialist & Admin.	0.00	15,000.00	5,000.00	5,000.00	5,000.00	0.00	10,000.00	40,000.00
Total Contract Services	750.00	65,760.71	35,696.41	14,482.75	19,959.31	675.00	11,875.00	149,199.18
Employment Search Fees	0.00	1,421.86	5,031.47	0.00	8.54	0.00	0.00	6,461.87
Equipment	0.00	0.00	0.00	0.00	2,559.55	0.00	0.00	2,559.55
Insurance								
Liability - D and O	0.00	0.00	970.83	928.00	0.00	6,539.00	0.00	8,437.83
Workers Comp	0.00	0.00	0.00	0.00	0.00	1,204.00	0.00	1,204.00
Total Insurance	0.00	0.00	970.83	928.00	0.00	7,743.00	0.00	9,641.83
Interest expense	0.00	0.00	0.00	337.50	0.00	0.00	0.00	337.50
Loan Repayment (Leon County)	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
Miscellaneous expenses								
Awards & Recognition	0.00	44.02	0.00	126.95	0.00	0.00	0.00	170.97
Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00	950.00	950.00
IT Hardware	0.00	0.00	0.00	0.00	0.00	0.00	342.93	342.93
Licenses & Fees	0.00	175.00	0.00	0.00	0.00	0.00	0.00	175.00
Office Supplies	0.00	0.00	36.85	0.00	0.00	174.85	0.00	211.70
Payroll processing	0.00	0.00	0.00	143.15	127.25	124.20	626.67	1,021.27
Postage and Courier	0.00	0.00	0.00	161.00	0.00	0.00	0.00	161.00
Printing and Copying	0.00	0.00	0.00	17.63	0.00	155.60	0.00	173.23
Publication (Legal Adv)	0.00	0.00	0.00	1,716.52	0.00	8.54	0.00	1,725.06

	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	TOTAL
Software	83.72	80.34	85.90	205.97	213.30	230.55	94.63	994.41
Sponsorship	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
Travel and Meetings								
Conference, Convention, Meeting	0.00	149.84	0.00	0.00	0.00	1,578.00	1,645.00	3,372.84
Travel	0.00	0.00	0.00	0.00	0.00	144.84	0.00	144.84
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.00	138.07	138.07
Total Travel and Meetings	0.00	149.84	0.00	0.00	0.00	1,722.84	1,783.07	3,655.75
Workers Comp	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	1,600.00
Total Miscellaneous expenses	83.72	449.20	122.75	2,371.22	2,440.55	2,416.58	3,797.30	11,681.32
Needs Assessment	0.00	0.00	27,977.30	0.00	0.00	55,954.60	27,977.30	111,909.20
Payroll taxes	0.00	0.00	0.00	1,399.09	528.47	1,074.60	989.88	3,992.04
Total Expense	833.72	67,631.77	69,798.76	179,379.51	42,583.12	85,230.24	63,759.24	509,216.36
Net Ordinary Income	-833.26	1,765,707.09	4,224,110.69	-14,476.40	123,284.72	30,324.69	162,584.89	6,290,702.42
Net Income	-833.26	1,765,707.09	4,224,110.69	-14,476.40	123,284.72	30,324.69	162,584.89	6,290,702.42