

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

Thursday, June 16, 2022, 3:00 p.m.  
Leon County Commission Chambers  
301 S. Monroe Street

*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. General Public Comment
- V. Approval of Consent Agenda Items
  - A. Minutes from the May 2022 meeting (pg. 3)
  - B. Financial Report from May 2022 (pg. 7)
- VI. Executive Director’s Report
- VII. General Counsel Update
- VIII. Committees & Reports
  - A. Program Services Committee (Additional Handouts)
    - i. Review of Workshop and Priority Funding Discussion
    - ii. Public Comment
  - B. Finance and Budget Committee
    - i. Final FY 2022-23 Budget Development/TRIM Hearings Schedule (pg. 13)
    - ii. Public Comment
    - iii. Consideration to Approve Final Schedule
    - iv. Millage Rate Discussion
    - v. Public Comment
  - C. Nominating Committee
    - i. Recommendation for Chair and Vice Chair (pg. 15)
    - ii. Public Comment
    - iii. Consideration to Approve the Chair and Vice Chair, effective July 1, 2022
- IX. Next Meeting Dates
  - A. Finance and Budget Committee: Thursday, June 30, 2022, 3:30 p.m., The Southern Group, 123 S. Adams Street
  - B. Governing Council Meeting: Thursday, July 21, 2022, 2:00 p.m., Leon County Commission Chambers, 301 S. Monroe Street
- X. Next Meeting Agenda
- XI. Member Comments
- XII. Adjourn



**CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**  
**Governing Council Meeting**  
**May 26,2022**

**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;
- Mark O'Bryant, Community Member;
- Terrence Watts, DCF Appointee; and
- Carmen Conner, Community Member.

**Members Absent:**

- Darryl Jones, School Board Chair, Leon County Schools; and
- Liza McFadden, Community Member.

**Staff Present:**

- Cecka Rose Green, Executive Director;
- Holly McPhail, Special Projects Manager;
- Jacinta Clay, Administrative Services Manager; and
- Christopher Roe, General Counsel.

**Location:**

Leon County Commission Chamber, 5<sup>th</sup> Floor  
301 South Monroe Street, Tallahassee, FL 32301

**I. CALL TO ORDER**

Chair Sjostrom called the meeting to order at 8:06 a.m.

**II. ROLL CALL**

Six council members were present, and a quorum was established. Joining the meeting later were Superintendent Hanna and Mr. O'Bryant.

**III. APPROVAL OF AGENDA**

Ms. Green requested the Consent Agenda Rule of Order under Executive Director's report be removed from the agenda, as it was not necessary for action. Ms. Cummings moved to approve the agenda as amended; Mr. Mitchell seconded the motion. It was unanimously approved.

**IV. APPROVAL OF MINUTES FROM APRIL 21, 2022, MEETING**

Mr. Mitchell moved to accept the minutes from the April 21 meeting, as presented. Dr. Glenn seconded the motion; minutes were unanimously approved.

**V. GENERAL PUBLIC COMMENT**

There was no public comment.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Ms. Green advised that a consent agenda could be used for non-controversial items starting with the June Governing Council meeting. Prior to the consent agenda being approved, a Council Member or staff can request an item be pulled either for discussion at the current or future meeting, or because it is not relevant. Ms. Green presented the latest budget development and TRIM schedule for FY 2022-23, confirming the next meeting date for the Finance and Budget Committee, confirming the members. Commissioner Cummings advised she would not be in attendance.

General Counsel Christopher Roe presented Resolution 2022-05 to approve the final lease agreement and designation of rental payments for two years for the identified CSC Leon office space. Mr. Mitchell asked that the lease agreement language be clarified so that the space can be used by members of the community outside of normal business hours. Counsel agreed, and Mr. Mitchell subsequently moved to approve the resolution. Ms. Cummings seconded the motion, and it was unanimously approved.

Ms. Green advised that a draft of the final needs assessment would be provided on May 31 at the Program Services Committee meeting and that a workshop is scheduled at 1:00 p.m. prior to the June 16 Governing Council meeting, and that a "provider roundtable" at which the final needs assessment would be discussed is tentatively scheduled for July 28.

**VII. Committees & Reports**

**A. Treasurer's Report**

Mr. Mitchell presented the financial reports. Ms. Cummings moved to approve the reports as presented; Dr. Glenn seconded the motion. The reports were unanimously approved.

**B. Program Services Committee Report**

Dr. Glenn provided an overview of the Summer 2022 Request for Applications (RFA), noting that 53 applications were submitted totaling approximately \$4.1 million in requested funding. Staff appointed six members to the "Community Impact Panel" to evaluate and score the applications. Ms. Green and Ms. McPhail presented the scoring summary and methodology options for selecting programs to fund.

Dr. Glenn requested an option be created that identified applications scoring in the top 25% of possible scores in at least three of the five categories. Staff prepared and presented the requested methodology.

Ms. Cummings moved to approve funding option 1A. Mr. Watts seconded the motion. The Council accepted public comment as follows prior to taking a vote.

- Mr. K. Lennorris Barber
- Mr. Billy Auguste; and
- Mr. Royale King.

Judge Sjostrom called for a 10-minute recess at 10:15 a.m. The Council reconvened at 10:21 am. Additional public comment was provided from Ms. Patrice Ward.

Chair Sjostrom concluded comments and called for a vote on Ms. Cummings' motion. The motion failed by a 5 to 3 vote. Mr. Mitchell then moved to accept funding option 3d, which was created by request of Dr. Glenn; Mr. Hanna seconded the motion. The motion passed 7 to 1.

**VIII. Next Meeting Dates**

- A. Program Services Committee: Tuesday, May 31, 5:00 p.m., The Southern Group
- B. Finance and Budget Committee: Thursday, June 2, 2022, 3:30 p.m., The Southern Group
- C. Nominating Committee: Thursday, June 9, 2022, 2:00 p.m., Leon County Commission Chambers
- D. Governing Council Meeting: Thursday, June 16, 2:00 p.m., Leon County Commission Chambers

**XIV. NEXT MEETING AGENDA REVIEW**

- A. Final FY 2022-23 Budget and TRIM Hearing Schedule approval
- B. Final Needs Assessment Presentation
- C. Election of New Chair/Vice-Chair

**XV. MEMBER COMMENTS**

**XVI. ADJOURNMENT**

Meeting was adjourned at 11:07 a.m.



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

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	<u>May 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Money Market Account	5,853,534.22
Operating	410,230.86
<b>Total Checking/Savings</b>	<u>6,263,765.08</u>
<b>Total Current Assets</b>	<u>6,263,765.08</u>
<b>TOTAL ASSETS</b>	<b><u>6,263,765.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	11,545.00
Net Income	6,252,220.08
<b>Total Equity</b>	<u>6,263,765.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,263,765.08</u></b>

## Children's Services Council of Leon County Income & Expense Budget vs. Actual

October 2021 through May 2022

	Oct '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Ad Valorem Proceeds	6,769,731.74	6,400,000.00	369,731.74	105.8%
Interest	7,827.26	5,000.00	2,827.26	156.5%
Loan Proceeds (Leon County)	90,000.00			
<b>Total Income</b>	<b>6,867,559.00</b>	<b>6,405,000.00</b>	<b>462,559.00</b>	<b>107.2%</b>
<b>Expense</b>				
<b>Compensation &amp; Benefits</b>				
<b>Employee Benefits</b>				
Dental & Vision Insurance	169.68			
Health Insurance	14,569.82	40,000.00	-25,430.18	36.4%
Life Insurance	0.00	500.00	-500.00	0.0%
Retirement Contribution	8,634.18	35,000.00	-26,365.82	24.7%
<b>Total Employee Benefits</b>	<b>23,373.68</b>	<b>75,500.00</b>	<b>-52,126.32</b>	<b>31.0%</b>
<b>Salaries</b>	<b>59,134.57</b>	<b>160,000.00</b>	<b>-100,865.43</b>	<b>37.0%</b>
<b>Total Compensation &amp; Benefits</b>	<b>82,508.25</b>	<b>235,500.00</b>	<b>-152,991.75</b>	<b>35.0%</b>
<b>Contract Services</b>				
Accounting Fees	8,526.48	18,000.00	-9,473.52	47.4%
Audio/Video	3,275.00	6,750.00	-3,475.00	48.5%
General Counsel (1099-MISC)	42,205.91	80,000.00	-37,794.09	52.8%
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.	45,000.00	60,000.00	-15,000.00	75.0%
<b>Total Contract Services</b>	<b>165,674.03</b>	<b>281,416.64</b>	<b>-115,742.61</b>	<b>58.9%</b>
<b>Employment Search Fees</b>	<b>6,461.87</b>	<b>2,400.00</b>	<b>4,061.87</b>	<b>269.2%</b>
<b>Equipment</b>	<b>2,559.55</b>	<b>5,000.00</b>	<b>-2,440.45</b>	<b>51.2%</b>
<b>Insurance</b>				
Liability - D and O	8,437.83	0.00	8,437.83	100.0%
Workers Comp	2,408.00			
Insurance - Other	0.00	9,000.00	-9,000.00	0.0%
<b>Total Insurance</b>	<b>10,845.83</b>	<b>9,000.00</b>	<b>1,845.83</b>	<b>120.5%</b>
<b>Interest expense</b>	<b>337.50</b>	<b>337.50</b>	<b>0.00</b>	<b>100.0%</b>
<b>Loan Repayment (Leon County)</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Miscellaneous expenses</b>				
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	2,491.76	4,000.00	-1,508.24	62.3%
Postage and Courier	161.00	500.00	-339.00	32.2%
Printing and Copying	619.03	1,000.00	-380.97	61.9%
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	1,337.93	2,000.00	-662.07	66.9%
Sponsorship	500.00	1,500.00	-1,000.00	33.3%
<b>Travel and Meetings</b>				
Conference, Convention, Meeting	3,772.42	7,000.00	-3,227.58	53.9%
Travel	144.84	5,000.00	-4,855.16	2.9%
Travel and Meetings - Other	138.07	0.00	138.07	100.0%
<b>Total Travel and Meetings</b>	<b>4,055.33</b>	<b>12,000.00</b>	<b>-7,944.67</b>	<b>33.8%</b>
<b>Workers Comp</b>	<b>1,600.00</b>			
<b>Total Miscellaneous expenses</b>	<b>14,340.71</b>	<b>125,440.00</b>	<b>-111,099.29</b>	<b>11.4%</b>



	<b>Oct '21 - May 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Needs Assessment	177,664.80	310,000.00	-132,335.20	57.3%
Payroll taxes	4,946.38	12,750.00	-7,803.62	38.8%
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%
<b>Total Expense</b>	<b>615,338.92</b>	<b>6,405,000.00</b>	<b>-5,789,661.08</b>	<b>9.6%</b>
Net Ordinary Income	6,252,220.08	0.00	6,252,220.08	100.0%
<b>Net Income</b>	<b>6,252,220.08</b>	<b>0.00</b>	<b>6,252,220.08</b>	<b>100.0%</b>

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

	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	TOTAL
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
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	65,882.03	6,769,731.74
Interest	0.46	20.18	145.25	878.35	1,577.46	1,750.23	1,697.14	1,758.19	7,827.26
Loan Proceeds (Leon County)	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
<b>Total Income</b>	0.46	1,833,338.86	4,293,909.45	164,903.11	165,867.84	115,554.93	226,344.13	67,640.22	6,867,559.00
<b>Expense</b>									
<b>Compensation &amp; Benefits</b>									
Employee Benefits									
Dental & Vision Insurance	0.00	0.00	0.00	0.00	0.00	101.94	56.56	11.18	169.68
Health Insurance	0.00	0.00	0.00	630.19	3,984.10	3,318.51	3,318.51	3,318.51	14,569.82
Retirement Contribution	0.00	0.00	0.00	0.00	1,275.69	1,253.71	3,052.39	3,052.39	8,634.18
<b>Total Employee Benefits</b>	0.00	0.00	0.00	630.19	5,259.79	4,674.16	6,427.46	6,382.08	23,373.68
Salaries	0.00	0.00	0.00	9,230.76	11,826.91	12,692.30	12,692.30	12,692.30	59,134.57
<b>Total Compensation &amp; Benefits</b>	0.00	0.00	0.00	9,860.95	17,086.70	17,366.46	19,119.76	19,074.38	82,508.25
<b>Contract Services</b>									
Accounting Fees	0.00	1,775.00	1,050.00	1,250.00	1,188.98	675.00	1,875.00	712.50	8,526.48
Audio/Video	750.00	0.00	750.00	275.00	1,500.00	0.00	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	10,762.35	42,205.91
Interim Administrator	0.00	41,666.65	16,666.66	0.00	8,333.33	0.00	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	5,000.00	45,000.00
<b>Total Contract Services</b>	750.00	65,760.71	35,696.41	14,482.75	19,959.31	675.00	11,875.00	16,474.85	165,674.03
Employment Search Fees	0.00	1,421.86	5,031.47	0.00	8.54	0.00	0.00	0.00	6,461.87
Equipment	0.00	0.00	0.00	0.00	2,559.55	0.00	0.00	0.00	2,559.55
<b>Insurance</b>									
Liability - D and O	0.00	0.00	970.83	928.00	0.00	6,539.00	0.00	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	2,408.00
<b>Total Insurance</b>	0.00	0.00	970.83	928.00	0.00	7,743.00	0.00	1,204.00	10,845.83
Interest expense	0.00	0.00	0.00	337.50	0.00	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	0.00	150,000.00
<b>Miscellaneous expenses</b>									
Awards & Recognition	0.00	44.02	0.00	126.95	0.00	0.00	0.00	0.00	170.97
Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00	950.00	0.00	950.00
IT Hardware	0.00	0.00	0.00	0.00	0.00	0.00	342.93	0.00	342.93
Licenses & Fees	0.00	175.00	0.00	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	0.00	211.70
Payroll processing	0.00	0.00	0.00	143.15	127.25	124.20	626.67	1,470.49	2,491.76
Postage and Courier	0.00	0.00	0.00	161.00	0.00	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	445.80	619.03
Publication (Legal Adv)	0.00	0.00	0.00	1,716.52	0.00	8.54	0.00	0.00	1,725.06
Software	83.72	80.34	85.90	205.97	213.30	230.55	94.63	343.52	1,337.93
Sponsorship	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00

	<u>Oct 21</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Feb 22</u>	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>TOTAL</u>
<b>Travel and Meetings</b>									
<b>Conference, Convention, Meeting</b>	0.00	149.84	0.00	0.00	0.00	1,578.00	1,645.00	399.58	3,772.42
<b>Travel</b>	0.00	0.00	0.00	0.00	0.00	144.84	0.00	0.00	144.84
<b>Travel and Meetings - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	138.07	0.00	138.07
<b>Total Travel and Meetings</b>	0.00	149.84	0.00	0.00	0.00	1,722.84	1,783.07	399.58	4,055.33
<b>Workers Comp</b>	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	0.00	1,600.00
<b>Total Miscellaneous expenses</b>	83.72	449.20	122.75	2,371.22	2,440.55	2,416.58	3,797.30	2,659.39	14,340.71
<b>Needs Assessment</b>	0.00	0.00	27,977.30	0.00	0.00	55,954.60	27,977.30	65,755.60	177,664.80
<b>Payroll taxes</b>	0.00	0.00	0.00	1,399.09	528.47	1,074.60	989.88	954.34	4,946.38
<b>Total Expense</b>	833.72	67,631.77	69,798.76	179,379.51	42,583.12	85,230.24	63,759.24	106,122.56	615,338.92
<b>Net Ordinary Income</b>	-833.26	1,765,707.09	4,224,110.69	-14,476.40	123,284.72	30,324.69	162,584.89	-38,482.34	6,252,220.08
<b>Net Income</b>	<u>-833.26</u>	<u>1,765,707.09</u>	<u>4,224,110.69</u>	<u>-14,476.40</u>	<u>123,284.72</u>	<u>30,324.69</u>	<u>162,584.89</u>	<u>-38,482.34</u>	<u>6,252,220.08</u>



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

Budget discussion and preparation for FY 2022-23	June 2, 2022 – Finance and Budget Committee Meeting, 3:30 p.m., The Southern Group
Governing Council TRIM and Budget Discussion	June 16, 2022 – Governing Council Meeting
Budget Follow-up and Recommendation Development	June 30, 2022 – Finance and Budget Committee Meeting, 3:30 p.m., The Southern Group
Draft Budget Approval and TRIM Schedule Approval	July 21, 2022 – Governing Council Meeting, 2:00 p.m.
Executive Director Update on Final TRIM Hearing Notices and Budget	August 18, 2022 – Governing Council Meeting; 2:00 p.m.
First TRIM Public Hearing <ul style="list-style-type: none"> <li>• Resolution to establish tentative millage rate.</li> </ul>	September 8, 2022, 5:15 p.m.
Second TRIM Public Hearing <ul style="list-style-type: none"> <li>• Resolution to establish a final millage rate.</li> </ul>	September 22, 2022, 5:15 p.m.

**NOTES:**

- Property Appraiser’s Office expects firm valuation to be published by July 1, 2022.
- Per Florida Statutes and County Ordinance, a certified copy of the adopted budget and millage rate will be provided to Leon County once complete.

# CSC Leon Millage Planning Sheet

Prepared June 13

Fiscal Year	FY 22	FY 23			
Option		A	B	C	D
Valuation	\$ 19,598,893,987	\$ 21,424,270,363	\$ 21,424,270,363	\$ 21,424,270,363	\$ 21,424,270,363
Millage	0.3750	0.3750	0.3430	0.4375	0.5000
Ad Valorem at 95%	\$ 6,982,105.98	\$ 7,632,396.32	\$ 6,981,098.50	\$ 8,904,462.37	\$ 10,176,528.42
Projected Annual Increase	-	\$ 650,290.33	\$ (1,007.49)	\$ 1,922,356.39	\$ 3,194,422.44
Annual Reserves	\$ 349,105.30	\$ 381,619.82	\$ 349,054.92	\$ 445,223.12	\$ 508,826.42
Rolling Reserves	\$ 349,105.30	\$ 730,725.11	\$ 698,160.22	\$ 794,328.42	\$ 857,931.72
Notes:					
Valuation for FY 22 is final; valuation for FY 23 is projected based on numbers received from property Appraiser's Office on June 1.					
Millage options prepared for review are (A) staying the same, (B) rolling back to minimize collection increase, (C) increasing to the midpoint between current collection and max allowable, and (D) increasing to the max allowable.					
Budget based on ad valorem with an assumed collection rate of 95%, as directed by Florida Statute.					
Annual increase over FY 22.					
Annual reserves estimated at 5% of the projected budget.					
Rolling reserve is FY 22 reserves plus estimated new FY reserves.					

**Nominations Committee  
Recommendations for Officers**

The Nominations Committee met on Thursday, June 9; earlier in the month, Judge Jonathon Sjostrom, CSC Leon Chair, submitted his resignation from the Council, effective June 30, 2022. The following is the committee's recommendation for full Council consideration to fill the vacancy(ies) for the remainder of the current term that ends September 30, 2022.

**Committee Members present:**

- Judge Jonathan Sjostrom, Committee Chair
- Paul Mitchell
- Mark O'Bryant

Council Members Carmen Conner and Carolyn Cummings were not present due to previous engagements.

**Current Officers**

- Chair: Judge Jonathon Sjostrom
- Vice-Chair: Dr. Zandra Glenn
- Treasurer: Paul Mitchell

**Proposed Officers (effective July 1, 2022)**

- Chair: Dr. Zandra Glenn
- Vice-Chair: Mr. Terrence Watts
- Treasurer: Paul Mitchell (no change)

The Nominations Committee will meet again in September to consider officers for the Council year beginning October 1, 2022.