

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

Thursday, September 15, 2022, 2:00 p.m.  
Children's Forum Inc, First Floor Conference Room  
1211 Governors Square Blvd, Suite 200, Tallahassee, FL 32301

*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 August 2022 meeting (pg. 3)
  - B. Financial Report from August 2022 (pg. 7)
  - C. Executive Director's Report (pg. 13)
- VI. General Counsel Update
- VII. Committees & Reports
  - A. Executive Committee (pg. 17)
    - i. Executive Director's 2022 Performance Evaluation (pg. 19)
      - 1. Presentation of Proposed Evaluation Instrument
      - 2. Public Comment
      - 3. Consideration to approve Executive Director Performance Evaluation Instrument
    - ii. Executive Director's 2022 Performance Evaluation Schedule (pg. 23)
  - B. Nominating Committee (pg. 25)
    - i. Discussion of FY 2022-23 Council Officer Nominations
  - C. Investment Workgroup (pg. 27)
    - i. Guiding Principles and Draft Workplan
  - D. Finance & Budget Committee
    - i. Annual Audit Process
  - E. Program Services Committee (pg. 29)
    - i. Youth Gun Violence
    - ii. Evaluation Panels for Community Investments
    - iii. Timelines for Upcoming Procurements (Handout)
    - iv. Capacity Building Draft RFA (Handout)
  - F. Enterprise Software Solutions Workgroup (Handout)
    - i. Procurement Update
      - 1. Presentation of RFP for Integrated Information Management Solution
      - 2. Public Comment
      - 3. Consideration to approve RFP for Integrated Information Management Solution

ii. Solicitation Committee Appointments (pg. 31)

- VIII. Next Meeting Dates
- IX. Next Meeting Agenda
- X. Member Comments
- XI. Adjourn

**CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**  
**Governing Council Meeting**  
**August 18,2022**

**MINUTES**

**Members Present:**

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Rocky Hanna, Superintendent, Leon County Schools;
- Carmen Conner, Community Member; and
- Liza McFadden, Community Member

**Members Absent:**

- Atty. Carolyn Cummings, Leon County Commissioner;
- Darryl Jones, School Board Chair, Leon County Schools;
- Mark O'Bryant, Community Member; and
- Judge Anthony Miller, Second Judicial Circuit

**Staff Present:**

- Cecka Rose Green, Executive Director;
- Dina Snider, Director of Finance and Operations;
- Holly McPhail, Special Projects Manager;
- Jacinta Clay, Administrative Services Manager; and
- Christopher Roe, General Counsel

**Location:**

Sunshine Health, Community Room  
2525 S. Monroe Street, Suite 1 Tallahassee, FL 32301

**I. CALL TO ORDER**

Chair Glenn called the meeting to order at 2:15 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

Chair Glenn noted that chair Jones was unable to attend the meeting and that he asked to table agenda item 7-D until the September Council Meeting. Mr. Mitchell moved to approve the agenda with the exclusion of item 7-D; second was provided by Ms. Conner. Agenda was unanimously approved.

**IV. GENERAL PUBLIC COMMENT**

Public comment was provided by Emily Fritz.

**V. APPROVAL OF CONSENT AGENDA**

Mr. Watts moved approval of the consent agenda, with a second by Mr. Mitchell. The consent agenda was unanimously approved.

**VI. GENERAL COUNSEL UPDATE**

Mr. Roe reminded the Council of ethics laws and conflicts of interest as we approach future funding opportunities. Chair Glenn asked Dir. Green and Mr. Roe to convene and prepare guidance material to be distributed to all Council Members.

**VII. Committees & Reports**

**A. Executive Committee**

i. Executive Director's 2022 Performance Evaluation

Chair Glenn reminded the Council that per Dir. Green's employment agreement, her performance is to be reviewed annually. The Chair confirmed that the Executive Committee will meet prior to the September Council Meeting to create a draft Performance Evaluation Instrument and Timeline in accordance with the employment agreement to present to the Council.

ii. Monthly Council Meeting Schedule

Chair Glenn presented to the Council the option of changing the monthly meeting time to 4:00 p.m. Also, she suggested suspending August Council meetings, as deemed appropriate, to coincide with other county/city governing bodies. Mr. Mitchell suggested that public comment be moved to later in the agenda to encourage public participation after the customary work day. The consensus of the Council was to move Governing Council Meetings to 4:00 p.m. and suspend August Council Meetings, as deemed appropriate, to begin in the new fiscal year starting October 1, 2022.

**B. Enterprise Software Solutions Workgroup**

Ms. McPhail provided an overview of the group's work, then yielded to Workgroup Chair Watts; both thanked the workgroup members for their time and talents. Ms. McPhail highlighted notable information from the full ESS.

Council discussion resulted in the recommendation to provide interim draft of the ESS procurement document to the members for review prior to the next meeting in September, at which the final draft will be presented for approval.

**C. Nominating Committee**

Chair Glenn said that the Committee will meet at a date to be determined; the Committee will bring a recommended slate of officers for the FY 2022-23 to the September meeting for approval at the October meeting.

**D. Program Services Committee**

Tabled to the September meeting per the Committee Chair and approval of the revised agenda (III. Above).

**VIII. Next Meeting Dates**

Dr. Glenn reminded Council Members of upcoming meetings, as follows:

- Executive Committee Meeting: TBD
- Nominating Committee Meeting: TBD

- TRIM Hearing (#1): Thursday, September 8, 2022, 5:15 p.m., Sunshine Health Community Room, 2525 S. Monroe Street, Suite 1, 32301
- Governing Council Meeting: Thursday September 15, 2022, 2:00 p.m. Place: TBD
- TRIM Hearing (#2): Thursday, September 22, 2022, 5:15 p.m., Sunshine Health Community Room, 2525 S. Monroe Street, Suite 1, 32301

#### **XIV. NEXT MEETING AGENDA REVIEW**

- Executive Director's Performance Evaluation
- Discussion of Council Officer Slate FY 2022-23
- Investment Workgroup Workplan
- Program Services Committee Update
- ESS Procurement Approval

#### **XV. MEMBER COMMENTS**

Mr. Mitchell gave well wishes to Mr. Jones in his run for re-election to the Leon County School Board.

#### **XVI. ADJOURNMENT**

Meeting was adjourned at 3:28 p.m.



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

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	<u>Aug 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Money Market Account	4,259,661.55
Operating	357,720.70
<b>Total Checking/Savings</b>	<u>4,617,382.25</u>
<b>Total Current Assets</b>	4,617,382.25
<b>Other Assets</b>	
Security Deposits Asset	6,222.50
<b>Total Other Assets</b>	<u>6,222.50</u>
<b>TOTAL ASSETS</b>	<b><u>4,623,604.75</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	11,545.00
Net Income	4,612,059.75
<b>Total Equity</b>	<u>4,623,604.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,623,604.75</u></b>

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

	Oct 21	Nov 21	Dec 21	Jan 22
<b>Ordinary Income/Expense</b>				
Income				
Ad Valorem Proceeds	0.00	1,743,318.68	4,293,764.20	164,024.76
Interest	0.46	20.18	145.25	878.35
Loan Proceeds (Leon County)	0.00	90,000.00	0.00	0.00
<b>Total Income</b>	<b>0.46</b>	<b>1,833,338.86</b>	<b>4,293,909.45</b>	<b>164,903.11</b>
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	0.00	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00	630.19
Retirement Contribution	0.00	0.00	0.00	0.00
<b>Total Employee Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>630.19</b>
Salaries	0.00	0.00	0.00	9,230.76
<b>Total Compensation &amp; Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,860.95</b>
Contract Services				
Accounting Fees	0.00	1,775.00	1,050.00	1,250.00
Audio/Video	750.00	0.00	750.00	275.00
General Counsel (1099-MISC)	0.00	7,319.06	12,229.75	7,957.75
Interim Administrator	0.00	41,666.65	16,666.66	0.00
Program Specialist & Admin.	0.00	15,000.00	5,000.00	5,000.00
<b>Total Contract Services</b>	<b>750.00</b>	<b>65,760.71</b>	<b>35,696.41</b>	<b>14,482.75</b>
Employment Search Fees	0.00	1,421.86	5,031.47	0.00
Equipment	0.00	0.00	0.00	0.00
Insurance				
Liability - D and O	0.00	0.00	970.83	928.00
Workers Comp	0.00	0.00	0.00	0.00
<b>Total Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>970.83</b>	<b>928.00</b>
Interest expense	0.00	0.00	0.00	337.50
Loan Repayment (Leon County)	0.00	0.00	0.00	150,000.00
Miscellaneous expenses				
Awards & Recognition	0.00	44.02	0.00	126.95
Dues & Subscription	0.00	0.00	0.00	0.00
IT Hardware	0.00	0.00	0.00	0.00
IT Services (Web & Email)	0.00	0.00	0.00	0.00
Licenses & Fees	0.00	175.00	0.00	0.00
Office Supplies	0.00	0.00	36.85	0.00
Payroll processing	0.00	0.00	0.00	143.15
Postage and Courier	0.00	0.00	0.00	161.00
Printing and Copying	0.00	0.00	0.00	17.63
Publication (Legal Adv)	0.00	0.00	0.00	1,716.52
Software	83.72	80.34	85.90	205.97
Sponsorship	0.00	0.00	0.00	0.00
Travel and Meetings				
Conference, Convention, Meeting	0.00	149.84	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Travel and Meetings - Other	0.00	0.00	0.00	0.00
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>149.84</b>	<b>0.00</b>	<b>0.00</b>
Miscellaneous expenses - Other	0.00	0.00	0.00	0.00
<b>Total Miscellaneous expenses</b>	<b>83.72</b>	<b>449.20</b>	<b>122.75</b>	<b>2,371.22</b>
Needs Assessment	0.00	0.00	27,977.30	0.00
Payroll taxes	0.00	0.00	0.00	1,399.09
Summer '22 Programmatic Funding	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>833.72</b>	<b>67,631.77</b>	<b>69,798.76</b>	<b>179,379.51</b>
<b>Net Ordinary Income</b>	<b>-833.26</b>	<b>1,765,707.09</b>	<b>4,224,110.69</b>	<b>-14,476.40</b>
<b>Net Income</b>	<b>-833.26</b>	<b>1,765,707.09</b>	<b>4,224,110.69</b>	<b>-14,476.40</b>



	Feb 22	Mar 22	Apr 22	May 22
<b>Ordinary Income/Expense</b>				
Income				
Ad Valorem Proceeds	164,290.38	113,804.70	224,646.99	65,882.03
Interest	1,577.46	1,750.23	1,697.14	1,758.19
Loan Proceeds (Leon County)	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>165,867.84</b>	<b>115,554.93</b>	<b>226,344.13</b>	<b>67,640.22</b>
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	0.00	101.94	56.56	11.18
Health Insurance	3,984.10	3,318.51	3,318.51	3,318.51
Retirement Contribution	1,275.69	1,253.71	3,052.39	3,052.39
<b>Total Employee Benefits</b>	<b>5,259.79</b>	<b>4,674.16</b>	<b>6,427.46</b>	<b>6,382.08</b>
Salaries	11,826.91	12,692.30	12,692.30	12,692.30
<b>Total Compensation &amp; Benefits</b>	<b>17,086.70</b>	<b>17,366.46</b>	<b>19,119.76</b>	<b>19,074.38</b>
Contract Services				
Accounting Fees	1,188.98	675.00	1,875.00	712.50
Audio/Video	1,500.00	0.00	0.00	0.00
General Counsel (1099-MISC)	3,937.00	0.00	0.00	10,762.35
Interim Administrator	8,333.33	0.00	0.00	0.00
Program Specialist & Admin.	5,000.00	0.00	10,000.00	5,000.00
<b>Total Contract Services</b>	<b>19,959.31</b>	<b>675.00</b>	<b>11,875.00</b>	<b>16,474.85</b>
Employment Search Fees	8.54	0.00	0.00	0.00
Equipment	2,559.55	0.00	0.00	0.00
Insurance				
Liability - D and O	0.00	6,539.00	0.00	0.00
Workers Comp	1,600.00	1,204.00	0.00	1,204.00
<b>Total Insurance</b>	<b>1,600.00</b>	<b>7,743.00</b>	<b>0.00</b>	<b>1,204.00</b>
Interest expense	0.00	0.00	0.00	0.00
Loan Repayment (Leon County)	0.00	0.00	0.00	0.00
Miscellaneous expenses				
Awards & Recognition	0.00	0.00	0.00	0.00
Dues & Subscription	0.00	0.00	950.00	0.00
IT Hardware	0.00	0.00	342.93	0.00
IT Services (Web & Email)	0.00	0.00	0.00	0.00
Licenses & Fees	0.00	0.00	0.00	0.00
Office Supplies	0.00	174.85	0.00	0.00
Payroll processing	127.25	124.20	626.67	1,470.49
Postage and Courier	0.00	0.00	0.00	0.00
Printing and Copying	0.00	155.60	0.00	445.80
Publication (Legal Adv)	0.00	8.54	0.00	0.00
Software	213.30	230.55	94.63	343.52
Sponsorship	500.00	0.00	0.00	0.00
Travel and Meetings				
Conference, Convention, Meeting	0.00	1,578.00	1,645.00	399.58
Travel	0.00	144.84	0.00	0.00
Travel and Meetings - Other	0.00	0.00	138.07	0.00
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>1,722.84</b>	<b>1,783.07</b>	<b>399.58</b>
Miscellaneous expenses - Other	0.00	0.00	0.00	0.00
<b>Total Miscellaneous expenses</b>	<b>840.55</b>	<b>2,416.58</b>	<b>3,797.30</b>	<b>2,659.39</b>
Needs Assessment	0.00	55,954.60	27,977.30	65,755.60
Payroll taxes	528.47	1,074.60	989.88	954.34
Summer '22 Programmatic Funding	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>42,583.12</b>	<b>85,230.24</b>	<b>63,759.24</b>	<b>106,122.56</b>
<b>Net Ordinary Income</b>	<b>123,284.72</b>	<b>30,324.69</b>	<b>162,584.89</b>	<b>-38,482.34</b>
<b>Net Income</b>	<b>123,284.72</b>	<b>30,324.69</b>	<b>162,584.89</b>	<b>-38,482.34</b>

	Jun 22	Jul 22	Aug 22	TOTAL
<b>Ordinary Income/Expense</b>				
Income				
Ad Valorem Proceeds	150,900.37	2,785.10	2,120.88	6,925,538.09
Interest	1,841.57	2,009.91	2,331.39	14,010.13
Loan Proceeds (Leon County)	0.00	0.00	0.00	90,000.00
<b>Total Income</b>	<b>152,741.94</b>	<b>4,795.01</b>	<b>4,452.27</b>	<b>7,029,548.22</b>
Expense				
Compensation & Benefits				
Employee Benefits				
Dental & Vision Insurance	-79.58	11.18	11.18	112.46
Health Insurance	3,300.81	3,318.51	3,318.51	24,507.65
Retirement Contribution	2,862.01	3,052.39	4,456.61	19,005.19
<b>Total Employee Benefits</b>	<b>6,083.24</b>	<b>6,382.08</b>	<b>7,786.30</b>	<b>43,625.30</b>
Salaries	19,038.45	15,961.53	19,230.76	113,365.31
<b>Total Compensation &amp; Benefits</b>	<b>25,121.69</b>	<b>22,343.61</b>	<b>27,017.06</b>	<b>156,990.61</b>
Contract Services				
Accounting Fees	0.00	675.00	2,350.00	11,551.48
Audio/Video	0.00	0.00	0.00	3,275.00
General Counsel (1099-MISC)	0.00	6,454.75	12,350.00	61,010.66
Interim Administrator	0.00	0.00	0.00	66,666.64
Program Specialist & Admin.	0.00	5,000.00	5,000.00	55,000.00
<b>Total Contract Services</b>	<b>0.00</b>	<b>12,129.75</b>	<b>19,700.00</b>	<b>197,503.78</b>
Employment Search Fees	0.00	0.00	0.00	6,461.87
Equipment	0.00	0.00	0.00	2,559.55
Insurance				
Liability - D and O	0.00	200.00	0.00	8,637.83
Workers Comp	0.00	0.00	-1,204.00	2,804.00
<b>Total Insurance</b>	<b>0.00</b>	<b>200.00</b>	<b>-1,204.00</b>	<b>11,441.83</b>
Interest expense	0.00	0.00	0.00	337.50
Loan Repayment (Leon County)	0.00	0.00	0.00	150,000.00
Miscellaneous expenses				
Awards & Recognition	0.00	59.07	0.00	230.04
Dues & Subscription	0.00	384.00	0.00	1,334.00
IT Hardware	0.00	0.00	0.00	342.93
IT Services (Web & Email)	0.00	0.00	267.80	267.80
Licenses & Fees	0.00	0.00	0.00	175.00
Office Supplies	0.00	0.00	0.00	211.70
Payroll processing	2,086.88	1,520.65	1,524.18	7,623.47
Postage and Courier	0.00	0.00	166.00	327.00
Printing and Copying	0.00	624.60	0.00	1,243.63
Publication (Legal Adv)	0.00	0.00	-8.54	1,716.52
Software	108.57	211.35	692.03	2,349.88
Sponsorship	0.00	5,000.00	0.00	5,500.00
Travel and Meetings				
Conference, Convention, Meeting	0.00	200.00	90.00	4,062.42
Travel	217.14	0.00	623.79	985.77
Travel and Meetings - Other	0.00	1,349.26	0.00	1,487.33
<b>Total Travel and Meetings</b>	<b>217.14</b>	<b>1,549.26</b>	<b>713.79</b>	<b>6,535.52</b>
Miscellaneous expenses - Other	0.00	0.00	12.30	12.30
<b>Total Miscellaneous expenses</b>	<b>2,412.59</b>	<b>9,348.93</b>	<b>3,367.56</b>	<b>27,869.79</b>
Needs Assessment	0.00	111,909.20	0.00	289,574.00
Payroll taxes	1,431.51	1,312.32	1,577.64	9,267.85
Summer '22 Programmatic Funding	1,565,481.69	0.00	0.00	1,565,481.69
<b>Total Expense</b>	<b>1,594,447.48</b>	<b>157,243.81</b>	<b>50,458.26</b>	<b>2,417,488.47</b>
<b>Net Ordinary Income</b>	<b>-1,441,705.54</b>	<b>-152,448.80</b>	<b>-46,005.99</b>	<b>4,612,059.75</b>
<b>Net Income</b>	<b>-1,441,705.54</b>	<b>-152,448.80</b>	<b>-46,005.99</b>	<b>4,612,059.75</b>

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

	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Ad Valorem Proceeds	6,925,538.09	6,400,000.00	525,538.09	108.2%
Interest	14,010.13	5,000.00	9,010.13	280.2%
Loan Proceeds (Leon County)	90,000.00			
<b>Total Income</b>	<b>7,029,548.22</b>	<b>6,405,000.00</b>	<b>624,548.22</b>	<b>109.8%</b>
<b>Expense</b>				
<b>Compensation &amp; Benefits</b>				
<b>Employee Benefits</b>				
Dental & Vision Insurance	112.46			
Health Insurance	24,507.65	40,000.00	-15,492.35	61.3%
Life Insurance	0.00	500.00	-500.00	0.0%
Retirement Contribution	19,005.19	35,000.00	-15,994.81	54.3%
<b>Total Employee Benefits</b>	<b>43,625.30</b>	<b>75,500.00</b>	<b>-31,874.70</b>	<b>57.8%</b>
<b>Salaries</b>	<b>113,365.31</b>	<b>160,000.00</b>	<b>-46,634.69</b>	<b>70.9%</b>
<b>Total Compensation &amp; Benefits</b>	<b>156,990.61</b>	<b>235,500.00</b>	<b>-78,509.39</b>	<b>66.7%</b>
<b>Contract Services</b>				
Accounting Fees	11,551.48	18,000.00	-6,448.52	64.2%
Audio/Video	3,275.00	6,750.00	-3,475.00	48.5%
General Counsel (1099-MISC)	61,010.66	80,000.00	-18,989.34	76.3%
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.	55,000.00	60,000.00	-5,000.00	91.7%
<b>Total Contract Services</b>	<b>197,503.78</b>	<b>281,416.64</b>	<b>-83,912.86</b>	<b>70.2%</b>
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%
<b>Insurance</b>				
Liability - D and O	8,637.83	0.00	8,637.83	100.0%
Workers Comp	2,804.00			
Insurance - Other	0.00	9,000.00	-9,000.00	0.0%
<b>Total Insurance</b>	<b>11,441.83</b>	<b>9,000.00</b>	<b>2,441.83</b>	<b>127.1%</b>
Interest expense	337.50	337.50	0.00	100.0%
Loan Repayment (Leon County)	150,000.00	150,000.00	0.00	100.0%
<b>Miscellaneous expenses</b>				
Awards & Recognition	230.04	400.00	-169.96	57.5%
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	1,334.00	7,000.00	-5,666.00	19.1%
Furniture	0.00	40,000.00	-40,000.00	0.0%
IT Hardware	342.93	2,000.00	-1,657.07	17.1%
IT Services (Web & Email)	267.80	0.00	267.80	100.0%
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	7,623.47	4,000.00	3,623.47	190.6%
Postage and Courier	327.00	500.00	-173.00	65.4%
Printing and Copying	1,243.63	1,000.00	243.63	124.4%
Publication (Legal Adv)	1,716.52	7,500.00	-5,783.48	22.9%
Research	0.00	2,640.00	-2,640.00	0.0%
Software	2,349.88	2,000.00	349.88	117.5%
Sponsorship	5,500.00	1,500.00	4,000.00	366.7%
<b>Travel and Meetings</b>				
Conference, Convention, Meeting	4,062.42	7,000.00	-2,937.58	58.0%
Travel	985.77	5,000.00	-4,014.23	19.7%
Travel and Meetings - Other	1,487.33	0.00	1,487.33	100.0%
<b>Total Travel and Meetings</b>	<b>6,535.52</b>	<b>12,000.00</b>	<b>-5,464.48</b>	<b>54.5%</b>

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	Oct '21 - Aug 22	Budget	\$ Over Budget	% of Budget
Miscellaneous expenses - Other	12.30	0.00	12.30	100.0%
<b>Total Miscellaneous expenses</b>	27,869.79	125,440.00	-97,570.21	22.2%
<b>Needs Assessment</b>	289,574.00	310,000.00	-20,426.00	93.4%
<b>Payroll taxes</b>	9,267.85	12,750.00	-3,482.15	72.7%
<b>Program &amp; Financial Software</b>	0.00	150,000.00	-150,000.00	0.0%
<b>Reserves/Community Grants</b>	0.00	5,123,155.86	-5,123,155.86	0.0%
<b>Summer '22 Programmatic Funding</b>	1,565,481.69			
<b>Total Expense</b>	2,417,488.47	6,405,000.00	-3,987,511.53	37.7%
<b>Net Ordinary Income</b>	4,612,059.75	0.00	4,612,059.75	100.0%
<b>Net Income</b>	<b>4,612,059.75</b>	<b>0.00</b>	<b>4,612,059.75</b>	<b>100.0%</b>

**Executive Director's Report**  
**Governing Council Meeting | Thursday, September 15, 2022**

**Florida Children and Families Summit 2022**

Two staff attended the Florida Children and Families Summit in Orlando, FL, on August 31-September 5. Hosted by the state Department of Children and Families, is the largest child well-being event held annually that brings together child welfare professionals, foster families, advocates, and community organizations and governmental entities serving children and families, all of whom share the same vision for a stronger, more resilient Florida where families and children can thrive.

Staff's participation conference workshops, educational presentations and networking opportunities helps the Council to determine how best to support vulnerable children and families in Leon County.

**Summer Programs Investment Update**

Final program reports are due by September 15; the staff will provide the Summer Program Investment Final Report to the Council during the October meeting. Also, please see attached email sent to all Summer Investment Partners regarding final line item adjustments and guidance on underspent funds. If you have any questions, please let me know.

**CSC Leon Office Space Update**

As of today, we still are on track with the renovation to the future CSC Leon office, with renovations in process. The anticipated move-in date is November 1. As an aside, rent payments will not commence until that time. Additionally, we will begin planning a ribbon-cutting ceremony for the office and will update the Council and public as plans are confirmed.

**Reminder: Final CSC Leon TRIM Hearing**

The first TRIM hearing was held on Thursday, September 8, with seven (7) Council Members present. Both the resolution for the proposed millage rate and draft FY 2022-23 budget were approved and have been signed by Chair Glenn and the executive director.

The second and FINAL TRIM hearing will be held on September 22, at 5:15 p.m., at Sunshine Health Community Room. The corresponding advertisement has been submitted to the Tallahassee Democrat newspaper, in accordance with the governing statute, and will publish on Sunday, September 18.

*Submitted by:*  
Cecka Rose Green, CPM  
Executive Director



**From:** [Holly McPhail](#)  
**Cc:** [Cecka Rose Green](#); [Dina Snider](#); [Jacinta Clay](#)  
**Subject:** UPDATE: Summer Funding Final Reports  
**Date:** Monday, August 29, 2022 12:05:48 PM  
**Attachments:** [Outlook-u4ifbrry.png](#)

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Good morning all and happy Monday!

Thank you for an amazing summer of placing our kids first and truly making a difference in the lives of children, youth and families. We know many of you are finalizing your projects to close out this week (August 31), so we want to take a quick moment to remind you of a few items, and provide detailed clarification regarding budgets and expenditure reports.

**Final reports are due on Thursday, September 15.** If you need a refresher for what to include in your final report, please refer to the July training. It includes fairly detailed instructions on what types of expenditure are allowable for each line item. *The final report portal will open on Friday, September 2.* I will email all investment partners with the link and a reminder of the instructions.

**If you are making final budget line item adjustments, please use the following instructions:**

1. Your total amount cannot go up. Your administrative line item cannot go up. The number of individuals served cannot go down.
2. We expect the final expenditures for each line item to be as close as possible to the budgeted amount; however, we know that it is not an exact science. Justification for over/under in a given category is not needed as long as the over/under amount is less than 10% of that line item. If the amount is greater than 10%, a line item adjustment will be required with an updated line item narrative.
  - a. For example, if both your food and printing budgets were \$100 each and you spent \$109 in food (+9%) and \$91 (-9%) on printing, a line item adjustment is not needed.
  - b. If both your food and printing budgets were \$100 each and you spent \$180 in food (+80%) and \$22 on printing (-78%), a line item adjustment should be made.
3. If adjustments are needed, please be sure to get these approved **IN ADVANCE** of submitting your final report. You can send them via email for review anytime between now and September 10. Our team will provide you with any feedback or requested revisions before your final report submission through the portal.

**If you anticipate being underspent, please read this closely.**

1. For any contract \$20,000 or less, the investment partner is permitted to keep any unexpended funds so long as those funds do not exceed 5% of the total contract.

- a. For example, if your contract was for \$10,000, and you are underspent by \$230, no further action is required.
  - b. If your contract was for \$10,000, and you are underspent by \$780, you would need to return the excess of 5%, in this case \$280. ( $\$780 - (\$10,000 \times 5\%) = \$280$ )
2. For any contract more than \$20,000, the investment partner is permitted to keep any unexpended funds up to \$1,000.
  - a. For example, if your contract was for \$50,000, and you are underspent by \$830, no further action is required.
  - b. If your contract was for \$50,000, and you are underspent by \$1,280, you would need to return the excess of the \$1,000, in this case \$280. ( $\$1,280 - \$1,000 = \$280$ )
3. If you anticipate being underspent in excess of the thresholds established above, you will need to return funds. Please let us know via email so we can coordinate for the most efficient transaction as possible. We kindly ask that you do not wait until your final report to take this action.

As always, we are available to you to answer any questions. We try to always answer the CSC Leon line (850-764-2966) during normal operating hours. However, we are a small staff, so please leave a message and we will return your call by the close of business that day. If you leave a message after hours or on the weekend, we will return your call the next business day.

Thank you!



**Holly McPhail (she/her)**  
*Project Manager*

**Children's Services Council of Leon County**

✉ [hmcphail@cscleon.org](mailto:hmcphail@cscleon.org) | ☎ 850.510.4377

🌐 [www.cscleon.org](http://www.cscleon.org) | [LinkedIn](#) | [Twitter](#) | [Facebook](#)

\* Please be advised that Florida has a broad public records law and all correspondence to me via email may be subject to disclosure. Under Florida records law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact me by phone or in writing.



## **Executive Committee**

### **Recommendation for Executive Director Evaluation Tool & Timeline**

The Executive Committee met on Wednesday, September 7, to develop a tool and outline a process for evaluating the Executive Director.

#### **Committee Members present:**

- Dr. Zandra Glenn, Committee Chair
- Terrence Watts
- Paul Mitchell

#### **Discussion:**

Mr. Roe, General Counsel, presented the current executive director position description and several evaluation instruments from sister CSCs. The committee agreed, by consensus, to the following:

1. The tool should only use criteria from the position description.
2. Do not include a formal “self-evaluation” as part of the evaluation process but build this into the review process.
3. Use a 5-point Likert scale.
4. Do not include an “overall” score but do include an “overall” comment box.
5. Require a comment for any score of a one or a two.

The committee also discussed the timeline of events to ensure the evaluation is completed in its entirety by the December Council meeting.

#### **Committee Recommendation:**

**The committee is proposing that the Council use the attached tool and corresponding timeline to evaluate the executive director.**

The Executive Committee will meet again on October 20, if needed, and then again on November 10, to review results of the evaluation before presenting them to the executive director.



**Employee Name:** Cecka Rose Green  
**Job Title:** Executive Director

**Review Period:** Calendar Year 2022

**Council Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### ANNUAL PERFORMANCE EVALUATION

Please evaluate the Executive Director's performance for each objective below. You may provide comments for each as you see fit or leave the comments section blank; provided, however, that any scores of "1" or "2" should be accompanied by comments as to how improvements can be made. If you feel you do not have enough information or have not been on the Governing Council long enough to score a particular objective, please input N/A in the comments.

Performance Objectives	Please Select the Performance Score and Write in Your Comments				
	*Comments required				
	Below Expectations*	Needs Improvement*	Proficient	High Achievement	Exceeds Expectations
1. PLANNING	1	2	3	4	5
<ul style="list-style-type: none"> <li>Ensures that a comprehensive plan for the needs of youth in Leon County is developed and implemented and that the purposes of § 125.901, Fla. Stat. and Leon County Ordinance 2018-03 are met.</li> <li>Directs the activities of CSC Leon based on the comprehensive plan.</li> <li>Ensures the comprehensive plan is updated as appropriate.</li> <li>Institutes mechanisms to ensure community involvement in planning processes.</li> <li>Works with other local planning bodies to ensure coordination and consistency of efforts.</li> <li>Develops benchmarks to track progress toward strategic goals.</li> </ul>	Comments:				
2. FINANCIAL AND PROGRAM MANAGEMENT	1	2	3	4	5
<ul style="list-style-type: none"> <li>Prepares, manages and oversees annual budget and funding recommendations for Governing Council approval.</li> <li>Prepares and oversees budget model forecast for planning purposes.</li> <li>Establishes policies and procedures related to the evaluation of funding requests.</li> <li>Oversees program and fiscal monitoring of funded programs.</li> </ul>	Comments:				

### PERFORMANCE EVALUATION (CONTINUED)

Performance Objectives	Please Select the Applicable Performance Factor and Write in Your Comments *Comments required				
	Below Expectations*	Needs Improvement*	Proficient	High Achievement	Exceeds Expectations
<b>3. OPERATIONS MANAGEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>Establish work environment that fosters a productive work culture.</li> <li>Fosters high levels of customer service to ensure effectiveness and further development of customer-centered service delivery.</li> <li>Develops and provides oversight to organizational plans and procedures as necessary for effective operations.</li> <li>Manages and directs the activities of staff and contractors to ensure programs are properly executed and the Governing Council's priority objectives are achieved.</li> <li>Leads and ensures effective management of the organization in meeting the statutory functions relevant to CSC Leon.</li> <li>Participates and oversees emergency planning and responses to emergency situations when required to do so.</li> </ul>	Comments:				
<b>4. COMMUNITY RELATIONS AND ADVOCACY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>Establishes and oversees mechanisms to communicate the activities of CSC Leon to the community.</li> <li>Develops and fosters effective external working relationships with community stakeholders within the community in order to address key strategic issues facing the community.</li> <li>Serves as the primary representative of CSC Leon to the community.</li> <li>Represents CSC Leon at various local and state events addressing issues related to the interests and mission of the organization.</li> <li>Works with local legislative delegation and/or local elected officials to advance the interests of children and families.</li> <li>Communicates CSC Leon positions to providers and the community.</li> </ul>	Comments:				

### PERFORMANCE EVALUATION (CONTINUED)

Performance Objectives	Please Select the Applicable Performance Factor and Write in Your Comments *Comments required				
	Below Expectations*	Needs Improvement*	Proficient	High Achievement	Exceeds Expectations
<b>5. GOVERNING COUNCIL RELATIONS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>Provides directional leadership and sound, imaginative advice to the Governing Council on all matters relating to CSC Leon.</li> <li>Develops and maintains positive and open relationships and communication with the Governing Council.</li> <li>Ensures the Council is kept informed of relevant policy and operational issues.</li> <li>Prepares and provides oversight of agendas and supporting materials for Governing Council meetings.</li> <li>Prepares and provides oversight of recommendations as requested by the Governing Council.</li> <li>Assists the Chair in matters relating to Governing Council member participation and Governing Council meetings.</li> </ul>	Comments:				

### SUMMARY EVALUATION AND COMMENTS

Record any additional comments about the Executive Director's performance you wish to mention.



## Executive Committee Meeting

### Proposed Timeline: Executive Director's Performance Evaluation

#### Timeline for Executive Director's Performance Evaluation

Wednesday, September 7, 2022	<ul style="list-style-type: none"><li>Executive Committee meets to formulate recommended Performance Evaluation instrument for presentation to the full Council.</li></ul>
Thursday, September 15, 2022	<ul style="list-style-type: none"><li>Executive Committee Chair presents evaluation instrument to the full Council for review and input.</li><li>Council approves performance evaluation instrument.</li></ul>
Friday, September 16, 2022	<ul style="list-style-type: none"><li>General Counsel provides the approved evaluation instrument to Executive Director.</li></ul>
Friday, September 30, 2022	<ul style="list-style-type: none"><li>Executive Director will provide written input on each item on the evaluation instrument to the Council, via the Council Chair.</li></ul>
Thursday, October 13, 2022	<ul style="list-style-type: none"><li>Executive Committee will meet, if needed, to discuss suggested revisions to the evaluation instrument offered by the Executive Director. If the Executive Director has no revisions, then the meeting will not be held.</li><li>If meeting is held, a new instrument will be drafted for consideration and approval at the next full Council meeting (October 20).</li></ul>
Thursday, October 20, 2022	<ul style="list-style-type: none"><li>Council Chair will provide final electronic evaluation tool to each Council Member to conduct an independent review of the Executive Director, noting a score for each category is required and a comment is required for any rating of a 1 or a 2.</li></ul>
By Thursday, November 3, 2022	<ul style="list-style-type: none"><li>All Council Members will complete and return the electronic evaluation tool to the Council chair no later than Thursday, November 3.</li><li>Subsequently, the Council chair will summarize the ratings/feedback and prepare a report for the Executive Committee.</li></ul>

Thursday, November 10, 2022	<ul style="list-style-type: none"> <li>• Executive Committee reviews responses and determines plan of action for addressing results with the Executive Director, including a review of the criteria for salary adjustment/merit increase as set in Section 9b of the employment agreement.</li> <li>• Subsequently, the Council chair will meet independently with the Executive Director to review preliminary results and recommendation for feedback.</li> </ul>
Thursday, December 15, 2022	<ul style="list-style-type: none"> <li>• Performance evaluation will be presented at the Council meeting, and review of the Executive Committee's recommendation for salary adjustment/merit increase as set in Section 9b of the employment agreement.</li> </ul>



## **Nominations Committee Recommendations for Council Officers**

The Nominations Committee met on Monday, September 12, to develop a recommendation for officers for FY 2022-2023 for the full Council's consideration.

### **Committee Members present:**

- Dr. Zandra Glenn, Committee Chair
- Carmen Conner
- Carolyn Cummings
- Paul Mitchell

Council Member Mark O'Bryant was not present due to previous engagements.

### **Discussion:**

The committee reviewed the current officers (as listed below) and the process for reappointments in general to the Council as managed by Leon County and the Governor's Office.

- Chair: Dr. Zandra Glenn, Community Member
- Vice-Chair: Mr. Terrence Watts, DCF Designee
- Treasurer: Mr. Paul Mitchell, Community Member

### **Committee Recommendation:**

**The committee is proposing that the Council retain the current officers for FY2022-2023, effective October 1, 2022. A vote is proposed for the October 20, 2022, meeting.**

The Nominations Committee will not meet again until September 2023 unless there is a resignation of an officer prior to that time.



## **Investment Workgroup Update on Workgroup Objectives**

The Investment Workgroup met on Wednesday, September 7, to initiate discussions addressing Investment and Reserve Policy options for CSC Leon County.

### **Workgroup Members Present:**

- Liza McFadden, Chair
- Scott Fennell
- John Grayson
- Scott Ross
- Padric Scott
- Cecka Green, CSC Executive Director

### **Discussion:**

As part of the initial discussion, Chair McFadden addressed the following points with the group:

- The need to formally develop reserve and investment policies to guide investment potential and objectives, and to determine the need for a formal procurement for investment management.
- Forecast of rollover reserves based on current practice of 5% projecting the investment potential for CSC Leon. The lower reserve estimate over ten years at a 0.375 millage rate with a 5% reserve rate is \$5,388,186. The higher reserve estimate over ten years at a 0.5 millage with a 5% reserve rate is \$7,184,248.
- Investment objectives for CSC Leon that include Safety of Principal, Maintenance of Liquidity, and Return Maximization.

### **Investment Workgroup Next Action Steps:**

The Investment Workgroup will review sample policies during the next workgroup, as well as develop a complete workplan to guide the objectives of the workgroup.

The next Investment Workgroup meeting is scheduled for Monday, September 26, 2022, at 9 a.m.



**Program Services Committee**  
**Recommendations for Council Consideration**  
***(Drafted Thursday, August 18, 2022)***

The Program Services Committee met on Monday, August 8, 2022; during the meeting, discussion was had on creating an additional priority for possible funding, evaluation panels for community investments, and timelines for upcoming procurements.

**Committee Members present:**

- Darryl Jones, School Board Chair, Committee Chair
- Liza McFadden, Community Member
- Zandra Glenn, Council Chair, Community Member

Members absent were Carmen Connor and Mark O'Bryant, both, Community Members, due to previous engagements.

**Discussion**

In accordance with the requests of the Council at its Strategic Planning Session in July, it was reiterated that staff will do the following:

- Identify the gaps, assets, and opportunities for each of the prioritized areas of focus;
- Identify if there are areas of opportunity to layer additional priorities into the focus areas;
- Describe the availability of other funding (e.g., federal, state) for each of the prioritized areas, recommending further prioritization of areas to be funded; and
- Recommend process and timeline for each of the various funding cycles (Priority, Summer, Innovation, Capacity Building/Technical Assistance) defined in the process.

**Committee Recommendation for Consideration by the full Council**

The following are recommended by the Committee for discussion and action by the full Council:

- Finalize list of prioritized focus areas, contemplating the addition of Youth Gun Violence as an eighth (8<sup>th</sup>) focus area, or layering it with the identified priorities (1-7).
- Determine whether a Council Member, via appointment by the Council Chair, will serve as a member of the evaluation team for community investments, and in what capacity (ex-officio or full evaluation team member).
- Add an RFP for Evaluation Services to be released in mid-May 2023 to the timeline of activities.



## **Integrated Information Management Solution Solicitation Committee Recruitment**

CSC Leon is making appointments for the Integrated Information Management Solution Solicitation Committee. Individuals selected should have subject matter expertise and experience in the solicitation materials being considered (i.e., management information systems, software engineering, project management, etc.). Volunteers must also commit to participating in all committee activities listed below.

1. Vendor presentations: Tuesday through Thursday, October 18-20, via zoom (Times TBA)
2. Independent evaluations (thorough review and scoring on your own time): Due by Wednesday, October 26 (Time COB)
3. Public meeting in Tallahassee to review scores, create final ranking, and develop recommendation for award: Thursday, November 3 (Time TBA)

Any volunteer serving as a “Solicitation Committee” member would be subject to Florida’s public records law and would also be prohibited from submitting a response to the RFP or helping anyone else prepare a response. Volunteers are permitted to share the RFP but will be required to disclose any financial relationship with any vendors that do respond.

Recommendations for Solicitation Committee service should be directed to Holly McPhail, Special Projects Manager, at [hmcphail@cscleon.org](mailto:hmcphail@cscleon.org).