

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

Thursday, December 15, 2022, 4:00 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, when available, on this YouTube channel:
<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.

AGENDA
(Revised)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Community Impact Stories
 - A. ASPIRE, Morgan Evers
 - B. Teenpreneur Foundation, Jennifer Donald
- VI. Approval of Consent Agenda Items
 - A. Minutes from the November 2022 meeting (Page 3)
 - B. Financial Report from November 2022 (Page 7)
 - C. Executive Director's Report (Page 11)
 - D. Upcoming Events
- VII. General Counsel Update
- VIII. Committees & Reports
 - A. Executive Committee (Page 13)
 - i. TRIM Update
 - ii. Executive Director's Evaluation and Recommendation on Contract/Compensation
 - 1. Presentation of the Evaluation Results
 - 2. Presentation of Recommendation on Contract/Compensation
 - 3. Public Comment
 - 4. Consideration to Approve Executive Director's Contract/Compensation
 - B. Program Services Committee (Page 19)
 - i. Capacity Building Services Procurement
 - 1. Presentation of Recommendation Regarding Procurement
 - 2. Public Comment
 - 3. Consideration to Approve Recommendation
- IX. Continued Discussion: Draft Strategic Framework for 2023-2025
 - A. Summer Bridge Funding (Page 21)
- X. Next Meeting Dates (Page 23)
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
November 17, 2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Carmen Conner, Community Member;
- Atty. Carolyn Cummings, Vice Chair, Leon County Commission;
- Liza McFadden, Community Member;
- Judge Anthony Miller, Second Judicial Circuit.
- Rocky Hanna, Superintendent, Leon County Schools;
- Darryl Jones, School Board Member, Leon County Schools; and
- Mark O'Bryant, Community Member.

Members Absent:

- Terrence Watts, Vice-Chair, DCF Appointee; and
- Liza McFadden, Community Member.

Staff Present:

- Cecka Rose Green, Executive Director;
- Dina Snider, Director of Finance and Operations;
- Stephanie Eller Vaughn, Program Accountability and Research Manager;
- Jacinta Clay, Administrative Services Manager;
- Holly McPhail, Special Projects Manager;
- Christopher Roe, General Counsel; and
- Fred Springer, General Counsel.

Location:

The Children's Forum
1211 Governor's Square Blvd., Suite 200, Tallahassee, FL 32301

I. CALL TO ORDER

Chair Glenn called the meeting to order at 4:09 p.m.

II. ROLL CALL

Eight (8) council members were present, and quorum was established.

III. APPROVAL OF AGENDA

Chair Glenn noted the changes to the agenda. Mr. Mitchell moved approval of the agenda with the stated changes; a second was provided by Mr. O'Bryant. The agenda was unanimously approved.

IV. GENERAL PUBLIC COMMENT

There was no public comment.

V. COMMUNITY IMPACT STORIES

A. Presentation from Javacya Arts Conservatory

VI. APPROVAL OF CONSENT AGENDA

Mr. Mitchell moved approval of the consent agenda; Mr. Jones provided a second. Consent agenda was unanimously approved.

VII. GENERAL COUNSEL UPDATE

Mr. Roe provided updates on the Executive Director's Performance Evaluation, noting the Executive Committee meeting to review the evaluations was rescheduled due to Hurricane Nicole; advised the meeting would be rescheduled to occur prior to the December Council meeting. Mr. Roe reminded the council of disclosing conflicts of interest, providing the form to inform Counsel.

VIII. COMMITTEES & REPORTS

A. Investment Workgroup

Ms. Green provided updates in the absence of Ms. McFadden, chair of the workgroup. The group will move forward with creating a draft reserves policy and an RFI for Investment Advisory Services.

IX. INTEGRATED INFORMATION MANAGEMENT SOLUTIONS AWARD RECOMMENDATION

Evaluation Committee Spokesperson Brian Boyd presented the memo of award recommendation. Motion to approve the recommendation was made by Comm. Cummings, with a second by Mr. Mitchell. There was no public comment, and recommendation was approved unanimously.

X. PRESENTATION DRAFT STRATEGIC FRAMEWORK 2022-2025

Discussion continued on the High-Quality Early Childhood strategic initiatives, with Ms. Green noting Council Members submitted comments/questions using the created form. Additionally, special guests Erin Smeltzer, CEO, and Keyona Peters, Workforce Director, both with the Children's Forum; Liz Murphy, CEO of the Early Learning Coalition (ELC) of the Big Bend; and Brooke Brunner, Director of Early Childhood Programs, Leon County Schools, and representing Early Learning Leon, all joined the meeting to clarify current investment by the federal and state governments.

XI. UPCOMING EVENTS

The Grand Opening of the CSC Leon Community Resource Room, Meeting Facility and Office will be held Friday, January 20, 3:00 – 6:00 p.m. at the new office, located at 2002 St. Augustine Road, Ste. A-50, Tallahassee, FL 32301. Family Listening Sessions will be held on Thursday, January 26, at Sabal Palm Elementary; Tuesday, January 31, at Jack McLean Community Center; and Wednesday, February 1, at Lake Jackson Community Center. All sessions will begin at 5:30 p.m.

XII. NEXT MEETING DATES

A list of upcoming meeting dates was provided as an attachment; it aligns with the online meeting calendar available on the CSC Leon website.

XIII. NEXT MEETING AGENDA REVIEW

- Community Impact Stories;
- Presentation of the Executive Director's Evaluation and Executive Committee Recommendations;
- Presentation of Draft Community Investment Partners Funding Policy;
- Presentations of Draft Reserves Policy; and
- Presentation of Capacity Building ITN Award Recommendation.

XIV. MEMBER COMMENTS

Chair Glenn officially welcomed Ms. Stephanie Eller Vaughn to the CSC Leon Team as the new Program Accountability and Research Manager, and accolades were given to Ms. Conner for being recognized as "Leader of the Year" for Leadership Tallahassee.

XV. ADJOURNMENT

Meeting was adjourned at 6:04 p.m.

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

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	4,262,520.78
Operating	794,924.32
Undeposited funds	32,830.27
Total Checking/Savings	5,090,275.37
Other Current Assets	
Prepaid Rent	12,445.00
Total Other Current Assets	12,445.00
Total Current Assets	5,102,720.37
Other Assets	
Security Deposits Asset	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	5,108,942.87
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	4,608,833.61
Net Income	500,109.26
Total Equity	5,108,942.87
TOTAL LIABILITIES & EQUITY	5,108,942.87

Children's Services Council of Leon County
Income & Expense
October through November 2022

	Oct 22	Nov 22	TOTAL
Ordinary Income/Expense			
Income			
Ad Valorem Proceeds	639.01	601,268.49	601,907.50
Interest	11.61	12.19	23.80
Total Income	650.62	601,280.68	601,931.30
Expense			
Compensation /Employee Benefits			
Dental & Vision Insurance	0.00	11.18	11.18
Health Insurance	3,318.51	3,318.51	6,637.02
Payroll taxes	1,454.52	2,060.98	3,515.50
Retirement Contribution	5,586.77	2,420.33	8,007.10
Salaries	19,230.76	24,769.22	43,999.98
Total Compensation /Employee Benefits	29,590.56	32,580.22	62,170.78
Contractual Services			
Accounting Fees	1,125.00	0.00	1,125.00
General Counsel (1099-MISC)	11,266.00	9,449.00	20,715.00
Program Specialist & Admin.	5,000.00	5,000.00	10,000.00
Total Contractual Services	17,391.00	14,449.00	31,840.00
Operations			
Dues & Subscription	0.00	600.00	600.00
IT Hardware	0.00	1,213.67	1,213.67
IT Services (Web & Email)	0.00	273.80	273.80
Misc expenses	405.03	0.00	405.03
Occupancy (Rent, Util., Janito)	0.00	0.00	0.00
Office Supplies	0.00	39.08	39.08
Payroll processing / HR	1,251.58	1,273.64	2,525.22
Printing and Copying	134.99	27.52	162.51
Publication (Legal Adv)	0.00	10.64	10.64
Software	79.85	79.14	158.99
Travel and Meetings			
Conference, Convention, Meeting	1,631.64	15.00	1,646.64
Travel (mileage)	820.32	-44.64	775.68
Total Travel and Meetings	2,451.96	-29.64	2,422.32
Total Operations	4,323.41	3,487.85	7,811.26
Salaries & Wages - Clearing	0.00	0.00	0.00
Total Expense	51,304.97	50,517.07	101,822.04
Net Ordinary Income	-50,654.35	550,763.61	500,109.26
Net Income	-50,654.35	550,763.61	500,109.26

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

October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	601,907.50	7,632,396.32	-7,030,488.82	7.9%
Interest	23.80	10,057.10	-10,033.30	0.2%
Total Income	601,931.30	7,642,453.42	-7,040,522.12	7.9%
Expense				
Compensation /Employee Benefits				
Dental & Vision Insurance	11.18			
Employee Benefits (Other)	0.00	2,000.00	-2,000.00	0.0%
Health Insurance	6,637.02	80,000.00	-73,362.98	8.3%
Payroll taxes	3,515.50	29,484.00	-25,968.50	11.9%
Retirement Contribution	8,007.10	80,660.00	-72,652.90	9.9%
Salaries	43,999.98	323,000.00	-279,000.02	13.6%
Total Compensation /Employee Benefits	62,170.78	515,144.00	-452,973.22	12.1%
Contractual Services				
Accounting Fees	1,125.00	30,000.00	-28,875.00	3.8%
AmeriCorp Vists	0.00	10,000.00	-10,000.00	0.0%
External Audit Fee	0.00	20,000.00	-20,000.00	0.0%
General Counsel (1099-MISC)	20,715.00	75,000.00	-54,285.00	27.6%
Grantwriting Services	0.00	50,000.00	-50,000.00	0.0%
Program Specialist & Admin.	10,000.00	60,000.00	-50,000.00	16.7%
Total Contractual Services	31,840.00	245,000.00	-213,160.00	13.0%
Operations				
Ad Valorem Collection Fees	0.00	230,771.89	-230,771.89	0.0%
Awards & Recognition	0.00	500.00	-500.00	0.0%
Communications	0.00	5,200.00	-5,200.00	0.0%
Community Awareness/Engagement	0.00	20,000.00	-20,000.00	0.0%
Dues & Subscription	600.00	15,000.00	-14,400.00	4.0%
Equipment	0.00	11,000.00	-11,000.00	0.0%
Furniture	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liab., D&O, WC)	0.00	17,500.00	-17,500.00	0.0%
IT Hardware	1,213.67	5,000.00	-3,786.33	24.3%
IT Services (Web & Email)	273.80	1,500.00	-1,226.20	18.3%
Licenses & Fees	0.00	1,000.00	-1,000.00	0.0%
Misc expenses	405.03	5,000.00	-4,594.97	8.1%
Occupancy (Rent, Util., Janito)	0.00	74,670.00	-74,670.00	0.0%
Office Supplies	39.08	5,200.00	-5,160.92	0.8%
Payroll processing / HR	2,525.22	10,000.00	-7,474.78	25.3%
Postage and Courier	0.00	750.00	-750.00	0.0%
Printing and Copying	162.51	2,000.00	-1,837.49	8.1%
Program & Financial Software	0.00	150,000.00	-150,000.00	0.0%
Public Relations	0.00	50,000.00	-50,000.00	0.0%
Publication (Legal Adv)	10.64	0.00	10.64	100.0%
Research	0.00	4,000.00	-4,000.00	0.0%
Software	158.99	3,000.00	-2,841.01	5.3%
Sponsorship	0.00	8,000.00	-8,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	1,646.64	12,000.00	-10,353.36	13.7%
Travel (mileage)	775.68	9,000.00	-8,224.32	8.6%
Total Travel and Meetings	2,422.32	21,000.00	-18,577.68	11.5%
Total Operations	7,811.26	642,091.89	-634,280.63	1.2%
Program Investments				
Capacity Building	0.00	120,000.00	-120,000.00	0.0%
Innovation Funding	0.00	1,500,000.00	-1,500,000.00	0.0%
Priority Funding	0.00	7,502,906.30	-7,502,906.30	0.0%
Summer Programmatic Funding	0.00	1,600,000.00	-1,600,000.00	0.0%
Total Program Investments	0.00	10,722,906.30	-10,722,906.30	0.0%
Reserves/Community Grants	0.00	381,619.82	-381,619.82	0.0%
Total Expense	101,822.04	12,506,762.01	-12,404,939.97	0.8%
Net Ordinary Income	500,109.26	-4,864,308.59	5,364,417.85	-10.3%
Net Income	500,109.26	-4,864,308.59	5,364,417.85	-10.3%

Executive Director's Report *(Revised)*
Governing Council Meeting | Thursday, December 15, 2022

FACCT Retreat 2022

CSC Leon Staff attended the Florida Alliance of Children's Councils and Trusts (FACCT) Annual Retreat the week of November 29 – December 2. FACCT is the association of the state's children's councils and serves as an invaluable resource. Staff attended session specifically designed for their positions, including programming, communications, finance and operations, early childhood, support services, etc. Additionally, CSC Leon was able to share our progress since inception, including information on our Summer 2022 Community Investment Funding. The Retreat is tentatively scheduled to be held in July 2023.

"Trusted People": Partnership with Leon County, City of Tallahassee, and United Way of the Big Bend

The first meeting Trusted People Neighborhood Engagement Focus Group (Trusted People) was held on Wednesday, December 6, at the Leon County Office of Human Services and Community Partnerships. CSC Leon's appointees to this group were all in attendance. By way of reminder, Trusted Voices is comprised of leaders and stakeholders representing the 10 most food insecure neighborhoods to help connect residents with available resources in the community for basic needs, enhanced quality of life, and economic prosperity.

One of the main conversations regarded the transportation barrier that exist in our community, which is supported by our Needs Assessment Report and information gleaned from our Community Conversations. More discussion will ensue on this topic and possible ways to effectively address the barrier.

The next meeting will be held in January at CSC Leon offices.

CSC Leon Listening Sessions – Family Supports

By way of reminder, CSC Leon will host Listening Sessions after the New Year to specifically discuss needs surrounding family supports. Sessions are scheduled to be held as follows:

- Thursday, January 26 – Sabal Palm Elementary Community Partnership School, 2813 Ridgeway Street, 32310
- Tuesday, January 31 – Jack McLean Community Center, 700 Paul Russell Road, 32301
- Wednesday, February 1 – Lake Jackson Community Center, 3840 N. Monroe Street, 32303

All session will start at 5:30 p.m. Council Members may attend and will be provided guidance for participation as has been given for past sessions.

CSC Leon Office Grand Opening:

The Grand Opening and Ribbon-Cutting of the CSC Leon Community Resource Room, Meeting Facility and Office **has been rescheduled for Friday, February 17, 2023**, from 3:00 – 6:00 p.m. at the new office, located at 2002 St. Augustine Road, Ste. A-50, 32301. Staff is compiling the invitation list; please feel free to submit any individuals and/or organizations to be included on the list. Invitations will be sent via email with an RSVP link.

Reminder: Council Member Appointments (as reported in October 2022)

As a reminder, the first two Council appointments are set to expire at the end of March 2023 (while all community members were appointed at the same time, the terms were staggered to ensure all members did not turnover at the same time). Leon County Government is responsible for handling the appointment/reappointment process, as defined in law, and has advertised the anticipated vacancies. All applications must be completed and submitted electronically **by no later than Friday, January 6, 2023**, at [//LeonCountyFL.gov/CSCApplication](https://LeonCountyFL.gov/CSCApplication). An eligible applicant must (1) be a resident of Leon County for the previous 24-month period and (2) be willing to submit an annual Statement of Financial Interests Form.

In accordance with Florida Statute, five of the 10-member Council are appointed by the Governor's Office from a list of candidates submitted by the Leon County Board of County Commissioners. This list will include at least three recommendations for each of the two upcoming vacancies (a minimum total of 6 candidates). Please reference the County's press release and tentative appointment schedule included with this report.

Submitted by:

Cecka Rose Green, CPM
Executive Director

Executive Committee
Recommendation for Council Consideration
(Drafted Monday, December 12, 2022)

The Executive Committee met on Wednesday, December 7, 2022. During the meeting, discussion was had on the Final TRIM Hearing & Updated Budget Review, the Executive Director's Performance Evaluation, and the recommendation for the salary adjustment as set in Section 9b of the employment agreement.

Committee Members present:

- Dr. Zandra Glenn, Community Member, Committee and Council Chair
- Terrence Watts, DCF Designee, Council Vice-Chair
- Paul Mitchell, Community Member, Council Treasurer

Discussion:

CSC Leon Executive Director provided an update regarding the TRIM process, including the revised TRIM advertisement and budget summary. Both will be published in the local newspaper on Monday, December 12, as required; the final TRIM Hearing will be held on Thursday, December 15, at 6:05 p.m.

Mr. Roe, General Counsel, presented the summary of the Executive Director's Performance Evaluation. The Executive Committee held discussion on the summary of the performance evaluation and the criteria for a salary adjustment.

The Executive Committee established the second Monday of each month at 5:00 p.m. as their recurring committee meeting day and time, noting that meetings can be canceled for any month in which there is no business to discuss.

Committee Recommendation for Consideration by the full Council

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

- General Counsel is to review the Executive Director's employment contract and make the recommended edits to next year's contract.
- General Counsel is to circulate the performance evaluation recommendations to the full Council.
- Council Member Mitchell will prepare the Executive Director's full compensation package (to include benefits) for review by the full Council at the meeting scheduled on December 15, 2022.
- Salary increase is to be discussed by the full Council at the meeting scheduled on December 15, 2022.

Summary of 2022 Executive Director Performance Evaluations					
	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations
Dr. Zandra Glenn	5	4	5	5	5
Terrance Watts	4	4	4	4	4
Paul Mitchell	4	3	5	5	5
Carmen Conner	4	4	5	5	5
Carolyn Cummings	4	4	4	4	4
Rocky Hanna	4	4	5	5	5
Darryl Jones	5	5	5	5	5
Liza McFadden	5	3	5	5	5
Anthony Miller	4	4	4	4	4
Mark O'Bryant	5	4	5	4	5
Average Rating	4.40	3.90	4.70	4.60	4.70

High Score: 5

Low Score: 4

5

3

5

4

5

4

5

4

Evaluator	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations	Additional Comments
Dr. Zandra Glenn	Ms. Green does an outstanding job coordinating the development of the Council's comprehensive plan. She organized a strategic planning session to have the Council prioritize key areas of concern , she collaborates well with community partners and seeks input from other CSCs or organizations with prior experience. To date, the Coucil has not yet established benchmarks to track progress on goals.	I am unaware if CSC has any policies and procedures to evaluate funding requests.	Ms. Green is very effecient in the management of the operations of CSC.	Ms. Green has a strong relationship with community partners, and she represents CSC at both local and state events and activities. She clearly advocates for and communicates the position of CSC to the community and our partners.	Ms. Green has strong and positive relationships with members of the Council. She provides insightful leadership on relevant matters and keeps the Council informed about policy and operational issues.	Ms. Green is a very strong and effective Executive Director for CSC Leon. I am very pleased with her experience, leadership and organization skills and her relationship with both local and state-wide partners. CSC Lean is blessed to have her on board. My only request is that communication regarding matters that will be discussed at Council meetings are distributed to Council members with more advance notice than we have received in the past.
Terrance Watts						Miss Green is very motivated and passionate about the well-being of the Leon County Community. Miss Green is equally motivated and passionate to ensure the effectiveness of the Leon County Children's Services Counsel. This passion is evident in her ability to capitalize on her strengths and willingness to admit, seek and receive guidance on areas of weakness. I look forward to Miss Green's continued success in serving as the Executive Director of the Leon CSC.
Paul Mitchell						
Carmen Conner			Positive vibes only!	I have observed a concerted effort of messaging and exposing the community to the mission of the CSC.	On numerous occasions, I have witnessed positive exchanges through Mrs. Greene's leadership with council members and her staff.	Overall, I have been very pleased with Mrs. Greene's debut as the director of the CSC. She has been very professional, yet very personable and relatable!
Carolyn Cummings						The Executive Director has demonstrated strong leadership and management skills during her brief tenure. She is genuinely interested in elevating the welfare of children with programs and services where outcomes are analyzed and measured. As we move to establish a comprehensive plan, I strongly believe under her leadership, the CSC is on the right track to positively impact the projectory of our children.

Evaluator	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations	Additional Comments
Rocky Hanna	Director Green is extremely well organized and has developed a thorough and well thought out plan for the future direction of the CSC.	Director Green has done an outstanding job of preparing and managing the budget. Cecka has also developed a staffing plan preparing for future growth and development.	Director Green has outstanding communication skills and is developing a great rapport with vendors and nonprofit agencies throughout Leon County.	Director Green has gone above and beyond expectations to attend community events and gatherings in an attempt to develop relationships and partnerships with all stakeholders in our service area.	Director Green is very open, honest and transparent with council members about all issues that come before the group. She has also done an outstanding job of building individual relationships with us as board members.	I could not be more please with the performance of Director Green over the past year. Her excitement and enthusiasm for her position exudes confidence and shows her true passion for the work she has committed to doing on behalf of our children.
Darryl Jones						Mrs. Cecka Rose Green is an exceptional leader. She has provided the CSC the community credibility that our taxpayers deserve. She pivots readily and has a tactile style of leadership that makes managing efficiently seem effortless. Furthermore, she does a very good job of managing the talents of the Board in our meetings. The Best is Yet to Come!
	In my opinion Cecka has exceeded expectations in 5 of the 6 criteria. She has ensured CSC has met statutory requirements, and worked hard to meet tight deadlines. She has also been diligent in coordinating with other local bodies such as the City of Tallahassee, the County, and many nonprofits. I'd also like to see more coordination with state entities which have a huge presence in Tallahassee. As an organization, and under Cecka's leadership there is more we need to do on honing in on benchmarks, but I feel that will come soon as we've put a staff person in to handle evaluation and will hire a third-party entity to track results.	Cecka has helped in the preparation of an annual budget that is focused on priority programming, and I believe reflects the priorities of the community. I've provided a proficient rating only because a number of these issues, such as the program and fiscal monitoring, have yet to be built out.	Cecka has been excellent in developing a staff and focusing on customer service. She also, as noted previously, been diligent at meeting statutory requirements. We've yet to have an issue of emergency planning, so I am not including in this in my rating, however, we are as an organization in early conversation about reserving funds for emergency situations.	Cecka has been very engaged in hosting in local community events with families and nonprofits to build external relationships. She has also formed relationships with other CSCs around the state to bring best practices forward to the Council. Her attitude is positive and engaging.	To my knowledge Cecka has a positive relationship with all Council members which is essential to the overall functioning of the Council. We've had numerous tight deadlines and she's worked conscientiously to meet these - whether RFPs to be issued or events to be managed.	Cecka has a very professional demeanor, and I appreciate that she vocalizes her love of this position to the community. She has a lot of energy, and that's certainly going to be important as this organization moves to the next level!
Liza McFadden						

Evaluator	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations	Additional Comments
Anthony Miller						
	I have only been able to evaluate Ms. Green's performance since July 1, 2022. Based on my limited review, she had consistently demonstrated a high level of strategic planning, community coordination, and internal staff planning.	I have only been able to evaluate Ms. Green's performance since July 1, 2022. Based on my limited review, she has demonstrated effective finanica and program management.	I have only been able to evaluate Ms. Green's performance since July 1, 2022. Based on my limited review, she had consistently demonstrated a high level of operations management, that is customer-centered and priority focused.	I have only been able to evaluate Ms. Green's performance since July 1, 2022. Based on my limited review, she consistently uses her broaid experience in child welfare and related areas to foster effective community relations and advocacy.	I have only been able to evaluate Ms. Green's performance since July 1, 2022. Based on my limited review, she consistently demonstrates effective leadership, positive communications, oversight, productive coordination with the Chair and Governing Council members.	As a recent appointee, I have only been able to evaluate Ms. Green's performance since July 1, 2022. However, based on that limited review period, Ms. Green has demonstrated consistent strong leadership, open and effective communications, effective use of her child welfare to build strong community relations, effective coordination with internal staff and Governing Council members, and a compelling vision for the future direction of the Children's Services Council of Leon County.
Mark O'Bryant	Ceka has set an excellent platform for the execution of duties for the CSC. Her coordination of the comprehensive community assessment was extremely well executed.		She has established an effective team with the appropriate resources to advance the mission of the CSC.		Ceka is a highly effective communicator who diligently works to keep the Council engaged and informed. Could not ask for better communications.	I am extremely pleased with Ceka's performance during this first year of her leadership at the CSC. In every way she has confirmed that we made the right choice for our Executive Director.

Program Services Committee

(Drafted Monday, December 12, 2022)

The Program Services Committee met on Tuesday, December 5, 2022. The draft list of definitions for the forthcoming Community Investment Partners (CIP) Funding Policy was reviewed, in addition to a preliminary discussion on the CIP Funding Policy, itself.

Committee Members present:

- Dr. Zandra Glenn, Community Member, Council Chair
- Liza McFadden, Community Member
- Mark O'Bryant, Community Member

Darryl Jones, School Board Member, Committee Chair, and Carmen Connor, Community Member, were absent due to previous engagements. Dr. Glenn served as Committee Chair in the absence of Mr. Jones.

Discussion

The Program Services Committee reviewed the draft definitions for the CIP Funding Policy. The committee also addressed discussion points to help guide the development of the CIP funding protocols.

The committee also discussed a proposed funding schedule for the Council (i.e., how often to issue priority funding procurements, possibility of rolling funding in line with Council priorities). Staff provided examples of similarly sized and funded CSCs' funding schedules as examples, and gave the rationale as follows:

- Allows for significant infusion of funds into a specific strategic priority;
- Allows for more focus on program accountability and evaluation; and
- Allows for smaller community investments (a few times a year) in programming to complement priority funding and increase achievement of stated goals and objectives.

Additionally, the committee established the second Thursday of each month at 5:00 p.m. as their recurring meeting day and time.

Committee Next Steps

- Staff to revise the draft CSC Definitions to incorporate committee edits and have it reviewed by General Counsel.
- Staff to draft a Community Investments Partners (CIP) Funding Policy using the committee's input on the discussion points as a guide; the draft will be presented to the committee in January, then to the full Council for review.
- Staff to revise/review current timeline for funding cycles and propose a "rolling funding" schedule

SUMMER BRIDGE PROGRAMS

Theory of Change Reference:

**Increase school performance and reduce juvenile crime among school-age children and youth
Increase food security for children, youth and families**

Baseline Data: 3rd Grade Reading – 54% (2022)

Baseline Data: 8th Grade Math – 29% (2021)

Baseline Data: Juvenile Crime – 18.9/1,000 (2020-2021)

Baseline Data: Childhood Food Insecurity – 21.2% (2020)

Objective				
Provide short-term funding to support vulnerable children during the summer months to have access to high-quality expanded learning and feeding opportunities				
Strategy	Description	Timeline	Annual Cost	Justification
Expanded Learning Opportunities	Child and youth enrichment programs that adhere to minimum quality standards and offer opportunities for social-emotional learning, academic enrichment, life skills, health and wellness (e.g., healthy meals, nutrition education and physical activity), at no or very low cost to families in targeted neighborhoods; programs will be required to collect data and report specific gains using a uniform CSC tool. Program would exclude programs receiving DOE ARPA funds for summer programs through the school district.	May 15, 2023 - August 30, 2023	\$1.5 M	Based on summer 2022 expenditures
	<i>Partner/Source: Competitive Procurement</i>			
Summer Feeding	Expansion of food delivery and pantry programs available to children, youth and families in targeted neighborhoods; must leverage community partners	May 15, 2023 - August 30, 2023	\$250,000	Based on summer 2022 expenditure
	<i>Partner/Source: Competitive Procurement</i>			
FOR CONSIDERATION				
"VPK Continuation"	Pilot program to allow parents to access continued VPK subsidy for children participating in VPK for the previous school year, enabling them to keep their child in at least three hours of summer enrichment at little to no cost. Parents with eligible children who did not previously participate in VPK can still use the federal/state subsidy for the summer	May 15, 2023 - August 30, 2023	\$600,000	Estimate extrapolated from VPK expenditures for Leon County; confirming likely need with ELCBB
	<i>Partner/Source: Early Learning Coalition</i>			

Children's Services Council of Leon County

2022/2023 Future Meetings & Events

Dates & Locations

(All times are E.T.)

DATE	TIME	SUBJECT	LOCATION
Tuesday, December 6	5:00 pm	Program Services Committee Meeting	Leon County Schools Public Safety Bldg, 2757 W Pensacola Street
Wednesday, December 7	10:00 am	Investment Workgroup Meeting	Via Zoom https://us06web.zoom.us/j/81079557610
Wednesday, December 7	5:00 pm	Executive Committee Meeting	The Southern Group, 123 S Adams Street
Thursday, December 8	10:00 am	Capacity Building ITN Evaluation Team Public Meeting	Leon County Commission Chambers, 5 th Floor, Leon County Courthouse, 301 S. Monroe Street
Thursday, December 8	11:30 am	Capacity Building ITN Negotiation Team CLOSED Strategy Session	Leon County Commission Chambers, 5 th Floor, Leon County Courthouse, 301 S. Monroe Street
Tuesday, December 13	2:00 pm	Capacity Building ITN Negotiation Team CLOSED Negotiation Session	Via Zoom (Closed)
Thursday, December 15	1:30 pm	Capacity Building ITN Negotiation Team CLOSED Strategy Session	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Thursday, December 15	2:30 pm	Capacity Building ITN Negotiation Team Public Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Thursday, December 15	4:00 pm	Regular Meeting	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Thursday, December 15	6:05 pm	TRIM Final Hearing	The Children's Forum, 1211 Governors Square Blvd., Suite 200
Friday, December 16	3:00 pm	Auditor Services RFP Public Opening	Law Offices of Bryant, Miller, Olive
Thursday, January 5	TBA	Auditor Services RFP Public Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Monday, January 9	5:00 pm	Executive Committee Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Thursday, January 12	5:00 pm	Program Services	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Thursday, January 19	3:00 pm	Regular Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50

Children's Services Council of Leon County

2022/2023 Future Meetings & Events

Dates & Locations

(All times are E.T.)

Thursday, January 26	5:30 pm	Family Listening Session	Sabal Palm Elementary School, 2813 Ridgeway Street
Thursday, January 31	5:30 pm	Family Listening Session	Jack McLean Community Center, 700 E Paul Russell Road
Thursday, February 2	5:30 pm	Family Listening Session	Lake Jackson Community Center, 3840 N Monroe Street, Unit 301
Thursday, February 2	3:00 pm	Regular Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Monday, February 6	5:00 pm	Executive Committee Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Thursday, February 9	5:00 pm	Program Services	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Thursday, February 16	3:00 pm	Regular Meeting	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50
Friday, February 17	3:00 pm	Open House: Community Resource Center	CSC Leon Public Office, 2002 Old. St. Augustine Rd., Suite A-50