

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

Thursday, January 19, 2022, 3:00 p.m.

CSC Leon Training Room

2002 Old St. Augustine Road, Ste. A-50, 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

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Community Impact Stories
 - A. Young Engineers Tallahassee, Khary Henry
- VI. Approval of Consent Agenda Items
 - A. Minutes from the December 2022 meeting
 - B. Minutes from the final TRIM Hearing
 - C. Financial Report from December 2022
 - D. Quarter 1 Financial Report from October-December 2022
 - E. Executive Director’s Report
- VII. Committees & Reports
 - A. Financial Auditing Solicitation Committee
 - i. Presentation of Intent to Award Recommendation
 - ii. Public Comment
 - iii. Consideration to Approve Recommendation
 - B. Capacity Building ITN Workgroup
 - i. Presentation of Final Contract for Capacity Building Services
 - ii. Public Comment
 - iii. Consideration to Approve Final Contract
 - C. Investment Workgroup
 - i. Presentation of Draft Reserves Policy
 - ii. Presentation of Draft Request for Information for Investment Advisory Firm
 - D. Program Services Committee
 - i. Presentation of Draft Community Investment Partner (CIP) Fiscal Policies
 - ii. Presentation of Draft CIP Data Security Policy
 - iii. Presentation of Draft RFA for Summer Bridge Funding
 - E. Executive Committee
 - i. Executive Director’s Contract Update
- VIII. Next Meeting Dates
- IX. Next Meeting Agenda
- X. Member Comments
- XI. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
December 15, 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, Leon County Commissioner;
- Liza McFadden, Community Member;
- Judge Anthony Miller, Second Judicial Circuit;
- Rocky Hanna, Superintendent, Leon County Schools;
- Darryl Jones, School Board Chair, Leon County Schools; and
- Mark O'Bryant, 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; and
- Christopher Roe, 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 4:03 p.m., provided greetings to the council and reminded the public about opportunities for comments.

II. ROLL CALL

Ten (10) council members were present, and quorum was established.

III. APPROVAL OF AGENDA

Chair Glenn asked for a motion to approve the agenda. Mr. Jones moved to approve; a second was provided by Judge Miller. The agenda was unanimously approved.

IV. GENERAL PUBLIC COMMENT

General public comment was provided by Mr. Jack Levine.

V. COMMUNITY IMPACT STORIES

- A. ASPIRE – Ms. Morgan Evers
- B. Teenpreneur Foundation – Mrs. Jennifer Donald

VI. APPROVAL OF CONSENT AGENDA

Chair Glenn asked for a motion to approve the consent agenda. Mr. Jones moved approval; Ms. Conner provided a second. Consent agenda was unanimously approved.

VII. GENERAL COUNSEL UPDATE

Mr. Roe reminded Council Members to contact him with any questions regarding the conflicts of interest presentation from last month's meeting.

VIII. COMMITTEES & REPORTS

A. EXECUTIVE COMMITTEE

i. TRIM Update

Ms. Green provided update on the TRIM process and need for a re-hearing and re-adoption of both the resolutions for final millage rate and budget. The final hearing will take place at 6:05 p.m., following today's General Council Meeting, as duly advertised.

ii. Executive Director's Evaluation and Recommendation on Contract/Compensation

Mr. Roe presented the results of the Executive Director's evaluation, including three actions the Council needed to take: (1) The retention of Ms. Green for the term 2023-2024; (2) merit increase of \$5,000.00 to raise the Executive Directors' salary from \$120,000 to \$125,000; and (3) extension of the Executive Director's contract from now until the presentation of the new contract at the January 2023 General Council Meeting.

Mr. O'Bryant moved to retain Cecka Rose Green as the Executive Director of the Children's Services Council [of Leon County] for Fiscal Year 2023-2024; a second was provided by Ms. Cummings. There was no public comment, and the motion was approved unanimously.

Mr. O'Bryant moved to award Ms. Green the \$5,000 salary increase; a second was provided by Ms. Cummings. Public comment was provided by Mr. K. Lennorris Barber. The motion was approved by 9-1 vote.

Mr. Mitchell moved to extend Ms. Green's contract until next month's meeting; a second was provided by Mr. Hannah. There was no public comment, and the motion was approved unanimously.

B. PROGRAM SERVICES COMMITTEE

i. Capacity Building Services Procurement

Ms. McPhail presented the process for the Capacity Building procurement. Dr. Irene Gaines, Lead Negotiator for the evaluation committee, presented their recommendation to award United Partners for Human Services (UPHS) in partnership with the Institute for Nonprofit Innovation and Excellence (INIE) with the contract. Mr. Jones moved to approve the intent to award; a second was provided by Ms. Cummings. There was no public comment, and the motion was approved unanimously. Final contract to approve will be presented at the January 2023 Governing Council meeting.

IX. CONTINUED DISCUSSION: DRAFT STRATEGIC FRAMEWORK 2023-2025

Ms. Green provided an overview of the Council's previous discussion on the High-Quality Early Learning category. Following the discussion, the Council requested the category be taken to the Program Services Committee for further discussion and development of recommendations. Subsequently, Dr. Glenn suggested that all strategies presented in the framework go through the Program Services Committee.

X. UPCOMING EVENTS

The Grand Opening of the CSC Leon Community Resource Room, Meeting Facility and Office has been rescheduled to be held on Friday, February 17, 2023, from 3:00 – 6:00 p.m. at the new office location (2002 St. Augustine Road, Ste. A-50, Tallahassee, FL 32301). Also, three (3) 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 session will begin at 5: 30 p.m., with food and childcare available at each.

XI. NEXT MEETING DATES

A list of upcoming meeting dates was included in the packet as an attachment and is available on the Council's website.

XII. NEXT MEETING AGENDA REVIEW

- Community Impact Story
- Presentation of the Executive Director's Contract
- Integrated Information Management System (IIMS) Status Update
- Presentation of Recommendation for Award of Financial Audit Services RFP
- Presentations of Draft Reserves Policy
- Presentation of Draft Investment Advisory Firm RFI
- Presentation of Draft Community Investment Partners (CIP) Funding Policy
- Presentations of Draft Summer Bridge Programs RFA
- Approve Capacity Building Contract
- Presentation of draft Strategic Framework 2023-2025

XIII. MEMBER COMMENTS

Mr. Mitchell asked that the Community Impact Stories include in their presentation how many youth/families were served and the funding the program received.

XIV. ADJOURNMENT

Meeting was adjourned at 6:07 p.m.

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Final TRIM Re-Hearing
Thursday, December 15, 2022

MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member;
- Terrence Watts, Vice-Chair, DCF Appointee;
- Paul Mitchell, Treasurer, Community Member;
- Atty. Carolyn Cummings, Leon County Commissioner;
- Rocky Hanna, Superintendent, Leon County Schools;
- Liza McFadden, Community Member; and
- Judge Anthony Miller, Second Judicial Circuit

Members Absent:

- Carmen Conner, Community Member;
- Darryl Jones, School Board Chair, Leon County Schools; and
- Mark O'Bryant, Community Member.

Staff Present:

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

Location:

The Children's Forum
1211 Governors Square Blvd., Suite 200, Tallahassee, FL 32301
First Floor Conference Room

I. CALL TO ORDER

Chair Glenn called the meeting to order at 6:09 p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Comm. Cummings moved to approve the agenda; Mr. Mitchell seconded the motion. Motion was unanimously approved.

IV. TRIM OVERVIEW & PUBLIC READING

Chair Glenn read the Truth in Millage process to the body as below:

- Truth in Millage, or “TRIM”, engages taxpayers and the public in the process by which local taxing authorities determine the amount of ad valorem property taxes they are requesting to fund their next years’ budgets.
- On December 29, 2022, the Florida Department of Revenue, Property Tax Oversight, notified CSC Leon staff of errors in the published TRIM advertisement and budget summary.
- As such, to comply with the “Opportunity To Remedy” these errors, CSC Leon re-advertised both the tentative millage rate and budget summary on Monday, December 12, 2022.
- Additionally, the Remedy requires that CSC Leon re-hold the final TRIM hearing. Therefore, in accordance with Title 14, Chapter 200, Section 001, Subsection 4(a) and (b) of the Florida Statutes, which governs the TRIM process, today will serve as the final public hearing for this Council to approve the millage rate to levy ad valorem taxes in Fiscal Year 2022-23.
- This TRIM Public Hearing is being held by the Children’s Services Council of Leon County, or CSC Leon—an independent special district established and governed by Section 125.901, Florida Statutes, and Leon County Ordinance 2018-3.
- The percentage increase in millage over the rolled-back rate of .3482 needed to fund the budget for FY 2022-23 is 7.70%, which will be an increase of \$650,290.33 in ad valorem tax revenues from current year.
- The tentative millage rate CSC Leon is requesting is .375 mill, which is the SAME millage rate as approved for current year, 2021-22.
- At today’s public hearing, CSC Leon intends to re-adopt our FINAL millage rate of .375 mill and fiscal year 2022-23 budget.

V. RESOLUTION 2022-11 to SET FY 2022-23 FINAL MILLAGE RATE

Chair Glenn asked Mr. Roe to read Resolution 2022-11. There was no public comment. Comm Cummings moved to approve Resolution 2022-11; a second was provided by Mr. Mitchell, and it was approved unanimously. Judge Miller sustained from voting on final millage rate, per state law.

VI. RESOLUTION 2022-12 to SET FY 2022-23 FINAL BUDGET

Chair Glenn asked Mr. Roe to read Resolution 2022-12. There was no public comment. Mr. Mitchell moved to approve Resolution 2022-12; a second was provided by Mr. Hanna, and it was approved unanimously.

VII. MEMBER COMMENTS

There were no member comments.

VIII. ADJOURNMENT

Meeting was adjourned at 6:17 p.m.

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

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	4,281,350.24
Operating	6,745,937.10
Total Checking/Savings	<u>11,027,287.34</u>
Other Current Assets	
Prepaid Rent	12,445.00
Total Other Current Assets	<u>12,445.00</u>
Total Current Assets	11,039,732.34
Other Assets	
Security Deposits Asset	6,222.50
Total Other Assets	<u>6,222.50</u>
TOTAL ASSETS	<u><u>11,045,954.84</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	4,609,659.83
Net Income	6,436,295.01
Total Equity	<u>11,045,954.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,045,954.84</u></u>

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

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	6,615,282.75	7,632,396.32	-1,017,113.57	86.7%
Interest	19,006.98	10,057.10	8,949.88	189.0%
Total Income	6,634,289.73	7,642,453.42	-1,008,163.69	86.8%
Expense				
Compensation /Employee Benefits				
Dental & Vision Insurance	-68.40			
Employee Benefits (Other)	0.00	2,000.00	-2,000.00	0.0%
Health Insurance	9,937.83	80,000.00	-70,062.17	12.4%
Payroll taxes	6,381.03	29,484.00	-23,102.97	21.6%
Retirement Contribution	11,698.80	80,660.00	-68,961.20	14.5%
Salaries	81,153.81	323,000.00	-241,846.19	25.1%
Total Compensation /Employee Benefits	109,103.07	515,144.00	-406,040.93	21.2%
Contractual Services				
Accounting Fees	3,112.50	30,000.00	-26,887.50	10.4%
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)	38,730.25	75,000.00	-36,269.75	51.6%
Grantwriting Services	0.00	50,000.00	-50,000.00	0.0%
Program Specialist & Admin.	20,000.00	60,000.00	-40,000.00	33.3%
Total Contractual Services	61,842.75	245,000.00	-183,157.25	25.2%
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	775.00	15,000.00	-14,225.00	5.2%
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)	14,494.00	17,500.00	-3,006.00	82.8%
IT Hardware	2,561.72	5,000.00	-2,438.28	51.2%
IT Services (Web & Email)	434.99	1,500.00	-1,065.01	29.0%
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	4,435.68	10,000.00	-5,564.32	44.4%
Postage and Courier	0.00	750.00	-750.00	0.0%
Printing and Copying	308.17	2,000.00	-1,691.83	15.4%
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	239.82	3,000.00	-2,760.18	8.0%
Sponsorship	0.00	8,000.00	-8,000.00	0.0%
Travel and Meetings				
Conference, Convention, Meeting	1,929.09	12,000.00	-10,070.91	16.1%
Travel (mileage)	775.68	9,000.00	-8,224.32	8.6%
Travel and Meetings - Other	640.00			
Total Travel and Meetings	3,344.77	21,000.00	-17,655.23	15.9%
Total Operations	27,048.90	642,091.89	-615,042.99	4.2%
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%

	<u>Oct - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Reserves/Community Grants	0.00	381,619.82	-381,619.82	0.0%
Total Expense	197,994.72	12,506,762.01	-12,308,767.29	1.6%
Net Ordinary Income	6,436,295.01	-4,864,308.59	11,300,603.60	-132.3%
Net Income	<u>6,436,295.01</u>	<u>-4,864,308.59</u>	<u>11,300,603.60</u>	<u>-132.3%</u>

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

	Oct 22	Nov 22	Dec 22	TOTAL
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	639.01	601,268.49	6,013,375.25	6,615,282.75
Interest	6,347.00	6,152.33	6,507.65	19,006.98
Total Income	6,986.01	607,420.82	6,019,882.90	6,634,289.73
Expense				
Compensation /Employee Benefits				
Dental & Vision Insurance	0.00	11.18	-79.58	-68.40
Health Insurance	3,318.51	3,318.51	3,300.81	9,937.83
Payroll taxes	1,454.52	2,060.98	2,865.53	6,381.03
Retirement Contribution	5,586.77	2,420.33	3,691.70	11,698.80
Salaries	19,230.76	24,769.22	37,153.83	81,153.81
Total Compensation /Employee Benefits	29,590.56	32,580.22	46,932.29	109,103.07
Contractual Services				
Accounting Fees	1,125.00	0.00	1,987.50	3,112.50
General Counsel (1099-MISC)	11,266.00	9,449.00	18,015.25	38,730.25
Program Specialist & Admin.	5,000.00	5,000.00	10,000.00	20,000.00
Total Contractual Services	17,391.00	14,449.00	30,002.75	61,842.75
Operations				
Dues & Subscription	0.00	600.00	175.00	775.00
Insurance (Liab., D&O, WC)	0.00	0.00	14,494.00	14,494.00
IT Hardware	0.00	1,213.67	1,348.05	2,561.72
IT Services (Web & Email)	0.00	273.80	161.19	434.99
Misc expenses	405.03	0.00	0.00	405.03
Office Supplies	0.00	39.08	0.00	39.08
Payroll processing / HR	1,251.58	1,273.64	1,910.46	4,435.68
Printing and Copying	134.99	27.52	145.66	308.17
Publication (Legal Adv)	0.00	10.64	0.00	10.64
Software	79.85	79.14	80.83	239.82
Travel and Meetings				
Conference, Convention, Meeting	1,631.64	15.00	282.45	1,929.09
Travel (mileage)	820.32	-44.64	0.00	775.68
Travel and Meetings - Other	0.00	0.00	640.00	640.00
Total Travel and Meetings	2,451.96	-29.64	922.45	3,344.77
Total Operations	4,323.41	3,487.85	19,237.64	27,048.90
Total Expense	51,304.97	50,517.07	96,172.68	197,994.72
Net Ordinary Income	-44,318.96	556,903.75	5,923,710.22	6,436,295.01
Net Income	-44,318.96	556,903.75	5,923,710.22	6,436,295.01

**Executive Director's Report
Governing Council Meeting | Thursday, January 19, 2023**

2022 Annual and 2022-23 1st Quarter Reports to Leon County Government

The governing statute for Children's Services Councils requires that each Council submit an annual report of its activities for the previous fiscal year on or before January 1. CSC Leon's annual report was submitted to Leon County Government on Thursday, December 29, 2022.

Additionally, each CSC must submit quarterly financial reports to the respective local government by the 10th day following the close of the quarter. CSC Leon submitted its 2022-23 1st Quarter Report to Leon County on Monday, January 9. Both reports are included in this month's Council Meeting Packet.

FACCT Update

Florida Alliance of Children's Councils and Trusts (FACCT) Legislative Fly-In will be on Wednesday and Thursday, March 15 and 16, 2023, in Tallahassee. This is a time when the CSC Executive Directors/CEOs and Council Chairs/Vice Chairs come to town to hear from various legislators regarding their focus on issues affecting our children and families in the state. Additionally, it is an opportunity for them to visit with their legislative delegation during Session. As this event approaches, CSC Leon staff will provide additional information and ascertain if any additional CSC Leon Council Members want to participate.

CSC Leon Listening Sessions – Family Support Services

By way of reminder, CSC Leon will host Listening Sessions in January and February to specifically discuss needs surrounding family support services. 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 sessions will start at 5:30 p.m. Council Members may attend, and guidance was sent to each Council Member; also, it is included in this month's Council Meeting Packet.

Follow up on TRIM Re-Hearing

As a follow-up from the TRIM re-hearing held on Thursday, December 15—during which the Council re-adopted the final millage rate and the final budget for FY 2022-23—the Florida Department of Revenue, Property Tax Oversight, TRIM Division, sent correspondence stating that CSC Leon has met the certification requirements of the applicable TRIM statutes. As such, the Council started receiving ad valorem tax revenue with no interruption. The letter is included in the Council Meeting Packet, as are the minutes for the re-hearing.

CSC Leon "Branding Design" Poll

As the Grand Opening of CSC Leon's office is on the horizon, staff is working with a vendor to create our brand and official colors. As such, three versions of our logo will be created with an accompanying poll for the community to vote for their preferred logo, which will weigh into the chosen branding for CSC

Leon. The poll will be presented to participants at the Family Support Services Listening Sessions, as well as placed on our website. The selected design will be unveiled at the Grand Opening.

CSC Leon Office Grand Opening:

Speaking of grand openings, by way of reminder, the Grand Opening and Ribbon-Cutting of the CSC Leon Community Resource Room, Meeting Facility and Office **will be on Friday, February 17, 2023**, at the new office, located at 2002 St. Augustine Road, Ste. A-50, 32301. The ribbon-cutting will be at 10:00 a.m., with the open house from 3:00 – 6:00 p.m. 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.

Council Member Appointments

The last day to apply to be appointed to serve on the Council was Friday, January 6, 2023; a total of 15 community members have submitted applications. The list will be presented to the Leon County Board of County Commissioners later this month at their regular meeting. Commissioners will select at least three recommendations for each of the two upcoming vacancies [a minimum total of six (6) candidates].

Submitted by:

Cecka Rose Green, CPM
Executive Director