

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

Thursday, July 20, 2023, 4:00 p.m.

CSC Leon Office | 2002 Old St. Augustine Road, Bldg. A, Ste. 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

(revised)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Former Council Member Recognition
 - A. Ms. Liza McFadden, Council Member, May 2021 – April 2023
- V. General Public Comment
- VI. Consent Agenda
 - A. Minutes from the June 26 meeting (page 3)
 - B. Financials for June 2023 (page 7)
 - C. Executive Director's Report (page 11)
- VII. General Counsel's Update
- VIII. Committee Report
 - A. Finance and Budget
 - i. FLCLASS Intergovernmental Investment Pool (page 12)
 - 1. Presentation of Resolution to Approve Investing Council Funds with FLCLASS
 - 2. Public Comment
 - 3. Consideration to Approve Resolution
 - ii. Truth in Millage (TRIM)
 - 1. Motion to Approve Tentative Millage Rate for FY 2023-24 (page 14 & 15)
 - 2. Public Comment
 - 3. Consideration to Approve Tentative Millage Rate
 - iii. FY 2023-24 Budget
 - 1. Motion to Approve Tentative Budget for FY 2023-24 (page 16 & 17)
 - 2. Public Comment
 - 3. Consideration to Approve Tentative Budget
- IX. Family Resource Center (FRC) Management Procurement
 - A. Revised FRC Management Invitation to Negotiate (ITN)
 - i. Presentation and Review of Revised FRC ITN Scope of Work (SOW) (handout)
 - ii. Questions and Answers/Discussion
 - iii. Public Comment
 - iv. Consideration to Approve Revised FRC ITN SOW
 - B. Evaluation and Scoring Process
 - i. Council Evaluation Process
 - 1. Evaluation and Negotiation Teams Discussion
 - 2. Public Comment
 - 3. Finalization of ITN Teams Appointments

- ii. Evaluation Manual and Scoring Rubric (handout)
 - 1. Presentation of Manual and Rubric
 - 2. Questions and Answers/Discussion
 - 3. Finalization of Manual and Rubric
- X. Next Meeting Dates
 - A. Council Strategic Focusing – Monday, August 21, 1:00 p.m.
 - i. Agenda Topic Review (page 18)
 - B. Next Full Council Meeting - Thursday, September 14, at 4:00 p.m.
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
Governing Council Meeting
Monday, June 26, 2023
MINUTES

Members Present:

- Dr. Zandra Glenn, Chair, Community Member
- Terrence Watts, Vice-Chair, DCF Appointee
- Paul Mitchell, Treasurer, Community Member
- Atty. Carolyn Cummings, Vice-Chair, Leon County Commission
- Rocky Hanna, Superintendent, Leon County Schools
- Darryl Jones, School Board Member, Leon County Schools
- Judge Anthony Miller, Second Judicial Circuit
- 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

Location:

The Children's Services Council of Leon County 2002 Old St. Augustine Rd., Suite A-50, Tallahassee, FL 32301

I. CALL TO ORDER

Chair Glenn called the meeting to order at 4:02 p.m.

II. ROLL CALL

Seven (7) council members were present, and a quorum was established.

III. APPROVAL OF AGENDA

Mr. O'Bryant moved approval of revised agenda; Mr. Mitchell seconded. The agenda was approved unanimously.

IV. GENERAL PUBLIC COMMENT

- Mr. Rob Renzi
- Ms. Emily Fritz
- Mr. John Lester
- Ms. Florence Brainerd
- Mr. Neil Skene
- Ms. Tish Bevis
- Ms. Margo Rosa
- Ms. Dotty McPherson

V. APPROVAL OF CONSENT AGENDA

Ms. Clay noted a change to the April minutes correcting the number of members present from 10 to seven members.

Mr. Jones moved approval of the consent agenda as amended; Mr. Watts seconded. The Consent Agenda was approved unanimously.

VI. FAMILY SUPPORTS PROCUREMENT

Ms. Green to provide a review of all procurements on the agenda. Chair Glenn disclosed her membership at Bethel and recused herself from the Family Resource Center Management discussion and voting, thereby yielding the chair to Vice-Chair Watts for this agenda item. Additionally, Ms. Cummings disclosed her relationship as a member of Bethel.

A. Family Resource Center Management

Mr. Watts provided the recommendation of the FRC ITN Evaluation Team, which was to reject all applicants and readvertise the procurement moved the meeting into FRC discussion. Mr. Mitchell moved the recommendation; Mr. O'Bryant seconded.

Council discussion took place. At its conclusion, the Council listened to public comment as follows:

1. Dr. Linda Fortenberry
2. Dr. Claudette Harrell
3. Mr. Craig Simmons
4. Dr. Deanna Burney
5. Rev. Dr. R.B. Holmes
6. Mr. K. Lennorris Barber
7. Mr. Neil Skene

Mr. Mitchell withdrew his original motion, allowing for a new motion. Mr. Jones moved to negotiate with Bethel; Ms. Cummings seconded. A roll call vote was conducted, the motion failed with a 5-to-2 vote. Vice-Chair Watts called for another motion. Mr. Mitchell moved to reject all, re-procurement process with a new ITN, a pre-bidder' conference with an expedited process in which the council serves as the evaluation team. Second by Mr. O'Bryant. The motion passed unanimously.

B. Family Strengthening

Chair Glenn moved forward the procurement discussion into Family Strengthening. Ms. Yolanda Pourciau served as the Community Impact Panel spokesperson and gave an overview from the committee's deliberations and recommendation. Mr. Mitchell moved to accept the committee's recommendation, seconded by Ms. Cummings.

Public Comment provided by:

1. Leslie Powell-Boudreaux

The motion was passed with a roll-call vote 6 to 2.

C. Youth Mentoring

Ms. Green presented the evaluation and rankings for the Youth Mentoring procurement. Ms. Cummings moved to approve the first five proposals in order of highest scores; Judge Miller seconded. There was no public comment. The motion was passed with a roll call vote of 6 to 2.

VII. GENERAL COUNSEL UPDATE

Ms. Green presented the two resolutions in lieu of the absence of Mr. Roe.

- A. Resolution 2023-02 Amended Purchasing Card Policy was presented. Mr. Mitchell moved to accept the policy; seconded by Mr. Hanna. There was no public comment; the motion was approved unanimously.
- B. Resolution 2023-03 Travel Policy was presented. Mr. Mitchell moved to accept the policy; seconded by Judge Miller. There was no public comment; the motion was approved unanimously.

VIII. AUDITED FINANCIAL REPORTS

Mr. Mitchell presented the audit report in lieu of Purvis Gray representatives, who were unable to attend the meeting. Mr. O'Bryant moved acceptance; Judge Miller seconded. There was no public comment, and the motion was approved unanimously.

IX. REBOUND & RECOVERY PROGRAM

Ms. Green gave a brief update on the program and the expected implementation in the Leon County School system for the 2023-2024 school year. Program presentations were given by Ms. Ellen Piekalkiewicz, Ms. Tai Cole and Ms. Brooke Brunner. Mr. Mitchell moved to accept the proposal, seconded by Mr. O'Bryant.

Public comment:

- 1. Mr. K Lennorris Barber

The motion was passed unanimously.

X. FINANCE & BUDGET COMMITTEE REPORTS

Mr. Mitchell presented the FY 2023 amended budget and a TRIM update.

- A. Amended FY 2022-23 Budget

Mr. Mitchell presented the amended budget for FY 2022-23. Mr. Hanna moved approval; seconded by Mr. O'Bryant. There was no public comment. The motion was approved unanimously.

- B. Truth in Millage

Mr. Mitchell presented the TRIM timeline and millage rate chart.

Public comment:

- 1. Mr. Neil Skene.

No further action was required on this item at this time.

XI. Next Meeting Dates

- A. Thursday, July 20, 2023, at 4:00 p.m.
- B. Proposed Council Retreat Dates
 - 1. Week of August 14
 - 2. Week of August 21

XII. Next Meeting Agenda

- 1. Vote to approve tentative millage rate

2. Vote to approve tentative FY 2023-24 budget
3. Resolution to approve investment of CSC Leon funds (FLCLASS)
4. Review of 2023-25 Program Spending Plan
5. Former Council Member Recognition
6. Council Member Retreat draft agenda

XIII. Member Comments

1. Dr. Glenn
2. Ms. Cummings

XIV. Adjournment

Meeting adjourned at 8:26 p.m.

DRAFT

Children's Services Council of Leon County
Balance Sheet
As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Money Market Account	10,191,804.68
Operating	319,759.90
Total Checking/Savings	10,511,564.58
Total Current Assets	10,511,564.58
Other Assets	
Security Deposits Asset	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	10,517,787.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-6,899.62
Total Accounts Payable	-6,899.62
Other Current Liabilities	
Employee Paid Benefits Clearing	-880.46
Total Other Current Liabilities	-880.46
Total Current Liabilities	-7,780.08
Total Liabilities	-7,780.08
Equity	
Unrestricted Net Assets	4,609,783.47
Net Income	5,915,783.69
Total Equity	10,525,567.16
TOTAL LIABILITIES & EQUITY	10,517,787.08

Children's Services Council of Leon County
Income & Expense Budget vs. Actual
October 2022 through June 2023

	Oct '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	7,568,194.75	7,632,396.32	-64,201.57	99.2%
Interest	129,847.36	10,057.10	119,790.26	1,291.1%
Total Income	7,698,042.11	7,642,453.42	55,588.69	100.7%
Expense				
Compensation /Employee Benefits				
Employee Benefits (Other)	0.00	2,000.00	-2,000.00	0.0%
Health Insurance	53,247.74	120,500.00	-67,252.26	44.2%
Life Insurance	0.00	3,800.00	-3,800.00	0.0%
Payroll taxes	19,465.82	30,000.00	-10,534.18	64.9%
Retirement Contribution	43,508.11	88,000.00	-44,491.89	49.4%
Salaries	246,184.70	386,000.00	-139,815.30	63.8%
Total Compensation /Employee Benefits	362,406.37	630,300.00	-267,893.63	57.5%
Contractual Services				
Accounting Fees	11,325.00	30,000.00	-18,675.00	37.8%
Audio/Video	469.00	0.00	469.00	100.0%
External Audit Fee	29,500.00	30,000.00	-500.00	98.3%
General Counsel (1099-MISC)	66,185.81	75,000.00	-8,814.19	88.2%
Grantwriting Services	0.00	50,000.00	-50,000.00	0.0%
Program Specialist & Admin.	45,000.00	60,000.00	-15,000.00	75.0%
Total Contractual Services	152,479.81	245,000.00	-92,520.19	62.2%
Maintenance and repair	2,200.00			
Operations				
Ad Valorem Collection Fees	0.00	230,771.89	-230,771.89	0.0%
Awards & Recognition	89.95	500.00	-410.05	18.0%
Communications	4,318.09	5,200.00	-881.91	83.0%
Community Awareness/Engagement	5,826.88	20,000.00	-14,173.12	29.1%
Dues & Subscription	8,531.28	15,000.00	-6,468.72	56.9%
Equipment	1,935.85	11,000.00	-9,064.15	17.6%
Furniture	87,928.87	85,000.00	2,928.87	103.4%
Insurance (Liab., D&O, WC)	15,863.55	17,500.00	-1,636.45	90.6%
IT Hardware	2,714.64	5,000.00	-2,285.36	54.3%
IT Services (Web & Email)	3,733.31	1,500.00	2,233.31	248.9%
Licenses & Fees	0.00	1,000.00	-1,000.00	0.0%
Misc expenses	5,252.93	5,000.00	252.93	105.1%
Occupancy (Rent, Util., Janito)	34,753.50	74,670.00	-39,916.50	46.5%
Office Supplies	2,549.53	5,200.00	-2,650.47	49.0%
Payroll processing / HR	9,585.24	10,000.00	-414.76	95.9%
Postage and Courier	410.40	750.00	-339.60	54.7%
Printing and Copying	521.23	2,000.00	-1,478.77	26.1%
Program & Financial Software	56,500.03	150,000.00	-93,499.97	37.7%
Public Relations	2,150.00	50,000.00	-47,850.00	4.3%
Publication (Legal Adv)	3,194.96	5,000.00	-1,805.04	63.9%
Research	0.00	4,000.00	-4,000.00	0.0%
Software	1,003.61	3,000.00	-1,996.39	33.5%
Sponsorship	5,500.00	8,000.00	-2,500.00	68.8%
Travel and Meetings				
Conference, Convention, Meeting	5,335.44	12,000.00	-6,664.56	44.5%
Travel (mileage/tolls)	1,855.01	9,000.00	-7,144.99	20.6%
Travel and Meetings - Other	1,562.93			
Total Travel and Meetings	8,753.38	21,000.00	-12,246.62	41.7%
Total Operations	261,117.23	731,091.89	-469,974.66	35.7%
Program Investments				
Capacity Building	53,556.57	120,000.00	-66,443.43	44.6%
Innovation Funding	0.00	1,400,000.00	-1,400,000.00	0.0%
Priority Funding	1,500.00	7,502,906.30	-7,501,406.30	0.0%
Summer Programmatic Funding	927,838.44	1,710,000.00	-782,161.56	54.3%
Total Program Investments	982,895.01	10,732,906.30	-9,750,011.29	9.2%
Reserves/Community Grants	0.00	381,619.82	-381,619.82	0.0%
Security System	21,160.00	25,000.00	-3,840.00	84.6%
Total Expense	1,782,258.42	12,745,918.01	-10,963,659.59	14.0%
Net Ordinary Income	5,915,783.69	-5,103,464.59	11,019,248.28	-115.9%
Net Income	5,915,783.69	-5,103,464.59	11,019,248.28	-115.9%

Children's Services Council of Leon County
Income & Expense Report
October 2022 through June 2023

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23
Ordinary Income/Expense						
Income						
Ad Valorem Proceeds	639.01	601,268.49	6,013,375.25	154,468.76	196,608.77	127,053.50
Interest	6,347.00	6,152.33	6,507.65	15,327.23	17,832.46	19,788.13
Total Income	6,986.01	607,420.82	6,019,882.90	169,795.99	214,441.23	146,841.63
Expense						
Compensation /Employee Benefits						
Health Insurance	3,318.51	3,318.51	3,300.81	3,318.51	8,051.68	7,996.28
Payroll taxes	1,454.52	2,060.98	2,865.53	2,648.75	2,083.70	1,935.41
Retirement Contribution	5,586.77	2,420.33	3,691.70	7,507.58	4,881.45	4,870.14
Salaries	19,230.76	24,769.22	37,153.83	25,140.11	25,153.84	25,688.89
Total Compensation /Employee Benefits	29,590.56	32,569.04	47,011.87	38,614.95	40,170.67	40,490.72
Contractual Services						
Accounting Fees	1,125.00	0.00	1,987.50	1,312.50	0.00	2,812.50
Audio/Video	0.00	0.00	0.00	0.00	0.00	0.00
External Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00
General Counsel (1099-MISC)	11,266.00	9,449.00	18,015.25	0.00	0.00	19,975.31
Program Specialist & Admin.	5,000.00	5,000.00	10,000.00	5,000.00	0.00	10,000.00
Total Contractual Services	17,391.00	14,449.00	30,002.75	6,312.50	0.00	32,787.81
Maintenance and repair	0.00	0.00	0.00	0.00	0.00	2,200.00
Operations						
Awards & Recognition	0.00	0.00	0.00	0.00	0.00	0.00
Communications	0.00	0.00	0.00	0.00	1,504.96	1,884.20
Community Awareness/Engagement	0.00	0.00	0.00	0.00	0.00	3,883.60
Dues & Subscription	0.00	600.00	175.00	19.99	5,786.69	1,649.60
Equipment	0.00	0.00	0.00	988.10	0.00	947.75
Furniture	0.00	0.00	0.00	25,142.11	0.00	22,294.27
Insurance (Liab., D&O, WC)	0.00	0.00	14,494.00	0.00	1,169.55	0.00
IT Hardware	0.00	1,213.67	1,348.05	0.00	183.92	-31.00
IT Services (Web & Email)	0.00	273.80	161.19	154.50	154.50	523.86
Misc expenses	405.03	0.00	0.00	366.26	1,282.47	678.57
Occupancy (Rent, Util., Janito)	0.00	0.00	0.00	6,470.67	6,222.50	1,571.83
Office Supplies	0.00	39.08	0.00	0.00	300.00	480.36
Payroll processing / HR	1,251.58	1,273.64	1,910.46	1,313.64	1,273.64	1,273.64
Postage and Courier	0.00	0.00	0.00	13.20	359.25	0.00
Printing and Copying	134.99	27.52	145.66	76.44	136.62	0.00
Program & Financial Software	0.00	0.00	0.00	26,500.03	0.00	0.00
Public Relations	0.00	0.00	0.00	450.00	0.00	1,700.00
Publication (Legal Adv)	0.00	10.64	0.00	1,580.24	1,569.78	23.24
Software	79.85	79.14	80.83	97.65	92.85	137.19
Sponsorship	0.00	0.00	0.00	500.00	0.00	0.00
Travel and Meetings						
Conference, Convention, Meeting	1,631.64	15.00	282.45	3,256.35	0.00	0.00
Travel (mileage/tolls)	820.32	-44.64	0.00	1,079.33	0.00	0.00
Travel and Meetings - Other	0.00	0.00	640.00	229.98	5.95	687.00
Total Travel and Meetings	2,451.96	-29.64	922.45	4,565.66	5.95	687.00
Total Operations	4,323.41	3,487.85	19,237.64	68,238.49	20,042.68	37,704.11
Program Investments						
Capacity Building	0.00	0.00	0.00	0.00	0.00	17,500.00
Priority Funding	0.00	0.00	0.00	0.00	0.00	0.00
Summer Programmatic Funding	0.00	0.00	0.00	0.00	0.00	6,222.50
Total Program Investments	0.00	0.00	0.00	0.00	0.00	23,722.50
Security System	0.00	0.00	0.00	21,160.00	0.00	0.00
Unclassified expenses	0.00	0.00	0.00	0.00	0.00	273.72
Total Expense	51,304.97	50,505.89	96,252.26	134,325.94	60,213.35	137,178.86
Net Ordinary Income	-44,318.96	556,914.93	5,923,630.64	35,470.05	154,227.88	9,662.77
Net Income	-44,318.96	556,914.93	5,923,630.64	35,470.05	154,227.88	9,662.77

	Apr 23	May 23	Jun 23	TOTAL
Ordinary Income/Expense				
Income				
Ad Valorem Proceeds	230,911.85	72,438.91	171,430.21	7,568,194.75
Interest	19,192.58	19,857.56	18,842.42	129,847.36
Total Income	250,104.43	92,296.47	190,272.63	7,698,042.11
Expense				
Compensation /Employee Benefits				
Health Insurance	7,996.28	7,996.28	7,950.88	53,247.74
Payroll taxes	1,910.72	1,667.34	2,838.87	19,465.82
Retirement Contribution	4,977.26	4,977.26	4,595.62	43,508.11
Salaries	25,442.30	25,442.30	38,163.45	246,184.70
Total Compensation /Employee Benefits	40,326.56	40,083.18	53,548.82	362,406.37
Contractual Services				
Accounting Fees	0.00	1,425.00	2,662.50	11,325.00
Audio/Video	0.00	0.00	469.00	469.00
External Audit Fee	0.00	0.00	29,500.00	29,500.00
General Counsel (1099-MISC)	0.00	3,894.00	3,586.25	66,185.81
Program Specialist & Admin.	0.00	5,000.00	5,000.00	45,000.00
Total Contractual Services	0.00	10,319.00	41,217.75	152,479.81
Maintenance and repair	0.00	0.00	0.00	2,200.00
Operations				
Awards & Recognition	0.00	89.95	0.00	89.95
Communications	279.06	282.99	366.88	4,318.09
Community Awareness/Engagement	1,943.28	0.00	0.00	5,826.88
Dues & Subscription	0.00	0.00	300.00	8,531.28
Equipment	0.00	0.00	0.00	1,935.85
Furniture	40,492.49	0.00	0.00	87,928.87
Insurance (Liab., D&O, WC)	0.00	200.00	0.00	15,863.55
IT Hardware	0.00	0.00	0.00	2,714.64
IT Services (Web & Email)	524.46	533.69	1,407.31	3,733.31
Misc expenses	1,801.82	-37.51	756.29	5,252.93
Occupancy (Rent, Util., Janito)	6,952.50	7,313.50	6,222.50	34,753.50
Office Supplies	614.94	1,115.15	0.00	2,549.53
Payroll processing / HR	1,288.64	0.00	0.00	9,585.24
Postage and Courier	25.20	0.00	12.75	410.40
Printing and Copying	0.00	0.00	0.00	521.23
Program & Financial Software	0.00	0.00	30,000.00	56,500.03
Public Relations	0.00	0.00	0.00	2,150.00
Publication (Legal Adv)	0.00	0.00	11.06	3,194.96
Software	128.30	130.70	177.10	1,003.61
Sponsorship	0.00	0.00	5,000.00	5,500.00
Travel and Meetings				
Conference, Convention, Meeting	0.00	150.00	0.00	5,335.44
Travel (mileage/tolls)	19.40	-19.40	0.00	1,855.01
Travel and Meetings - Other	0.00	0.00	0.00	1,562.93
Total Travel and Meetings	19.40	130.60	0.00	8,753.38
Total Operations	54,070.09	9,759.07	44,253.89	261,117.23
Program Investments				
Capacity Building	17,500.00	0.00	18,556.57	53,556.57
Priority Funding	0.00	0.00	1,500.00	1,500.00
Summer Programmatic Funding	0.00	699,118.83	222,497.11	927,838.44
Total Program Investments	17,500.00	699,118.83	242,553.68	982,895.01
Security System	0.00	0.00	0.00	21,160.00
Unclassified expenses	-273.72	0.00	0.00	0.00
Total Expense	111,622.93	759,280.08	381,574.14	1,782,258.42
Net Ordinary Income	138,481.50	-666,983.61	-191,301.51	5,915,783.69
Net Income	138,481.50	-666,983.61	-191,301.51	5,915,783.69

Executive Director's Report
Governing Council Meeting | Thursday, July 20, 2023

CSC Leon Council Member Appointments/Vacancies – Council Member terms have been updated on the Leon County Government website. No updates from the Governor's Office.

Integrated Information Systems Solution – SAMIS (Services & Activities Management Information System) implementation continues. SAMIS will be used for the first SIPS applications due August 1, and will be used for data reporting for recently funded programming. Staff will do a demonstration at a future Council Meeting.

Reminder: New Worlds Reading Initiative – CSC Leon will partner with New Worlds Reading to enroll eligible students in kindergarten through 5th grade in this FREE literacy program that mails a new book each month to the student's home to help build personalized libraries based on the student's interest, provide families with practical and supporting material to help build reading confidence, reinforce the science of reading strategies, and to help support the successful launching of reading skills and a love of reading.

Reminder: WFSU Education and Development Summer Challenge 2023 – CSC Leon is a partner with WFSU-TV Education and Development for the Summer Challenge 2023, which will distribute 3,500 backpacks filled with educational activities for Leon County rising 1st grade students. Specifically, they will be distributed at each Title I elementary school, at the public libraries and during the June 3 Kick-Off. CSC Leon joins Leon County Schools, Prevent Child Abuse Florida, Ready-to-Learn PBS KIDS CPB grant, the Community Classroom Consortium and WNET Camp TV grant.

Submitted by:
Cecka Rose Green, CPM
Executive Director

RESOLUTION NO. 2023-04

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR AND CSC LEON STAFF TO FACILITE ENGAGEMENT OF THE FLORIDA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (FLCLASS) TO ASSIST WITH INVESTMENT OF CSC LEON FUNDS UNTIL SUCH FUNDS ARE NEEDED FOR EXPENDITURE; DIRECTING STAFF TO BRING FORTH AN INTERLOCAL AGREEMENT AND/OR OTHER RELATED DOCUMENTS FOR APPROVAL BY THE GOVERNING COUNCIL TO EFFECTUATE SUCH ENGAGEMENT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County ("CSC Leon") is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Florida Cooperative Liquid Assets Securities System ("FLCLASS") is an intergovernmental investment pool authorized under Section 218.415, Florida Statutes which was created by an interlocal agreement by and among state public agencies as described in Section 163.01, Florida Statutes.

(B) FLCLASS provides Florida governmental entities with a convenient method for investing in high-quality, short- to medium-term securities carefully selected to optimize interest earnings while maximizing safety and liquidity.

(C) By engaging FLCLASS for such purpose, the Governing Council of CSC Leon (the "Governing Council") can facilitate the investment of CSC Leon funds, until such funds are needed for expenditure, at higher rates of return than are typically available through common depository accounts, while ensuring that any such investments offer the security and stability appropriate for local government entities and public funds.

(D) Information concerning FLCLASS has been presented to the Finance and Budget Committee which has determined that the full Governing Council should consider engagement of FLCLASS through approval of an interlocal agreement and/or other related documents.

(E) Engagement of FLCLASS for this purpose is an interlocal/intergovernmental arrangement pursuant to Section 163.01, Florida Statutes, and a cooperative purchase of services, both of which are authorized exemptions to competitive procurement under CSC Leon's purchasing policy.

(F) The Governing Council adopts this Resolution for purposes of directing the Executive Director and CSC Leon staff to facilitate engagement of FLCLASS and to bring forth an interlocal agreement or such other documents for Governing Council approval as may be necessary or desirable in furtherance of such engagement.

SECTION 3. AUTHORITY AND DIRECTION. The Executive Director and CSC Leon staff are hereby authorized and directed to coordinate with FLCLASS and take such actions as may be necessary to facilitate the engagement of FLCLASS for providing investment services to CSC Leon, and to bring forth an interlocal agreement and/or other related documentation effectuating such engagement for consideration and approval by the Governing Council. Such actions by the Executive Director and CSC Leon staff may also include, but are not limited to, submitting an application and related information to FLCLASS on behalf of CSC Leon.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this ____ day of July, 2023.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Executive Director

CSC Leon Budget Forecast
Prepared June 1

				Out-year Forecast		
				4.00%		
Fiscal Year	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
Valuation	19,598,893,987	21,443,329,839	23,126,538,804	24,051,600,356	25,013,664,370	26,014,210,945
0.375 Ad Valorem at 95%	6,982,106	7,639,186	8,238,829	8,568,383	8,911,118	9,267,563
Projected Annual Increase	-	-	599,643.19	329,553.18	342,735.31	356,444.72
Annual Reserves (8%)	349,105	381,959	659,106	685,471	712,889	741,405
Catastrophe Fund (2%)			164,777	171,368	178,222	185,351
% of op budget	5%	5%	10%	10%	10%	10%
0.4375 Ad Valorem at 95%	8,145,790	8,912,384	9,611,968	9,996,446	10,396,304	10,812,156
Projected Annual Increase	1,163,684	766,593.65	699,583.73	384,478.71	399,857.86	415,852.17
Annual Reserves/Cat Fund	407,290	445,619	961,197	999,645	1,039,630	1,081,216
0.5 Ad Valorem at 95%	9,309,475	10,185,582	10,985,106	11,424,510	11,881,491	12,356,750
Projected Annual Increase	2,327,369	876,107.03	799,524.26	439,404.24	456,980.41	475,259.62
Annual Reserves/Cat Fund	465,474	509,279	1,098,511	571,226	594,075	617,838
Note: FY24 based on June 1 preliminary numbers						
Budgeting at 95% collection rate of valuation per statute directive						

CSC Leon Budget Forecast
Prepared June 1

Fiscal Year	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33
Valuation	27,054,779,383	28,136,970,558	29,262,449,381	30,432,947,356	31,650,265,250	32,916,275,860
0.375 Ad Valorem at 95%	9,638,265	10,023,796	10,424,748	10,841,737	11,275,407	11,726,423
Projected Annual Increase	370,702.51	385,530.61	400,951.83	416,989.90	433,669.50	451,016.28
Annual Reserves (8%)	771,061	801,904	833,980	867,339	902,033	938,114
Catastrophe Fund (2%)	192,765	200,476	208,495	216,835	225,508	234,528
% of op budget	10%	10%	10%	10%	10%	10%
0.4375 Ad Valorem at 95%	11,244,643	11,694,428	12,162,206	12,648,694	13,154,641	13,680,827
Projected Annual Increase	432,486.26	449,785.71	467,777.14	486,488.22	505,947.75	526,185.66
Annual Reserves/Cat Fund	1,124,464	1,169,443	1,216,221	1,264,869	1,315,464	1,368,083
0.5 Ad Valorem at 95%	12,851,020	13,365,061	13,899,663	14,455,650	15,033,876	15,635,231
Projected Annual Increase	494,270.01	514,040.81	534,602.44	555,986.54	578,226.00	601,355.04
Annual Reserves/Cat Fund	642,551	668,253	694,983	722,782	751,694	781,762
Note: FY24 based on June 1 preliminary numbers						
Budgeting at 95% collection rate of valuation per statute directive						

Proposed Budget - October 2023 - September 2024										
Prior Year Fund Balance										
Annual Reserves Rollover from FY 2022-23	\$ 381,620									
Carryforward Programmatic FY 2022-23 (approximate)	\$ 7,785,700									
Carryforward - Operations	\$ 574,670									
	8,741,990									
Ad Valorem Proceeds - (@95% collection rate)										
Ad Valorem Proceeds - (@95% collection rate)	\$ 7,639,186	79%	\$ 8,238,829	79%	\$ 9,611,968	81%	\$ 10,985,106	83%		
Interest @ 2.0%	\$ 152,784	2%	\$ 339,616	3%	\$ 367,079	3%	\$ 394,542	3%		Est. interest
Total Income	\$ 9,633,960	100%	\$ 10,420,435	100%	\$ 11,821,037	100%	\$ 13,221,638	100%		
Expenses										
Reserves										
Reserve Funds	\$ 763,919		\$ 823,883		\$ 961,197		\$ 1,098,511			10% of new ad valorem revenue (Contingency @8% and Catastrophe @2%)
Subtotal Expense - Reserves	\$ 763,919	8%	\$ 823,883	8%	\$ 961,197	8%	\$ 1,098,511	8%		
Compensation and Employee Benefits (Full-Time)										
Health Insurance	\$ 126,288		\$ 126,288		\$ 126,288		\$ 126,288			For 5 FTEs
Life Insurance	\$ 4,047		\$ 4,047		\$ 4,047		\$ 4,047			Employer paid premium
Payroll taxes	\$ 30,283		\$ 30,283		\$ 30,283		\$ 30,283			FICA @ 7.65%
Retirement Contribution	\$ 80,690		\$ 80,690		\$ 80,690		\$ 80,690			FRS Contribution @ 34.52% (for SMS); @13.57% (for other)
Salaries	\$ 395,850		\$ 395,850		\$ 395,850		\$ 395,850			ED (\$129k), DFO (\$89k), ASM (\$48k), PA/RM (\$76k), PQASp (\$55k) - incl. poss. 5% increases for all but ED
Subtotal Expense - Compensation and Benefits	\$ 637,158	7%	\$ 637,158	6%	\$ 637,158	5%	\$ 637,158	5%		
Contract Services - Staffing										
Accounting Services	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,000			For contract CPA firm
General Counsel/Legal Services	\$ 75,000		\$ 75,000		\$ 75,000		\$ 75,000			For contract General Counsel firm
Contract Staffing Services	\$ 199,000		\$ 199,000		\$ 199,000		\$ 199,000			Spec. Proj., Grants, PR/Comms/Outreach, Prog. Monitoring, etc.
Subtotal Expense - Contract Services - Staffing	\$ 294,000	3%	\$ 294,000	3%	\$ 294,000	2%	\$ 294,000	2%		
Contracted Services - Other										
Annual Independent Audit Services	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,000			Financial Audit for FY 2022-2023
Payroll Processing	\$ 4,000		\$ 4,000		\$ 4,000		\$ 4,000			Payroll processing and personnel services
Subtotal Expense - Contracted Services - Other	\$ 24,000	0.2%	\$ 24,000	0.2%	\$ 24,000	0.2%	\$ 24,000	0.2%		
Collection Expense										
Ad Valorem Collection fees	\$ 152,784		\$ 164,777		\$ 192,239		\$ 219,702			Required fees to Leon County Tax Collector and Property Appraiser Offices
TRIM advertisement fees	\$ 2,000		\$ 2,000		\$ 2,000		\$ 2,000			Required TRIM advertisement
Special District fee	\$ 175		\$ 175		\$ 175		\$ 175			Required fee to be a special district
Subtotal Expense - Collection Expense	\$ 154,959	2%	\$ 166,952	2%	\$ 194,414	2%	\$ 221,877	2%		
Communications										
Cell phones	\$ 2,500		\$ 2,500		\$ 2,500		\$ 2,500			5 cell phones
Internet/VOIP	\$ 3,000		\$ 3,000		\$ 3,000		\$ 3,000			Internet and voiceover IP services
Virtual Platform	\$ 760		\$ 760		\$ 760		\$ 760			Zoom™ licenses
Subtotal Expense - Communications	\$ 6,260	0.06%	\$ 6,260	0.06%	\$ 6,260	0.05%	\$ 6,260	0.05%		
Dues and Subscriptions										
FACCT	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,000			Membership in Florida Alliance for Children's Councils and Trusts
UPHS	\$ 600		\$ 600		\$ 600		\$ 600			United Partners for Human Services Membership
Chambers of Commerce	\$ 1,600		\$ 1,600		\$ 1,600		\$ 1,600			Membership in 3 Chambers
Subtotal Expense - Dues and Subscriptions	\$ 22,200	0.2%	\$ 22,200	0.2%	\$ 22,200	0.2%	\$ 22,200	0.2%		
Information Technology										
Computers	\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000			2 for PQASpecialist and Admin. Asst.
Equipment rental	\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000			Lease maintenance for printers, A/V, webcams, mics, etc.
Website maintenance	\$ 1,500		\$ 1,500		\$ 1,500		\$ 1,500			For website hosting services and publishing
Software Package	\$ 3,200		\$ 3,200		\$ 3,200		\$ 3,200			IT Partners - Office 365, Power BI, Exchange Online for employees
Subtotal Expense - Information Technology	\$ 21,700	0.2%	\$ 21,700	0.2%	\$ 21,700	0.2%	\$ 21,700	0.2%		
Insurance - Business										
Liability, D & O, Worker's Comp, Cyber	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,000			For business insurance coverages
Subtotal Expense - Insurance - Business	\$ 20,000	0.2%	\$ 20,000	0.2%	\$ 20,000	0.2%	\$ 20,000	0.2%		

Occupancy											
	Rent (incl. utilities, janitorial, bldg./lawn maintenance)		\$ 74,670		\$ 74,670		\$ 74,670		\$ 74,670		two years occupancy was allocated from FY 2021-22 funding; this is second year
	Furniture		\$ 500		\$ 500		\$ 500		\$ 500		
	Security System		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		security system monitoring
	Subtotal Expense - Occupancy		\$ 80,170	0.8%	\$ 80,170	0.8%	\$ 80,170	0.7%	\$ 80,170	0.6%	
Office Supplies and Support											
	Office Supplies		\$ 1,200		\$ 1,200		\$ 1,200		\$ 1,200		general office supplies
	Postage and Courier		\$ 750		\$ 750		\$ 750		\$ 750		first-class postage
	Printing and Copying		\$ 1,500		\$ 1,500		\$ 1,500		\$ 1,500		printer paper
	Shredding		\$ 400		\$ 400		\$ 400		\$ 400		confidential documents and recycling services
	Subtotal Expense - Office Supplies and Support		\$ 3,850	0.04%	\$ 3,850	0.04%	\$ 3,850	0.03%	\$ 3,850	0.03%	
Travel											
	Registration - Conferences/Meetings		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000		Property, Learners to Earners, UPHS, etc.
	Lodging		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		FACCT Annual Meeting, Prosperity, Learners to Earners, etc.
	Meals - per diem		\$ 2,000		\$ 2,000		\$ 2,000		\$ 2,000		per diem for conferences/meetings
	Transportation - automobile rental		\$ 2,500		\$ 2,500		\$ 2,500		\$ 2,500		rentals for conference travel
	Mileage and tolls		\$ 500		\$ 500		\$ 500		\$ 500		vicinity miles
	Subtotal Expense - Travel		\$ 20,000	0.2%	\$ 20,000	0.2%	\$ 20,000	0.2%	\$ 20,000	0.2%	
Miscellaneous											
	Awards and Recognitions		\$ 500		\$ 500		\$ 500		\$ 500		
	CSC Awareness		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		CSC Leon awareness and branding
	Subtotal Expense - Miscellaneous		\$ 10,500	0.1%	\$ 10,500	0.1%	\$ 10,500	0.1%	\$ 10,500	0.1%	
	Subtotal Expense		\$ 2,058,715	21%	\$ 2,130,672	20%	\$ 2,295,449	19%	\$ 2,460,226	19%	
	Total Administrative Expense		\$ 1,139,838	15%	\$ 1,139,838	13%	\$ 1,139,838	10%	\$ 1,139,838	9%	
Program Investments and Supports											
	Family Resource Centers	\$ 4,000,000				\$ -		\$ -			FRCs (if funded)
	Family Strengthening/Parent Education	\$ 2,100,000				\$ -		\$ -			Family Strengthening/Parent Education (FY 2022-23 expenditure \$300,000)
	Youth Mentoring (Youth Violence Prevention)	\$ 800,000				\$ -		\$ -			Youth Mentoring (FY 2022-23 expenditure \$200,000)
	* Early Learning		\$ 745,200	10%	\$ 745,200	9%	\$ 745,200	7%	\$ 745,200	7%	New Early Learning/Childhood Program Investments
	* Summer Bridge Programming		\$ 1,750,000	22%	\$ 1,750,000	20%	\$ 1,750,000	18%	\$ 1,750,000	15%	Focus to be determined by Council
	* Prenatal/Postnatal Support Services		\$ 1,200,000	15%	\$ 1,200,000	14%	\$ 1,200,000	12%	\$ 1,200,000	11%	Prenatal/Postnatal Support Program Investments
	* Youth Development Programming		\$ 25,000	0.3%	\$ 25,000	0.3%	\$ 25,000	0.3%	\$ 25,000	0.2%	Establishment of CSC Leon Teen Board
	* Small Investments for Program Success (SIPS) Funding		\$ 600,000	8%	\$ 600,000	7%	\$ 600,000	6%	\$ 600,000	5%	Quarterly funding for small programs
	Capacity Building & Technical Assistance		\$ 169,000	2%	\$ 169,000	2%	\$ 169,000	2%	\$ 169,000	1%	Contract with INIE and UPHS (FY 2022-23 expenditure \$120,000)
	Program software (SAMIS)		\$ 30,000	0.4%	\$ 30,000	0.3%	\$ 30,000	0.3%	\$ 30,000	0.3%	Programming and data software/SAMIS Collaborative (FY 2022-23 expenditure \$116,500)
	Program research and analysis		\$ 30,000	0.4%	\$ 30,000	0.3%	\$ 30,000	0.3%	\$ 30,000	0.3%	\$25,000)
	Community Outreach and Events		\$ 20,000	0.3%	\$ 20,000	0.2%	\$ 20,000	0.2%	\$ 20,000	0.2%	Incl. collab. w/COT, LC, UWBB on neighborhood-level engagement events and Summer Expo
	* New Funds Available for Programming		\$ 3,006,044	39%	\$ 3,720,563	43%	\$ 4,956,388	50%	\$ 6,192,212	54%	Investments to be determined by Council
	Subtotal Expense - Program Investments	\$ 6,900,000	\$ 7,575,244	97%	\$ 8,289,763	97%	\$ 9,525,588	95%	\$ 10,761,412	95%	All program investment categories
	Total Expense	\$ 6,900,000	\$ 9,633,960		\$ 10,420,435		\$ 11,821,037		\$ 13,221,638		
	Net Ordinary Income [surplus/(deficit)]*	\$ -1,841,990	\$ -		\$ -		\$ -		\$ -		



**Council Strategic Planning/Retreat
Monday, August 21, 1:00 p.m.**

Proposed Topics

- I. Review: CSC Leon Theory of Change
 - A. 3 Main Priorities
- II. Accomplishments: Funded Programs/Priorities
 - A. FY 2021-22
 - B. FY 2022-23
 - C. FY 2023-24
- III. Exercise: SWOT Analysis
 - A. Strengths, Weaknesses, Opportunities, Threats
- IV. Discussion: Spending Plan
 - A. FY 2023 through FY 2025 (programs and campaigns)
 - B. Strategic Focus - document
- V. Implementation: Program Procurement
 - A. 8 Funding Categories
 - B. Strategies
 - C. Types/Meanings
- VI. Governance: CSC Leon Council
 - A. Committees
 - i. Bylaws
 - B. Full Council Meetings and Workshops
- VII. Next Meeting Dates
 - A. Governing Council Meeting – Thursday, September 21, at 4:00 p.m.
 - B. Annual Meeting – Thursday, October 19, at 4:00 p.m.