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

Thursday, December 21, 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/UCc74A9evhLxbHIrH63-clbQ.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Consent Agenda
 - A. Minutes from the October meeting
 - B. Financials for October-November 2023
 - C. Executive Director's Report
- VI. General Counsel's Update
 - A. FL CLASS Participation & Investment Update
 - i. Presentation of Resolution 2023-05
 - ii. Questions and Answers/Discussion
 - iii. Public Comment
 - iv. Consideration of Recommendation
- VII. Small Investments for Program Success (SIPS)
 - A. Presentation of Applicants
 - B. Questions and Answers/Discussion
 - C. Public Comment
 - D. Consideration of Funding Recommendation
- VIII. Family Resource Center (FRC) Management ITN
 - A. Presentation of Recommendation by the Negotiation Team
 - B. Questions and Answers/Discussion
 - C. Public Comment
 - D. Consideration of Recommendation
- IX. Summer Internship Program in Partnership with Worlds of Work (W.O.W.)
 - A. Presentation of Funding Proposal
 - B. Questions and Answers/Discussion
 - C. Public Comment
 - D. Consideration of Recommendation
- X. Special Presentation: Overview of the November 28 Leon County Commission Workshop on Human Services Shington Lamy, Assistant County Administrator, Leon County

XI. Committee Updates

- A. Bylaws Committee
 - i. Presentation of Committee Recommendation
 - ii. Public Comment
 - iii. Consideration of Recommendation
- B. Executive Committee
 - i. Presentation of Committee Recommendation
 - ii. Public Comment
 - iii. Consideration of Recommendation
- XII. Next Meeting Agenda
- XIII. Member Comments
- XIV. Adjourn



MEETING:	Governing Council Meeting
DATE & TIME:	Thursday, October 19, 2023 4:00 p.m.
LOCATION:	CSC Leon Office 2002 Old St. Augustine Rd., Talla., FL 32301

Members Present:

- Dr. Zandra Glenn, Chair, Community Member
- Terrence Watts, Vice-Chair, DCF Appointee
- Paul Mitchell, Treasurer, Community Member
- Atty. Carolyn Cummings, Chair, Leon County BBOC
- Darryl Jones, School Board Member, Leon County Schools
- Mark O'Bryant, Community Member
- Rocky Hanna, Superintendent, Leon County Schools

Members Absent:

- Darryl Jones, School Board Chair, Leon County Schools
- Mark O'Bryant, Community Member
- Judge Anthony Miller, Second Judicial Circuit

Staff Present:

- Cecka Rose Green, Executive Director
- Holly McPhail, Special Projects Manager
- Jacinta Clay, Administrative Services Manager

AGENDA & ACTION:

- I. Call to Order 4:03 pm
- II. Roll Call (See attendance above)
- III. Approval of Agenda Mr. Mitchell moved; Mr. Watts seconded. Approved by consensus.
- IV. General Public Comment Detective M. Kelly; J. Sanderfer-Gonsen
- V. Consent Agenda Mr. Mitchell moved; Mr. Watts second. Approved by consensus.
- VI. **General Counsel Update** overview of Sunshine and Public Records Laws, and parliamentary procedures. Update on Executive Director evaluation timeline/process.
- VII. **Committee Assignments** reviewed Council committees; reduced committees to Executive, Finance and Budget, and Nominating. Also discussed changing Council meetings to twice quarterly. Bylaws will hold a final meeting to make recommendations for next Council meeting.
- VIII. Strategic Planning Meeting Review tabled discussion to the January 18, 2024, meeting.
- IX. **2023 Summer (Bridge) Program Funding** staff provided overview of summer funding, programs impact, number of participants, etc.
- X. **2024 Summer (Bridge) Program Funding Request for Applications (RFA)** there was no public comment. Mr. Mitchell moved approval; Commissioner Cummings seconded. Passed unanimously with recommended changes.
- XI. Emergency Funding Request: Children's Advocacy Center (Tiffany Martin, Executive Director, Children's Home Society of Florida, Tallahassee/Gainesville Area) Mr. Mitchell moved and Commissioner Cummings seconded motion for the CSC to establish criteria for a SIPs funding category for organizations with operating budget of more than \$100,000 and have an emergent need. Public comment provided by: J. Sandefer-Gonsen. Motion passed with a roll call vote.

ACTIVITIES/EVENTS

- ➤ Leon County Family Day Friday, November 24, 2023, 10 a.m. 2:00 p.m., Railroad Square Art District
- Family Literacy Night Monday, December 11, 2023, 4:00 8:00 p.m., CSC Leon Office

NEXT STEPS/TASKS

- > SIPS category for organizations with operating budget more than \$100,000 and emergent needs
- > Set Bylaws Committee meeting to present recommendation on reduction in number of Council committee and meeting frequency

NEXT MEETING:

- ➤ Governing Council Meeting Thursday, December 21, 2023, 4:00 p.m., CSC Leon Office (November meeting canceled)
- > FLCLASS Investment Resolution to set investment amounts
- > FY 2023-24 Quarter 1 SIPS Funding Approval

MEMBER COMMENTS:

Council Member Paul Mitchell

ADJOURNMENT:

Meeting adjourned at 6:47 p.m.

Children's Services Council of Leon County Balance Sheet

As of October 31, 2023

	Oct 31, 23
ASSETS Current Assets Checking/Savings 1001 · Operating 1002 · Money Market Account 1011 · Bill.com Money Out Clearing	961,622.52 7,710,877.09 -6.00
Total Checking/Savings	8,672,493.61
Total Current Assets	8,672,493.61
Other Assets 1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	8,678,716.11
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 2000 · Accounts Payable	-6,572.50
Total Accounts Payable	-6,572.50
Other Current Liabilities	-2,586.14
Total Current Liabilities	-9,158.64
Total Liabilities	-9,158.64
Equity 3200 · Unrestricted Net Assets Net Income	9,137,224.87 -449,350.12
Total Equity	8,687,874.75
TOTAL LIABILITIES & EQUITY	8,678,716.11

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

	TOTAL
Ordinary Income/Expense Income	
4000 · Ad Valorem Proceeds 4100 · Interest	1,211.74 16,015.84
Total Income	17,227.58
Expense Operations Equipment Publication (Legal Adv) Sponsorship	3,109.14 584.02 7,500.00
Total Operations	11,193.16
5010 · Compensation /Employee Benefits 5010.10 · Health Insurance 5010.30 · Payroll taxes 5010.40 · Retirement Contribution 5010.50 · Salaries	10,622.24 2,216.22 6,164.94 29,673.06
Total 5010 · Compensation /Employee Benefits	48,676.46
5020 · Contractual Services - Staffing Audio/Video 5020.10 · Accounting Fees	4,858.74 900.00
Total 5020 · Contractual Services - Staffing	5,758.74
5030 · Contractual Services (Other) 5030.20 · Payroll processing	341.25
Total 5030 · Contractual Services (Other)	341.25
5050 · Communications 5050.20 · Internet/VOIP	456.25
Total 5050 · Communications	456.25
5070 · Information Technology 5070.30 · Website maintenance 5070.40 · Software 5070.50 · Managed IT	350.00 259.41 182.31
Total 5070 · Information Technology	791.72
5090 · Occupancy 5090.10 · Rent 5090.30 · Security System	6,222.50
Total 5090 · Occupancy	6,632.50
5100 · Office Supplies and Support 5100.20 · Postage and Courier 5100.30 · Printing and Copying	10.93 644.00
Total 5100 · Office Supplies and Support	654.93
5200 · Travel 5200.20 · Lodging 5200.40 · Transportation - auto rental	100.83 123.83
Total 5200 · Travel	224.66
5300 · Miscellanous 5300.20 · CSC Awareness 5300.30 · Other	4,750.00 163.48
Total 5300 · Miscellanous	4,913.48

	TOTAL
5400 · Program Investments & Supports	
Community Outreach and Events	150.00
Family Supports	52,631.50
Program Software SAMIS	2,000.00
Summer Programmatic Funding	65,234.05
5400 · Program Investments & Supports - Other	266,919.00
Total 5400 · Program Investments & Supports	386,934.55
Total Expense	466,577.70
Net Ordinary Income	-449,350.12
Net Income	-449,350.12

Children's Services Council of Leon County Profit & Loss Budget vs. Actual

October 2023

_	Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				
4000 · Ad Valorem Proceeds 4100 · Interest	1,211.74 16,015.84	7,639,186.00 152,784.00	-7,637,974.26 -136,768.16	0.0% 10.5%
Total Income	17,227.58	7,791,970.00	-7,774,742.42	0.2%
Expense				
5010 · Compensation /Employee Benefits	40,000,04	400,000,00	445.005.70	0.40/
5010.10 · Health Insurance 5010.20 · Life Insurance	10,622.24 0.00	126,288.00 4,047.00	-115,665.76 -4,047.00	8.4% 0.0%
5010.30 · Payroll taxes	2,216.22	30,283.00	-28,066.78	7.3%
5010.40 · Retirement Contribution	6,164.94 29,673.06	80,690.00	-74,525.06	7.6% 7.5%
5010.50 · Salaries		395,850.00	-366,176.94	
Total 5010 · Compensation /Employee Benefits	48,676.46	637,158.00	-588,481.54	7.6%
5020 · Contractual Services - Staffing 5020.10 · Accounting Fees	0.00	20.000.00	-20,000.00	0.0%
5020.10 · Accounting rees 5020.20 · General Counsel (1099-MISC)	4,415.00	75,000.00	-70,585.00	5.9%
5020.30 · Staffing Services	7,600.00	199,000.00	-191,400.00	3.8%
Total 5020 · Contractual Services - Staffing	12,015.00	294,000.00	-281,985.00	4.1%
5030 · Contractual Services (Other)	0	00.000.00	00.000.00	0.004
5030.10 · Independent Audit 5030.20 · Payroll processing	0.00 341.25	20,000.00 4,000.00	-20,000.00 -3,658.75	0.0% 8.5%
Total 5030 · Contractual Services (Other)	341.25	24,000.00	-23,658.75	1.4%
5040 · Collection Expenses		*****	.,	
5040.10 · Ad Valorem Collection Fees	0.00	152,784.00	-152,784.00	0.0%
5040.20 · TRIM advertisement fees	0.00	2,000.00	-2,000.00	0.0%
5040.30 · Special District fee	0.00	175.00	-175.00	0.0%
Total 5040 · Collection Expenses	0.00	154,959.00	-154,959.00	0.0%
5050 · Communications 5050.10 · Cell phones	0.00	2.500.00	-2,500.00	0.0%
5050.20 · Internet/VOIP	456.25	3.000.00	-2,543.75	15.2%
5050.30 · Virtual Platform	0.00	760.00	-760.00	0.0%
Total 5050 · Communications	456.25	6,260.00	-5,803.75	7.3%
5060 · Dues	0.00	22,200.00	-22,200.00	0.0%
5070 · Information Technology 5070.10 · Computers	0.00	5,000.00	-5,000.00	0.0%
5070.10 · Computers 5070.20 · Equipment rental	870.72	12,000.00	-11,129.28	7.3%
5070.30 · Website maintenance	350.00	1,500.00	-1,150.00	23.3%
5070.40 · Software 5070.50 · Managed IT	259.41 182.31	3,200.00 0.00	-2,940.59 182.31	8.1% 100.0%
Total 5070 · Information Technology	1,662.44	21,700.00	-20,037.56	7.7%
5080 · Insurance-Liab., D&O, WC, Cyber	0.00	20,000.00	-20,000.00	0.0%
5090 · Occupancy	0.00	20,000.00	·	0.07
5090.10 · Rent	6,222.50	74,670.00	-68,447.50	8.3%
5090.20 · Furniture 5090.30 · Security System	0.00 410.00	500.00 5,000.00	-500.00 -4.590.00	0.0% 8.2%
Total 5090 · Occupancy	6.632.50	80,170.00	-73,537.50	8.3%
· •	0,032.00	00,170.00	-73,337.30	0.37
5100 · Office Supplies and Support 5100.10 · Office Supplies	0.00	1,200.00	-1,200.00	0.0%
5100.20 · Postage and Courier	10.93	750.00	-739.07	1.5%
5100.30 · Printing and Copying 5100.40 · Shredding	0.00 0.00	1,500.00 400.00	-1,500.00 -400.00	0.0% 0.0%
Total 5100 · Office Supplies and Support	10.93	3,850.00	-3,839.07	0.3%
5200 · Travel	10.00	0,000.00	0,000.0.	0.07
5200.10 · Registration-Conference/Meeting	0.00	5,000.00	-5,000.00	0.0%
5200.20 · Lodging 5200.30 · Meals - per diem	0.00 0.00	10,000.00 2.000.00	-10,000.00 -2,000.00	0.0% 0.0%
5200.40 · Transportation - auto rental	123.83	2,500.00	-2,376.17	5.0%
5200.50 · Mileage and talls	0.00	500.00	-500.00	0.0%
Total 5200 · Travel	123.83	20,000.00	-19,876.17	0.6%
5300 · Miscellanous	0.00	500.00	500.00	0.00/
5300.10 · Awards & Recognition 5300.20 · CSC Awareness	0.00 0.00	500.00 10,000.00	-500.00 -10,000.00	0.0% 0.0%
5300.30 · Other	176.92	.0,000.00	.0,000.00	3.070
Total 5300 · Miscellanous	176.92	10,500.00	-10,323.08	1.7%
		,	,	

	Oct 23	Budget	\$ Over Budget	% of Budget
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	0.00	169,000.00	-169,000.00	0.0%
Community Outreach and Events	150.00	20,000.00	-19,850.00	0.8%
Early Learning	0.00	745,200.00	-745,200.00	0.0%
Family Resource Centers	0.00	4,000,000.00	-4,000,000.00	0.0%
Family Strengthening/Parent Edu	0.00	2,100,000.00	-2,100,000.00	0.0%
Family Supports	215,755.27			
Funds Available for Program	0.00	3,006,044.00	-3,006,044.00	0.0%
Prenatal/Postnatal Support Serv	0.00	1,200,000.00	-1,200,000.00	0.0%
Program research and analysis	0.00	30,000.00	-30,000.00	0.0%
Program Software SAMIS	2,000.00	30,000.00	-28,000.00	6.7%
Small Investments for Program S	0.00	600,000.00	-600,000.00	0.0%
Summer Bridge Programming	0.00	1,750,000.00	-1,750,000.00	0.0%
Summer Programmatic Funding	78,461.80			
Youth Development Programming	0.00	25,000.00	-25,000.00	0.0%
Youth Mentoring (Youth Violence	0.00	800,000.00	-800,000.00	0.0%
Total 5400 · Program Investments & Supports	296,367.07	14,475,244.00	-14,178,876.93	2.0%
Total Expense	366,462.65	15,770,041.00	-15,403,578.35	2.39
Net Ordinary Income	-349,235.07	-7,978,071.00	7,628,835.93	4.49
Other Income/Expense Other Income				
7000 · Prior Year carryforward	0.00	8,741,990.00	-8,741,990.00	0.0%
Total Other Income	0.00	8,741,990.00	-8,741,990.00	0.0%
Other Expense		700.040.55	700.040.55	
8000 · Reserved Funds	0.00	763,919.00	-763,919.00	0.09
Total Other Expense	0.00	763,919.00	-763,919.00	0.09
Net Other Income	0.00	7,978,071.00	-7,978,071.00	0.09
t Income	-349.235.07	0.00	-349.235.07	100.09

Executive Director's Report Governing Council Meeting | Thursday, December 21, 2023

<u>CSC Leon Financial Audit FY 2022-23</u> — Purvis Gray, P.A., has started the financial audit process for fiscal year 2022-23, in accordance with the contract for their services. CSC Leon staff is working with them to provide all documentation required. The finished audit will be presented first to the Finance and Budget Committee, then to the full Council prior to June 30, 2024.

CSC Leon Council Member Appointments/Vacancies — On December 14, 2023, Ms. Green was notified that the Governor rejected Leon County Commission's nominated candidates for appointment to the CSC Leon. As such, the Governor's Appointments Office has requested that a new list of candidates be submitted for the Governor's consideration. In light of this, and in accordance with Florida Statutes, the County will immediately begin the solicitation process for citizen applications to serve on CSC Leon, which will be presented to the Board at its next regularly scheduled meeting on January 23, 2024. To apply for these vacancies, interested residents will have until January 10, 2024, to complete the County's online citizen committee application form, which is available here. To ensure applications are received from a diverse group of eligible residents, all the County's available print, radio, television, digital, and social media resources will be used to solicit applications for the existing CSC vacancies. The County will also reach out to the eligible citizens who previously applied but were not previously nominated by the Board to determine if they are still interested in seeking appointment to the CSC

<u>Community Outreach and Connections</u> – During the months of October and November, CSC Leon connected with the following persons/entities:

- Ms. Green provided comments at the Leon County Legislative Delegation Meeting on Thursday,
 October 5, at City Hall; information presented focused on the overall legislative priorities for the
 Florida Alliance of Children's Councils and Trusts (FACCT), the membership organization of CSCs in
 the state.
- CSC Leon Team members attended the ribbon-cutting and grand opening of the Stoops Center for Communities, Families and Children in the College of Social Work at Florida State University. CSC Leon is in partnership with the Stoops Center for the Rebound & Recovery program currently implemented in 61 pre-K and special needs classrooms in Leon County Schools.
- CSC Leon is a Silver Sponsor for North Florida Worlds of Work, held on October 19 20 at
 Tallahassee Community College. This was a fun, educational, hands-on opportunity for Leon County
 students to become familiar with a broad overview of career options. North Florida W.O.W. is a
 project of the Talent Development Council, a local collaborative of organizations focused on creating
 a more efficient workforce development ecosystem, developing a pipeline of highly skilled talent,
 and promoting access to training and employment opportunities. Next year's event has already
 been scheduled for October.
- On November 9, 2023, Ms. Green attended the Charlie and Tonja Ward Family Foundation Breakfast, during which time they announced plans for building the Champions Ranch.
- On November 14, CSC Leon was proud to attend the swearing in our Council Member Carolyn Cumming as the new Chair of the Leon County Board of Commissioners. Also in attendance were Council Members Darryl Jones, Paul Mitchell, and Rocky Hanna.
 - At the subsequent Commission Meeting, CSC Leon was proud to stand with Kacy Dennis,
 CEO & President of the Boys and Girls Clubs of the Big Bend, as Leon County Commissioner

Christian Caban (District 2) honored the organization for opening a new club in the Fort Braden Community, located in his district. Boys and Girls Clubs of the Big Bend was awarded funding for Summer 2023 from CSC Leon to open that club.

- Ms. Green attended the dedication and renaming of the Northeast Branch of the Leon County Public Library in honor of former County Commissioner Bruce J. Host on November 22, 2023.
- The Third Annual Leon County Family Day was held on November 24 (the day after Thanksgiving) at Railroad Square Art District to give families access to community resources in a fun-filled outdoor atmosphere. CSC Leon was the title sponsor and had a table, as well. We estimate that more than 100 families with children attended the event.

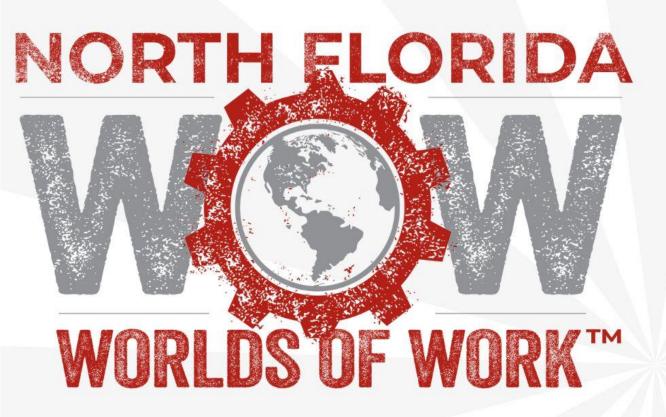
<u>Family Book Fair & Childhood Screening Event</u> – CSC Leon held its first Family Literacy Night on December 11, 2023. More than 50 children and their families participated in the event, accessing free resources to promote early literacy, caregiver-child bonding, and childhood developmental screenings. This event was made possible through participation from partner organizations, including: 2-1-1 of the Big Bend, Early Learning Coalition of the Big Bend, Florida Center for Reading Research, FSU's Rebound & Recovery, Leon County Schools, New Worlds Reading, and WFSU.

November 29, at the Turnbull Conference Center. CSC Leon was the presenting sponsor and Ms. Green provided an update on CSC Leon's accomplishments, funding, and future planning. The featured speaker was Dr. Dipesh Navasaria, a pediatrician and professor at the University of Wisconsin's School of Medicine and Public Health. He gave a very informative presentation on early childhood development. Council Members in attendance were Carolyn Cummings, Darryl Jones, Paul Mitchell, and Rocky Hanna.

<u>Treehouse Talk—the Official Newsletter of CSC Leon!</u> – The Council has distributed its newly created eNewsletter "Treehouse Talk" to people on our distribution list. All Council Members should have received it; if you did not, please check your spam/junk folder, or contact Ms. Holly McPhail, Special Projects Manager, to ensure we have you listed correctly in the database. Members of the community may visit our website, www.cscleonorg, to sign up to receive the publication. It is sent on the second Tuesday of each month.

<u>Update on Family Supports Program Funding</u> – Making Miracles Group Home was awarded funding from CSC Leon under the Family Strengthening/Parent Education procurement; however, we were notified by the organization in late September that they were to be acquired by an agency that does not accept governmental funding of any type. As such, CSC Leon has exercised the cancellation clause in the contract, effective November 15. Unused funds will remain with the Council for allocation in the future. For more specifics, please contact Ms. Snider, Director of Finance and Operations.

Submitted by: Cecka Rose Green, CPM Executive Director



SPONSORSHIP FULFILLMENT REPORT



On behalf of the Talent Development Council, we want to thank you and **Children's Services Council** for your sponsorship of the inaugural North Florida Worlds of Work! Your partnership was an integral part of putting this event together and creating a lasting impact for every student, teacher, parent, employer, and volunteer who participated.

We truly appreciate your support and look forward to working with you for North Florida Worlds of Work 2024!

Sincerely,
Talent Development Council













Silver Sponsorship Benefits

- Company logo with direct link on the North Florida Worlds of Work website
- Company logo with direct link on North Florida Worlds of Work Informational page on each partner's website
- Quarter page, full color advertisement in student companion book
- Event Signage
- Sponsorship announcement via social media, company tagged across all partner organization platforms - Facebook, Twitter, Instagram and LinkedIn
- Company logo printed on map
- Reserved seating for one at VIP Breakfast









SILVER SPONSORS







Company logo on WOW website with direct link to company website



Event Signage





Quarter page full color ad in 3,200 student companion books



The Moore Agency Capital Health Plan

Children's Services Council of Leon County







Facebook

Instagram

Reserved seating for 1 at VIP Breakfast



Event Photos









