

**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/UCC74A9evhLxbHlrH63-clbQ>.

**AGENDA**

*(revised)*

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Consent Agenda
  - A. Minutes from the October meeting (page 3)
  - B. Financials for October-November 2023 (pages 5 and 10, respectively)
  - C. Executive Director's Report (page 15)
- VI. General Counsel's Update
  - A. FL CLASS Participation & Investment Update
    - i. Presentation of Resolution 2023-05 (page 26)
    - ii. Questions and Answers/Discussion
    - iii. Public Comment
    - iv. Consideration of Recommendation
- VII. Small Investments for Program Success (SIPS)
  - A. Presentation of Applicants (handout)
  - 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 (page 44)
  - 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 (page 48)
  - 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
      - 1. Presentation of Resolution 2023-06 (page 51)
    - ii. Public Comment
    - iii. Consideration to approve of Resolution
  - B. Executive Committee
    - i. Presentation of Committee Recommendation
      - 1. Executive Director's Performance Evaluation (page 63)
    - ii. Public Comment
    - iii. Consideration of Recommendation
- XII. Next Meeting Agenda
- XIII. Member Comments
- XIV. Adjourn

	<b>MEETING:</b>	Governing Council Meeting
	<b>DATE &amp; TIME:</b>	Thursday, October 19, 2023   4:00 p.m.
	<b>LOCATION:</b>	CSC Leon Office   2002 Old St. Augustine Rd., Tallahassee, FL 32301
<b>Members Present:</b> <ul style="list-style-type: none"> <li>• Dr. Zandra Glenn, Chair, Community Member</li> <li>• Terrence Watts, Vice-Chair, DCF Appointee</li> <li>• Paul Mitchell, Treasurer, Community Member</li> <li>• Atty. Carolyn Cummings, Chair, Leon County BBOC</li> <li>• Darryl Jones, School Board Member, Leon County Schools</li> <li>• Mark O'Bryant, Community Member</li> <li>• Rocky Hanna, Superintendent, Leon County Schools</li> </ul>		<b>Members Absent:</b> <ul style="list-style-type: none"> <li>• Darryl Jones, School Board Chair, Leon County Schools</li> <li>• Mark O'Bryant, Community Member</li> <li>• Judge Anthony Miller, Second Judicial Circuit</li> </ul> <b>Staff Present:</b> <ul style="list-style-type: none"> <li>• Cecka Rose Green, Executive Director</li> <li>• Holly McPhail, Special Projects Manager</li> <li>• Jacinta Clay, Administrative Services Manager</li> </ul>
<b>AGENDA &amp; ACTION:</b>		
I. <b>Call to Order</b> – 4:03 pm II. <b>Roll Call</b> (See attendance above) III. <b>Approval of Agenda</b> – Mr. Mitchell moved; Mr. Watts seconded. Approved by consensus. IV. <b>General Public Comment</b> – Detective M. Kelly; J. Sanderfer-Gonsen V. <b>Consent Agenda</b> – Mr. Mitchell moved; Mr. Watts second. Approved by consensus. VI. <b>General Counsel Update</b> – overview of Sunshine and Public Records Laws, and parliamentary procedures. Update on Executive Director evaluation timeline/process. VII. <b>Committee Assignments</b> – 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. <b>Strategic Planning Meeting Review</b> – tabled discussion to the January 18, 2024, meeting. IX. <b>2023 Summer (Bridge) Program Funding</b> – staff provided overview of summer funding, programs impact, number of participants, etc. X. <b>2024 Summer (Bridge) Program Funding Request for Applications (RFA)</b> – there was no public comment. Mr. Mitchell moved approval; Commissioner Cummings seconded. Passed unanimously with recommended changes. XI. <b>Emergency Funding Request: Children's Advocacy Center (Tiffany Martin, Executive Director, Children's Home Society of Florida, Tallahassee/Gainesville Area)</b> – 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. Sanderfer-Gonsen. Motion passed with a roll call vote.		
<b>ACTIVITIES/EVENTS</b>		
➤ 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		
<b>NEXT STEPS/TASKS</b>		
➤ 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		

<b>NEXT MEETING:</b>
<ul style="list-style-type: none"> <li>➤ Governing Council Meeting – Thursday, December 21, 2023, 4:00 p.m., CSC Leon Office (November meeting canceled)</li> <li>➤ FLCLASS Investment Resolution to set investment amounts</li> <li>➤ FY 2023-24 Quarter 1 SIPS Funding Approval</li> </ul>
<b>MEMBER COMMENTS:</b>
Council Member Paul Mitchell
<b>ADJOURNMENT:</b>
Meeting adjourned at 6:47 p.m.

**Children's Services Council of Leon County**  
**Balance Sheet**  
As of October 31, 2023

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

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

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	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Ad Valorem Proceeds	1,211.74
4100 · Interest	16,015.84
<b>Total Income</b>	17,227.58
<b>Expense</b>	
<b>Operations</b>	
Equipment	3,109.14
Publication (Legal Adv)	584.02
Sponsorship	7,500.00
<b>Total Operations</b>	11,193.16
<b>5010 · Compensation /Employee Benefits</b>	
5010.10 · Health Insurance	10,622.24
5010.30 · Payroll taxes	2,216.22
5010.40 · Retirement Contribution	6,164.94
5010.50 · Salaries	29,673.06
<b>Total 5010 · Compensation /Employee Benefits</b>	48,676.46
<b>5020 · Contractual Services - Staffing</b>	
Audio/Video	4,858.74
5020.10 · Accounting Fees	900.00
<b>Total 5020 · Contractual Services - Staffing</b>	5,758.74
<b>5030 · Contractual Services (Other)</b>	
5030.20 · Payroll processing	341.25
<b>Total 5030 · Contractual Services (Other)</b>	341.25
<b>5050 · Communications</b>	
5050.20 · Internet/VOIP	456.25
<b>Total 5050 · Communications</b>	456.25
<b>5070 · Information Technology</b>	
5070.30 · Website maintenance	350.00
5070.40 · Software	259.41
5070.50 · Managed IT	182.31
<b>Total 5070 · Information Technology</b>	791.72
<b>5090 · Occupancy</b>	
5090.10 · Rent	6,222.50
5090.30 · Security System	410.00
<b>Total 5090 · Occupancy</b>	6,632.50
<b>5100 · Office Supplies and Support</b>	
5100.20 · Postage and Courier	10.93
5100.30 · Printing and Copying	644.00
<b>Total 5100 · Office Supplies and Support</b>	654.93
<b>5200 · Travel</b>	
5200.20 · Lodging	100.83
5200.40 · Transportation - auto rental	123.83
<b>Total 5200 · Travel</b>	224.66
<b>5300 · Miscellaneous</b>	
5300.20 · CSC Awareness	4,750.00
5300.30 · Other	163.48
<b>Total 5300 · Miscellaneous</b>	4,913.48

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

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

October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Ad Valorem Proceeds	1,211.74	7,639,186.00	-7,637,974.26	0.0%
4100 · Interest	16,015.84	152,784.00	-136,768.16	10.5%
<b>Total Income</b>	<b>17,227.58</b>	<b>7,791,970.00</b>	<b>-7,774,742.42</b>	<b>0.2%</b>
<b>Expense</b>				
<b>5010 · Compensation /Employee Benefits</b>				
5010.10 · Health Insurance	10,622.24	126,288.00	-115,665.76	8.4%
5010.20 · Life Insurance	0.00	4,047.00	-4,047.00	0.0%
5010.30 · Payroll taxes	2,216.22	30,283.00	-28,066.78	7.3%
5010.40 · Retirement Contribution	6,164.94	80,690.00	-74,525.06	7.6%
5010.50 · Salaries	29,673.06	395,850.00	-366,176.94	7.5%
<b>Total 5010 · Compensation /Employee Benefits</b>	<b>48,676.46</b>	<b>637,158.00</b>	<b>-588,481.54</b>	<b>7.6%</b>
<b>5020 · Contractual Services - Staffing</b>				
5020.10 · Accounting Fees	0.00	20,000.00	-20,000.00	0.0%
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%
<b>Total 5020 · Contractual Services - Staffing</b>	<b>12,015.00</b>	<b>294,000.00</b>	<b>-281,985.00</b>	<b>4.1%</b>
<b>5030 · Contractual Services (Other)</b>				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	341.25	4,000.00	-3,658.75	8.5%
<b>Total 5030 · Contractual Services (Other)</b>	<b>341.25</b>	<b>24,000.00</b>	<b>-23,658.75</b>	<b>1.4%</b>
<b>5040 · Collection Expenses</b>				
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%
<b>Total 5040 · Collection Expenses</b>	<b>0.00</b>	<b>154,959.00</b>	<b>-154,959.00</b>	<b>0.0%</b>
<b>5050 · Communications</b>				
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%
<b>Total 5050 · Communications</b>	<b>456.25</b>	<b>6,260.00</b>	<b>-5,803.75</b>	<b>7.3%</b>
<b>5060 · Dues</b>	<b>0.00</b>	<b>22,200.00</b>	<b>-22,200.00</b>	<b>0.0%</b>
<b>5070 · Information Technology</b>				
5070.10 · Computers	0.00	5,000.00	-5,000.00	0.0%
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	259.41	3,200.00	-2,940.59	8.1%
5070.50 · Managed IT	182.31	0.00	182.31	100.0%
<b>Total 5070 · Information Technology</b>	<b>1,662.44</b>	<b>21,700.00</b>	<b>-20,037.56</b>	<b>7.7%</b>
<b>5080 · Insurance-Liab., D&amp;O, WC, Cyber</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.0%</b>
<b>5090 · Occupancy</b>				
5090.10 · Rent	6,222.50	74,670.00	-68,447.50	8.3%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	410.00	5,000.00	-4,590.00	8.2%
<b>Total 5090 · Occupancy</b>	<b>6,632.50</b>	<b>80,170.00</b>	<b>-73,537.50</b>	<b>8.3%</b>
<b>5100 · Office Supplies and Support</b>				
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	0.00	1,500.00	-1,500.00	0.0%
5100.40 · Shredding	0.00	400.00	-400.00	0.0%
<b>Total 5100 · Office Supplies and Support</b>	<b>10.93</b>	<b>3,850.00</b>	<b>-3,839.07</b>	<b>0.3%</b>
<b>5200 · Travel</b>				
5200.10 · Registration-Conference/Meeting	0.00	5,000.00	-5,000.00	0.0%
5200.20 · Lodging	0.00	10,000.00	-10,000.00	0.0%
5200.30 · Meals - per diem	0.00	2,000.00	-2,000.00	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%
<b>Total 5200 · Travel</b>	<b>123.83</b>	<b>20,000.00</b>	<b>-19,876.17</b>	<b>0.6%</b>
<b>5300 · Miscellaneous</b>				
5300.10 · Awards & Recognition	0.00	500.00	-500.00	0.0%
5300.20 · CSC Awareness	0.00	10,000.00	-10,000.00	0.0%
5300.30 · Other	176.92			
<b>Total 5300 · Miscellaneous</b>	<b>176.92</b>	<b>10,500.00</b>	<b>-10,323.08</b>	<b>1.7%</b>



	Oct 23	Budget	\$ Over Budget	% of Budget
<b>5400 · Program Investments &amp; Supports</b>				
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%
<b>Total 5400 · Program Investments &amp; Supports</b>	<b>296,367.07</b>	<b>14,475,244.00</b>	<b>-14,178,876.93</b>	<b>2.0%</b>
<b>Total Expense</b>	<b>366,462.65</b>	<b>15,770,041.00</b>	<b>-15,403,578.35</b>	<b>2.3%</b>
<b>Net Ordinary Income</b>	<b>-349,235.07</b>	<b>-7,978,071.00</b>	<b>7,628,835.93</b>	<b>4.4%</b>
<b>Other Income/Expense</b>				
Other Income				
7000 · Prior Year carryforward	0.00	8,741,990.00	-8,741,990.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>8,741,990.00</b>	<b>-8,741,990.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000 · Reserved Funds	0.00	763,919.00	-763,919.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>763,919.00</b>	<b>-763,919.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>7,978,071.00</b>	<b>-7,978,071.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-349,235.07</b>	<b>0.00</b>	<b>-349,235.07</b>	<b>100.0%</b>

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

	Nov 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · Operating	1,804,422.18
1002 · Money Market Account	7,725,143.26
Total Checking/Savings	9,529,565.44
Total Current Assets	9,529,565.44
Other Assets	
1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
<b>TOTAL ASSETS</b>	<b>9,535,787.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-6,572.50
Total Accounts Payable	-6,572.50
Other Current Liabilities	
Accrued Payroll Expenses	8,577.46
2100 · Employee Paid Benefits Clearing	
AFLAC	257.48
Dental & Vision Insurance	-146.44
Group Term Life & Accidental	-1,002.36
Long Term Disability	-226.56
Supplemental Life & Accidental	259.20
Total 2100 · Employee Paid Benefits Clearing	-858.68
Total Other Current Liabilities	7,718.78
Total Current Liabilities	1,146.28
Total Liabilities	1,146.28
Equity	
3200 · Unrestricted Net Assets	9,189,164.78
Net Income	345,476.88
Total Equity	9,534,641.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,535,787.94</b>

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

October through November 2023

	Oct - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
4000 · Ad Valorem Proceeds	1,417,005.20	7,639,186.00	-6,222,180.80	18.5%
4100 · Interest	30,336.06	152,784.00	-122,447.94	19.9%
<b>Total Income</b>	<b>1,447,341.26</b>	<b>7,791,970.00</b>	<b>-6,344,628.74</b>	<b>18.6%</b>
<b>Expense</b>				
Operations				
Sponsorship	17,000.00			
<b>Total Operations</b>	<b>17,000.00</b>			
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	21,199.08	126,288.00	-105,088.92	16.8%
5010.20 · Life Insurance	0.00	4,047.00	-4,047.00	0.0%
5010.30 · Payroll taxes	5,540.55	30,283.00	-24,742.45	18.3%
5010.40 · Retirement Contribution	11,821.32	80,690.00	-68,868.68	14.7%
5010.50 · Salaries	74,182.65	395,850.00	-321,667.35	18.7%
<b>Total 5010 · Compensation /Employee Benefits</b>	<b>112,743.60</b>	<b>637,158.00</b>	<b>-524,414.40</b>	<b>17.7%</b>
5020 · Contractual Services - Staffing				
Audio/Video	4,858.74			
5020.10 · Accounting Fees	2,662.50	20,000.00	-17,337.50	13.3%
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%
<b>Total 5020 · Contractual Services - Staffing</b>	<b>19,536.24</b>	<b>294,000.00</b>	<b>-274,463.76</b>	<b>6.6%</b>
5030 · Contractual Services (Other)				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	828.75	4,000.00	-3,171.25	20.7%
<b>Total 5030 · Contractual Services (Other)</b>	<b>828.75</b>	<b>24,000.00</b>	<b>-23,171.25</b>	<b>3.5%</b>
5040 · Collection Expenses				
5040.10 · Ad Valorem Collection Fees	0.00	152,784.00	-152,784.00	0.0%
5040.20 · TRIM advertisement fees	584.02	2,000.00	-1,415.98	29.2%
5040.30 · Special District fee	0.00	175.00	-175.00	0.0%
<b>Total 5040 · Collection Expenses</b>	<b>584.02</b>	<b>154,959.00</b>	<b>-154,374.98</b>	<b>0.4%</b>
5050 · Communications				
5050.10 · Cell phones	213.10	2,500.00	-2,286.90	8.5%
5050.20 · Internet/VOIP	699.40	3,000.00	-2,300.60	23.3%
5050.30 · Virtual Platform	0.00	760.00	-760.00	0.0%
<b>Total 5050 · Communications</b>	<b>912.50</b>	<b>6,260.00</b>	<b>-5,347.50</b>	<b>14.6%</b>
5060 · Dues	300.00	22,200.00	-21,900.00	1.4%
5070 · Information Technology				
5070.10 · Computers	0.00	5,000.00	-5,000.00	0.0%
5070.20 · Equipment rental	4,704.34	12,000.00	-7,295.66	39.2%
5070.30 · Website maintenance	700.00	1,500.00	-800.00	46.7%
5070.40 · Software	459.88	3,200.00	-2,740.12	14.4%
5070.50 · Managed IT	182.31	0.00	182.31	100.0%
<b>Total 5070 · Information Technology</b>	<b>6,046.53</b>	<b>21,700.00</b>	<b>-15,653.47</b>	<b>27.9%</b>
5080 · Insurance-Liab., D&O, WC, Cyber	16,076.00	20,000.00	-3,924.00	80.4%
5090 · Occupancy				
5090.10 · Rent	12,445.00	74,670.00	-62,225.00	16.7%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	820.00	5,000.00	-4,180.00	16.4%
<b>Total 5090 · Occupancy</b>	<b>13,265.00</b>	<b>80,170.00</b>	<b>-66,905.00</b>	<b>16.5%</b>
5100 · Office Supplies and Support				
5100.10 · Office Supplies	305.54	1,200.00	-894.46	25.5%
5100.20 · Postage and Courier	10.93	750.00	-739.07	1.5%
5100.30 · Printing and Copying	644.00	1,500.00	-856.00	42.9%
5100.40 · Shredding	0.00	400.00	-400.00	0.0%
<b>Total 5100 · Office Supplies and Support</b>	<b>960.47</b>	<b>3,850.00</b>	<b>-2,889.53</b>	<b>24.9%</b>

	Oct - Nov 23	Budget	\$ Over Budget	% of Budget
<b>5200 · Travel</b>				
5200.10 · Registration-Conference/Meeting	0.00	5,000.00	-5,000.00	0.0%
5200.20 · Lodging	100.83	10,000.00	-9,899.17	1.0%
5200.30 · Meals - per diem	0.00	2,000.00	-2,000.00	0.0%
5200.40 · Transportation - auto rental	162.55	2,500.00	-2,337.45	6.5%
5200.50 · Mileage and talls	0.00	500.00	-500.00	0.0%
<b>Total 5200 · Travel</b>	<b>263.38</b>	<b>20,000.00</b>	<b>-19,736.62</b>	<b>1.3%</b>
<b>5300 · Miscellaneous</b>				
5300.10 · Awards & Recognition	0.00	500.00	-500.00	0.0%
5300.20 · CSC Awareness	4,750.00	10,000.00	-5,250.00	47.5%
5300.30 · Other	355.49			
5300 · Miscellaneous - Other	192.00			
<b>Total 5300 · Miscellaneous</b>	<b>5,297.49</b>	<b>10,500.00</b>	<b>-5,202.51</b>	<b>50.5%</b>
<b>5400 · Program Investments &amp; Supports</b>				
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	268,386.77			
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	4,000.00	30,000.00	-26,000.00	13.3%
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	168,602.91			
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%
5400 · Program Investments & Supports - Other	466,910.72			
<b>Total 5400 · Program Investments &amp; Supports</b>	<b>908,050.40</b>	<b>14,475,244.00</b>	<b>-13,567,193.60</b>	<b>6.3%</b>
<b>Total Expense</b>	<b>1,101,864.38</b>	<b>15,770,041.00</b>	<b>-14,668,176.62</b>	<b>7.0%</b>
<b>Net Ordinary Income</b>	<b>345,476.88</b>	<b>-7,978,071.00</b>	<b>8,323,547.88</b>	<b>-4.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Prior Year carryforward	0.00	8,741,990.00	-8,741,990.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>8,741,990.00</b>	<b>-8,741,990.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000 · Reserved Funds	0.00	763,919.00	-763,919.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>763,919.00</b>	<b>-763,919.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>7,978,071.00</b>	<b>-7,978,071.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>345,476.88</b>	<b>0.00</b>	<b>345,476.88</b>	<b>100.0%</b>

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

	Oct 23	Nov 23	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Ad Valorem Proceeds	1,211.74	1,415,793.46	1,417,005.20
4100 · Interest	16,015.84	14,320.22	30,336.06
<b>Total Income</b>	<b>17,227.58</b>	<b>1,430,113.68</b>	<b>1,447,341.26</b>
<b>Expense</b>			
<b>Operations</b>			
Sponsorship	7,500.00	9,500.00	17,000.00
<b>Total Operations</b>	<b>7,500.00</b>	<b>9,500.00</b>	<b>17,000.00</b>
<b>5010 · Compensation /Employee Benefits</b>			
5010.10 · Health Insurance	10,622.24	10,576.84	21,199.08
5010.30 · Payroll taxes	2,216.22	3,324.33	5,540.55
5010.40 · Retirement Contribution	6,164.94	5,656.38	11,821.32
5010.50 · Salaries	29,673.06	44,509.59	74,182.65
<b>Total 5010 · Compensation /Employee Benefits</b>	<b>48,676.46</b>	<b>64,067.14</b>	<b>112,743.60</b>
<b>5020 · Contractual Services - Staffing</b>			
Audio/Video	4,858.74	0.00	4,858.74
5020.10 · Accounting Fees	900.00	1,762.50	2,662.50
5020.20 · General Counsel (1099-MISC)	0.00	4,415.00	4,415.00
5020.30 · Staffing Services	0.00	7,600.00	7,600.00
<b>Total 5020 · Contractual Services - Staffing</b>	<b>5,758.74</b>	<b>13,777.50</b>	<b>19,536.24</b>
<b>5030 · Contractual Services (Other)</b>			
5030.20 · Payroll processing	341.25	487.50	828.75
<b>Total 5030 · Contractual Services (Other)</b>	<b>341.25</b>	<b>487.50</b>	<b>828.75</b>
<b>5040 · Collection Expenses</b>			
5040.20 · TRIM advertisement fees	584.02	0.00	584.02
<b>Total 5040 · Collection Expenses</b>	<b>584.02</b>	<b>0.00</b>	<b>584.02</b>
<b>5050 · Communications</b>			
5050.10 · Cell phones	0.00	213.10	213.10
5050.20 · Internet/VOIP	456.25	243.15	699.40
<b>Total 5050 · Communications</b>	<b>456.25</b>	<b>456.25</b>	<b>912.50</b>
<b>5060 · Dues</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
<b>5070 · Information Technology</b>			
5070.20 · Equipment rental	3,109.14	1,595.20	4,704.34
5070.30 · Website maintenance	350.00	350.00	700.00
5070.40 · Software	259.41	200.47	459.88
5070.50 · Managed IT	182.31	0.00	182.31
<b>Total 5070 · Information Technology</b>	<b>3,900.86</b>	<b>2,145.67</b>	<b>6,046.53</b>
<b>5080 · Insurance-Liab., D&amp;O, WC, Cyber</b>	<b>0.00</b>	<b>16,076.00</b>	<b>16,076.00</b>
<b>5090 · Occupancy</b>			
5090.10 · Rent	6,222.50	6,222.50	12,445.00
5090.30 · Security System	410.00	410.00	820.00
<b>Total 5090 · Occupancy</b>	<b>6,632.50</b>	<b>6,632.50</b>	<b>13,265.00</b>
<b>5100 · Office Supplies and Support</b>			
5100.10 · Office Supplies	0.00	305.54	305.54
5100.20 · Postage and Courier	10.93	0.00	10.93
5100.30 · Printing and Copying	644.00	0.00	644.00
<b>Total 5100 · Office Supplies and Support</b>	<b>654.93</b>	<b>305.54</b>	<b>960.47</b>

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	Oct 23	Nov 23	TOTAL
5200 · Travel			
5200.20 · Lodging	100.83	0.00	100.83
5200.40 · Transportation - auto rental	123.83	38.72	162.55
Total 5200 · Travel	224.66	38.72	263.38
5300 · Miscellaneous			
5300.20 · CSC Awareness	4,750.00	0.00	4,750.00
5300.30 · Other	163.48	192.01	355.49
5300 · Miscellaneous - Other	0.00	192.00	192.00
Total 5300 · Miscellaneous	4,913.48	384.01	5,297.49
5400 · Program Investments & Supports			
Community Outreach and Events	150.00	0.00	150.00
Family Supports	52,631.50	215,755.27	268,386.77
Program Software SAMIS	2,000.00	2,000.00	4,000.00
Summer Programmatic Funding	65,234.05	103,368.86	168,602.91
5400 · Program Investments & Supports - Other	266,919.00	199,991.72	466,910.72
Total 5400 · Program Investments & Supports	386,934.55	521,115.85	908,050.40
Total Expense	466,577.70	635,286.68	1,101,864.38
Net Ordinary Income	-449,350.12	794,827.00	345,476.88
Net Income	<b>-449,350.12</b>	<b>794,827.00</b>	<b>345,476.88</b>

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

**CSC Leon Financial Audit FY 2022-23** – 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

**Community Outreach and Connections** – 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.

**Family Book Fair & Childhood Screening Event** – 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.

**Ninth Annual Summit on Children** – The 9<sup>th</sup> Annual Summit on Children was on Wednesday, 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.

**Treehouse Talk—the Official Newsletter of CSC Leon!** – 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.cscleon.org](http://www.cscleon.org), to sign up to receive the publication. It is sent on the second Tuesday of each month.

**Update on Family Supports Program Funding** – 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



December 7, 2023

## REQUIRED COMMUNICATIONS LETTER

Board of Directors  
Children's Services Council of Leon County  
Tallahassee, Florida

We are engaged to audit the financial statements of the governmental activities and the major fund of Children's Services Council of Leon County (the Council) for the year ended September 30, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards***

As stated in our engagement letter dated January 31, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the system of internal control of the Council. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Council's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to RSI, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

### **Examination Report**

In addition to the audit of the financial statements, we will examine the Council's compliance with Florida Statutes, Section 218.415 – Investment of Public Funds, for the year ended September 30, 2023.

### **CERTIFIED PUBLIC ACCOUNTANTS**

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Tampa

[purvisgray.com](http://purvisgray.com)

Members of American and Florida Institutes of Certified Public Accountants

An Independent Member of the BDO Alliance USA

The objectives of our examinations are to: (1) obtain reasonable assurance about whether the Council has complied, in all material respects, with the requirements of Florida Statutes, Section 218.415, in relation to the investment of public funds; and (2) to express an opinion as to the Council's compliance with the aforementioned requirements.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, they will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Board of Directors and will be included in the bound reports with the Council's financial statements as required by the State of Florida, *Rules of the Auditor General*. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from these engagements.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

The report will be intended solely for the information and use of the Council, and applicable management, and should not be used by anyone other than these specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the Council has complied, in all material respects, with the requirements of Florida Statutes, Section 218.415, in relation to the investment of public funds. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or non-compliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and non-compliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial. We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of the investments in the financial statements, and compliance with public funds investment requirements in accordance with Florida Statutes, Section 218.415; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether all public funds are invested by the Council in compliance with the requirements of Florida Statutes, Section 218.415. Failure to provide such assertions will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the Council from whom we determine it necessary to obtain evidence.

**Planned Scope, Timing of the Audit, Significant Risks, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Council and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Council or to acts by management or employees acting on behalf of the Council. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our auditing planning:

- Improper Recognition of Revenue and/or Expenditures
- Management Override of Controls
- Implementation of Governmental Accounting Standards Board (GASB) Statement No. 96 – *Subscription-Based Information Technology Arrangements*
- Accounting for Leases in Accordance with GASB Statement No. 87 – *Leases*

We expect to begin our audit in December 2023 and issue our report in February 2024. Ryan M. Tucker, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Council and is not intended to be, and should not be, used by anyone other than these specified parties.

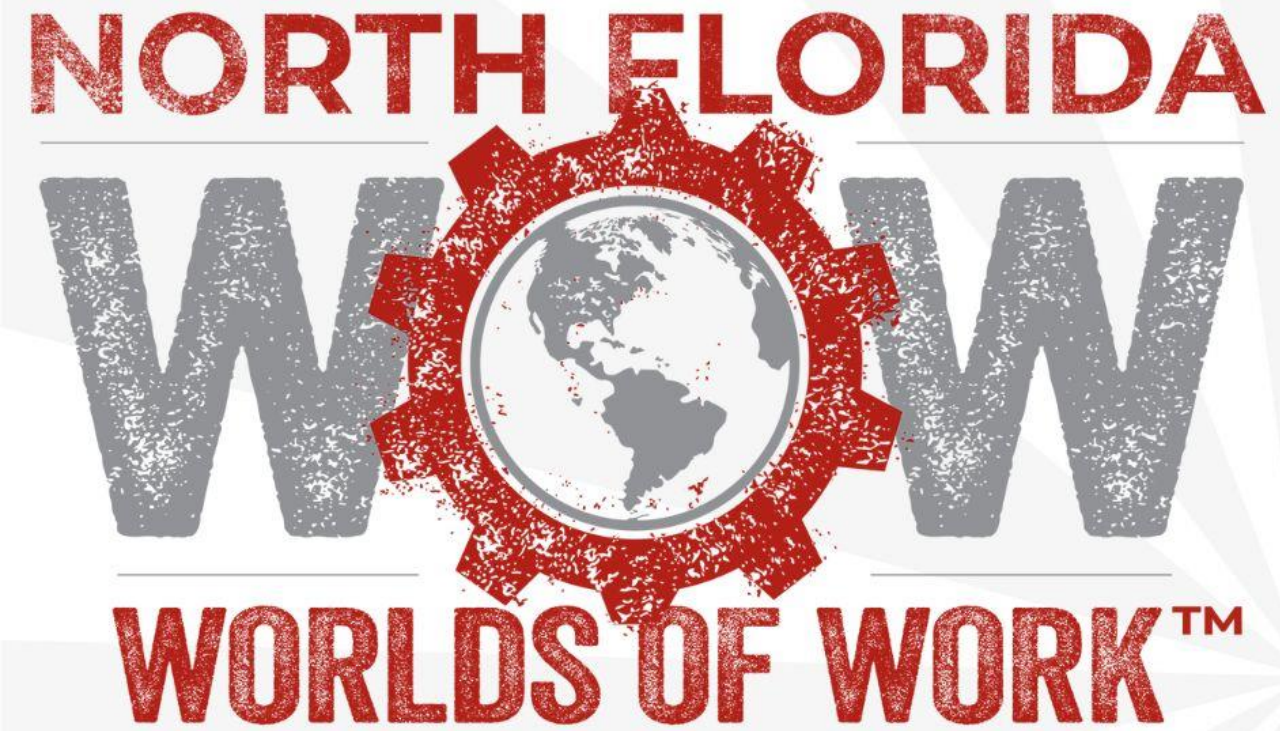
Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Ryan M. Tucker, CPA  
Partner

RMT/mmd



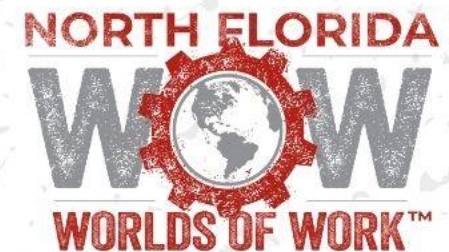
## **SPONSORSHIP FULFILLMENT REPORT**



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!

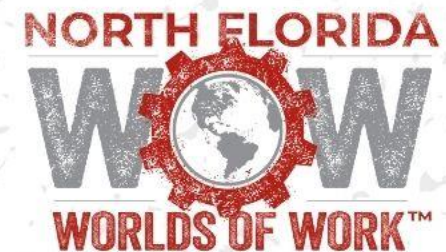
Sincerely,  
Talent Development Council

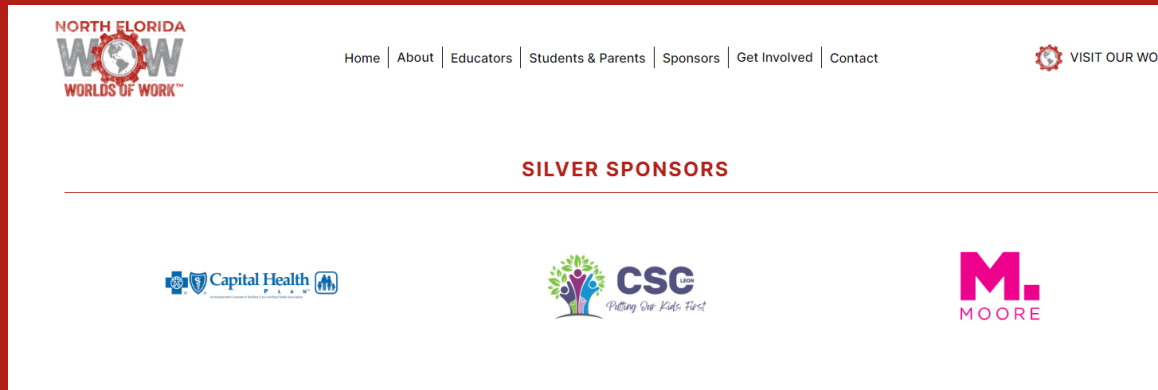




# Silver Sponsorship Benefits

- 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





Company logo on WOW website with direct link to company website

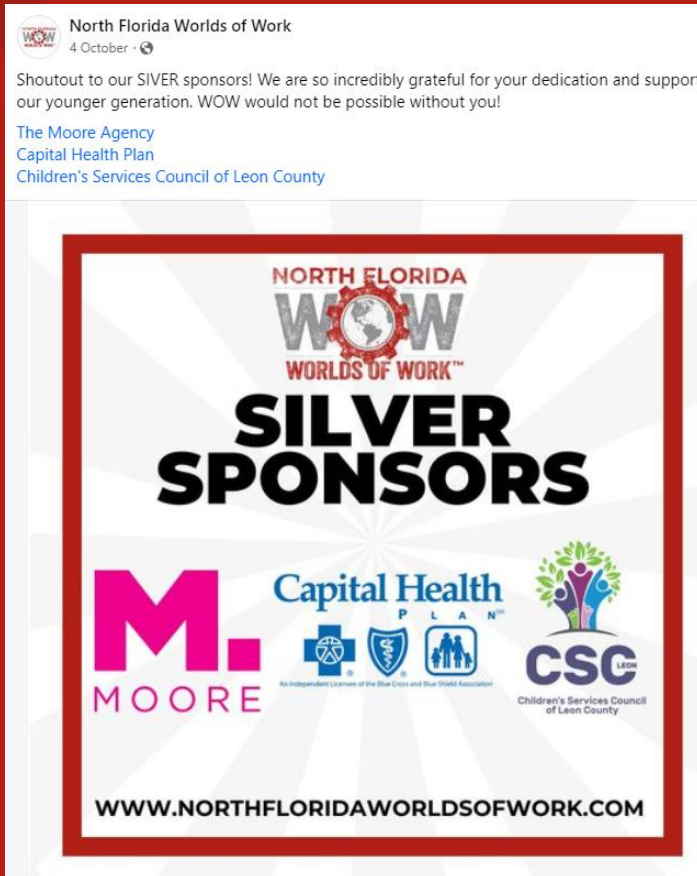


Event Signage



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





Facebook



Instagram



Reserved seating for 1 at  
VIP Breakfast



# Event Photos



**RESOLUTION NO. 2023-05**

**A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY REGARDING ENGAGEMENT OF THE FLORIDA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (FLCLASS) FOR INVESTMENT OF CSC LEON FUNDS UNTIL SUCH FUNDS ARE NEEDED FOR EXPENDITURE; APPROVING ENGAGEMENT OF FLCLASS AND RELATED DOCUMENTATION INCLUDING AN INSTRUMENT OF ADOPTION OF THAT CERTAIN INTERLOCAL AGREEMENT FOR FLCLASS AND/OR SUCH OTHER DOCUMENTATION AS MAY BE REQUIRED BY FLCLASS; APPROVING THE DEPOSIT OF CSC LEON FUNDS WITH FLCLASS FOR SUCH PURPOSE; RATIFYING AND CONFIRMING ACTIONS TAKEN BY CSC LEON STAFF IN FURTHERANCE THEREOF; 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) Engagement of FLCLASS 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.

(E) The Governing Council adopted its Resolution No. 2023-04 for purposes of directing the Executive Director and CSC Leon staff to facilitate engagement of FLCLASS and to bring forth such documents for Governing Council approval as may be necessary or desirable in furtherance of such engagement.

(F) This Resolution is adopted for purposes of (i) approving engagement of FLCLASS, (ii) authorizing, ratifying and confirming execution of an "Instrument of Adoption of that Certain Interlocal Agreement for the Florida Cooperative Liquid Assets Securities System (FLCLASS)" (the "Instrument of Adoption") and/or such other documents as may be required by FLCLASS for engagement, (iii) ratifying and confirming actions taken to date by CSC Leon staff in furtherance of such engagement; and (iv) authorizing the deposit of CSC Leon funds with FLCLASS.

### **SECTION 3. APPROVAL OF ENGAGEMENT OF FLCLASS; APPROVAL, RATIFICATION AND CONFIRMATION OF RELATED DOCUMENTS AND PRIOR ACTIONS; DEPOSIT OF FUNDS.**

(A) The engagement of FLCLASS to provide investment services is hereby approved. Such services shall be provided pursuant to the terms and conditions set forth in that certain "Interlocal Agreement of the Intergovernmental Investment Pool known as Florida Cooperative Liquid Assets Securities System (FLCLASS)" dated as of March 4, 2021 and entered into initially by and among the Palm Beach County Clerk and Comptroller, the Pinellas County Clerk of the Court and Comptroller, and the Orange County Tax Collector, as may be amended from time to time (the "FLCLASS Interlocal Agreement"). A copy of the FLCLASS Interlocal Agreement is on file in the offices of CSC Leon and incorporated herein by reference.

(B) The Governing Council hereby authorizes, ratifies and confirms execution of the Instrument of Adoption in substantially the form attached hereto as Appendix A, and/or such other documentation as may be required by FLCLASS for engagement. The Chair, Executive Director and other officials of CSC Leon are hereby authorized and directed to execute such documents.

(C) All actions taken by the Executive Director and CSC Leon staff in furtherance of engaging FLCLASS, including but not limited to submission of an application and the registration packet attached hereto as Appendix B, are hereby ratified and confirmed.

(D) The deposit of CSC Leon funds with FLCLASS for the purposes contemplated hereunder is hereby approved.

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

**DULY ADOPTED** this 21<sup>st</sup> day of December, 2023.

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

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Executive Director

## **APPENDIX A**

### **FL CLASS REGISTRATION DOCUMENTS**



**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 20 day of July, 2023.

CHILDREN'S SERVICES COUNCIL  
OF LEON COUNTY

By:   
Chair

ATTEST:

  
Executive Director

**Signature:**

**Email:** cgreen@cscleon.org

## Instrument of Adoption

### of that certain Interlocal Agreement for the Florida Cooperative Liquid Assets Securities System (FLCLASS)

This Instrument of Adoption (this Instrument) is executed as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and on behalf of \_\_\_\_\_. Reference is made to that certain Amended and Restated Interlocal Agreement for the Florida Cooperative Liquid Assets Securities System, dated as of March 4, 2021, made by and among certain Initial Participants (as defined therein) and such additional Participants who may have heretofore and may hereafter join therein and as may have been and may be modified or amended as provided therein (the Interlocal Agreement). Capitalized terms not defined in this Instrument shall have the meanings given in the Interlocal Agreement.

By executing this Instrument, the undersigned represents and warrants that (a) the undersigned is a unit of local government as defined in the Interlocal Agreement; (b) the person executing this Instrument on behalf of the undersigned is an officer of the unit of local government authorized to execute this Instrument; (c) the undersigned has taken all required action to qualify as a Participant under the Interlocal Agreement; and (d) the undersigned is authorized to invest in FLCLASS pursuant to Section 163.01(17)(a), Florida Statutes with or without an adopted a written investment policy.

By executing this Instrument, the undersigned agrees that it will be bound by all terms and conditions of the Interlocal Agreement, as amended from time-to-time.



INSTRUMENT OF ADOPTION

of that certain

Interlocal Agreement for the

Florida Cooperative Liquid Assets Securities System (FLCLASS)

IN WITNESS WHEREOF, the undersigned has executed this Instrument as of the day first above written.

[NAME OF ENTITY]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_, [He/She] is personally known to me/or produced \_\_\_\_\_ as identification.

Public Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## Welcome to FLCLASS

Thank you for choosing FLCLASS!

This packet contains all the materials necessary to set up your FLCLASS account(s). If you have any questions about the registration process or about your FLCLASS account(s), please do not hesitate to contact us. The FLCLASS Client Service Team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (844) 220-7600 or by email at [clientservices@flclass.com](mailto:clientservices@flclass.com).

FLCLASS is not a bank. An investment in FLCLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the FLCLASS prime style fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable FLCLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.



## Registration Procedures

**To participate in FLCLASS, please complete the following:**

1. Review the Interlocal Agreement (accessible on [www.flclass.com](http://www.flclass.com)).
2. Complete and sign Model Resolution Document authorizing participation in FLCLASS (pages 3/4).
3. Complete the Entity Registration (page 5).
4. Complete the Authorized Contacts Form (pages 6/7).
5. Complete the FLCLASS Accounts to be Established form; you may open as many accounts as you wish (page 8).
6. Should you be interested in participating in FLCLASS Enhanced Cash, complete the FLCLASS Enhanced Cash Participant Acknowledgement Form (page 9) and the FLCLASS Enhanced Cash Accounts to be Established Form; you may open as many accounts as you wish (page 10).
7. Keep the original forms for your records and send the completed packet to the FLCLASS Client Service Team by fax (844) 220-7900 or by email [clientservices@flclass.com](mailto:clientservices@flclass.com).

**Questions? Please contact us; we would love to hear from you.**

FLCLASS Client Service Team  
T (844) 220-7600  
[clientservices@flclass.com](mailto:clientservices@flclass.com)



## Model Resolution to Participate

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE \_\_\_\_\_ [GOVERNING BODY] OF THE \_\_\_\_\_ [UNIT OF LOCAL GOVERNMENT] APPROVING THE ENTRANCE INTO AN INTERLOCAL AGREEMENT WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the \_\_\_\_\_ [Unit of Local Government] is permitted and has the power pursuant to the provisions of the Florida Statutes, including but not limited to Section 218.415 of the Florida Statutes, and its own local laws to invest certain of its funds in statutorily permitted investments including but not limited to any intergovernmental investment pool authorized pursuant to Section 163.01, Florida Statutes, as amended (the **Florida Interlocal Cooperation Act**), and

**WHEREAS**, Sec. 163.01, Fla. Stat., authorizes a political subdivision, agency, or officer of the State of Florida including but not limited to state government, county, city, school district, single and multipurpose special district, single and multi-purpose public authority, metropolitan or consolidated government, a separate legal entity or administrative entity created under subsection (7) of Section 163.01, Fla. Stat. or an independently elected county officer (each of the foregoing a Local Government Entity or Entity), to exercise jointly with any other Entity any power, privilege, or authority which such Entities share in common and which each might exercise separately; and

**WHEREAS**, the Florida Interlocal Cooperation Act authorizes the \_\_\_\_\_ [Unit of Local Government], together with other local governmental entities, to exercise jointly any power, privilege or authority which the local governmental entities share in common and which each might exercise separately pursuant to a written interlocal agreement; and

**WHEREAS**, Palm Beach County Clerk and Comptroller, the Pinellas County Clerk of the Court and Comptroller, and Orange County Tax Collector, as initial Participants (as such term is defined in the Interlocal Agreement described below), entered into that certain Interlocal Agreement, a copy of which is attached hereto as Exhibit A (the **Interlocal Agreement**), the purpose of which is to provide the \_\_\_\_\_ [Unit of Local Government] and each Participant which has executed or otherwise joined the Interlocal Agreement, a substantial benefit by establishing the intergovernmental investment pool to be known as the Florida Cooperative Liquid Assets Securities System (**FLCLASS**), which is an intergovernmental investment pool as described in Section 218.415, Florida Statutes, as amended, in order to exercise such investment power jointly and invest such funds in concert with the other Participants pursuant to the Interlocal Agreement as authorized by the Florida Interlocal Cooperation Act in order to take advantage of economies of scale and perform governmental functions more efficiently; and

**WHEREAS**, the \_\_\_\_\_ [Unit of Local Government] desires to join the Interlocal Agreement as a Participant, in order to exercise investment power jointly and invest funds in concert with the other Participants pursuant to the Interlocal Agreement in order to take advantage of economies of scale and perform governmental functions more efficiently; and

**WHEREAS**, the policy of the Interlocal Agreement shall be to place the highest priority on the safety of principal and liquidity of funds, and the optimization of investment returns shall be secondary to the requirements for safety and liquidity;



NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_ [Governing Body] of the \_\_\_\_\_ [Unit of Local Government] as follows:

**SECTION 1.** The Interlocal Agreement executed or otherwise joined by the Participants thereto, a copy of which is attached to this Resolution as Exhibit A and incorporated herein by reference.

**SECTION 2.** Pursuant to Section 2.4 of the Interlocal Agreement, the \_\_\_\_\_ [Unit of Local Government] hereby joins the Interlocal Agreement as a Participant and agrees to be bound by all of the terms and provisions thereof. The \_\_\_\_\_ [Unit of Local Government] further agrees to file an executed copy of this Resolution with the Clerk of Court of \_\_\_\_\_ County, Florida.

**SECTION** This Resolution shall take effect immediately upon its filing with the Clerk of Court of \_\_\_\_\_ County, Florida.

**PASSED AND ADOPTED IN PUBLIC SESSION** of the \_\_\_\_\_ of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Attest:

\_\_\_\_\_, [Assistant] Secretary



## Trust Registration

### Entity Information

Local Government Name (Participant) Children's Services Council of Leon County

Entity Type: ☐ City/Town ☐ County ☐ School District ☒ Special District  
☐ Other (Specify) \_\_\_\_\_

Mailing Address 2002 Old St. Augustine Road, Suite A-50

City Tallahassee, FL Zip 32301 County Leon County

Physical Address (if different than above) N/A

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Tax ID 87-1573133 Fiscal Year End Date (Month/Day) September 30

I authorize FLCLASS and its transfer agent and administrator to act on any instructions believed to be genuine for any service authorized on this form. I agree that FLCLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and I agree to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the Trust of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 3:00 p.m. ET; distribution times are subject to change as needed by the FLCLASS Administrator. Additionally, FLCLASS must be notified of any contributions by 3:00 p.m. ET to receive same day credit. **If funds are not received by 5:00 p.m. ET, contribution orders will be voided.**

### Banking Information

Bank Name Prime Meridian Bank Bank Routing Number (ABA) 031918828

Account Title Checking Account Number 100110157508

Bank Contact\* Alicia Crespo Contact's Phone Number (850) 907-2383

☐ Wire ☐ ACH ☐ Both

### Additional Banking Information (Optional)

Bank Name \_\_\_\_\_ Bank Routing Number (ABA) \_\_\_\_\_

Account Title \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Contact\* \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_

☐ Wire ☐ ACH ☐ Both

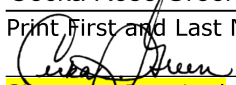
\*If there will only be one Authorized Signer on the FLCLASS account, bank contact must be provided to verify bank account information



## Authorized Contacts

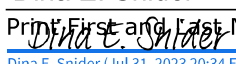
Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Process transactions Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

### Authorized Signer

Cecka Rose Green  
Print First and Last Name  
  
Cecka Rose Green (Aug 2, 2023 17:35 EDT)  
**Signature Required**  
cgreen@cscleon.org  
Email (Required if Authorized Signer)

Executive Director  
Title  
(850) 597-0863  
Phone (Required if Authorized Signer)  
n/a  
Fax

### Additional Contact (Optional) Note – FLCLASS strongly advises each participant to have multiple authorized signers to help prevent fraud

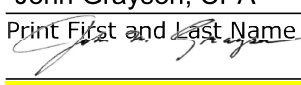
Dina E. Snider  
Print First and Last Name  
  
Dina E. Snider (Jul 31, 2023 20:34 EDT)  
**\*(Signature Required if Authorized Signer)\***  
dsinder@cscleon.org  
Email (Required if Authorized Signer)

Director of Finance and Operations  
Title  
(850) 296-2414  
Phone (Required if Authorized Signer)  
n/a  
Fax

### Permissions (check only one)

- ☒ Authorized Signer to Move Funds\*  
☐ Read-Only Access

### Additional Contact (Optional)

John Grayson, CPA  
Print First and Last Name  
  
**\*(Signature Required if Authorized Signer)\***  
John@graysonaccounting.com  
Email (Required if Authorized Signer)

Accountant  
Title  
(850) 294-1750  
Phone (Required if Authorized Signer)  
1-(877) 390-3831  
Fax

### Permissions (check only one)

- ☐ Authorized Signer to Move Funds\*  
☐ Read-Only Access



## Authorized Contacts (cont.)

### Additional Contact (Optional)

Zandra Mallory Glenn

Print First and Last Name

*Zandra Glenn*

Zandra Glenn (Aug 2, 2023 09:21 EDT)

**\*(Signature Required if Authorized Signer)**

zandraglenn@gmail.com

Email (Required if Authorized Signer)

Council Chair

Title

(850) 567-5563

Phone (Required if Authorized Signer)

N/A

Fax

### Permissions (check only one)

☐ Authorized Signer to Move Funds\*

☐ Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

**\*(Signature Required if Authorized Signer)**

Email (Required if Authorized Signer)

Title

Phone (Required if Authorized Signer)

Fax

### Permissions (check only one)

☐ Authorized Signer to Move Funds\*

☐ Read-Only Access

### Additional Contact (Optional)

Print First and Last Name

**\*(Signature Required if Authorized Signer)**

Email (Required if Authorized Signer)

Title

Phone (Required if Authorized Signer)

Fax

### Permissions (check only one)

☐ Authorized Signer to Move Funds\*

☐ Read-Only Access





## FLCLASS Accounts to be Established

Name of Public Local Government: Children's Services Council of Leon County

Desired Subaccount Name(s)\* i.e. General Fund, etc.:

(To be completed by Participant, **at least one Subaccount is required**)

CSC Leon Contingency Fund

CSC Leon Catastrophe Fund

CSC Leon Program Fund

CSC Leon General Fund

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\*Name must be limited to 35 characters.

Once your FLCLASS account has been established, you will receive a confirmation email with your login credentials from [no-reply@flclass.com](mailto:no-reply@flclass.com). If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the FLCLASS Client Service team.



## FLCLASS Enhanced Cash Participant Acknowledgement Form

### Participant Information

Entity Name (Participant) \_\_\_\_\_

### Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the FLCLASS Enhanced Cash Information Statement.
- All Enhanced Cash investments are made in accordance with the FLCLASS Enhanced Cash Investment Policy.
- FLCLASS Enhanced Cash is designed to complement the daily liquidity of the FLCLASS fund by gaining exposure to a diversified portfolio of high-quality securities.
- The general objective of FLCLASS Enhanced Cash is to generate a higher level of income than provided by a traditional stable NAV LGIP while seeking to protect Participant capital.
- Withdrawals are available one business day after the request is made. With FLCLASS Enhanced Cash, investments continue to accrue interest during the one-day redemption period. Due to the design of FLCLASS Enhanced Cash, early withdrawals are not permissible.
- Withdrawals can only be initiated in the Participant Portal.
- Any Authorized Signer has full power and authority to make investments for the above Participant.
- FLCLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

### Authorized Signer

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. FLCLASS is not a bank. An investment in FLCLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable FLCLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



## FLCLASS Enhanced Cash Accounts to be Established

Entity Name: \_\_\_\_\_

### **FLCLASS Enhanced Cash Accounts**

Desired Subaccount Name(s)\* i.e. General Fund, etc.:

(To be completed by Participant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FLCLASS Enhanced Cash is designed to complement the daily liquidity offered by the FLCLASS portfolio. EDGE is best suited for funds not needed on a frequent or near-term basis. FLCLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

**FLCLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Investing in FLCLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.**

The FLCLASS Enhanced Cash investment objectives in order of priority are safety, liquidity, and return. The FLCLASS Enhanced Cash portfolio is structured to provide Florida local governments with an investment vehicle to invest monies not needed for daily liquidity.

If you have questions about which of your local government's funds are appropriate for the FLCLASS Enhanced Cash portfolio, please contact your FLCLASS representative or email [info@flclass.com](mailto:info@flclass.com).

\*Name must be limited to 35 characters.

Once your FLCLASS account has been established, you will receive a confirmation email with your login credentials from [no-reply@flclass.com](mailto:no-reply@flclass.com). If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the FLCLASS Client Service team.



## Children's Services Council of Leon County

2002 Old St. Augustine Rd., Bldg. A, Suite 50,  
Tallahassee, FL 32301

**Date:**

December 14, 2023

**To:**

Dr. Zandra Glenn  
CSC Leon County  
Council Chair

**From:**

Rob Renzi, Spokesperson  
CSC Leon FRC  
Management Negotiation  
Team

**SUBJECT:**

Recommendation for Contract Award for the Family Resource Center (FRC) Management Invitation to Negotiate (ITN), Project No. 2023-05.

### EXECUTIVE SUMMARY

Based on the findings below, the FRC Management Negotiation Team hereby recommends that the contract be awarded to Children's Home Society of Florida (CHS), which has been determined to provide the best value to meet the service delivery expectations outlined in the FRC Management ITN. The team also recommends that the initial contract with CHS include a mandatory subcontract with Whole Child Leon (WCL) for specific services. The Team further recommends the contract be executed in stages, with the first stage not to exceed nine months from date of execution.

### BACKGROUND

On Thursday, September 14, CSC Leon approved its issuance of an ITN seeking proposals for the creation and management of Family Resource Centers located in targeted neighborhoods. FRCs are place-based resource hubs where families can access formal and informal supports to promote their health and well-being. These hubs operate using a set of nationally recognized standards centered on collaboration with families to solve problems using a strengths-based approach.

CSC Leon published the ITN on September 18, 2023, and held a mandatory Bidder's Conference on September 26, 2023. The procurement invited responses from vendors who could demonstrate at least five (5) years of experience providing materially similar services to those specified in the Statement of Work (SOW). Vendors were not required to be based in Leon County. Further, Vendors who had previously submitted responses to a like ITN were permitted to apply.

The following agencies participated in the Bidder's Conference and, therefore, were the only agencies permitted to submit a Response as the primary Vendor:

- Bethel Empowerment Foundation
- Capital Area Healthy Start Coalition
- Children's Home Society of Florida
- Florida Alliance of YMCAs
- Whole Child Leon

On Monday, October 30, 2023, CSC Leon received two Responses to the ITN—one from Whole Child Leon (WCL) and one from Children's Home Society of Florida (CHS). The designated Evaluation Team (Ms. Pebbles Edelman, Ms. Yolanda Gillette, Ms. Liza McFadden, Mr. Paul Mitchell, and Dr. Darice Richard-Mitchell) independently evaluated the Responses in accordance with the following rating categories and corresponding points (totally an available 100 points):

- Relevant Experience & Background, up to 10 points
- Collaborative Partners, up to 15 points
- Suggested Locations, up to 10 points
- Program Design, up to 30 points
- Evidence of Effectiveness, up to 15 points
- Proposed Pricing, up to 20 points

On Monday, November 13, 2023, during a duly noticed public meeting, the Evaluation Team met publicly to review their collective scores and to establish a competitive range of Responses reasonably susceptible of award. The Response from Whole Child Leon scored a 77.0. The Response from CHS scored a 67.2.

The Evaluation Team was authorized to decide which, if any, of the Responses should advance to the negotiation phase; they decided to advance both Responses. The Vendors were notified and asked to provide additional written materials in advance of appearing in person for negotiations beginning on Monday, November 27, 2023.

After the public meeting of the Evaluation Team, the designated Negotiation Team (Ms. Amanda Douglas, Ms. Christic Henry, Mr. Paul Mitchell, Mr. Rob Renzi, and Mr. Frank Shaw) convened a series of closed strategy sessions and closed negotiations with the Vendors on November 13, November 22, November 27, and December 12, 2023.

After closed negotiations on Monday, November 27, the Procurement Official sent the Vendors a written request for a revised Proposal as a "best and final offer" (BAFO), due by 12:00 noon on Wednesday, December 6, 2023. The written instructions were unique to each Vendor based on the negotiations. Both Vendors returned a BAFO on schedule.

On Tuesday, December 12, the Negotiation Team convened a final closed strategy session to discuss the revised proposals. At this meeting, they determined that Children's Home Society of

Florida presented as the strongest candidate and *capable* of providing “best value” for the services outlined in the ITN based on the following:

1. CHS has a long history of family-focused service provision in the community.
2. CHS has the professional support of a statewide office and is engaged in similar work in other communities.
3. CHS demonstrated responsiveness to all requests of the Evaluation and Negotiation Teams throughout the process.
4. CHS demonstrated complete understanding of the national standards in the design of the proposed services, especially as related to community engagement.
5. CHS included valuable collaborative partnerships with existing organizations to strengthen its ability to meet the expectations of the ITN.
6. CHS provided a detailed budget that was reasonable and expected for the services and delivery modalities proposed.

However, the Negotiation Team determined that additional negotiations were needed to *ensure* the best value proposition for CSC Leon. As such, the Team continued negotiations with CHS on December 12 to propose alternate contract terms for their proposed services. CHS accepted the proposed terms, as summarized below.

#### **CONTRACT SUMMARY**


The FRC Management contract will be divided into distinct phases to allow a scaled approach for the creation and implementation of Family Resource Center(s) with significant oversight by CSC Leon. The initial contract terms will not exceed nine (9) months from date of execution and the value of said contract will only allow for specific expenses to achieve the deliverables listed below. The amount of the initial contract will not exceed the “year one” proposed budget. However, all allocated funds for the program (\$4 million) will remain encumbered.

- The first FRC will be established at the site of the CSC Leon Administrative Office and serve as an “incubator” and “proof of concept” for the service modality.
- The Vendor will engage in mandatory coaching/consultation with the National Family Support Network and may engage with coaching from similar sites in Florida.
- The Vendor will ensure a variety of services are provided as outlined in the ITN and will include, at minimum, a subcontract with Whole Child Leon for comprehensive childhood screenings and pediatric behavioral health navigation.
- The Vendor will establish data collection and reporting protocols for the management of FRC services in collaboration with CSC Leon.
- The Vendor will complete a neighborhood readiness assessment for **each** of the proposed locations to better evaluate specific needs and demand. This will include the development of a community engagement strategy using **vetted** neighborhood leaders in the proposed locations of Griffin Heights/Frenchtown, Fort Braden, and Macon/Town N’ Country.

- Neighborhood leaders will serve in a *paid* advisory capacity with clearly delineated deliverables including assistance with the completion of neighborhood readiness assessments.
- The Vendor will propose the second and possible third locations, complete with build out and management budgets, based on the readiness of the communities served, as agreed upon by the CSC Leon staff, before consideration of contract extension.

**In consideration of the above, we respectfully recommend that CSC Leon issues its Intent to Award an initial contract for FRC Management services to the Children’s Home Society of Florida and direct staff to present the initial contract for a nine-month period with an amount not to exceed \$620,000 for approval at its January 2024 meeting.**

Respectfully submitted,



Rob Renzi, Lead Negotiator  
CSC Leon FRC Management Negotiation Team



Date



## Summer Youth Internship Program

Contract Period, May 1 – August 30, 2024

Investment: \$250,398

The proposed Summer Youth Internship Program is designed to provide opportunities for older youth to develop workforce-ready skills through a paid summer internship program that pairs real-world work experiences with life-skill development training and workshops. The program is targeted for rising 10<sup>th</sup> – 12<sup>th</sup> graders, residing in Leon County full-time. The program will recruit private businesses, leveraging the “Worlds of Work” participants to serve as host sites for summer youth interns.

### Overview

- CSC Leon will work in partnership with the **Tallahassee/Leon County Talent Development Council** and local **Chambers of Commerce** to recruit businesses to serve as job sites for summer youth interns. The partnership will leverage the Talent Hub portal for advertising, the student application, and assistance with the matching process. It also will offer businesses a \$250 stipend at the conclusion of the program for each successful intern placement.
- CSC Leon will partner with **ASPIRE** for leadership and life-skills workshops for the students during the onboarding process and program completion celebration.
- CSC Leon will subcontract with a **staffing solutions company** to assist with the human resource and payroll process for each intern. Interns will be paid \$14-15 per hour, depending on experience.
- CSC Leon will subcontract with an **internship coordinator** to manage and supervise the program, including biweekly visits with each intern at the jobsite.

### Details

1. **Business Partners** will be responsible for the following for each intern they desire to host:
  - a. Design a position description that meets the expectations listed below:
  - b. Project based with learning goals structured into the experience
  - c. A work/learn exchange between the intern and business
  - d. Opportunity for intern to learn all aspects of the workplace
  - e. “Busy work” (such as filing, errands, covering phones, etc.) does not exceed 20% of the intern’s time
  - f. Work does not pose extraordinary risk to youth (for full list of child labor regulations, visit: <https://youth.gov/youth-topics/youth-employment/rules-and-regulations-youth-employment>)



- g. Set 20-hour a week schedule with hours between 7:00 a.m. and 9:00 p.m., with no single shift exceeding 8 hours
  - h. Provide regular supervision for each intern hosted at the jobsite
  - i. Approve weekly timesheets for each intern hosted at the jobsite
  - j. Meet biweekly with internship coordinator to assess program placement performance
  - k. Complete program survey at conclusion of program
2. The **Tallahassee/Leon County Talent Development Council** will be responsible for the following:
- a. Provide business coordination outreach and tracking, leveraging Talent Hub as the recruitment platform for interns
  - b. Provide internship development training to local businesses and nonprofits
  - c. Assist CSC Leon with marketing, developing the student application, interview, and matching process for youth applicants
3. **ASPIRE** will be responsible for the following:
- a. Assist CSC Leon with marketing the opportunity to local youth
  - b. Assist CSC Leon with life-skills and leadership training
  - c. Assist CSC Leon to host an end of summer program completion ceremony
4. The **staffing solutions company** will be responsible for the following:
- a. Process “new hire” paperwork for each intern
  - b. Process weekly timesheets for each intern
  - c. Issue bi-weekly payment for hours worked to each intern
  - d. Pay required employment taxes, FICA, workers compensation, etc., for each intern
  - e. Submit weekly invoice to CSC Leon for reimbursement
  - f. Process end of the year W-2 financials for each intern
5. The **Internship Coordinator** will be responsible for the following:
- a. Coordinate the matching and onboarding process for youth applicants in collaboration with Tallahassee/Leon County Talent Development Council
  - b. Coordinate the life-skills and leadership training in collaboration with ASPIRE
  - c. Conduct biweekly check-ins with each intern and host at the jobsite to determine success of match and address any issues that may arise (e.g., transportation, performance, behavior, etc.)
  - d. Provide guidance to each intern and host on requirements for successful program completion
  - e. Encourage interns to earn certifications through Florida’s Ready-to-Work system
  - f. Coordinate an end of summer program completion ceremony
6. The **Intern** will be responsible for the following:
- a. Commit to eight (8) weeks of job placement and life-skills training

- b. Organize transportation to and from jobsite and trainings
- c. Complete an end-of-summer presentation about the internship experience
- d. Complete periodic assessments and surveys about the internship experience

7. **CSC Leon** will be responsible for the following:

- a. Fund the program, including supervision of internship coordinator
- b. Design, administer, and score all assessments and surveys
- c. Process the business incentives at program completion

**Budget**

Line Item	Amount	Budget Narrative
Internship Base Salaries	\$158,400	60 youth placements x \$15 per hour x 22 hours a week x 8 weeks
HR/Payroll Management	\$47,520	Estimated at 30% above base payroll; to be paid to staffing solutions company and processed weekly for approximately \$5,940 each payment
Business Incentives	\$15,000	60 youth placements x \$250 business incentive for each successful internship placement; to be paid directly to jobsites at program completion
Business Coordination	\$8,670	Estimated at 5% of youth salaries and business incentives; to be paid to Talent Development Council for services and support
Workshop Support	\$8,670	Estimated at 5% of youth salaries and business incentives; to be paid to ASPIRE and/or other vendors (food, educational materials, etc.)
Internship Coordinator	\$12,138	Estimated at 7% of youth salaries and business incentives; to be paid directly to 1099 employee for work performed May 1 – August 30, 2023 (approximately 12 weeks)
<b>Total</b>	<b>\$250,398</b>	

**RESOLUTION NO. 2023-06**

**A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL  
OF LEON COUNTY APPROVING AMENDED AND  
RESTATED BYLAWS; 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) Section 125.901, Florida Statutes, authorizes creation of children's services councils and provides that such councils may make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

(B) In accordance therewith, the Governing Council of CSC Leon (the "Governing Council") previously adopted bylaws for CSC Leon and wishes to amend and restate such bylaws hereunder to incorporate revisions promoting efficient governance and administration for CSC Leon, the Governing Council and its staff and employees.

**SECTION 3. AMENDED AND RESTATED BYLAWS.** The Governing Council hereby approves and adopts the amended and restated bylaws for CSC Leon attached hereto as Appendix A. Such bylaws shall supersede the bylaws previously adopted by the Governing Council in their entirety and shall take effect immediately upon adoption of this Resolution.

[Remainder of page intentionally left blank]

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

**DULY ADOPTED** this 21st day of December, 2023.

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

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Executive Director

[SEAL]

**APPENDIX A**

**AMENDED AND RESTATED BYLAWS OF THE  
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

**BYLAWS OF**

**Children’s Services Council of Leon County, an  
Independent Special District of Leon County**

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## **BYLAWS OF**

### **Children's Services Council of Leon County, an Independent Special District of Leon County**

#### **PREAMBLE**

The Children's Services Council of Leon County has been established pursuant to §125.901, Fla. Stat., and Leon County Ordinance §2018-03, as approved by the Electorate and has as its general purpose the provision of services to children, youth, and families residing in Leon County as more fully set forth in statute and ordinance.

#### **ARTICLE I. MEMBERSHIP AND TERM OF OFFICE**

The Governing Council of the Children's Services Council of Leon County ("Council") shall consist of ten (10) members including the Leon County Superintendent of Schools, a local Leon County School Board Member (as selected by the School Board), the Administrator of the District of the Department of Children and Families having authority over Leon County or designee who is a member of the Senior Management Service or of the Selected Exempt Service, a member of the Leon County Board of County Commissioners (as selected by the Board of County Commissioners), and a judge assigned to juvenile cases. These members shall serve for as long as they hold office or until they are removed in accordance with statute or the ordinance. The other five (5) members of the Council shall be appointed by the Governor upon recommendation by the Board of County Commissioners and, after their initial term in office, shall serve for terms of four (4) years each. Members shall serve until their replacement is selected or they have been otherwise removed from office.

#### **ARTICLE II. MEETINGS**

##### **Section 1. Regular Meetings**

Regular meetings of the Council shall be held at least quarterly at a time and place set by the Council. The annual meeting shall be held in October to align with the CSC Leon fiscal year, at which time the election of officers shall take place, in accordance with ARTICLE IV, Section 1. If a regularly scheduled meeting falls on a holiday, the Council shall meet at such date and time as selected by the Council. Written or electronic notice of regular meetings of the Council shall be given to each member at least seven (7) days prior to each meeting; the notice is to be accompanied by a tentative agenda for the meeting. Meetings may be cancelled or rescheduled by majority vote of the Council. In the event of an emergency or lack of business to be considered, a meeting may be canceled by the Chair, Vice-Chair, or Treasurer, in that order, but barring emergency cancellations or other extraordinary circumstances, the Governing Council shall meet no less often than once each fiscal quarter.

##### **Section 2. Special Meetings**

Special meetings of the Council may be called:

- a. By the Chair, or
- b. In the Chair's absence by the Vice-Chair, or
- c. In the Chair and Vice Chair's absence by the Treasurer, or
- d. By request of a majority of the Council made to an officer or the Executive Director.

Pursuant to the rules for independent special districts, any meeting other than a regular meeting or any recessed and reconvened meeting must be advertised at least seven (7) days in advance of such meeting in a newspaper of general paid circulation in the county. The advertisement must be published in the same way as the meeting schedule.

Notices regarding special meetings will be accompanied by an agenda specifying the subject(s) of the special meeting. Only those subject(s) appearing on the special agenda may be discussed at that called meeting. The date, time, and location of the special meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Council, as appropriate.

### **Section 3. Emergency Meetings**

Items that require immediate action due to possible harm that may result if held until a regular or special meeting may be considered at an emergency meeting.

Emergency meetings of the Council may be called:

- a. By the Chair, or
- b. In the Chair's absence by the Vice-Chair, or
- c. In the Chair and Vice Chair's absence by the Treasurer, or
- d. By vote or request of a majority of the Council made to an officer or the Executive Director.

Twenty-four (24) hours' notice of an emergency meeting shall be given to each member of the Council; if possible, said notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting. The emergency shall be stated in the notice of the meeting. Only those subject(s) appearing on the emergency meeting agenda may be discussed at that meeting. The date, time, and location of the meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Council, as appropriate. If, after reasonable diligence, it is impossible to give notice to each member or, because of the nature of the emergency, it is impossible to let twenty-four (24) hours elapse before the meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance, provided the emergency and the reason less than twenty-four (24) hours' notice were given are both stated by the Council before the Council takes any affirmative action on the emergency agenda.

### **Section 4. Public Meetings**



The Council, as a public body of the State of Florida, shall be subject to the requirements of Chap. 286, Fla. Stat.

### **Section 5. Minutes**

Minutes of each meeting shall be accurately taken, preserved, and provided to members at or before the next regular meeting. Minutes shall record the vote of each member present on all matters on which the Council acts. Unless otherwise shown by the minutes, it shall be presumed that the vote of each member present supported the action taken.

### **ARTICLE III. VOTING**

- A. A quorum shall be established at each meeting of the Council to transact business. The presence of a majority of all members then serving on the Council shall constitute a quorum. A Councilmember may attend a meeting by virtual means in extraordinary circumstances provided (i) a quorum is physically present and those in attendance determine that virtual participation is reasonable under the circumstances, or (ii) virtual participation is otherwise authorized by the Florida Government in the Sunshine Law, related statutes and/or Executive Order.
- B. Each member shall have one vote, which may only be exercised by the member with the exception of the District Administrator of the Department of Children and Families who may have a designee.
- C. Action on any proposal other than amendment of these bylaws, hiring and dismissal of an Executive Director, or adoption of the annual budget shall require an affirmative vote of a majority of the members present.
- D. Action on matters relating to amendment of these bylaws may only be taken by an affirmative vote of two-thirds (2/3) of all serving members of the Council.
- E. Action on matters relating to the hiring and dismissal of an Executive Director may only be taken by affirmative vote of two-thirds (2/3) of all serving members of the Council.
- F. Approval of the budget and setting of the millage shall be as established by law.
- G. The judge of juvenile cases appointed to the Council shall not vote on nor participate in setting of the millage rate.

## **ARTICLE IV. OFFICERS, ELECTIONS, VACANCIES, and COMMITTEES**

### **Section 1. Officers**

The officers of this Council shall be chosen from its membership and consist of a Chair, Vice-Chair, and Treasurer. Officers shall be elected to a term of two (2) years. An officer may be elected to additional consecutive terms.

- A. The Chair shall:
- Preside at all meetings of the Council.
  - May be an ex-officio member of all committees of the Council.
  - Serve as a member of the Executive Committee.
  - Appoint, with Council approval, all ad hoc committees.
  - Perform all of the duties usually pertaining to the office of Chair.
  - Be the primary check signer of the Council subject to countersignature by another member of the Council or the Executive Director.
- B. The Vice-Chair shall:
- Preside at all meetings of the Council in the absence of the Chair.
  - Serve as a member of the Executive Committee.
  - Perform all such duties usually pertaining to the Office of Vice-Chair.
- C. The Treasurer shall:
- Preside over the Council Finance and Budget Committee.
  - Serve as a member of the Executive Committee.
  - Preside at all meetings of the Council in the absence of the Chair and Vice-Chair.
- D. In the event of a vacancy in the position(s) of the Chair, Vice-Chair, or Treasurer, the position shall be filled for the remainder of the vacant position's term at the next meeting of the members. Any vacancy in other offices that result from this selection may be filled by immediate election for the remainder of the term.

### **Section 2. Elections**

Election of officers shall be held at the annual meeting. This election shall be by nomination and voice vote.

### **Section 3. Vacancies in Council**

Council Member vacancies shall be filled as soon as practicable by the appropriate appointing authority in accordance with § 125.901, Fla. Stat. Newly appointed Council Members shall take such oath for public officers as may be required under Florida law. Training and/or summary materials related to the Florida Government in the Sunshine Law and the Florida Code of Ethics

for Public Officers and Employees shall be provided to new Council Members by the General Counsel and/or CSC Leon staff.

#### **Section 4. Committees**

A. All committee appointments of the Council shall be appointed by the Chairperson and their appointments will be reviewed annually.

B. The permanent committees shall be:

*Executive Committee:* The Executive Committee shall be composed of the officers of the Council and the immediate past Chairperson. In an emergency, this committee shall have all the powers of the Council to transact necessary business affairs of the organization; otherwise, decisions of the Executive Committee shall be approved or ratified by the full Council. The Executive Committee shall provide a report of their decisions at the next regular meeting of the Council. The Executive Committee shall conduct periodic review of the Bylaws and make recommendations for changes, as needed.

*Finance and Budget Committee:* The Finance and Budget Committee shall be composed of at least three members of the Council with the Treasurer serving as the chairperson. The committee shall provide financial oversight for the organization, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

*Nominating Committee:* The Nominating Committee shall be composed of at least three members of the Council. The committee shall lead the process for vetting and recommending appointments for officers of the Council.

C. Additional standing committees may be established by majority vote of the Council. Ad hoc committees may be established by the Chair, with Council approval. Ad hoc committees shall not be established for a period of time exceeding one year.

D. The Council also may designate persons not on the Council to serve on committees. The committees shall have such authority as the Council shall direct, subject to applicable Florida Laws.

#### **ARTICLE V. FINANCE**

##### **Section 1. Fiscal Year**

The fiscal year of the Children's Services Council of Leon County shall commence on October 1 and end on September 30.

## **Section 2. Reporting**

Commencing no later than January 1, 2022, and by January 1 of every year thereafter the Council will prepare an annual written report, to be presented to the Board of County Commissioners, which shall contain the information set forth in § 125.901(2)(b)(5), Fla. Stat.

## **Section 3. Budget**

The Executive Director shall be responsible for submitting a tentative annual budget for the operation of the Children's Services Council of Leon County to the Members of the Council at or before the May meeting for adoption by the Council. The Council shall submit a certified budget to the Board of County Commissioners by no later than July 1.

On or before July 1 of each year, the Council shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The Council shall, in addition, compute a proposed millage rate within the one-half mil cap approved by the electorate necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of § 200.065, Fla. Stat. relating to the method of fixing millage, and shall fix the final millage rate by resolution of the Council. The adopted budget and final millage rate shall be certified and delivered to the Council of County Commissioners within fifteen (15) days following the Council's adoption of the final budget and millage rate pursuant to Chapter 200, Fla. Stat. or as otherwise limited in § 125.901, Fla. Stat.

## **ARTICLE VI. EMPLOYMENT OF EXECUTIVE DIRECTOR**

An Executive Director shall be employed by a two-thirds vote of all members of the Council. The Executive Director shall be employed according to terms mutually agreed upon in a written contract between the Executive Director and the Council, including but not limited to evaluation terms. The Executive Director shall be engaged by the Council and shall serve at the pleasure of the Council and may be terminated at any time, for cause or convenience, subject to the provisions of the terms of said contract by an affirmative vote of a majority of the Council.

The powers and duties of the Executive Director (including any interim or acting Executive Director) shall include:

- A. Carrying out the purpose and objectives of the Children's Services Council of Leon County consistent with the directions and delegations of the Council.
- B. The employment and development of staff to implement policies and programs of the Children's Services Council of Leon County subject to review and concurrence by the Trust though approval of the budget or other processes.

- C. Ensure that a comprehensive plan for the needs of youth in Leon County is developed and implemented and that the purposes of § 125.901, Fla. Stat. and Leon County Ordinance 2018-03 are met.
- D. Establish policies and procedures relating to the evaluation, subject to approval of the Council, of funding requests, monitoring of programs funded by the Children's Services Council of Leon County, employment and evaluation of personnel, and other similar matters.
- E. Maintain all records of the Children's Services Council of Leon County.
- F. Attest the execution of Council resolutions or other instruments adopted or approved by the Council.
- G. Perform other administrative duties as may normally be performed by an administrative officer.
- H. Shall provide that the minutes are accurately maintained.
- I. Shall be responsible for day-to-day operations of the Children's Services Council of Leon County and serve as a liaison between staff and the Council.
- J. May undertake such other functions as may be delegated by the Council.

#### **ARTICLE VII. CONFLICT OF INTEREST**

- A. Members of the Council shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Council in a manner that would be or give the appearance of being a conflict of interest.
- B. Members of the Council will, prior to voting on a funding issue, which involves any program or agency in which they participate as an employee, consultant, contractor, or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement.
- C. Members of the Council will comply with all Florida Statutes relating to "conflicts of interest," which includes Part III of Chapter 112, Fla. Stat.
- D. No member of the Council shall serve as a staff member or Board member of any agency when any of the agency's budget is provided by the Children's Services Council of Leon County, and no portion of a member's salary may be paid by the Children's Services Council of Leon County funds.

#### **ARTICLE VIII. PROHIBITION ON LOBBYING**

CSC Leon shall not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibilities are to lobby a member of the Council on behalf of the organization, person, or entity which seeks funding from the Council. Subject to the foregoing,

an officer, director, official, principal, or bona fide employee of an organization, person or entity seeking funding may engage in lobbying without payment of any compensation or reimbursement of expenses for such lobbying, whether directly or indirectly.

No monies granted by CSC Leon shall be used by a provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist.

CONTACT AFTER RESPONDENT SUBMITTAL: Any respondent or a lobbyist (paid or unpaid) for a respondent is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any Council Member, the Executive Director, or any member of staff except for the identified procurement officer after the issuance of a funding opportunity and until completion of the contract award. A proposal from any organization will be disqualified when the respondent or a lobbyist (paid or unpaid) for the respondent violates this condition of the procurement process.

#### **ARTICLE IX. RULES OF ORDER**

All procedural matters not addressed by these Bylaws shall be governed by the latest edition of "Robert's Rules of Order."

#### **ARTICLE X. COUNCIL ATTENDANCE**

If a member has three (3) consecutive absences from regular Council meetings during a fiscal year, or a total of five (5) absences from regular Council meetings during a fiscal year, except under extreme circumstances, the Chair may request said member to resign from the Council so that a replacement may be appointed in accordance with § 125.901, Fla. Stat.

Absences by members at meetings that take place during the start-up period of the Council, before a regular schedule of meetings has been adopted, do not count as absences for purposes of the provision above.

#### **ARTICLE XI. AMENDMENTS**

Amendments of these bylaws may be proposed by any member of the Council and shall become effective upon the affirmative vote of a two-thirds (2/3) majority of all serving Council members.

REVISED, APPROVED AND ADOPTED by the Children's Services Council of Leon County on this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

By: \_\_\_\_\_  
Dr. Zandra Glenn, PharmD, RPh, Chair

Summary of 2023 Executive Director Performance Evaluations					
	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations
Dr. Zandra Glenn	3	5	4	4	5
Terrance Watts	4	4	4	4	4
Paul Mitchell	3	3	5	5	5
Carolyn Cummings	4	4	4	5	5
Rocky Hanna	4	4	4	4	4
Darryl Jones	5	5	5	5	3
Anthony Miller	4	4	4	4	4
Mark O'Bryant	4	4	4	3	5
<b>Average Rating</b>	<b>3.88</b>	<b>4.13</b>	<b>4.25</b>	<b>4.25</b>	<b>4.38</b>

<b>High Score:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Low Score:</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>



Evaluator	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations	Additional Comments
Dr. Zandra Glenn	N/A	N/A	N/A	N/A	N/A	Ms. Rose Green has proven to be a high performing Executive Director for CSCLC. She is competent in her duties, well connected to our Leon County partners and works to advance the interests of CSC. With her leadership, we have refocused our efforts on our strategic plan, made progress in establishing funding streams for several of our priority areas and established procedures that will allow the Council to work more effectively and efficiently. In the upcoming year, I would like to see the Council develop benchmark metrics to define and track our performance and improve our community relations by being more intentional in sharing our successes and priorities. I am honored to have had Ms. Green as the Executive Director as I served as Chair of CSCLC. She is a pleasure to work with.
Terrance Watts	N/A	N/A	N/A	N/A	N/A	N/A
Paul Mitchell	N/A	N/A	N/A	N/A	N/A	N/A
Carolyn Cummings	N/A	N/A	N/A	N/A	N/A	The Executive Director has really grown in her role. She has been very effective and instrumental in elevating the awareness of the CSC to community members, service providers and other local entities, who previously might have been unaware of services and assistance available through the council for children. Under her leadership, a non-competitive financial award of up to \$15,000.00 for smaller service providers has gone a long way to equalize funding to many entities in the marginalized communities, who otherwise would not receive any financial assistance to serve our children. The recent hire of a Program and Quality Assurance Specialists was a great management decision designed to document contract compliance and program efficiency, which is essential in evaluating the effectiveness of those who enter contracts to provide services.

Evaluator	Planning	Financial and Program Management	Operations Management	Community Relations and Advocacy	Governing Council Relations	Additional Comments
Rocky Hanna	N/A	N/A	N/A	N/A	N/A	Director Green has done an excellent job this past year directing and managing the operations of the Children's Service Council. Ms. Green consistently provides positive leadership and serves as an outstanding advocate for the council in the community. Ms. Green has also done a good job of managing the personalities and expectations of board members who have a wide variety of thoughts and goals. Moving forward the council, under Ms. Green's leadership, must begin to narrow its focus in order to bring about real change and impact. The challenge for Ms. Green, for the coming year, will be how to effectively build consensus around her vision and visions of the 10 board members.
Darryl Jones					This will improve.	I have witnessed the Director rightfully assume her place in the community as a subject matter expert on youth issues and as an influencer of public policy on strengthening families.  The retreat Mrs. convened for the Children Services Council members was a turning point and will inform our working dynamic in the months ahead. I am sure this improve her engagement with Council members and sustain a collegiality and collaborative environment among council members that the children, families and taxpayers of our community rightfully expect and deserve. The Best is Yet to Come.
Anthony Miller	Executive Director Green has consistently demonstrated a high level of strategic planning, community coordination, and internal staff planning. In the past year, the CSC has experience significant change to its membership, its staff, and funding issues. Ms. Green has applied effective strategic planning efforts to respond to these changes.	Ms. Green has demonstrated effective financial and program management, including preparing, managing and overseeing annual budget and funding recommendations for the council's approval. She has continued to increase her knowledge of the budget process and has been responsive to the council's requests for budget information needed to guide them in the decision making process.	Ms. Green has consistently demonstrated a high level of operations management, that is customer-centered and priority focused. Her strength this area was highlighted during a one-day recent strategic planning meeting she planned for council. The planning meeting was emphasized her focus on the priority objectives to help the council achieve its objectives and mission.	Ms. Green consistently uses her broad experience in child welfare and related areas to foster effective community relations and advocacy. She is passionate about child welfare but balances her passion in a way that focuses on developing working relationships within the community in a way that maximizes key strategic issues facing the community. This is her strongest area as the executive director.	Governing Council relations continues to be a strength of Ms. Green's leadership. She consistently demonstrates effective directional leadership, positive and open communications, oversight, productive coordination with the Chair and Governing Council members. Her open approach to communications has helped create a culture where questions from council members and the public are encouraged in a constructive and positive manner.	Executive Director Green continues to be a strong and effective leader. This past year the Governing Council has faced significant challenges (budget priorities, procurement, staffing and council changes, etc.) and in large part, Ms. Green's directional leadership has allowed the Council to move forward in a positive way to achieve its strategic and operational goals in advent of these challenges. She has hired new staff and created an environment for them to develop and assist the Council.
Mark O'Bryant	N/A	N/A	N/A	N/A	N/A	Cecka has a very difficult job of leading basically a start-up company with the "owners" being the Leon County citizens. There are those who would like the CSC to disappear while others believe that it is, and never will, do enough. I commend her diligence in the face of constant adversity.