

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

Thursday, January 18, 2024, 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

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Consent Agenda
 - A. Minutes from the December meeting
 - B. Financials for December 2023
- VI. Family Resource Center (FRC) Management Contract
 - A. Presentation of Final Contract
 - B. Public Comment
 - C. Consideration to Approve Contract
- VII. Draft Emergency Funding Policy
 - A. Presentation of Draft
- VIII. Special Presentation: Family Strengthening Evaluation Update – Gary VanLandingham, Ph.D., Director, Askew School of Public Administration and Policy, Florida State University
- IX. Special Presentation: Early Learning Coalition “On Ramp” – Liz Murphy, SHRM-CP, CEO, Early Learning Coalition of the Big bend Region, Inc.
- X. Strategic Planning Discussion
 - A. Summary of Past Discussion
 - B. Presentation: Baseline Data & Root Causes
 - C. Programming Budget Update
 - D. FY 2024-26 Strategic Funding Focus Decision – Stage I
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

	MEETING:	Governing Council Meeting
	DATE & TIME:	Thursday, December 21, 2023, 4:00 p.m.
	LOCATION:	CSC Leon Office 2002 Old St. Augustine Rd., Talla., FL 32301
Members Present: <ul style="list-style-type: none"> • Dr. Zandra Glenn, Chair, Community Member • Terrence Watts, Vice-Chair, DCF Appointee • Paul Mitchell, Treasurer, Community Member • Atty. Carolyn Cummings, Chair, Leon County BOCC • Darryl Jones, School Board Member, Leon County Schools • Mark O'Bryant, Community Member • Rocky Hanna, Superintendent, Leon County Schools • Judge Anthony Miller, Second Judicial Circuit 		Staff Present: <ul style="list-style-type: none"> • Cecka Rose Green, Executive Director • Holly McPhail, Special Projects Manager • Dina Snider, Director of Finance & Operations • Jacinta Clay, Administrative Services Manager
AGENDA & ACTION:		
I. Call to Order – 4:01 pm II. Roll Call (See attendance above) III. Approval of Agenda – Mr. Jones moved; Judge Miller seconded. Approved by consensus. IV. General Public Comment – Corrie Melton; Donna Cotterell; and “Q” V. Consent Agenda – Mr. Jones moved; Mr. Watts seconded. Approved by consensus. VI. General Counsel Update – Presentation of FLCLASS Resolution 2023-05. Motion to adopt resolution by Mr. O'Bryant; seconded by Mr. Jones. There was no public comment. Motion passed unanimously. VII. Small Investments for Program Success (SIPS) – Ms. McPhail presented the categories of SIPS funding for consideration. Council had discussion and recommended for staff to review and update procedures and application vetting processes. Motion to approve highly recommended and recommended applicants by Mr. Jones; seconded by Mr. O'Bryant. Public comment given by Mr. Stanley Sims Sr., and Mr. Warren Cave. Motion approved with a 6-2 roll call vote. VIII. Family Resource Center (FRC) Management ITN – Ms. McPhail provided overview of the FRC ITN; Mr. Rob Renzi, lead negotiator, presented the recommendation from the FRC ITN Negotiation Team. Motion to accept the recommendation by Mr. Mitchell; seconded by Mr. Jones. Public comment given by Mr. Stanley Sims Sr. Motioned passed with 5-2 roll call vote. IX. Summer Internship Program in Partnership with Worlds of Work (W.O.W.) – Ms. McPhail presented an overview of the program. Motion to approve provided by Comm. Chair Cummings; seconded by Judge Miller. There was no public comment. Motion passed with a 6-1 roll call vote. X. Special Presentation: Overview of the November 28, 2023, Leon County Commission Workshop on Human Services – Presentation by Mr. Shington Lamy, Assistant County Administrator, Leon County Government. XI. Bylaws Committee – Mr. Roe presented Resolution 2023-06 amending the Council bylaws. Motion to approve by Mr. O'Bryant; seconded by Mr. Mitchell. There was no public comment. Motion passed unanimously. XII. Executive Committee – Chair Glenn presented committee recommendation to accept the Executive Director's 2023 Performance Evaluation. Motion to accept by Mr. Mitchell; seconded by Mr. Watts. There was no public comment. The motion passed with 7-0 roll call vote.		
ACTIVITIES/EVENTS		
None		
NEXT STEPS/TASKS		
➤ Update SIPS procedures and application vetting process ➤ Emergency funding SIPS criteria (March 2024) ➤ Future Council Meetings Schedule for 2024 ➤ Strategic Planning Focus Discussion (January 2024) ➤ Early Learning Coalition (ELC) of the Big Bend “On Ramp” program update		

<ul style="list-style-type: none"> ➤ Rebound & Recovery program update ➤ 2024-2025 Programming Budget Update
NEXT MEETING:
<ul style="list-style-type: none"> ➤ Governing Council Meeting – Thursday, January 18, 2023, 4:00 p.m., CSC Leon Office ➤ Finance and Budget Committee Meeting – TBD
MEMBER COMMENTS:
Judge Miller, Mark O’Bryant, Comm. Chair Cummings and Dir. Green
ADJOURNMENT:
Meeting adjourned at 7:22 p.m.

DRAFT

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

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · Operating	6,642,135.54
1002 · Money Market Account	7,739,905.69
Total Checking/Savings	14,382,041.23
Total Current Assets	14,382,041.23
Other Assets	
1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	14,388,263.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-6,906.62
Total Accounts Payable	-6,906.62
Other Current Liabilities	
Accrued Payroll Expenses	8,577.46
2100 · Employee Paid Benefits Clearing	
AFLAC	193.12
Dental & Vision Insurance	-254.16
Group Term Life & Accidental	-1,002.36
Long Term Disability	-453.12
Supplemental Life & Accidental	362.88
Total 2100 · Employee Paid Benefits Clearing	-1,153.64
Total Other Current Liabilities	7,423.82
Total Current Liabilities	517.20
Total Liabilities	517.20
Equity	
3200 · Unrestricted Net Assets	9,188,830.66
Net Income	5,198,915.87
Total Equity	14,387,746.53
TOTAL LIABILITIES & EQUITY	14,388,263.73

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

October through December 2023

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Proceeds	6,514,304.91	7,639,186.00	-1,124,881.09	85.3%
4100 · Interest	45,485.80	152,784.00	-107,298.20	29.8%
Total Income	6,559,790.71	7,791,970.00	-1,232,179.29	84.2%
Expense				
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	31,381.91	126,288.00	-94,906.09	24.8%
5010.20 · Life Insurance	0.00	4,047.00	-4,047.00	0.0%
5010.30 · Payroll taxes	7,756.77	30,283.00	-22,526.23	25.6%
5010.40 · Retirement Contribution	17,922.80	80,690.00	-62,767.20	22.2%
5010.50 · Salaries	103,855.71	395,850.00	-291,994.29	26.2%
Total 5010 · Compensation /Employee Benefits	160,917.19	637,158.00	-476,240.81	25.3%
5020 · Contractual Services - Staffing				
Audio/Video	4,858.74			
5020.10 · Accounting Fees	4,125.00	20,000.00	-15,875.00	20.6%
5020.20 · General Counsel (1099-MISC)	9,282.50	75,000.00	-65,717.50	12.4%
5020.30 · Staffing Services	14,680.00	199,000.00	-184,320.00	7.4%
Total 5020 · Contractual Services - Staffing	32,946.24	294,000.00	-261,053.76	11.2%
5030 · Contractual Services (Other)				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	1,153.75	4,000.00	-2,846.25	28.8%
Total 5030 · Contractual Services (Other)	1,153.75	24,000.00	-22,846.25	4.8%
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	175.00	175.00	0.00	100.0%
Total 5040 · Collection Expenses	759.02	154,959.00	-154,199.98	0.5%
5050 · Communications				
5050.10 · Cell phones	426.80	2,500.00	-2,073.20	17.1%
5050.20 · Internet/VOIP	1,032.53	3,000.00	-1,967.47	34.4%
5050.30 · Virtual Platform	0.00	760.00	-760.00	0.0%
Total 5050 · Communications	1,459.33	6,260.00	-4,800.67	23.3%
5060 · Dues	20,300.00	22,200.00	-1,900.00	91.4%
5070 · Information Technology				
5070.10 · Computers	0.00	5,000.00	-5,000.00	0.0%
5070.20 · Equipment rental	5,785.97	12,000.00	-6,214.03	48.2%
5070.30 · Website maintenance	1,050.00	1,500.00	-450.00	70.0%
5070.40 · Software	665.88	3,200.00	-2,534.12	20.8%
5070.50 · Managed IT	182.31	0.00	182.31	100.0%
Total 5070 · Information Technology	7,684.16	21,700.00	-14,015.84	35.4%
5080 · Insurance-Liab., D&O, WC, Cyber	16,076.00	20,000.00	-3,924.00	80.4%
5090 · Occupancy				
5090.10 · Rent	18,667.50	74,670.00	-56,002.50	25.0%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	1,230.00	5,000.00	-3,770.00	24.6%
Total 5090 · Occupancy	19,897.50	80,170.00	-60,272.50	24.8%
5100 · Office Supplies and Support				
5100.10 · Office Supplies	305.54	1,200.00	-894.46	25.5%
5100.20 · Postage and Courier	45.77	750.00	-704.23	6.1%
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%
Total 5100 · Office Supplies and Support	995.31	3,850.00	-2,854.69	25.9%
5200 · Travel				
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 tolls	0.00	500.00	-500.00	0.0%
Total 5200 · Travel	263.38	20,000.00	-19,736.62	1.3%

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
5300 · Miscellaneous				
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	520.44			
5300 · Miscellaneous - Other	192.00			
Total 5300 · Miscellaneous	5,462.44	10,500.00	-5,037.56	52.0%
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	35,000.00	169,000.00	-134,000.00	20.7%
Community Outreach and Events	17,150.00	20,000.00	-2,850.00	85.8%
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	365,705.96			
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	15,000.00	600,000.00	-585,000.00	2.5%
Summer Bridge Programming	0.00	1,750,000.00	-1,750,000.00	0.0%
Summer Programmatic Funding	189,193.84			
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			
Total 5400 · Program Investments & Supports	1,092,960.52	14,475,244.00	-13,382,283.48	7.6%
Total Expense	1,360,874.84	15,770,041.00	-14,409,166.16	8.6%
Net Ordinary Income	5,198,915.87	-7,978,071.00	13,176,986.87	-65.2%
Other Income/Expense				
Other Income				
7000 · Prior Year carryforward	0.00	8,741,990.00	-8,741,990.00	0.0%
Total Other Income	0.00	8,741,990.00	-8,741,990.00	0.0%
Other Expense				
8000 · Reserved Funds	0.00	763,919.00	-763,919.00	0.0%
Total Other Expense	0.00	763,919.00	-763,919.00	0.0%
Net Other Income	0.00	7,978,071.00	-7,978,071.00	0.0%
Net Income	5,198,915.87	0.00	5,198,915.87	100.0%

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

	Oct 23	Nov 23	Dec 23	TOTAL
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Proceeds	1,211.74	1,415,793.46	5,097,299.71	6,514,304.91
4100 · Interest	16,015.84	14,320.22	15,149.74	45,485.80
Total Income	17,227.58	1,430,113.68	5,112,449.45	6,559,790.71
Expense				
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	10,622.24	10,576.84	10,182.83	31,381.91
5010.30 · Payroll taxes	2,216.22	3,324.33	2,216.22	7,756.77
5010.40 · Retirement Contribution	6,164.94	5,656.38	6,101.48	17,922.80
5010.50 · Salaries	29,673.06	44,509.59	29,673.06	103,855.71
Total 5010 · Compensation /Employee Benefits	48,676.46	64,067.14	48,173.59	160,917.19
5020 · Contractual Services - Staffing				
Audio/Video	4,858.74	0.00	0.00	4,858.74
5020.10 · Accounting Fees	900.00	1,762.50	1,462.50	4,125.00
5020.20 · General Counsel (1099-MISC)	0.00	4,415.00	4,867.50	9,282.50
5020.30 · Staffing Services	0.00	7,600.00	7,080.00	14,680.00
Total 5020 · Contractual Services - Staffing	5,758.74	13,777.50	13,410.00	32,946.24
5030 · Contractual Services (Other)				
5030.20 · Payroll processing	341.25	487.50	325.00	1,153.75
Total 5030 · Contractual Services (Other)	341.25	487.50	325.00	1,153.75
5040 · Collection Expenses				
5040.20 · TRIM advertisement fees	584.02	0.00	0.00	584.02
5040.30 · Special District fee	0.00	0.00	175.00	175.00
Total 5040 · Collection Expenses	584.02	0.00	175.00	759.02
5050 · Communications				
5050.10 · Cell phones	0.00	213.10	213.70	426.80
5050.20 · Internet/VOIP	456.25	243.15	333.13	1,032.53
Total 5050 · Communications	456.25	456.25	546.83	1,459.33
5060 · Dues	0.00	300.00	20,000.00	20,300.00
5070 · Information Technology				
5070.20 · Equipment rental	3,109.14	1,595.20	1,081.63	5,785.97
5070.30 · Website maintenance	350.00	350.00	350.00	1,050.00
5070.40 · Software	259.41	200.47	206.00	665.88
5070.50 · Managed IT	182.31	0.00	0.00	182.31
Total 5070 · Information Technology	3,900.86	2,145.67	1,637.63	7,684.16
5080 · Insurance-Liab., D&O, WC, Cyber	0.00	16,076.00	0.00	16,076.00
5090 · Occupancy				
5090.10 · Rent	6,222.50	6,222.50	6,222.50	18,667.50
5090.30 · Security System	410.00	410.00	410.00	1,230.00
Total 5090 · Occupancy	6,632.50	6,632.50	6,632.50	19,897.50
5100 · Office Supplies and Support				
5100.10 · Office Supplies	0.00	305.54	0.00	305.54
5100.20 · Postage and Courier	10.93	0.00	34.84	45.77
5100.30 · Printing and Copying	644.00	0.00	0.00	644.00
Total 5100 · Office Supplies and Support	654.93	305.54	34.84	995.31
5200 · Travel				
5200.20 · Lodging	100.83	0.00	0.00	100.83
5200.40 · Transportation - auto rental	123.83	38.72	0.00	162.55
Total 5200 · Travel	224.66	38.72	0.00	263.38

	Oct 23	Nov 23	Dec 23	TOTAL
5300 · Miscellaneous				
5300.20 · CSC Awareness	4,750.00	0.00	0.00	4,750.00
5300.30 · Other	163.48	192.01	164.95	520.44
5300 · Miscellaneous - Other	0.00	192.00	0.00	192.00
Total 5300 · Miscellaneous	4,913.48	384.01	164.95	5,462.44
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	0.00	0.00	35,000.00	35,000.00
Community Outreach and Events	7,650.00	9,500.00	0.00	17,150.00
Family Supports	52,631.50	215,755.27	97,319.19	365,705.96
Program Software SAMIS	2,000.00	2,000.00	0.00	4,000.00
Small Investments for Program S	0.00	0.00	15,000.00	15,000.00
Summer Programmatic Funding	65,234.05	103,368.86	20,590.93	189,193.84
5400 · Program Investments & Supports - Other	266,919.00	199,991.72	0.00	466,910.72
Total 5400 · Program Investments & Supports	394,434.55	530,615.85	167,910.12	1,092,960.52
Total Expense	466,577.70	635,286.68	259,010.46	1,360,874.84
Net Ordinary Income	-449,350.12	794,827.00	4,853,438.99	5,198,915.87
Net Income	-449,350.12	794,827.00	4,853,438.99	5,198,915.87