

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

Thursday, March 7, 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 January meeting
 - B. Minutes from February special meeting
 - C. Financials for January 2024
 - D. Finance & Budget Committee Report (Handout)
 - E. Executive Director's Report
- VI. General Counsel Update
- VII. Special Presentation: Family Strengthening Evaluation Update – Gary VanLandingham, Ph.D., Director, Askew School of Public Administration and Policy, Florida State University
- VIII. Summer Enrichment 2024*
- IX. Funding Opportunity for Programs Designed for Special Needs*
- X. Small Investment for Program Success (SIPS) FY 2024 Quarter 2*
- XI. Kindergarten Readiness Plan & Outline
 - A. Perinatal Supports
 - B. Quality Childcare
 - C. Early Intervention Services
 - D. Housing
- XII. Next Meeting Agenda
- XIII. Member Comments
- XIV. Adjourn

**Item requires action by the Council; public comment will be taken before formal action considered.*



NEXT MEETING AGENDA:


- Summer 2024 RFA Approvals
- Kindergarten Readiness Procurements Concepts
- Emergency Funding Requests Policy Discussion
- Family Strengthening Evaluation Presentation

MEMBER COMMENTS:

Council Member Cummings, Hanna, and Director Green.

ADJOURNMENT:

Meeting adjourned at 7:11 p.m.

	MEETING:	Special Governing Council Meeting
	DATE & TIME:	Tuesday, February 20, 2024, 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 (Virtual) • Paul Mitchell, Treasurer, Community Member • Darryl Jones, School Board Member, Leon County Schools • Mark O’Bryant, Community Member • Rocky Hanna, Superintendent, Leon County Schools 		Staff Present: <ul style="list-style-type: none"> • Cecka Rose Green, Executive Director • Holly McPhail, Special Projects Manager • Dina Snider, Director of Finance & Operations • Prisha Malone, Program & Quality Assurance Specialist • Jacinta Clay, Administrative Services Manager • Chris Roe, General Counsel
Members Absent: <ul style="list-style-type: none"> • Atty. Carolyn Cummings, Chair, Leon County BOCC • Judge Anthony Miller, Second Judicial Circuit 		
AGENDA & ACTION:		
<p>I. Call to Order – 4:50 pm</p> <p>II. Roll Call (See attendance above)</p> <p>III. Approval of Agenda – Mr. Mitchell moved; Mr. O’Bryant seconded. Approved by consensus.</p> <p>IV. Family Resource Center (FRC) Management Contract – Ms. Green and Ms. McPhail summarized the contract revisions and comments submitted by Council Members. Staff from the intended provider, Children’s Home Society of Florida (CHS) were present: President/CEO Andry Sweet, Vice President of Community Solutions Jarvis Wheeler, Statewide Director of Community Impact Anna-Kay Hutchison, and Executive Director Tallahassee/Gainesville Area Tiffany Martin. CHS provided remarks and answered additional questions from the Council.</p> <p>Public Comment:</p> <ol style="list-style-type: none"> 1. Ms. Kim Sineath 2. Ms. Talethia Edwards <p>Mr. Mitchell moved FRC Management contract approval; seconded by Mr. O’Bryant. The motion passed with a 6-0 roll call vote.</p>		
ACTIVITIES/EVENTS		
NEXT STEPS/TASKS		
NEXT MEETING:		
<ul style="list-style-type: none"> ➤ Finance and Budget Committee Meeting – Monday March 4, 2024, 5:00 p.m., CSC Leon Office ➤ Governing Council Meeting – Thursday, March 7, 2024, 4:00 p.m., CSC Leon Office 		
MEMBER COMMENTS:		
No member comments		
ADJOURNMENT:		
Meeting adjourned at 6:20 p.m.		

Children's Services Council of Leon County
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Operating	665,578.57
1002 · Money Market Account	13,765,052.50
1011 · Bill.com Money Out Clearing	-33,556.57
Total Checking/Savings	14,397,074.50
Total Current Assets	14,397,074.50
Other Assets	
1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	14,403,297.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-40,129.07
Total Accounts Payable	-40,129.07
Other Current Liabilities	
Accrued Payroll Expenses	8,577.46
2100 · Employee Paid Benefits Clearing	
AFLAC	-643.64
Dental & Vision Insurance	-499.88
Group Term Life & Accidental	-1,336.48
Long Term Disability	-682.00
Supplemental Life & Accidental	362.88
Total 2100 · Employee Paid Benefits Clearing	-2,799.12
Total Other Current Liabilities	5,778.34
Total Current Liabilities	-34,350.73
Total Liabilities	-34,350.73
Equity	
3200 · Unrestricted Net Assets	9,207,387.23
Net Income	5,230,260.50
Total Equity	14,437,647.73
TOTAL LIABILITIES & EQUITY	14,403,297.00

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

October 2023 through January 2024

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Proceeds	6,773,513.32	7,639,186.00	-865,672.68	88.7%
4100 · Interest	70,745.93	152,784.00	-82,038.07	46.3%
Total Income	6,844,259.25	7,791,970.00	-947,710.75	87.8%
Expense				
Operations				
IT Services (Web & Email)	350.00			
Total Operations	350.00			
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	41,655.54	126,288.00	-84,632.46	33.0%
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	28,410.31	80,690.00	-52,279.69	35.2%
5010.50 · Salaries	103,855.71	395,850.00	-291,994.29	26.2%
Total 5010 · Compensation /Employee Benefits	181,678.33	637,158.00	-455,479.67	28.5%
5020 · Contractual Services - Staffing				
Audio/Video	4,858.74			
5020.10 · Accounting Fees	5,700.00	20,000.00	-14,300.00	28.5%
5020.20 · General Counsel (1099-MISC)	9,282.50	75,000.00	-65,717.50	12.4%
5020.30 · Staffing Services	19,680.00	199,000.00	-179,320.00	9.9%
Total 5020 · Contractual Services - Staffing	39,521.24	294,000.00	-254,478.76	13.4%
5030 · Contractual Services (Other)				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	1,521.00	4,000.00	-2,479.00	38.0%
Total 5030 · Contractual Services (Other)	1,521.00	24,000.00	-22,479.00	6.3%
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	1,275.93	3,000.00	-1,724.07	42.5%
5050.30 · Virtual Platform	0.00	760.00	-760.00	0.0%
Total 5050 · Communications	1,702.73	6,260.00	-4,557.27	27.2%
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	6,948.30	12,000.00	-5,051.70	57.9%
5070.30 · Website maintenance	1,050.00	1,500.00	-450.00	70.0%
5070.40 · Software	871.88	3,200.00	-2,328.12	27.2%
5070.50 · Managed IT	602.31	0.00	602.31	100.0%
Total 5070 · Information Technology	9,472.49	21,700.00	-12,227.51	43.7%
5080 · Insurance-Liab., D&O, WC, Cyber	18,076.00	20,000.00	-1,924.00	90.4%
5090 · Occupancy				
5090.10 · Rent	24,890.00	74,670.00	-49,780.00	33.3%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	1,640.00	5,000.00	-3,360.00	32.8%
Total 5090 · Occupancy	26,530.00	80,170.00	-53,640.00	33.1%
5100 · Office Supplies and Support				
5100.10 · Office Supplies	322.20	1,200.00	-877.80	26.9%
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	1,011.97	3,850.00	-2,838.03	26.3%

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
5200 · Travel				
5200.10 · Registration-Conference/Meeting	90.00	5,000.00	-4,910.00	1.8%
5200.20 · Lodging	246.56	10,000.00	-9,753.44	2.5%
5200.30 · Meals - per diem	25.00	2,000.00	-1,975.00	1.3%
5200.40 · Transportation - auto rental	162.55	2,500.00	-2,337.45	6.5%
5200.50 · Mileage and tolls	129.05	500.00	-370.95	25.8%
Total 5200 · Travel	653.16	20,000.00	-19,346.84	3.3%
5300 · Miscellaneous				
5300.10 · Awards & Recognition	0.00	500.00	-500.00	0.0%
5300.20 · CSC Awareness	9,409.85	10,000.00	-590.15	94.1%
5300.30 · Other	706.25			
5300 · Miscellaneous - Other	192.00			
Total 5300 · Miscellaneous	10,308.10	10,500.00	-191.90	98.2%
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	53,556.57	169,000.00	-115,443.43	31.7%
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	374,702.96			
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	339,526.64			
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	1,270,846.89	14,475,244.00	-13,204,397.11	8.8%
6100 · Salaries & Wages - Clearing	31,267.82			
Total Expense	1,613,998.75	15,770,041.00	-14,156,042.25	10.2%
Net Ordinary Income	5,230,260.50	-7,978,071.00	13,208,331.50	-65.6%
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	5,230,260.50	0.00	5,230,260.50	100.0%

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

October 2023 through January 2024

	Oct 23	Nov 23	Dec 23	Jan 24	TOTAL
Ordinary Income/Expense					
Income					
4000 · Ad Valorem Proceeds	1,211.74	1,415,793.46	5,097,299.71	259,208.41	6,773,513.32
4100 · Interest	16,015.84	14,320.22	15,149.74	25,260.13	70,745.93
Total Income	17,227.58	1,430,113.68	5,112,449.45	284,468.54	6,844,259.25
Expense					
Operations					
IT Services (Web & Email)	0.00	0.00	0.00	350.00	350.00
Total Operations	0.00	0.00	0.00	350.00	350.00
5010 · Compensation /Employee Benefits					
5010.10 · Health Insurance	10,622.24	10,576.84	10,182.83	10,273.63	41,655.54
5010.30 · Payroll taxes	2,216.22	3,324.33	2,216.22	0.00	7,756.77
5010.40 · Retirement Contribution	6,164.94	5,656.38	6,101.48	10,487.51	28,410.31
5010.50 · Salaries	29,673.06	44,509.59	29,673.06	0.00	103,855.71
Total 5010 · Compensation /Employee Benefits	48,676.46	64,067.14	48,173.59	20,761.14	181,678.33
5020 · Contractual Services - Staffing					
Audio/Video	4,858.74	0.00	0.00	0.00	4,858.74
5020.10 · Accounting Fees	900.00	1,762.50	1,462.50	1,575.00	5,700.00
5020.20 · General Counsel (1099-MISC)	0.00	4,415.00	4,867.50	0.00	9,282.50
5020.30 · Staffing Services	0.00	7,600.00	7,080.00	5,000.00	19,680.00
Total 5020 · Contractual Services - Staffing	5,758.74	13,777.50	13,410.00	6,575.00	39,521.24
5030 · Contractual Services (Other)					
5030.20 · Payroll processing	341.25	487.50	325.00	367.25	1,521.00
Total 5030 · Contractual Services (Other)	341.25	487.50	325.00	367.25	1,521.00
5040 · Collection Expenses					
5040.20 · TRIM advertisement fees	584.02	0.00	0.00	0.00	584.02
5040.30 · Special District fee	0.00	0.00	175.00	0.00	175.00
Total 5040 · Collection Expenses	584.02	0.00	175.00	0.00	759.02
5050 · Communications					
5050.10 · Cell phones	0.00	213.10	213.70	0.00	426.80
5050.20 · Internet/VOIP	456.25	243.15	333.13	243.40	1,275.93
Total 5050 · Communications	456.25	456.25	546.83	243.40	1,702.73
5060 · Dues	0.00	300.00	20,000.00	0.00	20,300.00
5070 · Information Technology					
5070.20 · Equipment rental	3,109.14	1,595.20	1,081.63	1,162.33	6,948.30
5070.30 · Website maintenance	350.00	350.00	350.00	0.00	1,050.00
5070.40 · Software	259.41	200.47	206.00	206.00	871.88
5070.50 · Managed IT	182.31	0.00	0.00	420.00	602.31
Total 5070 · Information Technology	3,900.86	2,145.67	1,637.63	1,788.33	9,472.49
5080 · Insurance-Liab., D&O, WC, Cyber	0.00	16,076.00	0.00	2,000.00	18,076.00
5090 · Occupancy					
5090.10 · Rent	6,222.50	6,222.50	6,222.50	6,222.50	24,890.00
5090.30 · Security System	410.00	410.00	410.00	410.00	1,640.00
Total 5090 · Occupancy	6,632.50	6,632.50	6,632.50	6,632.50	26,530.00
5100 · Office Supplies and Support					
5100.10 · Office Supplies	0.00	305.54	0.00	16.66	322.20
5100.20 · Postage and Courier	10.93	0.00	34.84	0.00	45.77
5100.30 · Printing and Copying	644.00	0.00	0.00	0.00	644.00
Total 5100 · Office Supplies and Support	654.93	305.54	34.84	16.66	1,011.97
5200 · Travel					
5200.10 · Registration-Conference/Meeting	0.00	0.00	0.00	90.00	90.00
5200.20 · Lodging	100.83	0.00	0.00	145.73	246.56
5200.30 · Meals - per diem	0.00	0.00	0.00	25.00	25.00
5200.40 · Transportation - auto rental	123.83	38.72	0.00	0.00	162.55
5200.50 · Mileage and tolls	0.00	0.00	0.00	129.05	129.05
Total 5200 · Travel	224.66	38.72	0.00	389.78	653.16
5300 · Miscellaneous					
5300.20 · CSC Awareness	4,750.00	0.00	0.00	4,659.85	9,409.85
5300.30 · Other	163.48	192.01	164.95	185.81	706.25
5300 · Miscellaneous - Other	0.00	192.00	0.00	0.00	192.00
Total 5300 · Miscellaneous	4,913.48	384.01	164.95	4,845.66	10,308.10
5400 · Program Investments & Supports					
Capacity Building & Tech Assist	0.00	0.00	35,000.00	18,556.57	53,556.57
Community Outreach and Events	7,650.00	9,500.00	0.00	0.00	17,150.00
Family Supports	52,631.50	215,755.27	97,319.19	8,997.00	374,702.96
Program Software SAMIS	2,000.00	2,000.00	0.00	0.00	4,000.00
Small Investments for Program S	0.00	0.00	15,000.00	0.00	15,000.00
Summer Programmatic Funding	65,234.05	88,368.86	20,590.93	165,332.80	339,526.64
5400 · Program Investments & Supports - Other	266,919.00	199,991.72	0.00	0.00	466,910.72
Total 5400 · Program Investments & Supports	394,434.55	515,615.85	167,910.12	192,886.37	1,270,846.89
6100 · Salaries & Wages - Clearing	0.00	0.00	0.00	31,267.82	31,267.82
Total Expense	466,577.70	620,286.68	259,010.46	268,123.91	1,613,998.75
Net Ordinary Income	-449,350.12	809,827.00	4,853,438.99	16,344.63	5,230,260.50
Net Income	-449,350.12	809,827.00	4,853,438.99	16,344.63	5,230,260.50

Executive Director’s Report
Governing Council Meeting | Thursday, March 7, 2024

CSC Leon Financial Audit FY 2022-23 – Purvis Gray, P.A., has completed the audit and presented it to the Finance and Budget Committee on Monday, March 5. The auditors will present the audit to the full Council at the April 18 meeting.

CSC Leon Council Member Appointments/Vacancies – Following notification from the Governor’s Office on December 14, 2023, the Leon County Commission’s nominated candidates for appointment to the CSC Leon were rejected, the application was reopened and readvertised in January. At the Commission’s January 23 meeting, 20 applicants were approved to be sent to the Governor’s Office as nominees to fill the vacant Council seats (see table below). The Governor’s Office will notify the County Commission regarding selections.

Previous nominees submitted	New nominees submitted
1. Dr. Patty Ball-Thomas	10. Gavin Burgess
2. Wallisa Cobb	11. Travis Diggs
3. Dr. Zandra Glenn (seeking reappointment)	12. Brent Johnson
4. Keshia Jenkins	13. Simone Marstiller
5. Daniel Parker	14. Matt McKibbin
6. Bill Schack	15. Michelle Miller
7. John Sheetz	16. Christina Omran
8. Eric Whitehead	17. Justin Ravelo
9. Brenda Williams	18. Amanda Valter
	19. John Wilson
	20. David Bellamy

Community Outreach and Connections – During the months of December - February, CSC Leon connected with the following persons/entities:

- Ms. Green toured The Learning Pavilion, a smart-play preschool that strives to be inclusive for all children and uses a play-based curriculum.
- CSC Leon Team members participated in several provider conversations, both in-person and virtual, hosted by Leon County Government’s Human Services and Community Partnerships Department regarding the proposed realignment of CHSP funding categories. The issue was presented by County government staff at the January 23 County Commission meeting. Ultimately, the County Commission decided to delay the realignment and unanimously approved a motion to request that CSC Leon consider replicating and funding a process similar to CHSP beginning in fiscal year 2027 for children and family programs and services (see attached letter from Leon County Administrator Vincent S. Long). After speaking with Chair Glenn, staff will prepare this request for Council discussion at a later time, but prior to December 31, 2024.
- Council staff attended the 2024 Rev. Dr. Martin Luther King, Jr. Celebration hosted by Leon County Government, the MLK Foundation Inc., and the ICC – Southern Christian Leadership Conference on January 10. The keynote speaker was our own Council Member Darryl Jones, Leon County School Board Member, District 3.
- CSC Leon was a sponsor for Children’s Week 2024, as we have done the previous two years. Staff attended the annual Children’s Week Dinner on Monday evening, February 26, during which The Honorable Janet Nunez provided the keynote address. Ms. Green was a “celebrity reader” in Storybook Village the next day, sharing the book, “Darryl’s Dream” written by Darryl McDaniels of the infamous Run DMC.

Submitted by:

Cecka Rose Green, CPM
Executive Director



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountyfl.gov

Commissioners

CAROLYN D. CUMMINGS
At-Large
Chair

BRIAN WELCH
District 4
Vice Chairman

BILL PROCTOR
District 1

CHRISTIAN CABAN
District 2

RICK MINOR
District 3

DAVID T. O'KEEFE
District 5

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

February 1, 2024

Cecka Rose-Green, Executive Director
Children's Services Council of Leon County
2002 Old St. Augustine Road, Bldg. A
Tallahassee, FL 32301

Dear Ms. Rose-Green,

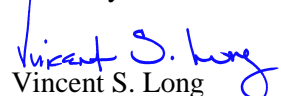
I want to first express our appreciation for the partnership with the Children's Services Council of Leon County (CSC-Leon) over the past couple of years to address the needs of children and families in the community through initiatives and events such as the *Breaking Bread* neighborhood meetings on food insecurity and summer youth expo. In 2023, along with the City of Tallahassee (City), we memorialized our partnership with the memorandum of understanding to better coordinate and collaborate on our funding processes, resources, and data in order to meet the human services needs of children and families in Tallahassee-Leon County. This has resulted in further opportunities that will be instrumental in where we go in the future to best serve kids and responsibly invest taxpayer dollars.

For more than 25 years, the County and City have invested in the highest human service needs in our community through the Community Human Services Partnership (CHSP) including investment in children and family programs that provide services such as early learning, parental support, and youth development. As you know, over the past couple of months we brought recommendations to the Board of County Commissioners (Board) to better serve our community which include the realignment of the current CHSP categories in the upcoming two-year funding cycle that would direct children and family programs to apply for funding opportunities through CSC-Leon. The transition would maximize our limited human services resources, reduce duplication of service, and improve service delivery to focus on children's programs and services.

During their January 23, 2024 meeting, the Board decided to delay this transition and realignment of the categories for consideration and unanimously approved a motion to request that CSC-Leon consider replicating and funding a process similar to CHSP beginning in fiscal year 2027 for children and family programs and services. This allows considerable time to continue to work together and engage partners in establishing a seamless transition for human services providers of children and family programs to apply for funding opportunities through CSC-Leon.

We ask that CSC-Leon consider replicating and funding a process similar to CHSP at its earliest convenience. Should you have any questions or require further clarification on the Board's motion, please feel free to contact Shington Lamy, the Assistant County Administrator. Additionally, Shington would be happy to present at a future CSC-Leon meeting as part of consideration of this request, should you wish.

Sincerely,


Vincent S. Long
County Administrator

Cc: Leon County Board of County Commissioners
Shington Lamy, Assistant County Administrator