

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

Thursday, April 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 March meeting
 - B. Financials for February 2024
 - C. Executive Director’s Report
- VI. General Counsel Update
- VII. Kindergarten Readiness Comprehensive Plan Updates
 - A. Road Map Convening Update by Executive Director
 - B. Perinatal Care Coordination Investment
 - i. Presentation: Chris Sczorsik, Executive Director, Capital Area Healthy Start, and Heather Flynn, Chair, Dept. Of Behavioral Sciences and Social Medicine, FSU College of Medicine
 - ii. Public Comment
 - iii. Consideration to approve procurement
 - C. Perinatal Behavioral Health Service Provision Request for Proposals
 - i. Public Comment
 - ii. Consideration to approve procurement
 - D. Perinatal and Pediatric Transportation Assistance Investment
 - i. Public Comment
 - ii. Consideration to approve procurement
 - E. Family Engagement in Early Child Care Settings Request for Applications
 - i. Public Comment
 - ii. Consideration to approve procurement
- VIII. Rebound and Recovery Investment Update
 - A. Special Presentation: Tai Zimmerman Cole, Assistant Director, and Ellen Piekalkiewicz, Director, Stoops Center for Communities, Families, and Children, Florida State University
- IX. Committee Reports
 - A. Finance and Budget Committee Report
 - i. Presentation of Year-to-Date Funding
- X. Special Needs Summer Camp Scholarship Applications
 - A. Public Comment
 - B. Consideration to issue intent to award
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn

Executive Director's Report
Governing Council Meeting | Thursday, April 18, 2024

CSC Leon Council Member Appointments/Vacancies – No update; the Governor's Office will notify the County Commission regarding selections.

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

- Ms. Green attended the following meetings/events to connect with community leaders and provide updates on the Council's activities.
 - Spring Membership meeting of the Capital City Chamber of Commerce;
 - Stakeholder Breakfast meeting of the Community Foundation of North Florida (CFNF); and
 - Annual Membership meeting of the United Partners for Human Services (UPHS).
- CSC Leon staff visited Aveanna/Tallahassee Pediatric Day Health Care Center, which is a provider of early learning and childcare for medically fragile children. The facility can provide developmental therapies to include occupational and physical therapy, and speech-language pathology. Staffing includes pediatric nurses and health care professionals.
- Ms. Green was a guest on The Greg James Radio Show, hosted by Christic Henry, to provide information on the funding provided for 2024 summer camps, special needs camps, and the internship program. Kacy Dennis, CEO of the Boys and Girls Clubs of the Big Bend, and Pastor Quincy Griffin of Family Worship and Praise Center, also were guests as recipients of funding from CSC Leon in the past and present.
- The Summer 2024 Youth Expo was held on Saturday, March 28, at FAMU DRS gymnasium. More than 100 families attended, many of whom signed up for Council-funded camps. Eleven (11) CSC Leon-funded summer programs and 16 other programs and resources participated in the event.

Family Resource Center (FRC) Update – The contract with Children's Home Society of Florida to implement the first FRC was executed on April 1. Prior to that, Ms. Anna-Kay Hutchinson, CHS Statewide Director of Community Impact, became certified in the Standards of Quality for Family Strengthening and Support from the National Family Support Network. This training provides full understanding of the FRC standards, strategies to apply and implement them. An update from the CHS team will be presented to the Council at the June Governing Council meeting.

Small Investment for Program Success (SIPS) Update – The fourth round of SIPS funding will be decided at the June 20 Council meeting; also at that meeting, staff expects to provide a preliminary report on outputs, outcomes and lessons gleaned from the implementation of this capacity-building effort. As such, instead of opening the last application for 4th quarter (July – September), staff will use that period to develop recommendations regarding the overall program to include improvements, augmentations and proposed funding amounts. These recommendations will be presented to the Council for discussion at the July meeting and finalization prior to the opening of the FY 2024-25 SIPS application.

Submitted by:

Cecka Rose Green, CPM
Executive Director

Children's Services Council of Leon County
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Operating	1,390,750.39
1002 · Money Market Account	22,137.52
1003 · FL Class	
Catastrophe	152,783.72
Contingency	611,134.88
General	3,769,089.60
Program	8,231,044.00
Total 1003 · FL Class	12,764,052.20
1011 · Bill.com Money Out Clearing	-33,562.57
Total Checking/Savings	14,143,377.54
Total Current Assets	14,143,377.54
Other Assets	
1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	14,149,600.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-39,772.01
Total Accounts Payable	-39,772.01
Other Current Liabilities	
Accrued Payroll Expenses	8,577.46
2100 · Employee Paid Benefits Clearing	
AFLAC	-321.80
Dental & Vision Insurance	-560.56
Group Term Life & Accidental	-1,693.54
Long Term Disability	-910.88
Supplemental Life & Accidental	521.19
Vision	21.96
Total 2100 · Employee Paid Benefits Clearing	-2,943.63
Total Other Current Liabilities	5,633.83
Total Current Liabilities	-34,138.18
Total Liabilities	-34,138.18
Equity	
3200 · Unrestricted Net Assets	9,207,387.23
Net Income	4,976,350.99
Total Equity	14,183,738.22
TOTAL LIABILITIES & EQUITY	14,149,600.04

Children's Services Council of Leon County
Income & Expense Budget vs. Actual
October 2023 through February 2024

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Proceeds	6,987,097.04	7,639,186.00	-652,088.96	91.5%
4100 · Interest	91,966.95	152,784.00	-60,817.05	60.2%
Total Income	7,079,063.99	7,791,970.00	-712,906.01	90.9%
Expense				
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	52,805.59	126,288.00	-73,482.41	41.8%
5010.20 · Life Insurance	0.00	4,047.00	-4,047.00	0.0%
5010.30 · Payroll taxes	12,209.08	30,283.00	-18,073.92	40.3%
5010.40 · Retirement Contribution	34,122.97	80,690.00	-46,567.03	42.3%
5010.50 · Salaries	149,064.54	395,850.00	-246,785.46	37.7%
Total 5010 · Compensation /Employee Benefits	248,202.18	637,158.00	-388,955.82	39.0%
5020 · Contractual Services - Staffing				
5020.10 · Accounting Fees	5,700.00	20,000.00	-14,300.00	28.5%
5020.20 · General Counsel (1099-MISC)	17,934.50	75,000.00	-57,065.50	23.9%
5020.30 · Staffing Services	28,480.00	199,000.00	-170,520.00	14.3%
Total 5020 · Contractual Services - Staffing	52,114.50	294,000.00	-241,885.50	17.7%
5030 · Contractual Services (Other)				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	1,846.00	4,000.00	-2,154.00	46.2%
Total 5030 · Contractual Services (Other)	1,846.00	24,000.00	-22,154.00	7.7%
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%
5040 · Collection Expenses - Other	13.44			
Total 5040 · Collection Expenses	772.46	154,959.00	-154,186.54	0.5%
5050 · Communications				
5050.10 · Cell phones	1,072.30	2,500.00	-1,427.70	42.9%
5050.20 · Internet/VOIP	1,216.24	3,000.00	-1,783.76	40.5%
5050.30 · Virtual Platform	0.00	760.00	-760.00	0.0%
Total 5050 · Communications	2,288.54	6,260.00	-3,971.46	36.6%
5060 · Dues				
5070 · Information Technology	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	14,275.78	12,000.00	2,275.78	119.0%
5070.30 · Website maintenance	0.00	1,500.00	-1,500.00	0.0%
5070.40 · Software	1,357.67	3,200.00	-1,842.33	42.4%
5070.50 · Managed IT	2,170.00	0.00	2,170.00	100.0%
Total 5070 · Information Technology	17,803.45	21,700.00	-3,896.55	82.0%
5080 · Insurance-Liab., D&O, WC, Cyber				
5090 · Occupancy	18,076.00	20,000.00	-1,924.00	90.4%
5090 · Occupancy				
5090.10 · Rent	31,112.50	74,670.00	-43,557.50	41.7%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	2,050.00	5,000.00	-2,950.00	41.0%
Total 5090 · Occupancy	33,162.50	80,170.00	-47,007.50	41.4%
5100 · Office Supplies and Support				
5100.10 · Office Supplies	472.20	1,200.00	-727.80	39.4%
5100.20 · Postage and Courier	399.77	750.00	-350.23	53.3%
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	1,515.97	3,850.00	-2,334.03	39.4%
5200 · Travel				
5200.10 · Registration-Conference/Meeting	90.00	5,000.00	-4,910.00	1.8%
5200.20 · Lodging	2,546.40	10,000.00	-7,453.60	25.5%
5200.30 · Meals - per diem	25.00	2,000.00	-1,975.00	1.3%
5200.40 · Transportation - auto rental	965.36	2,500.00	-1,534.64	38.6%
5200.50 · Mileage and tolls	149.59	500.00	-350.41	29.9%
Total 5200 · Travel	3,776.35	20,000.00	-16,223.65	18.9%

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
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	865.38			
5300 · Miscellaneous - Other	192.00			
Total 5300 · Miscellaneous	10,467.23	10,500.00	-32.77	99.7%
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	53,556.57	169,000.00	-115,443.43	31.7%
Community Outreach and Events	17,000.00	20,000.00	-3,000.00	85.0%
Early Learning	183,174.67	745,200.00	-562,025.33	24.6%
Family Resource Centers	0.00	4,000,000.00	-4,000,000.00	0.0%
Family Strengthening/Parent Edu	349,930.79	2,100,000.00	-1,750,069.21	16.7%
Family Supports	52,631.50			
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	8,997.00	30,000.00	-21,003.00	30.0%
Program Software SAMIS	4,000.00	30,000.00	-26,000.00	13.3%
Small Investments for Program S	170,713.00	600,000.00	-429,287.00	28.5%
Summer Bridge Programming	0.00	1,750,000.00	-1,750,000.00	0.0%
Summer Programmatic Funding	18,865.76			
Youth Development Programming	0.00	25,000.00	-25,000.00	0.0%
Youth Mentoring (Youth Violence	351,338.79	800,000.00	-448,661.21	43.9%
5400 · Program Investments & Supports - Other	466,910.72			
Total 5400 · Program Investments & Supports	1,677,118.80	14,475,244.00	-12,798,125.20	11.6%
6100 · Salaries & Wages - Clearing	15,269.02			
Total Expense	2,102,713.00	15,770,041.00	-13,667,328.00	13.3%
Net Ordinary Income	4,976,350.99	-7,978,071.00	12,954,421.99	-62.4%
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	4,976,350.99	0.00	4,976,350.99	100.0%

Children's Services Council of Leon County
Profit & Loss
October 2023 through February 2024

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	TOTAL
Ordinary Income/Expense						
Income						
4000 · Ad Valorem Proceeds	1,211.74	1,415,793.46	5,097,299.71	259,208.41	213,583.72	6,987,097.04
4100 · Interest	16,015.84	14,320.22	15,149.74	25,260.13	21,221.02	91,966.95
Total Income	17,227.58	1,430,113.68	5,112,449.45	284,468.54	234,804.74	7,079,063.99
Expense						
5010 · Compensation /Employee Benefits						
5010.10 · Health Insurance	10,622.24	10,576.84	10,182.83	10,182.83	11,240.85	52,805.59
5010.30 · Payroll taxes	2,216.22	3,324.33	2,216.22	3,139.52	1,312.79	12,209.08
5010.40 · Retirement Contribution	6,164.94	5,656.38	6,101.48	9,583.33	6,616.84	34,122.97
5010.50 · Salaries	29,673.06	44,509.59	29,673.06	30,139.22	15,069.61	149,064.54
Total 5010 · Compensation /Employee Benefits	48,676.46	64,067.14	48,173.59	53,044.90	34,240.09	248,202.18
5020 · Contractual Services - Staffing						
5020.10 · Accounting Fees	900.00	1,762.50	1,462.50	1,575.00	0.00	5,700.00
5020.20 · General Counsel (1099-MISC)	0.00	4,415.00	4,867.50	0.00	8,652.00	17,934.50
5020.30 · Staffing Services	0.00	7,600.00	7,080.00	5,000.00	8,800.00	28,480.00
Total 5020 · Contractual Services - Staffing	900.00	13,777.50	13,410.00	6,575.00	17,452.00	52,114.50
5030 · Contractual Services (Other)						
5030.20 · Payroll processing	341.25	487.50	325.00	367.25	325.00	1,846.00
Total 5030 · Contractual Services (Other)	341.25	487.50	325.00	367.25	325.00	1,846.00
5040 · Collection Expenses						
5040.20 · TRIM advertisement fees	584.02	0.00	0.00	0.00	0.00	584.02
5040.30 · Special District fee	0.00	0.00	175.00	0.00	0.00	175.00
5040 · Collection Expenses - Other	0.00	13.44	0.00	0.00	0.00	13.44
Total 5040 · Collection Expenses	584.02	13.44	175.00	0.00	0.00	772.46
5050 · Communications						
5050.10 · Cell phones	213.10	213.10	213.70	0.00	432.40	1,072.30
5050.20 · Internet/VOIP	243.15	243.15	243.14	243.40	243.40	1,216.24
Total 5050 · Communications	456.25	456.25	456.84	243.40	675.80	2,288.54
5060 · Dues	0.00	300.00	20,000.00	0.00	0.00	20,300.00
5070 · Information Technology						
5070.20 · Equipment rental	7,967.88	1,595.20	1,081.63	1,162.33	2,468.74	14,275.78
5070.40 · Software	441.72	200.47	295.99	206.00	213.49	1,357.67
5070.50 · Managed IT	350.00	350.00	350.00	770.00	350.00	2,170.00
Total 5070 · Information Technology	8,759.60	2,145.67	1,727.62	2,138.33	3,032.23	17,803.45
5080 · Insurance-Liab., D&O, WC, Cyber	0.00	16,076.00	0.00	2,000.00	0.00	18,076.00
5090 · Occupancy						
5090.10 · Rent	6,222.50	6,222.50	6,222.50	6,222.50	6,222.50	31,112.50
5090.30 · Security System	410.00	410.00	410.00	410.00	410.00	2,050.00
Total 5090 · Occupancy	6,632.50	6,632.50	6,632.50	6,632.50	6,632.50	33,162.50

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	TOTAL
5100 · Office Supplies and Support						
5100.10 · Office Supplies	150.00	305.54	0.00	16.66	0.00	472.20
5100.20 · Postage and Courier	10.93	0.00	34.84	0.00	354.00	399.77
5100.30 · Printing and Copying	644.00	0.00	0.00	0.00	0.00	644.00
Total 5100 · Office Supplies and Support	804.93	305.54	34.84	16.66	354.00	1,515.97
5200 · Travel						
5200.10 · Registration-Conference/Meeting	0.00	0.00	0.00	90.00	0.00	90.00
5200.20 · Lodging	100.83	0.00	0.00	145.73	2,299.84	2,546.40
5200.30 · Meals - per diem	0.00	0.00	0.00	25.00	0.00	25.00
5200.40 · Transportation - auto rental	123.83	38.72	0.00	0.00	802.81	965.36
5200.50 · Mileage and tolls	0.00	0.00	0.00	129.05	20.54	149.59
Total 5200 · Travel	224.66	38.72	0.00	389.78	3,123.19	3,776.35
5300 · Miscellaneous						
5300.20 · CSC Awareness	4,750.00	0.00	0.00	4,659.85	0.00	9,409.85
5300.30 · Other	163.48	178.57	164.95	185.81	172.57	865.38
5300 · Miscellaneous - Other	0.00	192.00	0.00	0.00	0.00	192.00
Total 5300 · Miscellaneous	4,913.48	370.57	164.95	4,845.66	172.57	10,467.23
5400 · Program Investments & Supports						
Capacity Building & Tech Assist	0.00	0.00	35,000.00	18,556.57	0.00	53,556.57
Community Outreach and Events	7,500.00	9,500.00	0.00	0.00	0.00	17,000.00
Early Learning	17,250.94	0.00	20,590.93	145,332.80	0.00	183,174.67
Family Strengthening/Parent Edu	0.00	135,554.20	28,804.26	0.00	185,572.33	349,930.79
Family Supports	52,631.50	0.00	0.00	0.00	0.00	52,631.50
Program research and analysis	0.00	0.00	0.00	8,997.00	0.00	8,997.00
Program Software SAMIS	2,000.00	2,000.00	0.00	0.00	0.00	4,000.00
Small Investments for Program S	0.00	27,158.00	15,000.00	20,000.00	108,555.00	170,713.00
Summer Programmatic Funding	47,983.11	0.00	0.00	0.00	-29,117.35	18,865.76
Youth Mentoring (Youth Violence	0.00	141,411.93	68,514.93	0.00	141,411.93	351,338.79
5400 · Program Investments & Supports - Other	266,919.00	199,991.72	0.00	0.00	0.00	466,910.72
Total 5400 · Program Investments & Supports	394,284.55	515,615.85	167,910.12	192,886.37	406,421.91	1,677,118.80
6100 · Salaries & Wages - Clearing	0.00	0.00	0.00	0.00	15,269.02	15,269.02
Total Expense	466,577.70	620,286.68	259,010.46	269,139.85	487,698.31	2,102,713.00
Net Ordinary Income	-449,350.12	809,827.00	4,853,438.99	15,328.69	-252,893.57	4,976,350.99
Net Income	-449,350.12	809,827.00	4,853,438.99	15,328.69	-252,893.57	4,976,350.99

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

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Operating	1,367,640.65
1002 · Money Market Account	522,938.51
1003 · FL Class	
Catastrophe	153,553.08
Contingency	614,212.31
General	3,285,700.09
Program	8,272,492.06
Total 1003 · FL Class	12,325,957.54
1011 · Bill.com Money Out Clearing	-33,562.57
Total Checking/Savings	14,182,974.13
Total Current Assets	14,182,974.13
Other Assets	
1300 · Security Deposits	6,222.50
Total Other Assets	6,222.50
TOTAL ASSETS	14,189,196.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-39,778.01
Total Accounts Payable	-39,778.01
Other Current Liabilities	
Accrued Payroll Expenses	8,577.46
2100 · Employee Paid Benefits Clearing	-3,446.19
Total Other Current Liabilities	5,131.27
Total Current Liabilities	-34,646.74
Total Liabilities	-34,646.74
Equity	
3200 · Unrestricted Net Assets	9,207,393.23
Net Income	5,016,450.14
Total Equity	14,223,843.37
TOTAL LIABILITIES & EQUITY	14,189,196.63

Children's Services Council of Leon County
Income & Expense Budget vs. Actual
October 2023 through March 2024

	Oct '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Ad Valorem Proceeds	7,263,458.21	7,639,186.00	-375,727.79	95.1%
4100 · Interest	154,786.51	152,784.00	2,002.51	101.3%
Total Income	7,418,244.72	7,791,970.00	-373,725.28	95.2%
Expense				
Operations				
IT Services (Web & Email)	350.00			
Total Operations	350.00			
5010 · Compensation /Employee Benefits				
5010.10 · Health Insurance	63,955.64	126,288.00	-62,332.36	50.6%
5010.20 · Life Insurance	0.00	4,047.00	-4,047.00	0.0%
5010.30 · Payroll taxes	15,667.41	30,283.00	-14,615.59	51.7%
5010.40 · Retirement Contribution	39,835.63	80,690.00	-40,854.37	49.4%
5010.50 · Salaries	194,273.37	395,850.00	-201,576.63	49.1%
Total 5010 · Compensation /Employee Benefits	313,732.05	637,158.00	-323,425.95	49.2%
5020 · Contractual Services - Staffing				
5020.10 · Accounting Fees	8,700.00	20,000.00	-11,300.00	43.5%
5020.20 · General Counsel (1099-MISC)	21,805.50	75,000.00	-53,194.50	29.1%
5020.30 · Staffing Services	39,730.00	199,000.00	-159,270.00	20.0%
Total 5020 · Contractual Services - Staffing	70,235.50	294,000.00	-223,764.50	23.9%
5030 · Contractual Services (Other)				
5030.10 · Independent Audit	0.00	20,000.00	-20,000.00	0.0%
5030.20 · Payroll processing	2,171.00	4,000.00	-1,829.00	54.3%
Total 5030 · Contractual Services (Other)	2,171.00	24,000.00	-21,829.00	9.0%
5040 · Collection Expenses				
5040.10 · Ad Valorem Collection Fees	145,133.72	152,784.00	-7,650.28	95.0%
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%
5040 · Collection Expenses - Other	13.44			
Total 5040 · Collection Expenses	145,906.18	154,959.00	-9,052.82	94.2%
5050 · Communications				
5050.10 · Cell phones	1,286.00	2,500.00	-1,214.00	51.4%
5050.20 · Internet/VOIP	1,465.22	3,000.00	-1,534.78	48.8%
5050.30 · Virtual Platform	799.50	760.00	39.50	105.2%
Total 5050 · Communications	3,550.72	6,260.00	-2,709.28	56.7%
5060 · Dues	20,820.00	22,200.00	-1,380.00	93.8%
5070 · Information Technology				
5070.10 · Computers	0.00	5,000.00	-5,000.00	0.0%
5070.20 · Equipment rental	15,445.60	12,000.00	3,445.60	128.7%
5070.30 · Website maintenance	0.00	1,500.00	-1,500.00	0.0%
5070.40 · Software	1,571.16	3,200.00	-1,628.84	49.1%
5070.50 · Managed IT	2,170.00	0.00	2,170.00	100.0%
Total 5070 · Information Technology	19,186.76	21,700.00	-2,513.24	88.4%
5080 · Insurance-Liab., D&O, WC, Cyber	19,252.01	20,000.00	-747.99	96.3%
5090 · Occupancy				
5090.10 · Rent	38,455.08	74,670.00	-36,214.92	51.5%
5090.20 · Furniture	0.00	500.00	-500.00	0.0%
5090.30 · Security System	2,460.00	5,000.00	-2,540.00	49.2%
Total 5090 · Occupancy	40,915.08	80,170.00	-39,254.92	51.0%
5100 · Office Supplies and Support				
5100.10 · Office Supplies	508.34	1,200.00	-691.66	42.4%
5100.20 · Postage and Courier	399.77	750.00	-350.23	53.3%
5100.30 · Printing and Copying	644.00	1,500.00	-856.00	42.9%
5100.40 · Shredding	85.00	400.00	-315.00	21.3%
Total 5100 · Office Supplies and Support	1,637.11	3,850.00	-2,212.89	42.5%

	Oct '23 - Mar 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	2,546.40	10,000.00	-7,453.60	25.5%
5200.30 · Meals - per diem	326.00	2,000.00	-1,674.00	16.3%
5200.40 · Transportation - auto rental	965.36	2,500.00	-1,534.64	38.6%
5200.50 · Mileage and tolls	149.59	500.00	-350.41	29.9%
Total 5200 · Travel	4,077.35	20,000.00	-15,922.65	20.4%
5300 · Miscellaneous				
5300.10 · Awards & Recognition	0.00	500.00	-500.00	0.0%
5300.20 · CSC Awareness	12,301.85	10,000.00	2,301.85	123.0%
5300.30 · Other	1,030.33			
5300 · Miscellaneous - Other	192.00			
Total 5300 · Miscellaneous	13,524.18	10,500.00	3,024.18	128.8%
5400 · Program Investments & Supports				
Capacity Building & Tech Assist	53,556.57	169,000.00	-115,443.43	31.7%
Community Outreach and Events	17,643.03	20,000.00	-2,356.97	88.2%
Early Learning	243,891.35	745,200.00	-501,308.65	32.7%
Family Resource Centers	0.00	4,000,000.00	-4,000,000.00	0.0%
Family Strengthening/Parent Edu	349,930.79	2,100,000.00	-1,750,069.21	16.7%
Family Supports	52,631.50			
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	8,997.00	30,000.00	-21,003.00	30.0%
Program Software SAMIS	42,000.00	30,000.00	12,000.00	140.0%
Small Investments for Program S	170,713.00	600,000.00	-429,287.00	28.5%
Summer Bridge Programming	0.00	1,750,000.00	-1,750,000.00	0.0%
Summer Programmatic Funding	109,994.54			
Youth Development Programming	0.00	25,000.00	-25,000.00	0.0%
Youth Mentoring (Youth Violence	351,338.79	800,000.00	-448,661.21	43.9%
5400 · Program Investments & Supports - Other	344,310.72			
Total 5400 · Program Investments & Supports	1,745,007.29	14,475,244.00	-12,730,236.71	12.1%
5600 · Unclassified expenses	1,429.35			
Total Expense	2,401,794.58	15,770,041.00	-13,368,246.42	15.2%
Net Ordinary Income	5,016,450.14	-7,978,071.00	12,994,521.14	-62.9%
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	5,016,450.14	0.00	5,016,450.14	100.0%

Children's Services Council of Leon County
Profit & Loss
October 2023 through March 2024

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	TOTAL
Ordinary Income/Expense							
Income							
4000 · Ad Valorem Proceeds	1,231.79	1,444,864.61	5,201,326.23	264,498.38	217,631.64	133,905.56	7,263,458.21
4100 · Interest	16,015.84	14,320.22	15,149.74	25,260.13	26,815.13	57,225.45	154,786.51
Total Income	17,247.63	1,459,184.83	5,216,475.97	289,758.51	244,446.77	191,131.01	7,418,244.72
Expense							
Operations							
IT Services (Web & Email)	0.00	0.00	0.00	0.00	0.00	350.00	350.00
Total Operations	0.00	0.00	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	10,182.83	11,195.45	11,195.45	63,955.64
5010.30 · Payroll taxes	2,216.22	3,324.33	2,216.22	3,139.52	2,517.66	2,253.46	15,667.41
5010.40 · Retirement Contribution	6,164.94	5,656.38	6,101.48	9,583.33	6,164.75	6,164.75	39,835.63
5010.50 · Salaries	29,673.06	44,509.59	29,673.06	30,139.22	30,139.22	30,139.22	194,273.37
Total 5010 · Compensation /Employee Benefits	48,676.46	64,067.14	48,173.59	53,044.90	50,017.08	49,752.88	313,732.05
5020 · Contractual Services - Staffing							
5020.10 · Accounting Fees	900.00	1,762.50	1,462.50	1,575.00	0.00	3,000.00	8,700.00
5020.20 · General Counsel (1099-MISC)	0.00	4,415.00	4,867.50	0.00	8,652.00	3,871.00	21,805.50
5020.30 · Staffing Services	0.00	7,600.00	7,080.00	5,000.00	8,800.00	11,250.00	39,730.00
Total 5020 · Contractual Services - Staffing	900.00	13,777.50	13,410.00	6,575.00	17,452.00	18,121.00	70,235.50
5030 · Contractual Services (Other)							
5030.20 · Payroll processing	341.25	487.50	325.00	367.25	325.00	325.00	2,171.00
Total 5030 · Contractual Services (Other)	341.25	487.50	325.00	367.25	325.00	325.00	2,171.00
5040 · Collection Expenses							
5040.10 · Ad Valorem Collection Fees	20.05	29,071.15	104,026.52	5,289.97	4,047.92	2,678.11	145,133.72
5040.20 · TRIM advertisement fees	584.02	0.00	0.00	0.00	0.00	0.00	584.02
5040.30 · Special District fee	0.00	0.00	175.00	0.00	0.00	0.00	175.00
5040 · Collection Expenses - Other	0.00	13.44	0.00	0.00	0.00	0.00	13.44
Total 5040 · Collection Expenses	604.07	29,084.59	104,201.52	5,289.97	4,047.92	2,678.11	145,906.18
5050 · Communications							
5050.10 · Cell phones	213.10	213.10	213.70	0.00	432.40	213.70	1,286.00
5050.20 · Internet/VOIP	243.15	243.15	243.14	243.40	243.40	248.98	1,465.22
5050.30 · Virtual Platform	0.00	0.00	0.00	0.00	0.00	799.50	799.50
Total 5050 · Communications	456.25	456.25	456.84	243.40	675.80	1,262.18	3,550.72
5060 · Dues	0.00	300.00	20,000.00	0.00	0.00	520.00	20,820.00
5070 · Information Technology							
5070.20 · Equipment rental	7,967.88	1,595.20	1,081.63	1,162.33	2,468.74	1,169.82	15,445.60
5070.40 · Software	441.72	200.47	295.99	206.00	213.49	213.49	1,571.16
5070.50 · Managed IT	350.00	350.00	350.00	770.00	350.00	0.00	2,170.00
Total 5070 · Information Technology	8,759.60	2,145.67	1,727.62	2,138.33	3,032.23	1,383.31	19,186.76
5080 · Insurance-Liab., D&O, WC, Cyber	0.00	16,076.00	0.00	2,000.00	0.00	1,176.01	19,252.01
5090 · Occupancy							
5090.10 · Rent	6,222.50	6,222.50	6,222.50	6,222.50	6,222.50	7,342.58	38,455.08
5090.30 · Security System	410.00	410.00	410.00	410.00	410.00	410.00	2,460.00
Total 5090 · Occupancy	6,632.50	6,632.50	6,632.50	6,632.50	6,632.50	7,752.58	40,915.08

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	TOTAL
5100 · Office Supplies and Support							
5100.10 · Office Supplies	150.00	305.54	0.00	16.66	0.00	36.14	508.34
5100.20 · Postage and Courier	10.93	0.00	34.84	0.00	354.00	0.00	399.77
5100.30 · Printing and Copying	644.00	0.00	0.00	0.00	0.00	0.00	644.00
5100.40 · Shredding	0.00	0.00	0.00	0.00	0.00	85.00	85.00
Total 5100 · Office Supplies and Support	804.93	305.54	34.84	16.66	354.00	121.14	1,637.11
5200 · Travel							
5200.10 · Registration-Conference/Meeting	0.00	0.00	0.00	90.00	0.00	0.00	90.00
5200.20 · Lodging	100.83	0.00	0.00	145.73	2,299.84	0.00	2,546.40
5200.30 · Meals - per diem	0.00	0.00	0.00	25.00	0.00	301.00	326.00
5200.40 · Transportation - auto rental	123.83	38.72	0.00	0.00	802.81	0.00	965.36
5200.50 · Mileage and tolls	0.00	0.00	0.00	129.05	20.54	0.00	149.59
Total 5200 · Travel	224.66	38.72	0.00	389.78	3,123.19	301.00	4,077.35
5300 · Miscellaneous							
5300.20 · CSC Awareness	4,750.00	0.00	0.00	4,659.85	0.00	2,892.00	12,301.85
5300.30 · Other	163.48	178.57	164.95	185.81	172.57	164.95	1,030.33
5300 · Miscellaneous - Other	0.00	192.00	0.00	0.00	0.00	0.00	192.00
Total 5300 · Miscellaneous	4,913.48	370.57	164.95	4,845.66	172.57	3,056.95	13,524.18
5400 · Program Investments & Supports							
Capacity Building & Tech Assist	0.00	0.00	35,000.00	18,556.57	0.00	0.00	53,556.57
Community Outreach and Events	7,500.00	9,500.00	0.00	0.00	0.00	643.03	17,643.03
Early Learning	17,250.94	0.00	20,590.93	145,332.80	0.00	60,716.68	243,891.35
Family Strengthening/Parent Edu	0.00	135,554.20	28,804.26	0.00	185,572.33	0.00	349,930.79
Family Supports	52,631.50	0.00	0.00	0.00	0.00	0.00	52,631.50
Program research and analysis	0.00	0.00	0.00	8,997.00	0.00	0.00	8,997.00
Program Software SAMIS	2,000.00	2,000.00	0.00	0.00	0.00	38,000.00	42,000.00
Small Investments for Program S	0.00	27,158.00	15,000.00	20,000.00	108,555.00	0.00	170,713.00
Summer Programmatic Funding	47,983.11	0.00	0.00	0.00	-29,117.35	91,128.78	109,994.54
Youth Mentoring (Youth Violence)	0.00	141,411.93	68,514.93	0.00	141,411.93	0.00	351,338.79
5400 · Program Investments & Supports - Other	266,919.00	199,991.72	0.00	0.00	0.00	-122,600.00	344,310.72
Total 5400 · Program Investments & Supports	394,284.55	515,615.85	167,910.12	192,886.37	406,421.91	67,888.49	1,745,007.29
5600 · Unclassified expenses	0.00	0.00	0.00	0.00	0.00	1,429.35	1,429.35
6100 · Salaries & Wages - Clearing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	466,597.75	649,357.83	363,036.98	274,429.82	492,254.20	156,118.00	2,401,794.58
Net Ordinary Income	-449,350.12	809,827.00	4,853,438.99	15,328.69	-247,807.43	35,013.01	5,016,450.14
Net Income	-449,350.12	809,827.00	4,853,438.99	15,328.69	-247,807.43	35,013.01	5,016,450.14



MEETING:	Governing Council Meeting
DATE & TIME:	Thursday, March 7, 2024 4:00 p.m.
LOCATION:	CSC Leon Office 2002 Old St. Augustine Rd., Talia., FL 32301


- Members Present:**
- Dr. Zandra Glenn, Chair, Community Member
 - Paul Mitchell, Treasurer, Community Member
 - Atty. Carolyn Cummings, Chair, Leon County BOCC
 - Mark O’Bryant, Community Member
 - Judge Anthony Miller, Second Judicial Circuit
- Members Absent:**
- Terrance Watts, Vice-Chair, DCF Appointee
 - Darryl Jones, School Board Chair, Leon County Schools
 - Rocky Hanna, Superintendent, Leon County Schools

- Staff Present:**
- Cecka Rose Green, Executive Director
 - Dina Snider, Director of Finance and Operations
 - Holly McPhail, Special Projects Manager
 - Jacinta Clay, Administrative Services Manager
 - Atty. Chris Roe, General Counsel

AGENDA & ACTION:

- I. **Call to Order** - 4:03 p.m.
- II. **Roll Call** (See attendance above)
- III. **Approval of Agenda** - Mr. Mitchell moved; Comm. Cummings seconded. Approved by consensus.
- IV. **General Public Comment** – Ms. Emily Fritz
- V. **Consent Agenda** – Comm. Cummings moved; Judge Miller seconded. Approved by consensus.
- VI. **General Counsel Update** – None.
- VII. **Special Presentation: Family Strengthening Evaluation Update** – Gary VanLandingham, Ph.D., Director, Askew School of Public Administration and Policy, Florida State University.
- VIII. **Grant Opportunity** – Mr. Mitchell presented the “Hello Family” grant opportunity; CSC Leon will contribute \$5,000 to support the grantwriting. Other partners include Leon County Schools and the Institute for Child Success.
- IX. **Summer Enrichment Programs 2024 RFA** – Dir. Green and Ms. McPhail presented the ranking and scoring of applications. Motion to approve Option 2 to fund programs scoring at 80% or higher was made by Mr. Mitchell and seconded by Mr. O’Bryant. A substitute motion was made by Comm. Cummings to approve Option 3 to fund programs scoring at 75% or higher; Judge Miller seconded the substitute motion. Public comment was provided by Mr. John Sheetz and Mr. Darius Baker. The substitute motion passed with a 3-2 roll call vote, thereby nullifying the original motion.
- X. **Small Investment for Program Success (SIPS) FY 2024, Quarter 2** – Dir. Green and Ms. McPhail presented the SIPS Quarter 2 applicants. Mr. O’Bryant moved to approve the applicants in the “Recommended for Funding” level; second was provided by Mr. Mitchell. There was no public comment, and the motion passed with a 5-0 roll call vote.
- XI. **Kindergarten Readiness Plan and Outline** – Dir. Green gave an overview of the funding concepts presented to the Council under the following categories: Perinatal Supports, Quality Childcare, Early Intervention Services and Housing. Council Members were asked to review the documents and provide input directly in advance of staff creating the scopes of work (SOWs) for further review, discussion and approval at the April Governing Council meeting.

ACTIVITIES/EVENTS
<ul style="list-style-type: none"> ▶ 2024 Summer Youth Expo – Saturday, March 23, 2024, 10:00 a.m. - 2:00 p.m., FAMU DRS, 400 W. Orange Ave. Tallahassee, FL 32307
NEXT STEPS/TASKS
<ul style="list-style-type: none"> ▶ Place CHSP process on October Workshop agenda (ref: letter from Leon County Administrator Vincent Long) <ul style="list-style-type: none"> • Request that FSU/Askew School to be present at CHSP-CSC workshop on evaluation options ▶ Follow up on grantwriting for Hello Family ▶ FRC Update
NEXT MEETING
<ul style="list-style-type: none"> ▶ Finance and Budget Committee Meeting – Monday, April 1, 2024, 5:00 p.m., CSC Leon Office ▶ Governing Council Meeting – Thursday, April 18, 2024, 4:00 p.m., CSC Leon Office
MEMBER COMMENTS
<ul style="list-style-type: none"> • Judge Miller • Mr. Mitchell
ADJOURN
6:04 p.m.

	MEETING:	Finance and Budget Committee Meeting
	DATE & TIME:	Monday, April 1, 2024 5:00 p.m.
	LOCATION:	CSC Leon Office 2002 Old St. Augustine Rd., Talla., FL 32301
Members Present: <ul style="list-style-type: none"> Mr. Paul Mitchell, Committee Chair, Treasurer, Community Member Dr. Zandra Glenn, Council Chair, Community Member 	Members Absent: <ul style="list-style-type: none"> Atty. Carolyn Cummings, Chair, Leon County BOCC Mr. Rocky Hanna, Superintendent, Leon County Schools Staff Present: <ul style="list-style-type: none"> Cecka Rose Green, Executive Director Dina Snider, Director of Finance and Operations Jacinta Clay, Administrative Services Manager John Grayson, Grayson Accounting, CSC CPA 	
AGENDA & ACTION:		
I. Call to Order – 5:10 pm II. Roll Call (See attendance above) III. Approval of Agenda – While there was not a quorum, the committee just reviewed the items on the agenda; no votes were scheduled to occur. IV. General Public Comment – No public comment V. FLCLASS Investment Discussion – Dir. Green presented the FLCLASS financial statement to include subaccounts, contributions, withdrawals and income earned. Committee discussed statements and status of the accounts. VI. Fiscal Year Program Funding Update – Committee Members discussed the program funding year-to-date. The FY 23-24 cash analysis report through February 2024 was presented and reviewed. Dir. Green advised that a draft FY 2023-24 budget amendment will be presented at the May committee meeting.		
ACTIVITIES/EVENTS		
NEXT STEPS/TASKS		
➤ FY 2023-24 Draft Budget Amendment		
NEXT MEETING:		
➤ Governing Council Meeting – Thursday, April 18, 4:00 p.m., CSC Leon Office ➤ Finance and Budget Committee Meeting – Monday, May 6, 5:00 p.m., CSC Leon Office		
MEMBER COMMENTS:		
No additional Member Comments		
ADJOURNMENT:		
Meeting adjourned at 5:58 p.m.		