



CHILDREN'S TRUST REGULAR MEETING MINUTES

ANNUAL MEETING

December 09, 2024, at 4:00 PM

Alachua Co. Headquarters Library, Meeting Room A, 401 E University Ave., Gainesville, FL 32601

Call to Order

Chair Pinkoson called the meeting to order at 4:00 PM.

Roll Call

PRESENT

Chair Lee Pinkoson
Vice Chair Ken Cornell
Treasurer Cheryl Twombly – attended virtually
Member Kamela Patton
Member Tina Certain
Member Mary Chance
Member Judge Denise R. Ferrero
Member Nancy Hardt
Member Maggie Labarta

Motion made by Vice Chair Cornell, Seconded by Member Ferrero to allow Member Twombly to participate virtually due to extraordinary circumstances.

A physical quorum of six members voted on this motion.

Motion was unanimously approved by voice vote.

Agenda Review, Revision, and Approval

Motion to approve the agenda made by Vice Chair Cornell, Seconded by Member Ferrero.

Motion was unanimously approved by voice vote.

Consent Agenda

1. Board Attendance YTD
2. 11.4.2024 Regular Board Meeting Minutes
3. 11.4.2024 Board Meeting Evaluation - Survey Results
4. FY 2025 Budget Report (October)
5. FY 2025 Checks and Expenditures Report (October)

6. Adoption of Policy Updates to Employee Handbook and Board Policies
7. November Sponsorship Applications

General Public Comments

Chair's Report

Executive Director Kiner recognized Trust Member Judge Denise R. Ferrero for her service on the Board, as this will be her last meeting. ED Kiner presented her with an office plant in appreciation for her service to the children and families of Alachua County.

The Board welcomed the new Superintendent of Alachua County Schools, Dr. Kamela Patton. She was administered the CTAC Oath of Office by Member Judge Ferrero.

8. Election of Officers for 2025

At each Annual Meeting of the Children's Trust of Alachua County, in December, new officers must be nominated and appointed by the Members of the Board. According to the CTAC By-laws and order of succession, the current Vice Chair will become the new Chair, the current Treasurer will become the Vice Chair, and the new Treasurer shall be nominated from the remaining members.

Motion made by Vice Chair Cornell, seconded by Member Chance to nominate Member Labarta as the CTAC Treasurer for the 2025 calendar year, effective immediately.

Motion was unanimously approved by voice vote.

Upon approval, Member Pinkoson passed the gavel and title to the new Board Chair Ken Cornell. The new Vice Chair is Cheryl Twombly, and the new Treasurer is Dr. Maggie Labarta.

Executive Director Kiner recognized Member Pinkoson for his service as Chair of the Board of the Children's Trust of Alachua County and presented him with an office plant in appreciation for his service to the children and families of Alachua County.

Executive Director's Report

9. 12.9.2024 ED Report

Executive Director Kiner showed appreciation to her staff for several successful accomplishments this past month. She offered thanks to the Finance Team for completing and closing out FY2024, the Communications Manager for completing an impressive CTAC Annual Report, and the Community Engagement Manager for her work with the Annual Very GNV Holiday Parade.

10. Speak Your Piece Art Contest - Recognition and Awards

In September 2024, The Trust launched a contest for high school art submissions, entitled "Speak Your Piece", that depicted a theme of anti-violence or peace. The top three works of art will be put on display at the Children's Trust of Alachua County offices.

Motion by Member Certain, Seconded by Member Chance, to recognize and congratulate the winners and their guests; First Place: Jaden Alfonzo, Second Place: Francheska Melendez, Third Place: Lea Sanchez.

Motion was unanimously approved by voice vote.

Presentations

11. Training on Public Records/Sunshine Laws

Trust Attorney Bob Swain discussed Board Member's responsibilities and requirements regarding public records, retention schedules, sunshine laws, and voting conflicts.

Old Business

12. Mentoring Programs – Evaluation Results (Amy Wagner and Bonnie Wagner)

The Research, Planning, and Evaluation Coordinators presented the Year 1 Evaluation Results from RFP 2023-02: Youth Mentoring Program. A total of 14 organizations provided 1-on-1 or group mentoring programs to 409 youth in Alachua County. Overall, the youth built strong relationships with mentors and maintained or made gains in social-emotional skills and academic performance and avoided involvement with the juvenile justice department. The demographics show that 82% of the youth were Black or African American and 10% were White. Of the mentors, 35% were Black or African American and 56% were White. The majority of the mentees were male (65%), while the majority of mentors were female (57%). The youth served were in grades elementary (13%), middle (52%), and high (35%). While the majority of performance measures were met and exceeded, and the youth served had positive outcomes, there was one outstanding area of improvement. Providers reported challenges recruiting and retaining mentors, especially volunteers. The team will explore strategies to improve mentor recruitment for future mentoring programming.

13. Head Start Summer Bridge 2024 Program Overview

CTAC Staff Mia Jones and Bonnie Wagner presented the outcomes of the Head Start Summer Bridge 2024 Program which partnered in Alachua County with Episcopal Children's Services. The 8-week program served 110 children aged 3-5 within five Early Learning Centers, with a total CTAC investment of \$183,352.00. This second year of funding added a Program Manager position, offered extended hours, and built on the successful education plan from Summer 2023. The number of children served nearly doubled from 56 to 110 and the program saw significant learning gains in literacy, math, and social-emotional skills. Surveys showed that 75% of parents reported that their child would not have been enrolled in any summer care if not for this program. The Board has approved funding for Summer 2025, and the team aims to once again increase enrollment, increase average attendance, continue to enhance the educational offerings, and look into adding more early learning center locations.

14. Live Local Act Exemption Resolution

Section 196.1978(3), Florida Statutes requires the Alachua County Property Appraiser to exempt certain properties from ad valorem taxes if they meet the criteria of the Live Local

Act Property Tax Exemption. This statute also allows taxing authorities to opt-out of providing the exemption to certain households whose annual income is between 80-120% of the median annual adjusted gross income within the metropolitan statistical area.

Motion made by Chair Cornell, Seconded by Member Certain, to approve Resolution 2024-15: Live Local Act Property Tax Exemption.

Motion was unanimously approved by voice vote.

New Business

15. SAMIS Update (Demetrica Tyson, Bonnie Wagner, and Scott Sumner)

In March 2023, the Board approved an agreement to acquire and implement an integrated online information management system, SAMIS. This system is currently used by nine children's services councils across the state of Florida to manage provider grants, fiscal budgets, invoices, and track data. The purpose of this program is to track work with funded programs, improve quality, and enable CTAC to better demonstrate the impact of funded services. Over the past year, CTAC staff have been testing, onboarding, and training providers through in-person, virtual, and 1-on-1 sessions. Benefits of the program include the ability to automate processes, enhance shared collaboration, and provide more efficiency in data collection. It also assists with backup documentation, monitoring of CTAC and provider invoice status for timeliness, and integrates budget and contract workflows. Future plans include further training, including a trauma series, and the integration of business analytics to improve overall performance.

General Public Comments

Board Member Comments

For Your Information

Items in this section are for informational purposes only and do not require action by the Trust.

16. Comprehensive Literacy Plan and Assessment November 2024 Update

Next Meeting Date

Regular Board Meeting - Monday, February 10, 2025 @ 4:00 PM
Children's Trust of Alachua County, 4010 NW 25th Place, Gainesville, FL 32606

Adjournment

Chair Cornell adjourned the meeting at 5:50 PM.



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST OF ALACHUA COUNTY

OATH OF OFFICE

STATE OF FLORIDA
COUNTY OF ALACHUA

I, Kamela K. Patton, Ph.D., do solemnly swear that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of a Board member of the Children's Trust of Alachua County on which I am now about to enter. So help me God.

(Signed)

Kamela Patton

Submitted and sworn to before me this 9th day of December, 2024.

(Signed)

Denise R. Ferrero

Denise R. Ferrero, Circuit Judge

Name and Title of person authorized by law to take oath.

RESOLUTION 24-15

A RESOLUTION BY THE CHILDREN’S TRUST OF ALACHUA COUNTY; PURSUANT TO SECTION 196.1978(3)(o), FLORIDA STATUTES, ELECTING TO NOT EXEMPT CERTAIN PROPERTY UNDER SECTION 196.1978(3)(d)1.a., FLORIDA STATUTES, COMMONLY KNOWN AS THE "LIVE LOCAL ACT PROPERTY TAX EXEMPTION"; PROVIDING AUTHORITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE AND AN OPTION TO RENEW.

WHEREAS, Section 196.1978(3)(d), Florida Statutes (the "Live Local Act Property Tax Exemption") requires the Alachua County Property Appraiser to exempt certain multifamily properties from ad valorem taxes if such properties meet the criteria of the Live Act Local Property Tax Exemption; and

WHEREAS, beginning with the 2025 tax roll, Section 196.1978(3)(o), Florida Statutes, allows taxing authorities to "opt-out" of providing the Live Local Act Property Tax Exemption to units in multifamily projects that are used to house natural persons or families whose annual household income is between 80% and 120% of the median annual adjusted gross income for households within the metropolitan statistical area ("MSA") or, if not within a MSA, within the county in which the person or family resides (the "80 to 120 Tax Exemption"); and

WHEREAS, pursuant to Section 196.1978(3)(o), Florida Statutes, if the taxing authority finds that the most recently published Shimberg Center for Housing Studies Annual Report, prepared pursuant to Section 420.6075, Florida Statutes ("Shimberg Annual Report"), that is part of the jurisdiction of the taxing authority is within a metropolitan statistical area or region where the number of affordable and available units in the metropolitan statistical area or region is greater than the number of renter households in the metropolitan statistical area or region for the category entitled "0-120 percent AMI."; and

WHEREAS, the Children’s Trust of Alachua County ("CTAC") has reviewed the most recently published Shimberg Annual Report, which is incorporated herein by this reference, and based upon the Shimberg Annual Report, the CTAC hereby finds that there is surplus of affordable and available units located in Alachua County for those households that meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the CTAC hereby finds that it is a taxing authority that is eligible for the election in Section 196.1978(3)(o), Florida Statutes, which allows the CTAC to not exempt properties that would otherwise qualify for the 80 to 120 Tax Exemption; and

WHEREAS, at a public meeting, the Alachua County Affordable Housing Committee considered and voted in favor of recommending the Alachua County Board of County Commissioners "opt-out" of the 80 to 120 Tax Exemption; and

WHEREAS, the CTAC held a public hearing and advertised this Resolution pursuant to the requirements of Section 50.011(1), Florida Statutes, prior to adoption of this Resolution.

NOW, THEREFORE BE IT RESOLVED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY, AS FOLLOWS:

SECTION 1. The above recitals and findings are true and correct and are incorporated herein by this reference.

SECTION 2. Pursuant to Section 196.1978(3)(o), Florida Statutes, the CTAC hereby elects not to exempt the properties located in Alachua County, Florida that are eligible for tax exemption by way of housing persons or families whose annual household income is greater than 80% but no more than 120% median annual adjusted gross income, as otherwise allowed in Section 196.1978(3)(d)1.a., Florida Statutes, and hereby requests that the Alachua County Property Appraiser not grant any such exemptions.

SECTION 3. This Resolution, and the election made as a result, applies to the ad valorem property tax levies imposed by and within Alachua County, Florida in all the unincorporated and incorporated areas of the County.

SECTION 4. If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the Resolution which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

SECTION 5. This Resolution shall become effective on January 1, 2025, and the election made as a result begins with the 2025 tax roll. This Resolution shall expire on January 1, 2027 ("expiration date"), and it may be renewed by the Board prior to the expiration date pursuant to Section 196.1978, Florida Statutes, as may be amended.

SECTION 6. The Executive Director or designee is directed to provide a copy of this Resolution to the Alachua County Property Appraiser prior to January 1, 2025.

DULY ADOPTED in regular session, this 9th day of December, 2024.

CHILDREN'S TRUST OF ALACHUA COUNTY

By: Lee Pinkoson
Lee Pinkoson (Dec 28, 2024 14:11 EST)

Lee Pinkoson, Chair

ATTEST:

Cheryl Twombly
Cheryl Twombly (Dec 16, 2024 14:02 EST)

Cheryl Twombly, Treasurer

APPROVED AS TO FORM

Alachua County Attorney
Alachua County Attorney

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2024-16
ADOPTION OF CHANGES TO BOARD POLICIES**

WHEREAS, the Children's Trust of Alachua County (CTAC) adopted Chapter 1: General Administration through Resolution 2022-01; and

WHEREAS, the Children's Trust of Alachua County desires to make changes to these policies,

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: AMENDMENT "1.02 Mission, Vision, and Guiding Principles" is hereby amended as follows:

AMENDMENT

1.02 MISSION, VISION, CORE VALUES, AND GUIDING PRINCIPLES

- A. **MISSION:** The Children's Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.
- B. **VISION:** Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.
- C. **CORE VALUES:** Our goal is an ethical and cooperative work environment for all our employees. We expect our employees to understand the following core values and affirm their commitment to ethical conduct throughout their duties and activities.
 - 1. We expect our employees to exhibit honesty, integrity, just management, fairness, trust, safety, and respect to coworkers, superiors, subordinates, those we serve and those who provide service to us.
 - 2. We expect our employees to promote a positive work environment. Behaviors such as unscrupulous communications and gossip are destructive and not appropriate in our workplace.
 - 3. We believe our employees to be good citizens of the community, reflecting well upon themselves and our Organization.
 - 4. We expect our employees to be respectful of their co-workers, the Organization, and its leadership.
 - 5. At times, we may trust our employees with confidential Organizational information. Respect these confidences. We expect that proprietary information will be protected and secure and will not be disclosed to anyone without proper authorization.
 - 6. We respect cultural diversity and recognize the value of a diverse workplace.
 - 7. We are committed to providing a drug-free, safe, and healthy work environment, and to observe environmentally sound business practices.

8. We expect our employees to maintain accurate and complete business and transactional records. All information is to be factually represented in a timely manner.

D. GUIDING PRINCIPLES are utilized within organizations as a method to align behaviors, guide decision-making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families; targeted supports for those who need additional help; and place-based supports for those with the greatest need.
2. Innovative initiatives should be funded that coordinate comprehensive systems of support and delivers those supports in collaborative ways that allows the Trust to achieve collective impact.
3. Initiatives shall be evaluated based on its ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
5. Initiatives must be aligned to a documented gap or need.
6. Funds will be invested and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 12.09.2024 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 9th day of December 2024.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Cornell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheryl Twombly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kamela Patton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tina Certain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hon. Denise R. Ferrero	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Nancy Hardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Maggie Labarta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presiding Officer



Lee Pinkoson, Chair
Children's Trust of Alachua County

Attest



Marsha Kiner, Secretary
Children's Trust of Alachua County

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2024-17
ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK**

WHEREAS, the Children's Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-8; and

WHEREAS, the Children's Trust of Alachua County desires to make changes to the Employee Handbook;

NOW THEREFORE, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: AMENDMENT "1.21 Mission, Vision, and Guiding Principles" of the Children's Trust of Alachua County Employee Handbook is hereby amended as follows:

AMENDMENT

1.21 MISSION, VISION, CORE VALUES, AND GUIDING PRINCIPLES

- A. **MISSION:** The Children's Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.
- B. **VISION:** Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.
- C. **CORE VALUES:** Our goal is an ethical and cooperative work environment for all our employees. We expect our employees to understand the following core values and affirm their commitment to ethical conduct throughout their duties and activities.
 - 1. We expect our employees to exhibit honesty, integrity, just management, fairness, trust, safety, and respect to coworkers, superiors, subordinates, those we serve and those who provide service to us.
 - 2. We expect our employees to promote a positive work environment. Behaviors such as unscrupulous communications and gossip are destructive and not appropriate in our workplace.
 - 3. We believe our employees to be good citizens of the community, reflecting well upon themselves and our Organization.
 - 4. We expect our employees to be respectful of their co-workers, the Organization, and its leadership.
 - 5. At times, we may trust our employees with confidential Organizational information. Respect these confidences. We expect that proprietary information will be protected

- and secure and will not be disclosed to anyone without proper authorization.
6. We respect cultural diversity and recognize the value of a diverse workplace.
 7. We are committed to providing a drug-free, safe, and healthy work environment, and to observe environmentally sound business practices.
 8. We expect our employees to maintain accurate and complete business and transactional records. All information is to be factually represented in a timely manner.

D. GUIDING PRINCIPLES are utilized within organizations as a method to align behaviors, guide decision-making, and provide consistency with the Trust's Board values. The Trust's Board and stakeholders identified the following guiding principles:

1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families; targeted supports for those who need additional help; and place-based supports for those with the greatest need.
2. Innovative initiatives should be funded that coordinate comprehensive systems of support and delivers those supports in collaborative ways that allows the Trust to achieve collective impact.
3. Initiatives shall be evaluated based on its ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
5. Initiatives must be aligned to a documented gap or need.
6. Funds will be invested and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

SECTION 2: AMENDMENT "4.61 Paid Parental Leave Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

AMENDMENT

4.61 PAID PARENTAL LEAVE POLICY

- A. Paid Parental Leave is available to regular part-time and full-time employees who have been employed with CTAC for at least one year. This Policy applies to both mother and/or father, and same-sex couples. Temporary employees are not eligible for paid leave under this policy.
- B. Leave under this policy is a paid leave associated with:
 - 1. The birth of the employee's child;
 - 2. The employee's adoption of a child under the age of 18;
 - 3. The placement of a child with the employee when the relationship will be that of in "loco parentis."
- C. Provisions of Paid Parental Leave
 - 1. Six weeks of Paid Parental Leave may be granted and must be used continuously anytime during the first twelve (12) months following the birth, adoption, or placement of the child, unless delayed due to medical complications or other extenuating circumstances. Extensions beyond twelve months require approval by the Executive Director.
 - 2. Employees with less than one year of service who have taken six or more weeks of parental leave are not eligible for paid parental leave during the rolling 12-month period measured forward from the end date of the previously taken parental leave.
 - 3. Employees are only eligible for one (1) six week Paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.
 - 4. If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave, if eligible.
 - 5. Employees will be compensated based on their regularly scheduled work schedule and pay rate. If a holiday occurs during Paid Parental Leave, the employee will receive Holiday Pay instead of Paid Parental Leave, but a holiday does not extend the duration of the leave.
 - 6. Paid Parental Leave is not charged against the employee's other paid leave credits.
- D. Continuation of Benefits
 - 1. Health insurance benefits will continue to be provided during the Paid Parental Leave under this policy at the same rate as in effect before the leave was taken. The employee's payroll deductions for all employee benefits and accrual of paid leave benefits will continue during Paid Parental Leave.

- E. Requirements for Obtaining Paid Parental Leave
 - 1. The employee must provide to the department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms, and file them with human resources.

- F. Coordination with Eligible Family & Medical Leave
 - 1. Paid Parental Leave runs concurrently with leave under the FMLA and will be counted toward the 12 weeks of eligible FMLA leave entitlement per year. All other requirements and provisions under the FMLA will apply.
 - 2. After Paid Parental Leave is exhausted, the balance of FMLA leave will be compensated through the employee's accrued sick or vacation time. Upon exhaustion of accrued sick and vacation, any remaining leave will be unpaid leave.

- G. Unpaid Leave
 - 1. Employees not eligible for FMLA should refer to Policy 8.90: Benefits Continuation During Unpaid Leave of Absence regarding continuation of insurance coverage after the six weeks of Paid Parental Leave, and any other paid leave, have been exhausted.

SECTION 3: ADOPTION "9.90 Use of Artificial Intelligence" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

9.90 USE OF ARTIFICIAL INTELLIGENCE

All CTAC employees have access to AI. Employees seeking to use such systems must ensure that the use does not violate any policies related to CTAC's confidentiality or equipment usage. Employees using AI for any reason associated with their employment will also be solely responsible for the content generated. Any content that violates any existing conduct or other policies, or that indicates use of copyrighted or other protected material, will result in discipline up to and including termination of employment.

Any employee seeking to use AI for job purposes is first required to secure written approval from such employee's supervisor. CTAC encourages employees to pursue greater points of efficiency available as a result of AI but also demands integrity in how such tool is utilized to further employees' work product.

The purpose of this policy is to ensure that all employees use AI tools in a secure, responsible, and confidential manner. The policy outlines the requirements that employees must follow when using AI tools, including the evaluation of security risks and the protection of confidential data.

We recognize that the use of AI tools can pose risks to our operations and customers. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company and customer data. This policy requires all employees to use AI tools in a manner consistent with our security best practices, as follows.

1. **Evaluation of AI tools.** Employees must evaluate the security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees must also check the reputation of the tool developer and any third-party services used by the tool.
2. **Protection of confidential data.** Employees must not upload or share any data that is confidential, proprietary, or protected by regulation. This includes data related to customers, employees, or partners.
3. **Access control.** Employees must not give access to AI tools outside the company. This includes sharing login credentials or other sensitive information with third parties.
4. **Use of reputable AI tools.** Employees should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by employees must meet our security and data protection standards. Your supervisor or a member of our IT Department can guide you regarding these standards.
5. **Compliance with security policies.** Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.

As a public entity, CTAC is subject to specific requirements regarding AI. We must:

- Maintain records of all resume searches conducted using AI, both from searches of external websites and internal resume databases, which include the substantive search criteria used; and
- Provide information of all AI systems used in the recruiting, selection and hiring process to the Department of Labor upon request.
- Provide advance notice and appropriate disclosure to applicants and employees being considered for promotion or transfer of our intent to use AI in the hiring process, including what data will be captured and used by the AI system.
- Provide advance notice to applicants and employees being considered for promotion or transfer of their right to review, correct, or delete erroneous data gathered using AI.
- Safeguard the privacy of applicants and employees when using AI.
- Ensure transparency regarding the basis of an employment decision and how AI contributed to the decision.

Because of the above requirements, all such use of AI in the posting, screening, interviewing, selection, compensation or in any other way related to the hiring process must be conducted solely by authorized staff.

SECTION 4: EFFECTIVE DATE This Resolution shall be in full force and effect from 12.09.2024 and after the required approval and publication according to law.

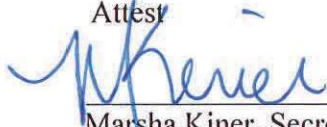
PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 9th day of December 2024.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Cornell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheryl Twombly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kamela Patton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tina Certain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hon. Denise R. Ferrero	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Nancy Hardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Maggie Labarta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presiding Officer

Lee Pinkoson
Lee Pinkoson (Dec 28, 2024 14:10 EST)
 Lee Pinkoson, Chair
 Children’s Trust of Alachua County

Attest


 Marsha Kiner, Secretary
 Children’s Trust of Alachua County



**CHILDREN'S TRUST
OF ALACHUA COUNTY**

CHILDREN'S TRUST REGULAR BOARD MEETING

December 9, 2024, at 4:00 PM

Alachua Co. Headquarters Library, Meeting Room A, 401 E University Ave., Gainesville, FL 32601

Attendance List

Name	Organization	Email address	Contact number
Joy Cullinan	CDS	Joy_Cullinan@cdfsfl.org	352-258-2373
Kim Mullins	TGB	kimberley.mullins@outlook.com	352-246-0917
Luann Blaskowski	Eastside High School	Howardblaskowski@lwt@gm.sbac.edu	843-496-4728
Robian Sanchez FAMILY	LOFTEN H.S.		
Cindy Thomas	Meridian	Cindy-thomas@ambci.org	434-2388699
Jaden Alfonso	First Christian Academy	jdualfan@aol.com	386-965-6256
Sharde Goodloe	TWA	sgoodloe@goodwillnorthfl.org	904.658.7356
Jeff PARKER	TGB ED	jeffp@tgbmeeting.com	352.672.4373
Christine Melendez	East Side High School	christamelz@yahoo.com	826-519-9754
Maria Mendez	Goodwill		
Phillip Simmons	Goodwill		904 517-2062



**CHILDREN'S TRUST
OF ALACHUA COUNTY**

CHILDREN'S TRUST REGULAR BOARD MEETING

December 9, 2024, at 4:00 PM

Alachua Co. Headquarters Library, Meeting Room A, 401 E University Ave., Gainesville, FL 32601

Attendance List

Name	Organization	Email address	Contact number
Andrahti Alfonso	FCA		
Sierra White	IGB Education		
Isabel Brazel	CoCC		
Jenna Wolcott	First Christian Academy		
CHARISE ARRINGTON	GOODS PLEASE, INC.		
David Singleton	Made For More		
Sherry Kitchens	CAC		
Maria Cox	ECS4 Kids		