



## CHILDREN'S TRUST REGULAR MEETING - ANNUAL MEETING MINUTES

January 10, 2022 at 4:00 PM

Jack Durrance Auditorium, Alachua County Administration Building  
12 SE 1st Street, Gainesville, FL, 32601

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### Call to Order

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

### Roll Call

#### PRESENT

Chair Lee Pinkoson  
Vice Chair Maggie Labarta  
Member Tina Certain  
Member Karen Cole-Smith  
Member Ken Cornell  
Member Nancy Hardt - arrived at 4:05  
Member Carlee Simon  
Member Patricia Snyder  
Member Cheryl Twombly

### Agenda Review, Revision and Approval

Approval of the agenda also approves all of the items on the consent agenda.

**Motion made by Member Certain, Seconded by Member Twombly to approve the agenda.**

Motion was unanimously approved by voice vote.

### Consent Agenda

1. Board Vacancy
2. 2021 Board Member Attendance
3. 12.13.21 Nominating Committee Meeting Minutes
4. 12.13.21 Board Workshop Minutes
5. 12.13.21 Regular Meeting Minutes
6. December 2021 Checks and Expenditures Report
7. 1st Quarter Financial Report

## Election of Officers

### 8. Election of Officers (Snyder)

**Motion made by Member Snyder, Seconded by Member Cornell to approve election of CTAC Board Officers: Chair - Member Dr. Margarita Labarta, Vice Chair - Member Tina Certain, and Treasurer - Member Lee Pinkoson.**

Motion was unanimously approved by voice vote.

Former Chair Lee Pinkoson passed the gavel to Chair Dr. Margarita Labarta.

## Governance Committee Report

### 9. Resolution 2022-01 Revisions and Additions to Board Policies (Labarta)

ED Murphy made corrections to Sections 1.03.A.3, 1.15.C, 1.20.F, 7.94. Member Cornell asked for clarification of section 1.03. Member Cornell requested to remove the following phrase, "and that of individual Board members". Member Hardt asked if section 7.40.B could be reworded. Member Certain suggested editing the text of 1.01.B.4. Atty Swain confirmed this language was from the Statutes. Chair Labarta suggested adding "in accordance with Trust's policy". Atty Swain confirmed the addition was allowable.

**Motion made by Chair Labarta, Seconded by Member Cornell to approve Resolution 2022-01 with the modifications to correct Sections 1.03.A.3, 1.15.C, 1.20.F, 7.94, edit Section 1.01.B.4 to include "in accordance with Trust's policy", delete Sections 1.03.E, and 5.60.F.5, and have the Executive Director bring back recommendations to reword or remove Section 7.40.B.**

Motion was unanimously approved by voice vote.

### 10. Board Retreat (Labarta)

Board discussed having a retreat in February/March 2022; Chair Labarta suggested asking a member from another Florida Children's Service Council to facilitate.

**Motion made by Chair Labarta, Seconded by Member Pinkoson to have staff schedule a Board Retreat.**

Motion was unanimously approved by voice vote.

## Presentations

### 11. Review of F.S. 125.901 and Local Ordinance 18-08 (Swain)

Member Hardt requested adding the topic of Conflicts of Interest to the Retreat Agenda.

Atty Swain presented on the requirements laid out in Florida Statutes for creating and governing a council on children's services, as well as the ordinance created by Alachua County. He discussed the mandatory and appointed members of the Board, their powers and responsibilities, and the difference between confidential and exempt information and the conditions of their release. He also confirmed that Ordinance 18-08

limited the CTAC's funding to children ages 0-18. If CTAC wished to fund persons over 18, a public referendum must be held.

Atty Swain told Board members that one of their roles is to assess the needs in the community and create goals on how the Trust intends on moving forward.

Atty Swain discussed conflict of interest.

Atty Swain discussed abstentions.

Member Simon asked if the statutes defined the term "at-risk"?

Atty Swain said that the Trust is able to define what it means by "at-risk" when making funding decisions by a declaration of public purpose in an RFP/RFQ.

Dr. Cole-Smith commented on the concept of the phrase "at-risk" and using the phrase "at-promise" instead.

Dr. Simon expressed that dedicating some time at the retreat to really defining what "at-risk" means.

#### 12. Contracting for Direct Community Services (Goldwire)

Kristy Goldwire, Director of Program Operations, presented on the CTAC's contracting method, and explained the difference between issuing grants and contracting for services. This presentation asks the questions: What level of involvement does the board want regarding programmatic design and the funding process?; How do we plan for and evaluate CTAC funded programs?; What type of fiscal oversight does the board want to exercise over CTAC funds?

#### 13. Research, Planning, and Evaluation (Wagner)

RPE Coordinator Bonnie Wagner gave a presentation on the difference between research and evaluation, the necessity and importance of evaluation, the results-based accountability model, and the positive outcomes from successfully evaluating funded programs.

Discussion for retreat: What do we want our evaluation strategy to be?

According to Florida Statutes, the priorities of Children's Services Councils are 1. to understand the needs of children and families, and 2. to determine if the services we fund are effective and beneficial.

Member Hardt asked where CQI fits in. Ms. Wagner also mentioned the PDSA as a good model to consider and suggested the board may want to discuss in more depth at the retreat.

Chair Labarta said that this information should also inform the Data Technical Advisory Committee.

#### 14. Financial Management (Mason)

Frank Mason, Trust Accountant with CRI, LLC, discussed the CTAC's fund balance. At the retreat, various scenarios will be discussed to spend down the fund balance. Mr. Mason

wished to caution that the natural reaction might be to try and get as much funding on the ground as possible, however that could create some issues in the subsequent years because those funds won't be there as they are now. There should be some consideration to spreading that accumulated fund balance and spending it down over a period of time.

Trust management has taken a very conservative approach to spending down, providing time to give programs and processes the opportunity to be developed, time for vetting these providers, and allowing governance to provide an established direction.

Member Cornell said that the Trust should take five years and add an additional 1-1.5 million to spend down fund balance at the end of five years.

Member Pinkoson said that the Board should be aware of the possibility of a recession.

Chair Labarta suggested a discussion on what the funds should be used for. Considerations include programmatic, capacity building, internal or external development, and not all necessarily recurring projects.

Member Simon thinks this is an opportunity to discuss how we can collaborate with other entities and agencies, specifically regarding transportation.

After discussions at the retreat, ED Murphy will bring back recommendations to the March board meeting.

## **Old Business**

### **15. Youth Development Capacity-Building Collaborative (Goldwire)**

DOP Goldwire updated the Board on the barriers to YDCBC funding in ITN 2022-1, in response to a motion from the 12.13.21 meeting. The funding application did not include programs that were either virtual or enrichment only. Staff have reached out to those entities who would have qualified without these barriers and are working with them to schedule meetings to discuss.

### **16. Resolution 2022-02 Data Technical Advisory Committee (Goldwire & Wagner)**

The Board discussed the creation of the DTAC. Suggested membership is two board members, one member from the School Board, one from the Early Learning Coalition, one from the University of Florida, two CTAC grant recipients, and two community stakeholders. Member Pinkoson volunteered to be one of the two required board members.

Staff was directed to solicit applications for the Board to review and select members at a future meeting. Member Snyder suggested the application inform those interested of the expected time contribution.

**Motion made by Member Pinkoson, Seconded by Member Cornell to approve Resolution 2022-02 to create a Data Technical Advisory Committee.**

Motion was unanimously approved by voice vote.

## New Business

17. Resolution 2020-03 Authorization for Signatories on the Children's Trust of Alachua County Bank Accounts (Murphy)

**Motion by Member Pinkoson, Seconded by Member Certain to approve Resolution 2022-03.**

Motion was unanimously approved by voice vote.

18. Appraisal for 802 NW 5<sup>th</sup> Ave (Murphy)

The Board suggested the Executive Director solicit two appraisals from different firms to ensure an accurate estimate.

**Motion made by Member Cornell, Seconded by Member Pinkoson to move forward with acquiring two appraisals for the property at 802 NW 5th Ave.**

Member Certain said that there were appraisal firms she preferred the CTAC not utilize due to the school board's past experience.

Stephen Pennypacker spoke to the motion.

Motion was unanimously approved by voice vote.

19. Resolution 2022-04 Summer Camp & Enrichment Services RFP 2022-03 (Goldwire)

Kristy Goldwire, Director of Program Operations, gave a presentation on RFP 2022-03 for 2022 Summer Programming.

She reported that for this upcoming year, we've included performance-based incentives to be awarded at the end of the contract for summer providers that met additional outcomes.

Member Certain asked about the reasoning for the attendance incentive.

DOP Goldwire said that the incentives in the RFP were the result of feedback received from service providers.

Member Snyder requested to change the requirement to collect the children's month and year of birth and to instead collect their age at program entry, until the Data Technical Advisory Committee provides further recommendations.

Member Simon asked if Trust members could be provided with the minutes of meetings from input sessions.

ED Murphy said that a summary of all the comments would be provided to the board.

The Board discussed the RFP requirements around attendance and literacy and other programmatic requirements.

DOP Goldwire said that the requirements of the RFP were developed with provider input.

Member Certain asked ED Murphy about the next After-School RFP.

ED Murphy said that if he were to make a recommendation today, he would recommend renewing the previous agreements with the six providers at eight sites, and add a cost-of-living increase for the salaries in those agreements.

Chair Labarta requested that ED Murphy bring this back as a recommendation at the next meeting.

**Motion made by Member Cornell, Seconded by Member Certain to approve the release of RFP 2022-03, approve Resolution 2022-04, and authorize the Executive Director to appoint a review team.**

John S. Rollins, Christi Arrington, and Addison Staples spoke to the motion.

Chair Labarta asked for any additional comments from Board Members. Member Pinkoson said he supported the motion this year but would not in the future without additional attendance requirements.

Motion was unanimously approved by voice vote.

20. Evaluation of the Executive Director for FY 20-21 (Howard)

HR Consultant, Katie Howard from James Moore & Co., presented the process and schedule for the Board to evaluate the Executive Director for the period of February 3, 2021 - February 2, 2022.

Member Cornell asked about a 360-degree evaluation of the Executive Director. Ms. Howard said that a 360-degree evaluation could be incorporated into the process. The results of the evaluation would be discussed at the February Board Meeting.

**General Public Comments**

Leah Galione and Veronica Medina gave public comments.

Member Hardt requested that someone from the RWHP volunteer to participate in the Trust's Data Technical Advisory Group.

**Board Member Comments**

Member Certain requested that the Executive Director connect with City of Gainesville Police Chief Jones and James Lawrence at GNV4ALL.

Chair Labarta requested, that at the retreat, the Board have a discussion on how the Trust allocates resources between their four goal areas and strategies.

**For Your Information**

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

21. Email from Lisa Williams-Taylor, CEO Palm Beach Children's Services Council

22. Communications Report - December 2021

**Next Meeting Date**

Regular Board Meeting

Monday, February 14, 2022 @ 4:00 PM

Cade Museum, 811 S Main Street, Gainesville, FL 32601

**Recognition**

ED Murphy recognized Lee Pinkoson for his services to the Trust and Nicole Odom as Employee of the Year.

**Adjournment**

**Chair Dr. Margarita Labarta adjourned the meeting at 7:11 PM.**

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## Attendee Report

Children's Trust of Alachua County – Annual Board Meeting

1/10/2022 4:00:00 PM - 7:11:00 PM

Webinar ID: 813 2666 0117

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### Board Members

Member Lee Pinkoson  
Member Maggie Labarta  
Member Tina Certain  
Member Ken Cornell  
Member Karen Cole-Smith  
Member Nancy Hardt  
Member Carlee Simon  
Member Patricia Snyder  
Member Cheryl Twombly  
Bob Swain – Trust Counsel  
Katie Howard – Trust HR

### Staff

Colin Murphy  
Ashley Morgan-Daniel  
Nicole Odom  
Dan Douglas  
Bonnie Wagner  
Liz Cayson

### Attended in Person

Rebecca Darnell  
Stephen Pennypacker  
Sherry Kitchens  
Hannah Wang  
Veronkica Medina  
John S Rollins  
Leah Galione  
Maria Patino

### Joined by Phone

13526721608

### Panelists joined by Zoom

Kristy Goldwire  
Frank Mason – Trust CPA  
Belita James  
Deon Carruthers  
Mia Jones  
Alachua County  
Jack Durrance Board Room Podium

kgoldwire@childrenstrustofalachuacounty.us  
fmason@cricpa.com  
bjames@childrenstrustofalachuacounty.us  
dcarruthers@childrenstrustofalachuacounty.us  
mjones@childrenstrustofalachuacounty.us  
presentations@alachuacounty.us  
pio\_zoom@alachuacounty.us

### Attendees joined by Zoom

Addison Staples  
Gerard Duncan  
Leah Compton  
Christi Arrington  
James Lawrence  
Jamie Stormer  
John S Rollins  
Janalyn Peppel  
Angela Howard  
Guy Jopling  
Summer Cisneros  
Cathy Winfrey  
Herman Knopf  
Kallen Shaw  
Mary Bahr  
Candice King  
Maureen Conroy  
Sherry Kitchens  
Joyce Peppel  
Dorothy Thomas  
Julie Moderie

addison@acesinmotion.org  
soil3@hotmail.com  
leah.vailcompton@myflfamilies.com  
christi@girlsplace.net  
jlawpsalms46@gmail.com  
jamie\_stormer@mbhci.org  
john@motiv8uofncf.org  
janalyn@newtechnow.org  
a.howard@ncfymca.org  
joplingg@ffbf.com  
summer.cisneros@ppsenfl.org  
cwinfrey@ufl.edu  
hknopf@ufl.edu  
krsshaw@ufl.edu  
kmlisle@yahoo.com  
candiceking2620@gmail.com  
mconroy@coe.ufl.edu  
Sherry@cacgainesville.org  
joycepeppel@gmail.com  
dorothy.acee.thomas@gmail.com  
jmoderie@wellflorida.org

Aces In Motion  
Community  
Florida DCF  
Girls Place, Inc.  
GNV4ALL  
Meridian  
MOTIV8U of NCFL  
New Tech Now  
NCFL YMCA  
NCFL YMCA  
Planned Parenthood  
UF/Healthy Families  
UF-AZC  
University of Florida



Zoom Chat

18:19:33 Addison Staples:

Thank you for listening to providers and implementing a majority of our feedback

18:42:37 Addison Staples:

I would like to make a public comment on Resolution 2022-04 Summer Camp & Enrichment Services RFP 2022-03

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**Children's Trust of Alachua County -  
Annual Board Meeting  
January 10, 2022 at 4:00 PM  
Jack Durrance Auditorium, Alachua  
County Administration Building, 12 SE 1st  
Street, Gainesville, FL, 32601**

- 1. Zoom Link to Register:  
[https://us02web.zoom.us/webinar/register/  
WN\\_4YNcD5mUTjm01pHXeyZ9AQ](https://us02web.zoom.us/webinar/register/WN_4YNcD5mUTjm01pHXeyZ9AQ)**
- 2. View or listen to the meeting:  
[https://www.youtube.com/channel/UCpY  
Nq\\_GkjCo9FQo3qR5-SOw](https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw)**
- 3. Public Comments: Submit online  
at [http://www.childrenstrustofalachua](http://www.childrenstrustofalachua.com)  
[county.us/commentcard](http://www.childrenstrustofalachua.com)  
Jan 4, 2022 No. 6722528**

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**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

# Board Meeting – Annual Meeting January 10, 2022

## **Public Comments:**



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**IN PERSON:** Please complete a Comment Card from the registration table.

**ZOOM:** Please complete a Virtual Comment Card found here:

[www.childrenstrustofalachuacounty.us/commentcard](http://www.childrenstrustofalachuacounty.us/commentcard)



CHILDREN'S TRUST  
OF ALACHUA COUNTY

BUILDING OUR FUTURE – BLOCK BY BLOCK



Annual Report  
childrenstrustofalachuacounty.us

Funded:



48 Programs



39 Organizations





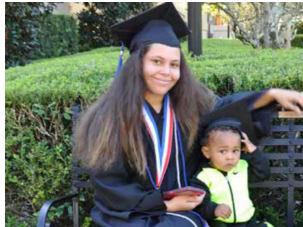
6,495 Kids



455 Parents



284 Professionals



100% of students in literacy program showed improvement.



First 1000 days of life is critical.



99% of families satisfied with overall camp experience.

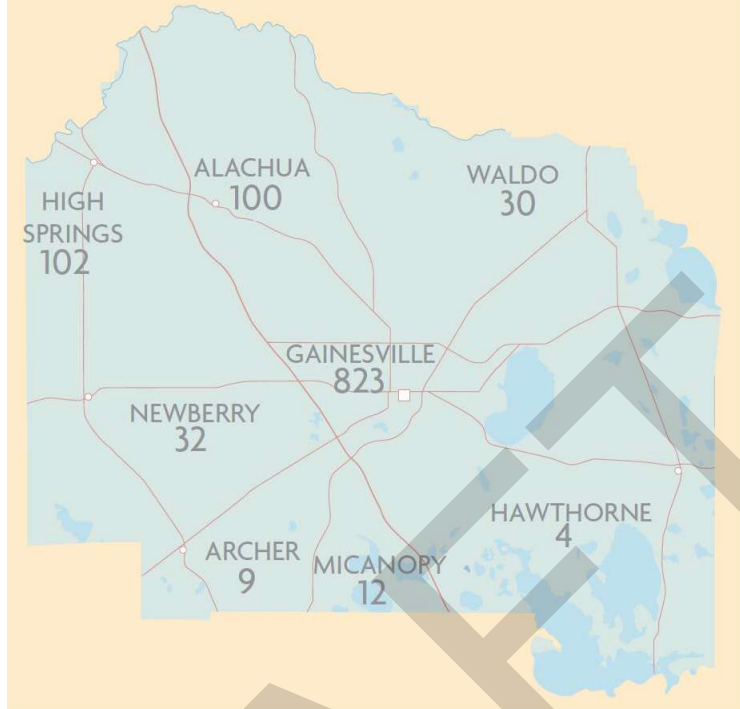


**100% of families in  
NewboRN would  
recommend to a friend.**

**Saving Smiles  
987 Children received  
dental services.**



## Children Served by Location



**PRITZKER**

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**Children's Initiative**



# SUMMER FUN

Free and Reduced-Fee Summer Programs for Alachua County Kids

[LEARN MORE](#)





# CHILDRENS' TRUST OF ALACHUA COUNTY

ENABLING LEGISLATION



CHILDREN'S TRUST  
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## Alachua County Ordinance No. 18-08

- “Whereas” clauses – statement of intent in enacting the ordinance.
- WHEREAS, the Alachua County Board of County Commissioners established a Children's Services Advisory Board on August 24, 2016, appointed members with advanced expertise in early childhood development, and appropriated funds for innovative and collaborative programs; and
- WHEREAS, during its meeting of April 12, 2017, the Children's Services Advisory Board took action to formally recommend to the Alachua County Board of County Commissioners to establish an independent Children's Trust and to hold a referendum on the creation of an independent special district; and

- WHEREAS, the Children's Services Advisory Board has worked to implement a Healthy Baby Nurse Home Visit Program, a Transform Professional Development for Early Care and Education Providers program, and has worked to address the social and emotional needs of young children and family supports; and
- WHEREAS, the Children's Services Advisory Board has determined these innovative initiatives will assure all Alachua County children are ready for success when entering kindergarten; and
- WHEREAS, section 125.901, Florida Statutes, authorizes the County to create an independent special district to provide children's services for all children, from 0 to 18 years of age; and

- WHEREAS, in 2016 the Board of County Commissioners contracted with the WellFlorida Council Inc., to conduct an assessment of Alachua County children's needs; and
- WHEREAS, the Children's Services Advisory Board analyzed the needs assessment in detail and discussed its findings; and
- WHEREAS, the Children's Services Advisory Board concluded that the community can benefit from increased awareness of recognizing the typical stages of growth and development in children birth to age five; and
- WHEREAS, the very early years of a newborn's brain development is critical to success later in adult life; and

- WHEREAS, there is a need to help Alachua County residents cope with the stress of parenting to assure positive relationships between parents and children, which can reduce the prevalence of child abuse and neglect; and
- WHEREAS, the needs assessment identified that parents can benefit from knowing what to look for in quality early learning and care services and understanding developmentally appropriate early childhood education including what makes a child "ready for school"; and

- WHEREAS, a recent study on Racial Inequity in Alachua County identified significant disparity in educational opportunities and concluded that providing a high quality educational experience will lead to a successfully educated resident who will have a higher lifetime income, better employment opportunities, and less likelihood to become involved in the criminal justice system; and
- WHEREAS, it is the intent of the Board of County Commissioners to create an independent special district with taxing authority if approved by a majority vote of the qualified electors of Alachua County voting in a November 6, 2018 referendum; and

- WHEREAS, the Board of County Commissioners has determined that it would serve the public interest to establish said independent special district within Alachua County.



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OF ALACHUA COUNTY

## Chapter 26, Alachua County Ordinance

- Section 26.01 Creation
- Section 26.02 Membership – As established by Sec. 125.901
  - Permanent Seats
    - The superintendent of schools; a local school board member, chosen by a majority of the School Board of Alachua County; the district administrator from District III of the Department of Children and Family Services, or his or her designee who is a member of the Senior Management Service or of the Selected Exempt Service; one member of the County Commission, chosen by a majority of the Alachua County Board of County Commissioners; and a judge assigned to juvenile cases who shall sit as a voting member of the board, except that said judge shall not vote or participate in the setting of ad valorem taxes under this section.

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OF ALACHUA COUNTY

- Appointed members

- The remaining five members shall be appointed by the Governor, and shall, to the extent possible, represent the demographic diversity of the population of Alachua County. After soliciting recommendations from the public, the Alachua County Board of County Commissioners shall submit to the Governor the names of at least three persons for each vacancy occurring among the five members to be appointed by the Governor, and the Governor shall appoint members to the council from the candidates nominated. Such members shall be appointed for 4-year terms.

OF ALACHUA COUNTY

## Sec. 26.03 – Powers of the Trust

- To provide and maintain in the County such preventive, developmental, treatment, and rehabilitative services for children as the council determines are needed for the general welfare of the County.
- To provide such other services for all children as the council determines are needed for the general welfare of the County.
- To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.

- To collect information and statistical data which will be helpful to the council (*and the County*) in deciding the needs of children in the County.
- To consult with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
- To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done except for cash with funds on hand or secured by funds deposited in financial institutions. Nothing in this Chapter shall be construed to authorize the issuance of bonds of any nature.

- Immediately after the members are appointed and officers are elected, identify and assess the needs of the children in Alachua County and submit to the County Commission of Alachua County a written description of:
  - The activities, services, and opportunities that will be provided to children.
  - The anticipated schedule for providing those activities, services, and opportunities.
  - The manner in which children will be served, including a description of arrangements and agreements which will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies.

- The special outreach efforts that will be undertaken to provide services to at-risk, abused, or neglected children.
- The manner in which the council will seek and provide funding for unmet needs.
- The strategy which will be used for interagency coordination to maximize existing human and fiscal resources



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OF ALACHUA COUNTY

- To employ and pay, on a part-time or full-time basis, personnel needed to execute the foregoing powers and functions.
- To enter into agreements with government agencies to provide administrative services. (Intended to be an additional power).
- All powers, functions, and duties specified in Section 125.901, Florida Statutes.
- Organizational sections regarding initial officers, bylaws and report to BCC
- Provide an annual written report, to be presented no later than January 1, to the County Commission of Alachua County. The annual report shall contain, but not be limited to the following information:

- Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness
- A detailed anticipated budget for continuation of activities, services, and programs offered by the council, and a list of all sources of requested funding, both public and private.
- Procedures used for early identification of at-risk children who need additional or continued services and methods for ensuring that the additional or continued services are received.
- A description of the degree to which the council's objectives and activities are consistent with the goals of this section.

- Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.
- Information on programs, services, and activities that should be eliminated; programs, services, and activities that should be continued; and programs, services, and activities that should be added to the basic format of the Children's Trust.



# Other general provisions

- Minutes
- Travel expenses (per statute) Compensation (none).
- Financial records shall be audited annually. If not by state then by the Trust.
- Quarterly financial reports to BoCC
- Fiscal Year and budgeting
- Submission of Budget to BoCC who can not change it.
- Levy of ad valorem taxes

# Ballot Question

**CHILDREN'S TRUST OF ALACHUA COUNTY- AUTHORITY TO LEVY ONE-HALF MILL AD VALOREM TAXES**

IN ORDER TO PROVIDE DEVELOPMENTAL, PREVENTIVE, AND SUPPORTIVE SERVICES FOR CHILDREN, SUCH AS EARLY LEARNING SUPPORTS AND OUT OF SCHOOL ENRICHMENT PROGRAMMING, SHOULD AN INDEPENDENT SPECIAL DISTRICT TITLED "THE CHILDREN'S TRUST OF ALACHUA COUNTY" BE CREATED AND BE AUTHORIZED TO LEVY AN ANNUAL AD VALOREM TAX NOT TO EXCEED ONE-HALF( 1/2) MILL FOR 12 YEARS?

YES \_\_\_\_\_

NO \_\_\_\_\_

## Provisions of Statute Not Clearly set forth in Ordinance

- 125.901(8) It is the intent of the Legislature that the funds collected pursuant to the provisions of this section shall be used to support improvements in children's services and that such funds shall not be used as a substitute for existing resources or for resources that would otherwise be available for children's services.
- 125.901(11) Personal identifying information of a child or the parent or guardian of the child, held by a council on children's services, juvenile welfare board, or other similar entity created under this section or by special law, or held by a service provider or researcher under contract with such entity, is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to such information held before, on, or after the effective date of this exemption.

QUESTIONS?

**CHILDREN'S TRUST**  
OF ALACHUA COUNTY



# CHILDREN'S TRUST OF ALACHUA COUNTY

Contracting for Direct Community Services

January 10, 2022

4:00pm

## Board Policy Questions

1. What level of involvement does the Board want regarding programmatic design and the funding process?
2. How do we plan for and evaluate CTAC funded programs?
3. What type of fiscal oversight does the Board want to exercise over CTAC funds?



## Contracting for Direct Community Services CTAC's Current Policy Practices

- The Executive Director or designee shall establish procedures to administer and monitor contracts issued by the Trust, based on an RFP approved by the Trust.
- Any type of Contract which promotes the best interest of the Trust and has been approved for legal sufficiency by the Trust Attorney, may be used. All Trust Contracts shall include provisions necessary to define the responsibilities and rights of the parties to the Contracts.
- No contract made pursuant to any Section of this policy shall be assigned or sublet as a whole or in part without the written consent of the Trust.

## Contracting for Direct Community Services CTAC's Current Policy Practices

All contracts for Direct Community Services shall have the following clauses:

1. Maximum Indebtedness
2. Term of service
3. Contract Type, either fee-for-service, cost reimbursement, or another method approved by the Trust
4. Number of renewal options
5. Scope of work, which may include incorporating by reference the response to the solicitation

6. Deliverables
7. Reporting Schedule
8. Performance measures approved by the Trust
9. Trust's right to withhold or suspend payment, or terminate the contract, if the Provider has not met the performance measures contained in the contract
10. Trust's right to terminate for a lack of appropriations

# Contracting for Direct Community Services CTAC's Current Policy Practices

## Types of Contracts

### Fee for Service

Provider is paid a fee in return for a services or product delivered

### Cost Reimbursement

Provider receives a refund of the expenses incurred for providing a service or producing a product



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CTAC

	FYE 9-30-21			Total
	GF	Spec Rev	Cap Proj	
Revs	7,829,963.17	197,099.26	300,174.87	8,327,237.30
Exps	(3,902,990.46)	(77,097.47)		(3,980,087.93)
Net change	3,926,972.71	120,001.79	300,174.87	4,347,149.37
BB fund bal 10-1-20	5,158,064.14	27,059.00		5,185,123.14
				agrees to 9-30-20 audit
EB fund bal 9-30-21	9,085,036.85	147,060.79	300,174.87	9,532,272.51



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

# Research, Planning and Evaluation

Presented by: Bonnie L. Wagner, MS

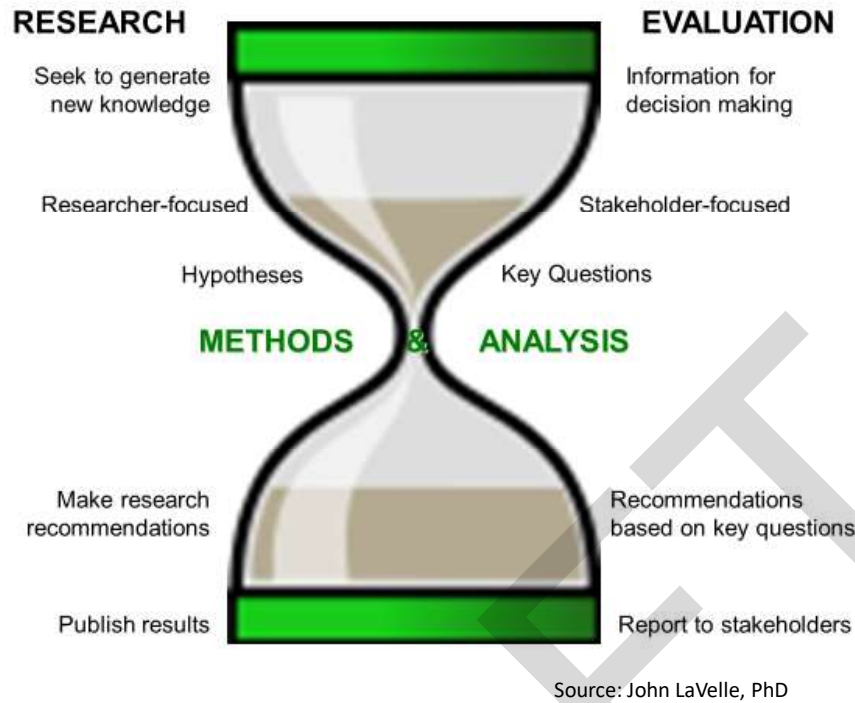
Research, Planning, and Evaluation Coordinator

Question:

What do we want our evaluation strategy to be?



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**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

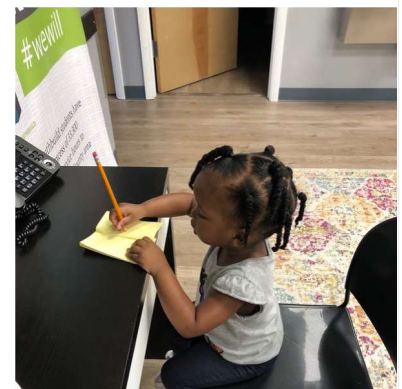
## Why Evaluate?

- ✓ Focus attention on achieving important child outcomes.
- ✓ To establish and monitor key goals and objectives.
- ✓ Provides oversight and accountability.
- ✓ Test out ways to improve services and programming.
- ✓ To help further equitable practices and distribution of resources.
- ✓ Assess effectiveness of programs across populations and contexts.
- ✓ Supplies publicly accessible results that supports transparency.
- ✓ Provide evidence to demonstrate the integrity and value of our work.
- ✓ Supports development of knowledge, innovation, and learning.

Evaluation is an important tool for achieving improvements in child well-being.



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# What are evaluation priorities of Children’s Services Councils?

## 1) To understand the needs of children and families.

→ “To collect information and statistical data and to conduct research which will be helpful to the council and the county in deciding the needs of children in the county.” (Florida Statute [125.901](#))

## 2) To determine if services are effective and beneficial.

→ “Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness.” (Florida Statute [125.901](#))

→ “Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.” (Florida Statute [125.901](#))



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### Forms of Inquiry

Monitoring and  
Performance  
Measurement

Process Evaluation  
(Formative)

Developmental  
Evaluation

Impact Evaluation  
(Summative)

Research

### Purpose

**Tracks** adherence to accountability requirements; Assesses a program or initiative by quantitatively measuring key indicators of progress.

**Explores** how a program or initiative is making progress towards its goals in terms of outputs and short-term outcomes.

**Supports** innovation by bringing data to inform and guide on-going decision-making as a part of the development process.

**Determines** the long-term effects (positive or negative, intended or unintended) of a program or initiative.

**Seeks** answers to questions in order to generate new knowledge and/or understanding.



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Source:





# Results-Based Accountability (RBA)

## Population Accountability

### Who?

- Multiple stakeholders sharing accountability for a well-being result among an entire population.

### What?

- Examines indicators of results/outcomes in an entire population.

- ✓ Provides and promotes the use of common language among stakeholders.
- ✓ Simple and logical.
- ✓ Provides a framework for discussing and monitoring the achievement of goals.

## Performance Accountability

### Who?

- Program, agency, or service system.

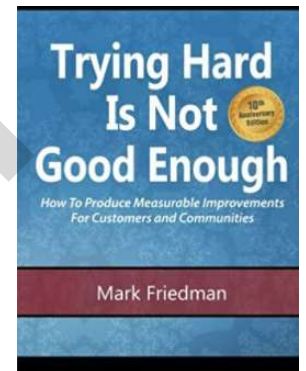
### What?

- Examines performance measures within a program, agency, or service system.

- 1) How Much Did We Do?
- 2) How Well Did We Do It?
- 3) Is Anyone Better Off?

Source:

Friedman, M. (2015). *Trying Hard is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*. Parse Publishing

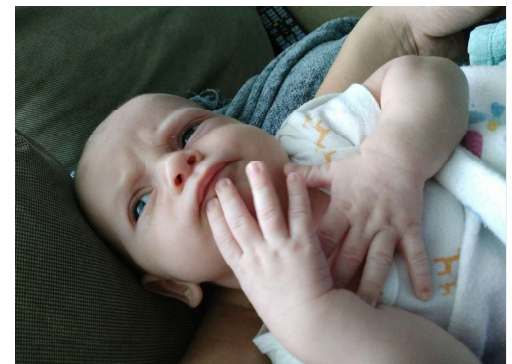


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“Evaluation is an essential function of an effective governance. Obtaining systematic evidence about performance is a core responsibility for program management.”



- \* Knowing empowers us.
- \* Knowing helps us decide.
- \* Knowing keeps us on track.
- \* Knowing keeps us improving.



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## Summer Camp & Enrichment Services

**RFP 2022-03**

January 10, 2022

## Summer Camp & Enrichment Services RFP 2022-03

### Overview of Solicitation

- \$1,100,000.00
- Full and partial scholarships
- Kindergarten – 12<sup>th</sup> grade

### Eligible Applicants

- For profit
- Not-for-profit
- Faith-based

### Submission Timeline

- Release date
- Bidder's conference/application training
- Application deadline and review period
- Funding recommendations
- Contracts



# Summer Camp & Enrichment Services RFP 2022-03

## Summer Camp Providers

- In person programming
- 1:20 staff to youth ratio
- First aid and CRP trained
- Level 2 background screenings
- Serve low income children

## Enrichment Providers

- Partner with existing OST Providers
- Facilitate enrichment activities
- Level 2 background screenings
- Serve low income children



# Summer Camp & Enrichment Services RFP 2022-03

## Minimum Qualifications

- Qualified to conduct business in the State of Florida
- Public schools and charter schools do not qualify for Trust funding
- Services provided in Alachua County
- Out-of-school time experience
- In-person summer camp program

## Terms of Service

### Summer Camp Providers

- April 2022 – September 2022
- Fee for services for enrollment & weekly attendance
- Contract renewal options

### Enrichment Providers

- April 2022 – September 2022
- Fee for service for number of sessions delivered
- Contract renewal options



# Scope of Services

The target population for this RFP is children from low-income families living in Alachua County who are rising kindergarteners (five years old on or before September 1st) through rising 12th graders

## Full Scholarship

- 200% 2021 federal poverty threshold
- IEP or 504 plan
- SNAP benefits
- children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision

## Partial Scholarships

- children from families between 200% - 400% 2021 federal poverty level



# Scope of Services

## Scheduling, Frequency and Duration

- Attendance policy
- CTAC will not fund drop-in programs

## Site Profile and Program Budget

- All locations
- Site and program description
- Number of children expected to serve
- Activities
- Program costs

## Staffing

- Positions
- Ratios
- Background screens
- Training and certifications

## Performance Based Incentives

- Extended hours of operations - 8 hours or more per day **\$100 per child (Max \$5000 per provider)**
- Family engagement activity – one family engagement activity **\$500 per site**
- Extended summer duration - offer camp for the duration of summer **\$1000 per site**
- High participation rates – participant attendance is 4 or more days **\$10 per week per child (Max \$10,000 per provider)**

# Scope of Services

## Data Collection (Summer Camp Provider)

- Demographics (Non personally Identifiable)
- Parental consent & image releases
- Attendance
- Satisfaction surveys

## Data Collection (Enrichment Provider)

- Site partner information
- Session attendance
- Site satisfaction surveys

All data collected will only be shared with CTAC staff and their contractors. Data will be collected for the sole purpose of program evaluation and continuous improvement. Any data analysis of data collected will only be shared in aggregate and any personally identifiable information will not be reported to The Children's Trust or the public.

# Scope of Services

## Evaluation Criteria

- Organizational Eligibility
- Organizational Capacity
- Site Profile
- Site Budget

## Contracts

- Scope of services
- Deliverables
- Performance measures
- Monitoring visits
- Data and reporting

# Recommendations

1. Approve the release of Summer Camp & Enrichment Services RFP 2022-03.
2. Authorize the Executive Director to appoint a review team.



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