

From: [Bob Swain](#)
To: [Colin Murphy](#); [Katie Howard](#)
Cc: [Kristy Goldwire](#); [Ashley Morgan-Daniel](#); [Nicole Odom](#)
Subject: RE: Follow up from Governance Committee
Date: Friday, September 24, 2021 11:00:27 AM
Attachments: [image001.png](#)
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[county_news_150ppi_14250fe5-78c3-4aa5-b059-283cc85fd4ea.png](#)

The Children's Trust is governed by the Florida Public Records law. This covers all documents, email and other media which may be subject to public view and inspection. This covers all documents and material created for the Children's Trust or in the scope of its role as a government agency regardless of whether the documents are stored on the Trusts' computer system. These records are subject to the retention records set by the State of Florida. It is a breach of the employee's public duty to use any information gathered in their employment with the Trust for their personal gain. Any questions on the Public Records law should be addressed to the Records Custodian of the Trust or the Legal Counsel for the Trust.



Bob Swain

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* Board Certified in City, County & Local Government Law

PLEASE NOTE: Florida has a very broad public records law (F.S.119).
All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.
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From: Colin Murphy
Sent: Friday, September 24, 2021 10:39 AM
To: Bob Swain <bswain@alachuacounty.us>; Katie Howard <khoward@childrenstrustofalachuacounty.us>
Cc: Kristy Goldwire <kgoldwire@childrenstrustofalachuacounty.us>; Ashley Morgan-Daniel <amd@childrenstrustofalachuacounty.us>; Nicole Odom <nodom@childrenstrustofalachuacounty.us>
Subject: Follow up from Governance Committee
Importance: High

Greetings:

As a follow up from yesterday, I need the following info (COB today, if at all possible) for Monday's CTAC meeting because I will be preparing the materials first thing on Monday:

1. Bob – general statement for the employee handbook concerning Florida Public Records law (I will create a new section in the first chapter for this).
2. Katie – FMLA policy statement (and a recommendation as to exactly where to place it).
3. Katie – Please review the proposed new language 6.60,D “Acting in Good Faith” and give an opinion as to whether the phrase in parenthesis (*The act of making allegations that prove to be unsubstantiated, or which are made maliciously, recklessly, or with knowledge of their falsity, will be reviewed as a serious disciplinary offense*) is consistent or inconsistent with the concept of “Acting in Good Faith”.

Thanks and my apologies for the short notice.

Colin Murphy

Executive Director

Children’s Trust of Alachua County

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