

EXHIBIT A

1.01 Applicable Laws, Regulations, And Policies

The Board will conduct its affairs in keeping with F.S. 125.901 Children's Services, Alachua County Ordinance 18-08 as approved by the electorate, the Bylaws, the Board's Strategic Plan, these Board Policies, and all applicable laws, rules, and regulations.

Board members are governed by Florida Statutes, including but not limited to: F.S.112 Public Officers and Employees, F.S.189 Uniform Special District Accountability, F.S. 119 Public Records, Public Business, Miscellaneous Provisions, F.S 104.31 Political activities of state, county, and municipal officers and employees, and all other laws applicable to the Board. Additionally, Board members must individually satisfy the annual obligation to file the Florida Commission on Ethics Form 1, the Statement of Financial Interest, with the Alachua County Supervisor of Elections.

1.03 Conflict of Interest and Not Voting

In accordance with F.S.112.3143, Board members and members of any advisory body to the Board must not vote on a matter in which they have a conflict of interest, and they must disclose the nature of the conflict. Furthermore, they may not attempt to influence a decision of a matter in which they have a conflict of interest prior to disclosing the nature of the conflict. In either case, they must delineate such conflict on the Florida Commission on Ethics Form 8B, Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers, which is filed with the Clerk of the Trust and shall be incorporated in the minutes of the appropriate Board or advisory body meeting. However, provided it does not violate conflict of interest laws, a member may vote on such a funding issue if it is a part of a general appropriation addressing multiple programs. In such cases the member will announce their affiliation with the entity affected.

1.05 Financial Disclosure

In accordance with F.S.112, appointed Board members, the Executive Director must annually file Form 1, the Statement of Financial Interest, and within 60 days of departure, must file Form 1F, the Final Statement of Financial Interest.

1.07 Political Activity

Board members are governed by F.S.112.313 and F.S.104.31, as amended with regard to political activity. If an appointed member intends to become a candidate for elective office, the appointed member must request and secure an interpretation by the Florida Office of the Attorney General and/or Florida Commission on Ethics as appropriate, regarding their eligibility to 1) run and serve as a Board member during the campaign; and 2) an interpretation on eligibility to remain on the CTAC Board, if elected.

The interpretation will be brought to the Board, by the appointed member, at a regularly scheduled Board meeting, prior to submitting candidate qualification papers. The Board's discussion of the matter will become part of the CTAC Board Minutes, and serves as notification of the appointed member's intentions.

1.40 Records Management

In accordance with F.S.257.36(5), CTAC maintains an organization-wide records management program that maintains, protects, retains, and disposes of records in accordance with statutory compliance, operational needs, fiscal and legal requirements, and historical or reference purposes.

EXHIBIT A

1.45 Public Records Request

In accordance with F.S.119, any item that meets the definition of a Public Record will be retained in accordance with the records retention schedule required by law, and upon request, made available to the public unless the information is confidential or exempt from disclosure.

1.50 Line of Authority

1. There will be complete separation between the policy-making activities of the Board and the administration of the agency. The Board will adopt policies that govern the agency and hold the Executive Director responsible for all aspects of CTAC operations. This authority includes the execution of contracts, agreements, and budgeted allocations for services approved through specific Board action. The Executive Director is responsible to provide the Board with adequate and timely background and supporting information regarding agenda items, the operation of the agency, and new matters that may affect the operation of the agency.
2. The Board will make all requests for services from staff through the Executive Director. Individual Board members should not give directions to the staff. Individual Board members who need additional information from the staff will make such requests through the Executive Director.

1.60 Staff Affiliation with Other Agencies

No member of the CTAC staff will serve as a Board member of any agency funded by CTAC. Staff may serve as non-voting consultants to such agencies with the approval of the CTAC Executive Director for the purpose of providing technical assistance. Staff serving on governing bodies of agencies which make an application for CTAC funding will take a leave of absence from the governing body of the agency until a decision is made regarding the application. If funding is approved, the staff member concerned must resign membership of the governing authority. No staff member will accept any compensation from an agency funded by CTAC. The exception to this provision is where the Executive Director is required to serve on the Early Learning Coalition board per F.S.1002.83 (4)(e).

1.65 Endorsements

The Executive Director or their designee shall have the authority to issue endorsements or letters of support to agencies or individuals that are in alignment with the focus and priorities of the Board.

5.100 Whistleblower and Retaliation

1. **Purpose.** The objective of this policy is to ensure that The Children's Trust of Alachua County maintains an effective, easy-to-use mechanism for employees to raise concerns regarding potentially unlawful or unethical behavior of any kind within the organization and that ensures protection against retaliation for the whistleblower. Employees will not be penalized in any employment action for engaging in any protective activity including: making a complaint, making a discrimination claim, participating in an investigation, taking protected leave, asking for an accommodation for a disability, and/or making a claim for workers' compensation benefits. The Trust's policy is that no retaliation shall occur against any employee who reports a concern about potentially unlawful or unethical conduct ("Whistleblower"). Each employee has an obligation and responsibility to report in

EXHIBIT A

accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing practices, (b) suspected unlawful conduct, and (c) violations or suspected violations of Trust policy (collectively referred to as “Concerns” from this point forward).

2. **No Retaliation.** This policy is intended to encourage and enable employees to raise Concerns for prompt internal investigation and appropriate action. No employee who in good faith reports a Concern shall be subject to retaliation in any form for making the report. An employee who retaliates against someone who has made a good faith report about a Concern is subject to discipline up to and including termination of employment.

Nothing herein precludes CTAC staff from taking any personnel, contractual, or other action against any employee or other person which is predicated upon grounds other than and would have been taken absent the employee's or person's disclosure of information under this policy.

3. **Reporting Concerns.** As outlined in Section 1.50 of the Employee Handbook, employees should first discuss their Concern with their immediate supervisor. If the employee is uncomfortable speaking with their supervisor for any reason or if after speaking with their supervisor, the employee continues to have reasonable grounds to believe the Concern is valid and the supervisor is not responsive or if the immediate supervisor is part of the Concern, the employee should then report the Concern (in writing or orally) to the Executive Director. If the Executive Director is the subject of the Concern, the Concern should be reported to the Chair.

4. **Handling of Reported Concerns**

- A. **Investigation Procedure.** All Concerns will be dealt with promptly and in a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation.

- i. **Concerns Not Involving the Executive Director:** Following a preliminary assessment, if the individual initially receiving the Concern believes the Concern warrants further investigation, then the Executive Director shall be responsible for investigating the Concern and reporting the results of this further investigation, as appropriate. If the investigation indicates that there has been or likely has been a violation of law, accounting or audit standards, or CTAC policy, then the individual who receives the report of the results of the investigation shall consult with Executive Director to determine the appropriate follow-up action and conclusion.

- ii. **Concerns Involving the Executive Director:** If the Executive Director is the subject of the Concern, the Chair of the Board shall consult with an independent attorney to further investigate the Concern. The Board Chair shall then report back to the full Board on the results of the investigation for appropriate follow-up action and conclusion.

- B. **Follow-up with Whistleblower.** The Whistleblower (employee) will be informed of the progress and/or outcome of the investigation unless: (1) the Whistleblower expressly indicates their preference not to be informed, (2) this would be detrimental to the Whistleblower, the Trust or the investigation, or (3) there are other, sound reasons not to inform the Whistleblower. The individual responsible for investigating

EXHIBIT A

the Concern is also responsible for determining whether follow-up with the Whistleblower would be detrimental or whether other reasons exist not to inform the Whistleblower. The individual is also responsible for informing the Whistleblower if the Concern has been resolved or closed.

- C. **Cooperation.** All employees are required to cooperate in the investigation of Concerns, which may include steps such as personal interviews, sworn statements and requests for and review of documents. Employees must not discuss the investigation, including any interviews or document requests, with anyone unless specifically instructed that they may do so.
2. **Acting in Good Faith.** Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information provided in a reported Concern indicates a violation of law, accounting or audit standards, or the Trust's policy. (The act of making allegations which are made maliciously, recklessly, or with knowledge of their falsity, will be reviewed as a serious disciplinary offense.)
3. **Limited Confidentiality.** Reports of Concerns, and any investigations regarding Concerns, shall be kept confidential to the extent possible and lawful, consistent with the need to conduct an adequate investigation.

It is the responsibility of all directors, officers and employees to comply with this policy and report Concerns in accordance with this policy.