



TO: MEMBERS OF THE CHILDREN'S TRUST OF ALACHUA COUNTY
FROM: COLIN MURPHY, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
DATE: AUGUST 3, 2020

1. New Staff – Welcome Ashley Morgan-Daniel. Ashley will serve as the Executive Assistant/Clerk of the Trust. Part of her duties will include managing all aspects of Trust meetings including scheduling, agenda preparation, minutes, records management, and more. We are delighted Ashley chose to work with the Trust! Ashley's contact info is: Phone: 352-374-1823; email: amd@childrenstrustofalachuacounty.us
2. Office Address and Contact Information:

Children's Trust of Alachua County
Physical Address: 802 NW 5th Avenue, Gainesville, FL 32601
Mailing Address: P.O. Box 5669, Gainesville, FL 32627
Main Phone: 352-374-1830
Fax: 352-374-1831

3. Board Member Information:
 - a. CTAC Policies can be viewed here:
https://ctac.municipalcodeonline.com/book?type=policies#name=1_General_Administration
 - b. Information on previous CTAC meetings can be viewed here:
<https://meetings.municode.com/PublishPage/index?cid=CHLDTOACFL&ppid=47a3b2f4-5fcf-4be9-9693-5026deecbf1a&p=-1>
 - c. Both of these links can be accessed via the CTAC web page found in Community Support Services on the BoCC webpage:
<https://alachuacounty.us/depts/css/childrenstrust/pages/default.aspx>

4. No-cost extensions for RFP 20-937 – due today, August 3, 2020.
5. Pritzker Children's Initiative – CTAC will be awarded funding; the Pritzker Foundation is sending an agreement our way. Agreement will be presented to the Trust (hopefully by August 31). Appropriation of funds will occur during the budget process in September.
6. Notice to Explore or Decision to Claim Title IV-E – The DCF consultant determined that CTAC is funding activities (through the Social and Emotional Development Program) that are reimbursable through Medicaid in the amount of \$8,000 per year (approximate). At the April 27, 2020 meeting, the CTAC authorized the Executive Director to pursue an agreement with DCF to claim these funds. While the amount is small, it is likely that future programs funded by CTAC will also qualify for either Medicaid or Title IV (child welfare) reimbursements. Pursuing this agreement now will give CTAC “practice” in building the infrastructure to draw down these funds.
7. August 17, 2020 Workshop – information, separate from the Board packet, will go out this week for your review prior to the workshop. More detailed instructions will follow next week.

1 Trust Members Have What They Need In Order To Govern In An Effective, Efficient, Transparent, And Fiscally Responsible Manner

1.1 The Trust meets 100% of the requirement for meeting notices, publishing agendas, minutes, and other statutorily required information

- 1.1.1 Develop a separate website for CTAC (in progress)**
- 1.1.2 Invest in an online meetings management platform**
- 1.1.3 Invest in an online Policies and Procedures platform**
- 1.1.4 Assign duties of “Clerk of the Trust” to the position of Executive Assistant**
- 1.1.5 Develop Trust policies around meeting notices, public comments, and other measures to ensure adequate opportunities for public input**

1.2 100% of Trust Members understand their roles and responsibility as a Trust member

- 1.2.1 Develop a Trust Member Orientation process**
 - 1.2.1.1 Create a Trust Member Notebook**
 - 1.2.1.2 Conduct Individual Trust Member Orientations**
 - 1.2.1.3 Executive Director and Trust Members meet one-on-one on a quarterly basis (continuous)**
- 1.2.2 Review the Bylaws at least once per year (schedule for December)**
- 1.2.3 Develop policies around board governance to include: Delegation of Authority to the Executive Director; Conflict of Interest situations and resolutions;**

1.3 100% of Trust Members say they understand the financial condition of the Trust

- 1.3.1 Work with the Finance and Administration Manager to develop quarterly report**
 - 1.3.1.1 Develop quarterly reports reflecting the accounts of the organization**
 - 1.3.1.2 Develop reports that reflect the spending pattern of Trust funded programs**

1.3.2 Understand and Evaluate the relationship between the Trust and the Clerk of the Courts

1.3.3 Review and Revise fiscal, budgetary, and investment policies

1.3.3.1 Review and revise the Trust's fund balance policy

1.3.4 Contract with an independent external auditor

1.4 100% of Trust Members understand the rationale behind the programmatic funding decision of the Trust

1.4.1 Develop a program funding plan using the Results-Based Accountability Framework in order to address both Population Level and Program Level Accountability

1.4.1.1 Technical Advisory Committee makes recommendations around Community Level results and community indicators that the Trust should monitor over time

1.4.1.2 Conduct additional assessment to determine the “Story behind the Story” of the community indicators (TBD)

1.4.1.3 Convene groups of community members, service providers, and subject matter experts to determine “What works” (TBD)

1.4.2 Develop a programmatic procurement process to award funding to organizations based on their ability to contribute to improving community indicators

*1.4.2.1 Adopt funding categories that may include: *targeted (competitive) funding, renewal funding, match funding, innovation funding (small grants), and unsolicited funding* (August 31, 2020)*

1.4.2.2 Adopt policies that delineate minimum standards that organizations must meet in order to receive funding (August 31, 2020)

1.4.2.3 Adopt general procurement policies (August 31, 2020)

1.4.3 Develop a periodic program reporting structure to report on the performance measures of individual Trust-funded programs (First draft, August 31, 2020)

2 Trust has the Capacity and Infrastructure to Carry out the Policy Agenda of the Trust

2.1 The Trust has 100% of the necessary staff to operate as a best-in-class Children's Services Council

~~2.1.1 Executive Director recommends functions that are performed in house or contracted out through interlocal agreements or private~~

2.1.1.1 Executive Director includes an organizational chart and cost and descriptions of interlocal agreements in the annual budget. (See chart in Board packet)

~~2.1.2 Executive Director recommends staff positions that support both the General Government Operations of the Trust as well as provide direct support to program activities.~~

2.1.3 *Job Descriptions developed that accurately reflect the job duties (will be completed upon approval)*

2.1.4 *HR Policies developed that protect the rights of staff and support a high-performance workforce*

~~2.1.4.1 Contract with the Krizner Group to develop an employee handbook and HR Policies to be approved by the Trust~~

2.1.4.2 Trust and Executive Director develop a policy to evaluate the performance of the Executive Director

2.1.5 *Salaries and benefits packages are competitive and allow for the recruitment of high performers*

2.1.5.1 Trust participates in the BoCC self-insurance program (in progress) - TO BE NEGOTIATED IN THE INTERLOCAL AGREEMENT

~~2.1.5.2 Trust participates in the Florida Retirement System~~

2.1.5.3 *Procure a payroll vendor*

2.1.5.4 *Procure a supplemental retirement vendor NEW*

2.1.5.5 *Procure a supplemental life insurance vendor NEW*

2.1.5.6 *Procure a flexible spending benefits vendor NEW*

~~2.1.5.7 Develop an employee classification system and pay plan~~

2.2 The Trust staff has 100% of the infrastructure to support their job functions.

2.2.1 Invest in hardware and software that enable more efficient operations

~~2.2.1.1 Laptops for all staff (in progress)~~

~~2.2.1.2 Cloud based enterprise software - DISCONTINUED~~

~~2.2.1.3 1GB internet through GRUComm and participation in the BoCC network~~

~~2.2.1.4 Work spaces and policies that support social distancing and telecommuting~~

2.2.1.5 Evaluate the New World System (IN PROGRESS)

2.2.1.6 Evaluate and Procure a Management Information Systems that can support the entire grant-making cycle both programmatically and fiscally

2.2.2 Make provisions for training and travel to support improved job performance (in progress – see budget)

2.3 The Trust has a location that meets 100% of its short-term and long-term needs

~~2.3.1 Lease space that meets the needs of a staff of up to 11 employees for the next 2-3 years~~

2.3.2 Secure meeting space for full trust meetings for FY21

2.3.3 **Determine whether to lease, buy, or build past Year 3 (FY24).**