

CHILDREN’S TRUST OF ALACHUA COUNTY
RESOLUTION 2025-09
ADOPTION OF CHANGES TO BOARD POLICIES

WHEREAS, the Children’s Trust of Alachua County (CTAC) approved the Unplanned Funding Request Policy by unanimous vote on February 13, 2023.

WHEREAS, the Children’s Trust of Alachua County desires to make changes to this policy,

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

Rationale: This amendment clarifies the steps and criteria for reviewing unplanned funding requests, ensuring a transparent, strategic, and consistent process for considering community-initiated needs outside the standard planning and budget cycle.

AMENDMENT

~~Requests for unplanned funding request~~

~~From time to time, members of the community or providers may bring to the CTAC Board issues or programs to which funds are not allocated within the existing goals, strategies, or budget. When such items are brought to the Board or CTAC staff, the following shall guide the consideration of the request:~~

- ~~1.—The Board will charge the staff with reviewing the issue and researching the following (including collecting data or convening experts and/or providers in the area):~~
 - ~~a.—The extent and urgency of the issue presented within Alachua County~~
 - ~~b.—Existing services or providers addressing the issue or providing the service(s)~~
 - ~~c.—Potential other sources of funding to address the issue or provide the service(s)~~
 - ~~d.—Partnerships or collaborations needed to address the issue or provide the service(s)~~
- ~~2.—Once the issue has been researched, staff should bring back to the Board the following:~~
 - ~~a.—Recommendation to defer any action to the next planning and budget cycle as important but non-emergent~~
 - ~~b.—Recommendation that CTAC convene existing providers and funders to better~~

~~address the issue~~

~~c. Recommendation amending the budget or strategies in order to include the problem brought to CTAC's attention~~

~~d. Recommendation to issue an RFP or single source contract (if only one provider exists that can address the issue identified as urgent)~~

HISTORY

Approved by unanimous voice vote on 2/13/2023

D. Unplanned Funding Requests

From time to time, community members or service providers may identify issues or propose programs that fall outside the current CTAC goals, strategies, or approved budget. When such instances arise, the following process shall guide how these requests are reviewed and considered:

Step 1: Preliminary Review by CTAC Staff

All requests for unallocated funding must first be submitted to CTAC staff for initial evaluation. Staff will assess the request by:

- Evaluating the scope and urgency of the issue within Alachua County.
- Identifying existing services or providers currently addressing the issue or delivering similar service(s).
- Exploring potential alternative funding sources that may be available to support the proposed solution.
- Assessing opportunities for collaboration or partnership that could strengthen the response to the issue.

Step 2: Recommendations to the CTAC Board

Upon completing their review and analysis, CTAC staff will present one or more of the following recommendations to the Board:

- **Defer Action:** Recommend postponing consideration until the next planning and budget cycle, identifying the issue as important but not urgent.
- **Convene Stakeholders:** Recommend CTAC organize a meeting of existing providers and funders to coordinate and enhance the community response.
- **Amend Budget or Strategies:** Recommend modifying the current budget or strategic plan to incorporate the identified need.

- Pursue Targeted Contracting:
 - Recommend issuing a Request for Proposals (RFP), or
 - If only one suitable provider exists, recommend entering into a single-source contract to address the urgent issues.

Step 3: Requests Provided to the CTAC Board

CTAC staff will provide the Board of Directors with a list of all requests received, noting any for which no recommendation is being presented.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 8.11.2025 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 11th day of August 2025.

	AYE	NAY	ABSENT	NOT VOTING
Ken Cornell	✓			
Cheryl Twombly	✓			
Dr. Maggie Labarta	✓			
Lee Pinkson	✓			
Tina Certain	✓			
Mary Chance			✓	
Hon. Susanne Wilson Bullard			✓	
Dr. Nancy Hardt				✓
Dr. Kamela Patton	✓			

Presiding Officer

Attest

Ken Cornell, Chair
Children’s Trust of Alachua County

Marsha Kiner, Secretary
Children’s Trust of Alachua County