



## EXECUTIVE DIRECTOR REPORT

August 1, 2022 – August 31, 2022

### SUMMARY

**Highlight for the Month:**

1. Final Data Technical Advisory Committee meeting was held August 25, 2022
2. Pritzker has approved CTAC's Alachua County Community Doula Alliance and Training Grant for \$50,000

MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT		
DATE	MEETING / EVENT	SUMMARY
Aug 1	High Springs Police Department	Meeting with Chief Sheppard to discuss CTAC's participation at the National Night Out event in High Springs.
Aug 2	Alachua County Fire Rescue	Attended community event - "Push-In Ceremony" Fire Service Tradition at Station 23.
Aug 2	Alachua Chamber of Commerce	Attended Alachua Chamber Luncheon event in Alachua.
Aug 2	Josh's Place, Alachua	Introduction meeting with Mayor Gib Coerper and Kelly Harris to learn about Josh's Place. Josh's Place, a community led place for young adults seeking peer group counseling, mentoring and support.
Aug 2	National Night Out 2022, City of High Springs	Hosted resource table at National Night Out event
Aug 3	M-CHAT Training with Help Me Grow Florida	Screening tool training on Modified Checklist for Autism in Toddlers (M-CHAT). Specifically designed for children ages 16-30 months. It is one of 4 screening tools Help me Grow affiliates are required to offer to families.
Aug 3	WELS Debrief Meeting	Software review and discussion with ELC.
Aug 4	Apricot 360 Demonstration	Software demonstration for contract and grant management.
Aug 4	Darry Lloyd, Chief of Investigations Director of Witness Management Office	Meeting to learn more about upcoming Teen Youth listening sessions.

	of State Attorney 8th Circuit- Black on Black Crime Task Force	
Aug 5	Help Me Grow Alachua Check in and Budget Meeting	Biweekly meeting with Help Me Grow Alachua. Discussion and review of the budget for fiscal year 2022.
Aug 7	High Springs Chamber of Commerce – Back-to-School event	Hosted Resource Table at Back-to-School event.  Sponsored by CTAC.
Aug 9	Fifth Ave Neighborhood Association meeting	Hosted and attended Fifth Ave Neighborhood Association meeting.
Aug 11	BLI Planning Team Meeting	Meeting with the Chamber, BLI, and CTAC staff to review the run of show tick tock and task for graduation scheduled on Aug 13.
Aug 12	North Central Florida Advisory Board Planning Meeting	Planning discussion for the next meeting scheduled in October.
Aug 13	Business Leadership Institute for Early Learning Alachua County Masterclass Cohort 1 Graduation	End of session graduation event for BLI cohort 1 early learning center and family- based home participants.
Aug 15	Help Me Grow Alachua Planning meeting	Meeting to provide direction for marketing material and promotional items.
Aug 15	National Collaborative for Infant and Toddlers (NCIT) Hub Evaluation Advisory Team Meeting	Advisory team meeting in preparation for the National Pn-3 Systems Building Meeting scheduled for Sept 12. The meeting purpose is to provide an opportunity to share, discuss, and offer input on evaluation and documentation activities, methods, and planned products and to

		develop opportunities and a process for co-interpretation of evaluation findings.
Aug 16	CIG Interim Report Meeting with Pritzker Children's Initiative (PCI)	Meeting with PCI leadership and grant team to review the last 6 months of the PCI community innovation grant.
Aug 16	Junior League Food Insecurity Advisory Group	Attended by community stakeholders. Review of programs throughout the county for school age children. Discussion of schools' food programs and how to support children who could still benefit from free lunch. Discussed an idea to expand access to children under 5 who do not have an older sibling being served through one of the backpack programs.
Aug 16	Alachua County Child Abuse Prevention Task Force	Monthly meeting. Team received a presentation from Sarah Livingstone with APH Talks which focuses on discussion on mental health. The taskforce discussed initiatives for the year and will focus on mental health as a project.
Aug 16	Food Systems Coalition of Greater Gainesville	Stakeholders around the county shared updates.
Aug 16	Greater Gainesville Chamber Business Before Hours event	Attended Chamber's Business Before Hours event at Alachua County Main Library.
Aug 17	Commonsense Childbirth Institute - Doula training and certification	Introduction and proposal review meeting with Kendra Ippel, Director of Training, Certification, and Accreditation for Commonsense Childbirth Institute.
Aug 17	Campaign for Grade Level Reading Advisory Team Lectio Presentation Meeting	The Alachua County Campaign for Grade Level Reading Advisory Team was selected to present at the state meeting on the TA experience with Lectio and next steps for the campaign. This meeting was to review and

		plan for the presentation scheduled for Aug 23.
Aug 17	Help Me Grow Alachua Leadership Team Meeting	First Leadership team meeting for Help Me Grow Alachua (HMGA). HMGA outlined progress thus far and what is ahead. Solicited input from the leadership team.
Aug 17	Community Foundation of North Central Florida - PRG Advisory Council Meeting	Orientation for new PRG advisory council members. Update on existing and new projects.
Aug 18	Harn Museum of Art Meeting	Meeting with Paige Willis, to discuss Lights on Afterschool event.
Aug 18	North Central Florida YMCA Community Stakeholders Input Session	Participated in YMCA's Community Stakeholders Input session.
Aug 19	Help Me Grow Alachua Communication and Marketing Meeting	Meeting with Help Me Grow Alachua, CHS, Help Me Grow Florida, and Children's Forum to finalize criteria for communication and logos for marketing materials and promotional items.
Aug 19	Safety Net Collaborative Meeting	Safety Net Collaborative members shared updates and upcoming events.
Aug 19	Martin County CSC	Met with Martin County CSC about SAMIS and Evaluation policies and practices.
Aug 23	Programs team contract related forms and provider handbook update meeting	Meeting with staff to review and update forms for the new fiscal year.
Aug 24	Masterclass Cohort 2 Planning Meeting	Meeting with staff from BLI to discuss potential dates for masterclass cohort 2.

Aug 24	System Mapping	Progress meeting with Kallen Shaw on system map for PN-5.
Aug 24	Greater Gainesville Chamber	Attended the Chamber's ribbon-cutting ceremony for HoneyBee Pediatrics.
Aug 24	Board requested funding opportunities	Meeting with staff to discuss Saving Smiles, Catholic Charities and Child Advocacy. Scope of work and Budget document submissions.
Aug 25	Healthy Start with Julie Moderie	Meeting to discuss the scope of work for the Family Partner at CWH for fiscal year 2023.
Aug 25	Community Foundation of North Central Florida - PRG Advisory Council meeting	Meeting to discuss PRG new and existing projects.
Aug 25	Contract negotiation with Prismatic	Meeting to discuss contact with Prismatic Service for listening project.
Aug 25	Data Technical Advisory Committee	The Trust hosted its last DTAC meeting. After review and discussion, members unanimously approved the revised Data Collection and Management Policy. Next steps for implementing the policy were discussed. Appreciation certificates were distributed to all committee members in attendance and group photos taken. Committee members were invited to the September 26, 2022, meeting where policy recommendations will be presented to the Board.
Aug 25	St. Lucie County CSC	Met with CSC St. Lucie County to discuss SAMIS and Evaluation policies and practices.
Aug 26	Meeting with National Association of Counties (NaCo)	Meeting with Arabella Pluta-Ehlers Children and Families Program Manager for NaCo. Discussion on PN-5 agenda at the state level.

Aug 26	City of Waldo	Meeting with Rita Puentes, City of Waldo to discuss sponsorship opportunities and future opportunities for funding.
Aug 29	United Way-North Central Florida	Meeting with Victoria Vicary to discuss sponsorship funding for the Reading Pals program.

## PROGRAMS Calendar

PROGRAMS CALENDAR (CALENDAR FOR THE PREVIOUS MONTH AND THE UPCOMING MONTH)	
August	
Tuesday, August 2, 2022	Pritzker Children's Initiative Fellows Meeting
Wednesday, August 3, 2022	Data System Check-In with CTAC and ELC Staff
Wednesday, August 3, 2022	M-CHAT Training with Help Me Grow Florida
Thursday, August 4, 2022	Campaign for Grade Level Reading Meeting
Thursday, August 5, 2022	Programs Team Meeting
Friday, August 5, 2022	Help Me Grow Alachua Bi Weekly Meeting
<b>Monday, August 8, 2022 BOARD MEETING</b>	<b>Listening Project Discussion and Programs Update</b>
Friday, August 12, 2022	PCI and Community Fellow Meeting
Tuesday, August 16, 2022	Grant Interim Report Meeting with Pritzker Children's Initiative
Friday, August 19, 2022	Summer Camp - End of the year reflection survey due
Friday, August 19, 2022	Help Me Grow Alachua Bi Weekly Meeting
Friday, August 19, 2022	National Collaborate for Infants and Toddlers - Alachua Meeting
Thursday, August 22, 2022	Help Me Grow National Forum Planning Meeting
Thursday, August 25, 2022	Data Technical Advisory Committee Meeting
Friday, August 26, 2022	Teens Work Alachua - End of the year reflection survey due
Friday, August 26, 2022	PCI and Community Fellow Meeting
Wednesday, August 31, 2022	Capacity Building - End of the year program narrative due (Out of School Providers)
September	
Thursday, September 1, 2022	Cade Community Forum
Thursday, September 1, 2022	Campaign for Grade Level Reading Meeting
Tuesday, September 6, 2022	Programs Team Meeting
Wednesday, September 7, 2022	Listening Project - Project Plan with Prismatic
Thursday, September 8, 2022	Early Learning Coalition of Alachua County Quality Committee Meeting
Thursday, September 8, 2022	CTAC Renewal meetings begin
Friday, September 9, 2022	Pritzker Children's Initiative and Community Fellow Meeting
<b>Monday, September 12, 2022 BOARD MEETING</b>	<b>Programs Update &amp; 1st TRIM Meeting</b>
Monday, September 19, 2022	Pritzker Grant Partners Meeting
Tuesday, September 20, 2022	Business Leadership Institute Masterclass Cohort 2 Planning Meeting
Wednesday, September 21, 2022	Early Learning Coalition of Alachua County Board of Directors Meeting
<b>Monday, September 26, 2022 BOARD MEETING</b>	<b>Programs Update &amp; 2nd TRIM Meeting</b>
Friday, September 30, 2022	Capacity Building - End of the year program narrative due (Enrichment Providers)

## PLANNING, RESEARCH, AND EVALUATION

### **Bodies of Work:**

**Data System Exploration** - One-on-one discussions with evaluation staff at other CSCs (Martin, St. Lucie, Leon) regarding their data systems, evaluation practices, and policies. Reviewed CSC software contracts and draft RFP. Completing research on vendors and enterprise software solutions. Internal staff and partner discussions on desired features and scope of work.

**Data Technical Advisory Committee** - After review and discussion, DTAC members unanimously approved the *Data Collection and Management Policy*. Trust staff facilitated a discussion of next steps in implementing the policy. Trust staff had follow-up communication with committee members to again thank them for their participation and encourage any further participation.

**End of Year Reporting** - Developing and implementing End-of-Year Reporting process for 67 contracts, which includes data submissions, reporting on performance measures, characteristics of the population served, providing narrative reflections, and feedback on how the Trust can improve.

**Contract Renewal** - Preparing to review, discuss, and refine performance measures with providers.

**Annual Report** - Planning content for Annual Report.

**Summer Camps** - Finalizing data collection and provider End-of-Program Narrative survey process. Data analysis will begin once all data collection is finalized.

**TeensWork Alachua** - Finalizing data collection and provider End-of-Program Narrative survey process. Data analysis will begin once all data collection is finalized.

**Youth Development Capacity Building** - Finalizing data collection and provider End-of-Program Narrative survey process.

**Environmental Scan** - Planning to leverage already existing local data sources (including qualitative dialogues, and existing document) to compile synthesized information on child well-being indicators and resources. Highlighted areas of focus are: mental health, child care access, community violence, substance use, child behavior, special needs, dental and physical health, and other areas of focus indicated through the Listening Project.

**Listening Project** - Further developed expectations for each project deliverable; met with vendor to review the contracted deliverables and timeline in detail; reached out and provided support to vendor sharing with them Needs Assessment completed locally as well as by other CSCs; shared local census population and demographic data by zip codes; local community information to consider in developing the project plan.

**Webinars/Articles/Professional Development:**



**Webinar:** “*Strategies for Shifting Power from Funder-Driven to Community-Driven*” facilitated by the Tamarack Institute on August 24, 2022.

Kinarsky, A. R., & Christie, C. A. (2022). *Analysis of Evaluation Policies in the Philanthropic Sector*. American Journal of Evaluation, 43(2), 175-192.

Reviewing Needs Assessment recently completed by other CSCs:

- [Leon County](#)
- [Escambia County](#)
- [Duval County](#)

## FINANCE AND ADMINISTRATION

August Check and Expenditures Report  
August Trial Balance Report  
August Programmatic Awards and Expense Report

## COMMUNICATIONS

Communications Report: August 1, 2022 – August 31, 2022

### Website Traffic – Key Points

•	Page Views	3,218
•	New Users	635

### Most Viewed Web Pages

•	Home Page	697
•	Bids/RFPs	208
•	Meetings	179
•	Regular Meeting	163
•	Program Directory	142

### Followers

•	Constant Contact	1,286
•	Facebook	994
•	Twitter	208
•	Instagram	209
•	LinkedIn	126

### In the News

- [Good Things Gainesville: celebrating a new school year with renovated facilities - Gainesville Sun - August 18, 2022](#)

- [Business Leadership Institute for Early Learning Alachua County Masterclass 1 Graduation - Alachua Chronicle - August 16, 2022](#)
- [Project YouthBuild enrollment deadline is Thursday - The Guardian - August 15, 2022](#)
- [High Springs Delays Wall Mural Action, Approves Solar Farm, Chamber Freebie Questioned – Alachua County Today - August 9, 2022](#)
- [Parents line up for the back-to-school free giveaway – epiexpress - August 5, 2022](#)

### BOARD MOTIONS

Motions included in this section are incomplete as of the previous meeting

DATE	MOTION	STATUS	COMMENTS
7/11/22	Motion to have CTAC Attorney amend CRI contract to reflect board approved changes	Completed	CRI contract is fully executed
5/23/22	Motion to have staff investigate whether afterschool and summer camps address strategy 2.3 (literacy) or 2.4 (special needs)?	Completed	Summary of survey results will be provided at the September 26, 2022 Trust meeting

### BOARD REQUESTS

DATE	REQUEST	STATUS	COMMENTS
8/8/22	Provide Marsha Kiner with the link to all CTAC Board meetings	Completed	Marsha receives the Zoom link for all meetings
8/8/22	Research programs that address technology and connectivity needs	In progress	Program team will meet to determine the best approach
8/8/22	Send Katie Howard's (HR Consultant) contact information to all Board members	Completed	All Board members should have received an email with Katie's contact information from Ashley
6/27/22	Request from Board to have programs staff meet with the following programs to discuss funding needs	In Progress	CTAC Program staff have initiated the process for each provider to complete a

	1. Saving Smiles 2. Child Advocacy Center 3. Weekend Hunger Backpack Program		scope of services and budget and budget narrative forms. Updates will be provided at each meeting
6/27/22	Discussion of the GNV4ALL initiative proposals	In progress	An invitation to present at the October 10 <sup>th</sup> meeting has been sent to James Lawrence and his team.
5/23/22	How do our position's salaries compare to other CSCs? How does our Admin costs compare to other CSCs?	In progress	Ask a CSC request has been submitted to State Association

## SUCCESS STORIES

### Partnership of Strong Families - Family Resource Center

A student enrolled in SWAG FRC's summer camp broke her glasses. This student is exceptionally bright but was struggling in summer camp due to vision-related issues. Staff feared there could also be future learning implications during the upcoming school year. SWAG FRC's Academic Enrichment Coordinator (a new part-time position funded by the SW Advocacy Group) contacted the child's mother who voiced the need for support. The child's mother stated that she had been in a car accident and did not currently have the funds for the repairs. She also disclosed that because of the situation she currently had no way to get to the vision center. Through the collaboration of FRC staff, and members from the SWAG Board, a plan was devised, and the child's glasses were fixed by the following day. Upon receiving her repaired glasses, the student was ecstatic, smiling from ear-to-ear, and expressing her gratitude.