



TO: MEMBERS OF THE CHILDREN'S TRUST OF ALACHUA COUNTY
FROM: COLIN MURPHY, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
DATE: SEPTEMBER 14, 2020

1. New Staff – (This is my number 1 priority right now).

- Communications Position - over 120 resumes. Will be having final interviews shortly.
- Program Manager (Pritzker Fellow) – still open (Round 2)
- Director of Program Operation – still open (preliminary review)

2. Evaluation of the Executive Director

- I've solicited the policy and procedure from other CSC's around this process. I will come back to the Trust with a policy recommendation shortly.

3. Funding for FY21

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~~ *SEE DRAFT SITE*

~~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 **PROPOSED NEXT STEP**

~~1.4.1.3 Convene groups of community members, service providers, and subject matter experts to determine "What works" **PROPOSED NEXT STEP**~~

~~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 **INCLUDED IN BUDGET AND PROCUREMENT POLICIES**~~

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~~

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 **NEXT MEETING**

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 UPON APPROVAL (8.31.2020)~~

~~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 **NEXT FISCAL YEAR – INCLUDED IN BUDGET**

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).~~
INCLUDED IN FY 21 BUDGET