

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-25**

ADOPTION OF CHAPTER 8 - DATA MANAGEMENT AND REPORTING

WHEREAS, Florida Statute 125.901 To collect information and statistical data and to conduct research which will be helpful to the CTAC and the Alachua County in deciding the needs of children in Alachua County; and

WHEREAS, The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC-funded programs; and

WHEREAS, the CTAC recognizes the history and the risk of data being misused to negatively impact marginalized communities; and

WHEREAS, the CTAC desires to protect the personal identifiable information (PII) of children and guardians who participate in CTAC-funded programs,

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: **ADOPTION** “8 Data Management And Reporting” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8 Data Management And Reporting(*Added*)

SECTION 2: **ADOPTION** “8.10 Purpose” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.10 Purpose(*Added*)

The purpose of this Section is to govern the CTAC's use of data in accordance with F.S.125.901. The CTAC finds that it is necessary to obtain certain information regarding the participants in CTAC funded programs to determine the effectiveness of the program in reaching the goals of the specific program and the overall goals of the CTAC.

SECTION 3: ADOPTION “8.20 Reasons for Data Collection” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.20 Reasons for Data Collection(*Added*)

The Executive Director has the authority to collect any data, or require the collection of data from vendors and contractors, that the Board deems necessary to:

- A. inform the Board as to which services are needed to provide for the general welfare of the children of Alachua County;
- B. provide services for children in Alachua County;
- C. accurately count the number of unduplicated participants served by CTAC funded programs;
- D. prevent the overlapping of services;
- E. facilitate intra-agency coordination of services;
- F. evaluate the quality and effectiveness, including cost effectiveness, of programs and services;
- G. ensure the continuity of services for children and families;
- H. monitor contract compliance; and
- I. ensure that the Goals, Strategies, and Objectives of the CTAC are being accomplished.

Vendors and contractors collecting personal identifiable information (PII) from children and families as required by CTAC as a condition of participation shall obtain consent, from a person legally authorized to give consent, to collect the information and provide it to the CTAC.

SECTION 4: ADOPTION “8.30 Responsibilities” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

8.30 Responsibilities(*Added*)

The Executive Director shall not fail to:

- A. treat all personally identifiable information (PII) collected by the CTAC as confidential subject to disclosure without consent only as required by law;
- B. follow the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and all other state and federal laws as applicable should the agency providing the data be covered by those specific

- acts, or if it is a requirement of a grant received by the CTAC,
- C. obtain consent before sharing PII with other contractors, vendors, or public or private entities, including the purpose for sharing the information,
 - D. take every reasonable precaution to protect PII from disclosure, including, but not limited to establishing appropriate administrative, technical, or physical safeguards;
 - E. ensure that data provided to third-party evaluators is either de-identified or shared under an appropriate data-sharing arrangement;
 - F. ensure that reporting derived from information obtained PII be reported in a manner that does not identify any individual, and
 - G. enter into appropriate data sharing agreements as required by law.

SECTION 5: **ADOPTION** “8.40 Public Records” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

A D O P T I O N

8.40 Public Records(*Added*)

Personal identifiable information of a child, or the parent or guardian of a child, held by CTAC, or held by a service provider or researcher under contract with CTAC, is exempt from F.S. 119.07 (1) and Section 24 (a) Article 1 of the State Constitution.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD _____.

	AYE	NAY	ABSENT	ABSTAIN
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Attest

 Lee Pinkoson, Chairman, Children's
 Trust of Alachua County

 Tina Certain, Treasurer Children's
 Trust of Alachua County