

Children's Trust of Alachua County

Monday, May 20, 2019 | 4:00 pm | Alachua County Health Department
(Thomas Coward Auditorium)

Members Present: Ken Cornell, Alachua County Commissioner; Honorable Susanne Wilson-Bullard, Circuit Judge; Tina Certain, Alachua County School Board Member; Karen Clarke, Alachua County School Superintendent; Cheryl Twombly, DCF Community Development Administrator

Staff Present: Carl Smart, Assistant County Manager for Public Safety and Community Support Services; Robert Swain, Senior Assistant County Attorney; Claudia Tuck, Community Support Services Director; Tom Tonkavich, Community Support Services Assistant Director

1. Call To Order

Interim Chair Ken Cornell called the meeting to order at 4:06 pm.

2. Agenda Review, Revision and Approval

Interim Chair Ken Cornell explained the new agenda format, which consists of a regular section and consent items. The "consent" agenda is more time efficient with many agenda items being approved all at one time. After further commentary and requests for clarification Member Certain moved to adopt the agenda as presented and approve all of the consent agenda items. Second by the Honorable Susanne Wilson-Bullard. Call for public input. Motion carried 5-0.

3. Draft Inter Local Agreement for Administrative Functions

Todd Hutchison, Finance Director for the Clerk of the 8th Circuit Court, presented a revised draft interlocal agreement between the Children's Trust of Alachua County, the Clerk of the Circuit Court of the Eight Judicial Circuit and the Alachua County Board of County Commissioners. The purpose of this draft was to include the revisions from "Option A" that the Board adopted at its last meeting. The draft agreement outlined a number of items including the term, each party's duties, payment information, and several attachments outlining the duties of the parties. Interim Chair Cornell requested several revisions. Member Clarke moved to adopt the Interlocal agreement in concept as presented and with the requested revisions and that staff bring back a final revised document for signature. Second by Member Certain. Call for public input. Motion passed 5-0.

4. Budget Workshop

John Brower, Senior Financial Management Analyst for the Alachua County Board of County Commissioners, and Ron Atkins, Administrative/Fiscal Support Manager for Alachua County Community Support Services, gave thorough presentations on budget

and financial management. Draft Budget and Financial Management procedures were discussed. A draft budget for the upcoming fiscal year was presented as well. There were discussions on the Truth in Millage (TRIM) process, including different millage rates/scenarios, maximum millage calculation and the rolled-back rate. Discussion also centered on future funding for current programs, personnel services funding, memberships, one-time opportunities and new initiatives. A review of the adoption requirements and the Florida statutes helped to add clarity to the complexity of the overall budget workshop. After a call for input from the nominees and the public, several discussed their opinions on which amount of the millage to levy. The Board concluded that they would not take action on the millage rate and requested county staff revise and build a draft budget for the next meeting. After additional comments and questions from members, nominees and the public, Interim Chair Cornell called for a motion to act on the budget. Member Certain moved to adopt the administrative procedures for budget and financial management, after further revision and subject to legal review. Second by Member Clarke. Call for public input. Motion carried 5-0.

5. Proposed CTAC Staffing

Assistant County Manager Carl Smart made introductory comments on personnel options for the Trust. Heather D. Akpan, Human Resources Director, gave a presentation that included draft job descriptions for an Executive Director, Administrative Support Manager and an Administrative Assistant. The presentation explained the JAT process that the county uses and how the hiring process varies in each department. The Board would be responsible for setting the application criteria. Human Resources can screen the applicants, especially for the Executive Director position. The hiring process generally takes 3-6 months, so the Board was advised to develop a few strategies and begin to act as soon as possible. After a call for input from the nominees and the public, several people expressed a need for staff members with strong skills in data collection and data analysis, marketing, social media, etc. In addition, there was discussion on the salary ranges for each position being considered. The Board asked for further changes to the job descriptions and additional information on metrics concerning counties similar in size to Alachua – including employee benefits, professional membership, population, budget, duties and organizational structure. Each member gave feedback on the overall hiring process and the costs associated with it. Interim Chair Cornell called for the Board to take action. The Honorable Wilson-Bullard moved to table action until county staff provide additional information at the next meeting; including information on other options to compare/contrast. Second by Member Clarke. Motion carried 5-0.

6. Call for Public Input

Interim Chair Ken Cornell called for questions and comments from the public. Several citizens gave commentary on a wide range of topics, including the process for funding organizations, millage rates, needs assessments, developing an operational budget, etc.

7. CTAC Gubernatorial Nominees General Comments

Interim Chair Cornell called for comments from the nominees, receiving various comments similar to the topics discussed by the public.

8. Board Member General Comments

Interim Chair Cornell called for comments from fellow Board members. The Honorable Wilson-Bullard discussed the Trust and the job that the public is expecting the Board to fulfill. Also, discussion on the procurement process for current program and future initiatives was taken into consideration. A motion was made by Interim Chair Cornell for the county staff to provide a procurement process for consideration at the next meeting. Second by the Honorable Wilson-Bullard. Motion carried 5-0.

9. Adjournment

Interim Chair Ken Cornell adjourned the meeting at 8:03 pm.

Recorded by:

LaRaven Temoney, Intern

Approval of May 20, 2019 Meeting Minutes – June 10, 2019 Meeting Notes

Member Wilson-Bullard provided additional clarification of what was stated in the May 20, 2019 meeting minutes in regard to her comments. She indicated she would provide a written addendum to attach to the May 20, 2019 meeting minutes.

Member Certain moved to approve the May 20, 2019 minutes with an attached addendum from Member Wilson-Bullard. Second by Member Clarke. Call for comments from the public. Motion carried 5-0.

No written addendum received

Reviewed by:

Thomas Tonkavich, Liaison