

## Children's Trust of Alachua County

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

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Members Present: Ken Cornell, Alachua County Commissioner (Interim Chair); Tina Certain, Alachua County School Board Member (Interim Treasurer); Karen Clarke, Alachua County School Superintendent; Cheryl Twombly, DCF Community Development Administrator

Staff Present Bob Swain, Senior Assistant County Attorney; Claudia Tuck, Community Support Services Director; Carl Smart, Assistant County Manager for Public Safety and Community Support Services; Heather Akpan, Human Resources Director

1. Call to Order

Interim Chair Cornell called the meeting to order at 4:00 pm.

2. Agenda Review, Revision and Approval (including Approval of Consent Agenda Items)

**Member Certain moved to accept the agenda and approve the consent agenda items. Seconded by Member Clarke. Motion carried 4-0**

3. Executive Director Selection Update

Heather Akpan presented the Leadership Competency List; items starred are currently used by Alachua County for hiring purposes.

She reported that assessment questions were sent to the 33 applicants who met the minimum requirements for the position. Of the 33, eighteen responded in a timely fashion and those 18 were ranked by Akpan according to total points earned. Points were based on well thought-out, comprehensive answers, not necessarily "correct" answers. Of the remainder of the applicants, 2 additional responded late; their answers were not accepted and those applicants were not included in the ranking.

Ms. Akpan gave several options for the Trust to consider for reducing the field further. Cornell asked for thoughts. Members and nominees responded.

**Member Certain motioned to move forward with screening the top 10 ranked applicants, members will review individually using the same questions used by Akpan and writing justifications for their ranking. They will each choose their top 3-5 candidates for the November 18, 2019 workshop. Nominees will present input at that time as well. Seconded by Member Clarke. Motion carried 4-0.**

Ms. Akpan discussed use of Early Learning Coalition's Predictive Analytics Index. There was agreement among members that this tool should be used to evaluate the top candidates.

4. Comprehensive Needs Assessment Technical Advisory Committee Meeting Update  
Doodle poll has been sent out. Dr. Knopf questioned whether the poll had been sent to the three additional individuals who expressed interest in participating. Director Tuck advised that Tom Tonkavich had already responded to them. They will be notified of the time and date of the meeting once it is determined.

5. CTAC Gubernatorial Nominees Status Update  
Director Tuck advised there is still no update on status of gubernatorial nominees.

6. Call for Public Input  
Interim Chair Cornell called for comments from the public. Julie Moderie, Pebbles Edelman, Ellie Chisholm, Anne Koterba and Christi Arrington participated.

7. Board Member General Comments  
Member Certain and Assistant County Manager Smart advised there is a joint School Board/Gainesville City Commission Meeting on Wednesday. Attorney Swain advised that as members of the School Board, Members Certain and Clarke can give Trust updates, but cannot advance any position on behalf of the Children's Trust. Advised entities can request joint meetings with the Trust.

Director Tuck announced that submission of September 9, 2019 letter of interest to the Pritzker Family Foundation was accepted and the Trust has been invited to submit a full proposal. Grant award is \$250,000 over three years. The application is due January 30, 2020.

**Member Twombly moved that Dr Nancy Hardt be invited to present her updated geo maps from the Family Data Center at a future Children's Trust Meeting. Seconded by Member Certain. Motion carried 4-0.**

8. Adjournment  
Interim Chair Cornell adjourned the meeting at 5:07 pm.

**The following Consent Agenda items were approved:**

9. Approval of October 21, 2019 Meeting Minutes  
**Staff Recommendation:** Approve the October 21, 2019 meeting minutes as presented.
10. Florida Department of Revenue Correspondence TRIM Certification  
**Staff Recommendation:** Receive Correspondence
11. DRAFT RFA #20-937 Capacity Increases and Infrastructure Improvements  
**Staff Recommendation:** Approve the RFA and direct staff to release it for procurement

**Note:** The RFA has been revised to incorporate the changes requested including adding a provision for a one year extension to expend funding, changes to the scoring criteria regarding economic disparity, and revisions to insurance requirements. Staff has made other language changes related to background checks, insurance, and indemnification. As requested by the Trust, application question #4 has been revised. A copy of the Children's Services Council of Martin County Program and Funding Policies is provided for Member information regarding insurance and other requirements.

12. Bank of America, Merrill Lynch, Department of Financial Services Treasury Services  
**Staff Recommendation:** Approve the attached bank related forms and authorize the Interim Chair and Interim Treasurer to sign the forms, where necessary.

**Note:** CTAC has two bank accounts; 1) Concentration Bank Account and 2) ZBA Accounts Payable Bank Account, hence the need for multiple copies of the same forms. These are standard forms that authorize various treasury services and security protections within CTAC's bank account setup (positive pay, ACH blocks) and delegate certain actions to Alachua County BoCC staff for online access to the bank's CASHPRO software service. There are also two forms for the Department of Financial Services that are required to be signed confirming the bank accounts that CTAC has setup at Bank of America are "Public Deposit Accounts". The form titled Account Owner Delegation of Treasury Services Authority needs the Trust Counsel signature certifying that the Interim Chair has authority to sign as Account Owner. By signing this form CTAC is delegating Treasury Services Authority to another "Authorized Party", which in this case is Alachua County BoCC staff. This delegation is needed to give the Clerk's staff authorization to perform the treasury services listed in items 1 – 8 on the form.

13. Trust Counsel Memorandum Regarding Level 2 Background Screening  
**Staff Recommendation:** Receive the memorandum for information

Recorded by,

Approved November 18, 2019 – Consent Agenda

Claudia Tuck