

## Children's Trust of Alachua County

Monday, June 10, 2019 | 4:00 pm | Alachua County Administration Building  
(John R. "Jack" Durrance Auditorium)

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Members Present: Ken Cornell, Alachua County Commissioner (Interim Chair); Honorable Susanne Wilson-Bullard, Circuit Judge (Interim Vice-Chair); Tina Certain, Alachua County School Board Member (Interim Treasurer); Karen Clarke, Alachua County School Superintendent; Cheryl Twombly, DCF Community Development Administration

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, LaRaven Temoney, Intern

1. Call To Order

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

2. Agenda Review, Revision and Approval

Interim Chair Cornell reviewed and discussed the agenda. Member Wilson-Bullard asked that the May 20, 2019 meeting minutes be moved from Consent to the Regular agenda (Item 14).

**Member Certain moved to add item 14 from the consent agenda to the regular agenda and adopt the agenda, approving the items remaining on consent. Second by Member Wilson-Bullard. Motion carried 5-0.**

3. Approval of May 20, 2019 Meeting Minutes

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.**

4. Approved Budget and Millage Levy

Mr. Smart introduced Tommy Crosby, Assistant County Manager for Budget and Fiscal Services. Mr. Crosby presented a tentative budget for the Fiscal Year 2020. Mr. Crosby informed the Trust of its options to adopt a millage rate and budget allocations. Mr. Crosby explained the individual items on the draft budget worksheet and asked for direction from the Trust in regards to its final budget and millage decisions.

By general consensus and to provide staff direction, members agreed to the amounts presented for Revenues, Personnel Services, and Administration. While reviewing the proposed Program Cost, members asked that the Other Contractual Services be combined into one line item.

Members discussed the three programs currently funded by the County through the Children's Services Advisory Board. Members heard comments from Mr. Crosby and Mr. Swain, about procurement and options for the Trust to assume the currently funded programs. Interim Chair Cornell also asked for input from the Nominees and public.

**Member Certain moved to have the Trust budget for one year the cost of the contracts at the established rates and accept the process used by the County. Second by Member Twombly. Call for public input. Motion carried 4-1, Member Wilson-Bullard in dissent.**

Members discussed the budgeted amount (\$4,048,665) for Program Contracts. Mr. Crosby asked for direction on the remaining items. Interim Chair Cornell asked for any objections to leaving the items as is, hearing none, he directed staff to keep the remainder of the budget items as presented.

5. Comparison of Executive Director and Other Staff Terms of Employment

Mr. Smart introduced Mr. Crosby, who presented 3 options for Trust staffing; (Regular County Employee, Budgeted Non-County Employee, Direct Hire by the Trust). Each option was explained and Members asked clarifying questions including about how wages and benefits would be provided, the need for personnel policies, and how the Trust could have an employment contract with an Executive Director.

**Member Certain moved to adopt Option B, Budgeted Non-County Employee for the Trust. Second by Member Twombly. Call for public input. Motion carried 5-0.**

6. Finalize Hiring Process

Mr. Smart introduced Human Resources Director Heather Akpan, who presented the recruiting process generally used by the County. Additionally, the Trust needs to decide who, a member or members of the Trust, would serve as the "Hiring Manager" and how the Trust would "Screen" applicants. The Human Resources Director continued her presentation, giving further comments on the potential costs associated with the hiring process. Interim Chair Cornell asked for comments from the public.

**Member Wilson-Bullard moved to have the Trust follow the process outlined, for the Trust as a whole to serve as the Hiring Manger, and designating Member Clarke as the point-of-contact for development of the JAT and Job Description. Second by Member Twombly. Motion carried 4-0 (Member Certain out of the room).**

7. Revised Draft Inter Local Agreement for Administrative Services

Mr. Smart introduced Mr. Crosby, who presented the revised draft Inter Local Agreement for Administrative Services. Based on direction from the last meeting, several changes have been made to this revised draft. Given the action to adopt Option B additional changes will be needed.

**Member Twombly moved to adopt the draft agreement with changes as discussed. Second by Member Clarke. Call for public comment. Motion carried 5-0.**

8. Procurement

Mr. Smart introduced Mr. Cosby, who presented the county procurement process. The Trust opted to receive the information for now until it works on more details. At its next meeting, members will discuss the process to award funds generally as well as how to conduct a more thorough needs assessment.

9. Guiding Principles and First Year Goals

Interim Chair Cornell called for open discussion on the goals and principles for the Trust. Members made comments and Interim Chair Cornell asked for public comments. By consensus the Trust agreed to not adopt any principles and/or goals until the 5 additional members of the Trust have been appointed.

10. Future Meeting Formats

The Trust discussed having a different meeting format that allows the members to interact more with the citizens in attendance. Interim Chair Cornell asked for suggestions for meeting locations. Call for comments from the public. The Trust decided to hold its next meeting at the Thomas Coward Auditorium at Health Department (if available).

11. CTAC Gubernatorial Nominees General Comments

Mrs. Tuck told members that the Governors Appointments Office reached out for more information however no appointments have been made.

12. Call for Public Input

Interim Chair Cornell called for comments from the public.

13. Board Member General Comments

Interim Chair Cornell called for comments from the Trust members.

**After discussion, Member Wilson-Bullard moved to cancel the July 1<sup>st</sup> meeting.  
Second by Member Twombly. Call for public comments. Motion carried 5-0.**

14. Adjournment

Interim Chair Cornell adjourned the meeting at 6:11 pm.

Recorded by:

LaRaven Temoney, Intern

Reviewed by:

**Approved as presented on Consent Agenda, June 17, 2019.**

**Moved by Cheryl Twombly, Second by Karen Clark, Motion passed 5-0.**

Thomas Tonkavich, Liaison