

**CHILDREN'S TRUST OF ALACHUA COUNTY  
RESOLUTION 2022-02**

**ESTABLISHING A DATA TECHNICAL ADVISORY COMMITTEE**

**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 determining the needs and strengths 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; and

**WHEREAS**, the CTAC staff proposed board policy “Chapter 8 – Data Management and Reporting” for the Board’s consideration; and

**WHEREAS**, the CTAC approved a motion at the December 13, 2021 Board meeting to “refer back to staff to work with the School Board, the Early Learning Coalition, the University of Florida, CTAC Grant Recipients, and community stakeholders to further revise our integrated data management system and data collection policy that is consistent with the statute”; and

**WHEREAS**, the CTAC is permitted to form ad hoc committees in order to “assist the Board by preparing policy alternatives and the implications thereof for Board deliberation”; and

**NOW THEREFORE**, be it ordained by the Board of the Children's Trust of Alachua County, in the State of Florida, as follows:

1. A Data Technical Advisory Committee (the Committee) be established, consisting of at least two board members.
2. Additional members of the Committee representing the School Board, the University of Florida, CTAC Grant Recipients, and community stakeholders will be selected by the Board through an application process.
3. The members are to receive the input from the stakeholders as gathered by the CTAC staff from the entities and stakeholders referenced in the motion of December 13, 2021.
4. The members may request that staff gather input from additional stakeholders that the members deem necessary.
5. The Committee will recommend to the full board a revised board policy “Chapter 8- Data Management and Reporting”, or any other policies concerning the collection, use, storage, and reporting of data by September 30, 2022.
6. All meetings of the Committee are subject to F.S. 286.011.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD January 19, 2022.

	AYE	NAY	ABSENT	NOT VOTING
Dr. Margarita Labarta	✓	_____	_____	_____
Tina Certain	✓	_____	_____	_____
Lee Pinkoson	✓	_____	_____	_____
Dr. Karen Cole-Smith	✓	_____	_____	_____
Ken Cornell	✓	_____	_____	_____
Dr. Nancy Hardt	✓	_____	_____	_____
Dr. Carlee Simon	✓	_____	_____	_____
Dr. Patricia Snyder	✓	_____	_____	_____
Cheryl Twombly	✓	_____	_____	_____

Presiding Officer

Dr. Margarita Labarta, Chairman,  
Children's Trust of Alachua County

Attest

Colin Murphy, Secretary,  
Children's Trust of Alachua  
County



**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:

ADOPTION

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.