

Minutes:

The meeting was called to order at 5:33 p.m.

Introductions:

Tori Woods, Vice Chair
Walter Sachs
Dr. Rex Northup
Stephanie White, Chair
Patty Hightower
Dr. Timothy Smith
Pastor Lonnie Wesley III
David Peaden
Honorable Jennifer J. Frydrychowicz
Commissioner Lumon May

Florida Sunshine:

Attorney Rogers provided an update to the board on the Florida Sunshine Law. The presentation stressed the importance of not discussing any business that is likely to come before the Children's Trust, the importance of properly noticing meetings ahead of time, making sure that meetings are open to the public, and that minutes are taken. Attorney Rogers discussed the public records act. Public records include any emails having to do with Children's Trust business. Do not destroy or delete emails, text messages, or other communications. Every item the board brings forth requires council members to vote. If there is a conflict of interest, a form must be completed. Attorney Rogers also discussed the importance of not accepting gifts. The Sunshine presentation was completed with a question-and-answer period.

Chair and Vice Chair Elections:

Board member Dr. Northup motioned for board member Hightower to serve as Chair.

Board member May nominated board member White for Chair.

Board member Hightower declined the nomination for Chair.

Judge Frydrychowicz encouraged a discussion period.

Board member Woods asked board member White about the work she had done to get the Children's Trust approved. After discussion, board member White was elected Chairman with a vote of 8 (yes), 0 (no), and 1 abstention.

Board member Wesley nominated board member May for Vice-Chair.

Board member Woods nominated herself for Vice-Chair.

Board member May declined nomination for Vice-Chair.

Board member Woods was selected for Vice-Chair by a unanimous vote.

Agenda Review, Revision and Approval:

The agenda was unanimously approved by the board.

Bylaws and Committee Discussion:

Board member Hightower recommended a subcommittee to be formed to create bylaws. Chair White, Vice Chair Woods, board member Hightower, and board member Peaden volunteered to serve on the bylaws committee. The bylaws committee will meet on May 3rd at 10 a.m. in BCC Chambers.

Adopt Regular Meeting Schedule and Location

The board will meet May 11th, May 25th, and June 22nd. Starting in July, the board will meet on the second Tuesday of every month. The board agreed to decide later regarding the June 8th meeting.

Review Escambia County Ordinance 20-22 and Overview of Children's Services Councils
Presenter: Michele Watson, CEO, Florida Children's Council

Ms. Watson stated that a needs assessment must be conducted in addition to a town hall. The needs assessment can be one that was created prior, it does not need to be a new assessment. The council will also need to determine scalability for services provided and determine which services should be expanded. Michelle Watson, CEO of the Florida Children's Council encouraged the board to determine Escambia County's buckets of needs, develop a basic budget for administration and funding in 5-6 priority areas, and determine an applicable amount that can potentially be spent in the first year. Ms. Watson suggested for multiple sources to be utilized and that the board could merge data, to help them see where the greatest need lies. Ms. Watson informed the board that all services do not have to be monetarily based. She suggested the board use information that is readily available and ask agencies for updated information.

Ms. Hightower recommended a needs assessment committee. Chair White, Vice-Chair Woods, Commissioner May, board member Tim Smith, and board member Dr. Rex Northup volunteered to sit on the needs assessment committee. Collectively the board members suggested data for the needs assessment can be collected from Healthy Start Coalition, Achieve Escambia, Studer Institute, Escambia County School District, etc.

The Needs Assessment Committee will meet May 10 at 10 AM in the Hall Center in room 160.

Discussion of Administrative Support

Michelle Watson informed the board that other Service Councils typically hire staff or an interim director before they launch a search. This ensures that one person keeps the board organized, serves as a point of contact, and serves as the registered agent for the board.

Chair White recommended that the board hire an interim executive director.

Board member Dr. Northup made a motion for further discussion regarding an interim Executive Director. The motion was seconded by board member Hightower.

Escambia Children's Trust

Meeting: April 27, 2021

Discussion: Board member Hightower asked for a swift advertisement and suggested a decision regarding the next steps on the interim director search at the next meeting.

It was agreed that an advertisement would be done by the county and the board would approve the content.

Board member Peaden requested an expedient search for the interim director. He made a motion for Coraline Appleyard to serve as Interim Director. The motion was seconded by Ms. Hightower.

Board member Dr. Northup recommended that Mr. Richie and Mrs. Appleyard serve in the position of interim director until July.

The motion was amended to the following: Mrs. Appleyard serves in the position of interim director. The motion was seconded by board member Peaden. Mrs. Appleyard agreed to assist in any capacity needed.

Michelle Watson encouraged the board to refer to the position as an interim administrator rather than an interim director.

Ms. Watson also stated that other councils have used lines of credit to hire staff to fill this position.

Board member Sachs requested the support of county staff and support from Mrs. Appleyard.

Board member Dr. Northup made a motion for the interim administrator position to be unpaid. The motion was seconded by Board member Smith. The motion passed unanimously.

PNJ Facts Page:

Board member Hightower made a motion for the board to authorize the Chair White to discuss and develop a plan on whether a line of credit was needed. The Chair will bring back to the May meeting information regarding whether a line of credit through September is needed. The motion was seconded by board member Smith.

Legal Services Discussion

The board was encouraged by an attorney to hire licensed attorneys, advertise an RFP, and noted the board must continue to operate in transparency. Ms. Watson also encouraged the board to consider a procurement process and informed the board that anything over \$35,000 needs to go through the procurement process. The motion was unanimously approved.

Call for Public Input

Terri Horne discussed CivicCon and thanked board members for the work that they do in the community. Terry also informed the board that he will send the most recent CivicCon video to each of them. Chair White concluded the meeting by thanking the board members.

***These minutes have not been approved by the full board. ***