



Meeting Notice

Monday, February 22, 6-8 p.m. (2nd Meeting)
Ernie Lee Magaha Government Building - First Floor
221 Palafox Place
Pensacola, FL 32502

Members

Honorable Jennifer J. Frydrychowicz, Circuit Judge
Patty Hightower, Escambia County School Board Member
Lumon May, Escambia County Commissioner
Walter Sachs, DCF Northwest Region Managing Director
Dr. Timothy Smith, Escambia County School Superintendent

Escambia Children's Trust
Monday, February 22, 6-8 p.m. (2nd Meeting)
Ernie Lee Magaha Government Building - First Floor
221 Palafox Place
Pensacola, FL 32502

1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes from January 21, 2021 - *Item 3 Attachment*
4. Status Update on Gubernatorial Appointments
5. Timeline and To-Do List Presentation - *Item 5 Attachment*
 - a. Presenter: Michele Watson, CEO, Florida Children's Council
6. Bylaws Discussion and Approval - *Item 6 Attachment*
7. Interim Executive Director Job Description Approval - *Item 7 Attachment*
8. Appointment of Interim Executive Director
9. Finance Discussion - *Item 8 Attachment*
 - a. Fiscal Year Budget through September 30, 2021
 - b. Calendar Year Budget through December 31, 2021
 - c. Approval of Interim Executive Director to Enter into Line of Credit
10. Legal Services Discussion
11. Adopt Regular Meeting Schedule and Location
12. Call for Public Input
13. Adjournment



Item #3 Attachment

Approval of Minutes from January 21, 2021

ESCAMBIA CHILDREN’S TRUST

JANUARY 21, 2021

MINUTES

The Escambia Children’s Trust convened the inaugural meeting of the Board at 6:00 p.m., January 21, 2021.

Present:

- Honorable Jennifer J. Frydrychowicz, Circuit Judge
- Patty Hightower, Escambia County School Board Member
- Lumon May, Escambia County Commissioner
- Walter Sachs, DCF Northwest Region Managing Director
- Dr. Timothy Smith, Escambia County School Superintendent

Location: Ernie Lee Magaha Government Building, Board Chambers, First Floor, 221 Palafox Place, Pensacola, Florida

Minutes prepared by: Jennifer Grove, Volunteer

Advertised in the Pensacola News Journal – Legal No. 4555158. Meeting agenda packet published at <https://myescambia.com/open-government/meetings>.

I. CALL TO ORDER:

Honorable Jennifer J. Frydrychowicz called the meeting to order at 6:03 p.m.

II. INTRODUCTIONS:

Dr. Kimberly Krupa, Executive Director of Achieve Escambia and volunteer in the Escambia Children’s Trust campaign, provided opening remarks.

Each board member provided a self-introduction and opening remarks.

III. AGENDA REVIEW, REVISION AND APPROVAL

Board members discussed the recommended agenda and noted that they would proceed with the presentation but would likely defer some recommended agenda items to future meetings.

IV. STATUS OF GUBERNATORIAL APPOINTMENTS/ACTIVITIES FROM NOVEMBER 3, 2020 TO DATE

Escambia County Administrator Janice Gilley reported that to date, five complete and two incomplete application packets have been received. With the application deadline of January 30 approaching, she requested that everyone help get the word out about the need for additional applicants.

Board members discussed the potential to extend the deadline if enough quality applications had not yet been received.

Administrator Gilley will bring the Escambia County Board of County Commissioners an update on the number of completed applications received at their February 4, 2021 meeting and at that time, they will consider whether to extend the deadline.

V. FLORIDA SUNSHINE LAWS

The Board elected to postpone this agenda item until the remaining 5 board members have been appointed by the Governor and joined the Board.

VI. REVIEW ESCAMBIA COUNTY ORDINANCE 20-22 AND OVERVIEW OF CHILDREN'S SERVICES COUNCILS

Board members heard a presentation by Michele Watson, CEO of the Florida Children's Council. Ms. Watson provided an overview of the Children's Services Council model, key activities that are required by statute, recommendations for how to proceed, and information on the technical assistance that her organization offers. Board members welcomed her insights and made specific requests for follow-up documentation from other Children's Services Councils to be shared with this Board.

VII. BYLAWS REVIEW AND DISCUSSION

Board members elected to defer this agenda item until the next meeting.

It was determined that the County will provide a Word version of the draft by-laws to each board member for editing purposes and that each board member would bring their recommended changes to the next meeting of the Board for discussion.

Ms. Watson committed to sending examples of other Children's Services Council bylaws.

VIII. INTERIM CHAIR AND VICE CHAIR ELECTION

Board members held a discussion about leadership of the Board.

Motion by Dr. Smith, seconded by Mr. Sachs, that Ms. Hightower serve as Chair and Commissioner May serve as Vice Chair, carried 5 to 0.

IX. DESIGNATION OF A REGISTERED AGENT

Board members discussed the staffing needs of the organization and sought advice from Ms. Watson on the matter.

Dr. Krupa provided a recommendation that the Board consider designating Walter Jaycox "Buzz" Ritchie, Jr. as the Registered Agent and Registered Office and direct the designee to notify the DEO according to its procedures.

Motion by Mr. Sachs, seconded by Dr. Smith, that the Board designate Mr. Buzz Ritchie to serve as Registered Agent, carried 5 to 0.

X. FIRST YEAR TO-DO LIST; DISCUSSION OF ADMINISTRATIVE SUPPORT NEEDED IN INTERIM PERIOD

Board members reviewed and discussed the First Year To-Do List which was provided as an attachment in the Agenda Packet and sought guidance from Administrator Gilley and Ms.

Watson. Ms. Watson noted that the Registered Agent can take action on behalf of the Board to meet critical deadlines from statute.

The Board determined that Chair Hightower will consult with Registered Agent Ritchie and volunteers to facilitate a smooth hand-off to the organization.

The Board discussed the importance of setting up subcommittees to ensure community input and representation and that the bylaws should be constructed in a way that allows for this.

XI. NEXT MEETING, REGULAR MEETING SCHEDULE

The Board set February 22, 2021 at 6:00 p.m. in the same location for the next meeting.

XII. NEXT MEETING AGENDA

Board members identified the following key agenda items for the next meeting:

- By-law revision and adoption
- How to identify needs of children and programming opportunities
- Administrative functions and staffing
- Discussion of millage rates
- Budget development workshop
- Line of credit

XIII. BOARD MEMBER GENERAL COMMENTS

Board members held general discussion of upcoming activities.

XIV. CALL FOR PUBLIC INPUT

The following individuals addressed the Board during Public Forum:

- Jennifer Grove
- Julian MacQueen

XV. ADJOURNMENT

Motion by Commissioner May, seconded by Honorable Frydrychowicz, to adjourn the meeting at 7:58 p.m., carried 5 to 0.

Item #5 Attachment
Timeline and To-Do List

**Escambia Children's Trust
2021 Timeline and To-Do List
1st Quarter Through March 31, 2021**

Date/Deadline	Task	Status
1/21/21 Inaugural Meeting	Elect Officers (Minimum Chair and Vice-Chair)	<input checked="" type="checkbox"/>
	Declare a Registered Agent	<input checked="" type="checkbox"/>
<i>Activities between Board Meetings, January-February</i>		
Before 2/21/21	Register Registered Agent with DEO within 30 days of first board meeting	<input checked="" type="checkbox"/>
2/13/21	Administrative Preparation for 2/22/21 meeting. Public advertisement of 2/22/21 meeting on Saturday, 2/13/21, county public notice in <i>PNJ</i> . Post meeting information on website and social media, compile agenda and attachments, find meeting minute taker.	<input checked="" type="checkbox"/>
2/18/21	BoCC meeting to select recommended names to serve (minimum of 15) on the Children's Trust of Escambia County's Board from the pool of 41 applicants.	<input type="checkbox"/>
2/22/21 2nd Meeting	Adopt Bylaws	<input type="checkbox"/>
	Appoint Interim Executive Director, authorized to execute 2021 Timeline	<input type="checkbox"/>
	Review Proposed Budget through Fiscal Year 9/30/21 and Calendar Year 2021	<input type="checkbox"/>
	Adopt Regular Meeting Schedule, then advertise it	<input type="checkbox"/>
<i>Activities between Board Meetings, February-March</i>		
Checklist to complete before March meeting	Secure interim office space and business address	<input type="checkbox"/>
	Secure telephone, email and internet communication provider	<input type="checkbox"/>
	Secure business cards for Interim Executive Director	<input type="checkbox"/>
	Secure computer and cell phone for Interim Executive Director	<input type="checkbox"/>
	Open bank account for Escambia Children's Trust. Determine check signers (Chair and IED); Signers need surety bond	<input type="checkbox"/>
	Obtain liability, director's & officers insurance	<input type="checkbox"/>
	Obtain line of credit	<input type="checkbox"/>
	Draft accounting practices and procedures	<input type="checkbox"/>
	Recruit and hire interim executive assistant	<input type="checkbox"/>
	Draft RFPs or recommendations for outside CPA/audit provider, legal services, accounting software	<input type="checkbox"/>
	Administrative preparation for March meeting (see checklist above)	<input type="checkbox"/>
March 2021 3rd Meeting Potential Topics	TRIM/Budget Training/Workshop: Primer on what to prepare for based on best practices fellow CSC counties	<input type="checkbox"/>
	Brief on compliance documents and timeline in regards to applicable reporting requirements as a newly created special district	<input type="checkbox"/>
	Board action on activities noted above, as needed	<input type="checkbox"/>
	Deep dive into needs assessment process	<input type="checkbox"/>
	Deep Dive into Provider Training and Capacity Building Process	<input type="checkbox"/>

**Escambia Children's Trust
2021 Timeline and To-Do List
2nd Quarter Through 6/30/2021**

Date/Deadline	Task	Status
2nd Quarter	Continued, TRIM/Budget Training/Workshop-adopt the millage rate	<input type="checkbox"/>
	Draft job description for Executive Director/CEO	<input type="checkbox"/>
	Develop and maintain official website per DEO requirements	<input type="checkbox"/>
	Initiate contract for ages prenatal to 18 needs assessment	<input type="checkbox"/>
	Develop orientation and onboarding materials for new Board members	<input type="checkbox"/>
7/1/2021	Budget for the Children's Trust of Escambia County must be certified and delivered to BoCC by this date	<input type="checkbox"/>

**Escambia Children's Trust
2021 Timeline and To-Do List
3rd Quarter Through 9/30/2021**

Date/Deadline	Task	Status
3rd Quarter	Complete the DEO Special District Fee Invoice and Update Form (October 1, 2021); (fee is prorated first year \$125, \$175 annually thereafter)	<input type="checkbox"/>
	Florida Sunshine training (once full board is seated)	<input type="checkbox"/>
	Ethics training (once full board is seated)	<input type="checkbox"/>
	Complete Needs Assessment	<input type="checkbox"/>
	Review needs assessment and report to BoCC on service needs, funding and inter-agency coordination strategy	<input type="checkbox"/>
	Launch provider training and capacity building workshop series	<input type="checkbox"/>
	Launch Search for Executive Director, Begin Interviews	<input type="checkbox"/>
	Draft personnel policies and payroll/HR processes for board consideration	<input type="checkbox"/>
	Launch Advisory Committees, as needed, and develop processes for committees	<input type="checkbox"/>

**Escambia Children's Trust
2021 Timeline and To-Do List
4th Quarter Through 12/31/2021 + Beyond**

Date/Deadline	Task	Status
4th Quarter	Executive Director hired	<input type="checkbox"/>
10/1/2021	Funds for the Escambia Children's Trust become available (tax anticipation funds)	<input type="checkbox"/>
12/31/2021	Submit quarterly reports to the BoCC starting in Fiscal Year 2022	<input type="checkbox"/>
1/1/2022	Annual written report to the BoCC – due January 1, 2022	<input type="checkbox"/>
2022	Independent audit – plan for 2021 audit	<input type="checkbox"/>

Needs Assessment One-Pager - Inputs and Information to Consider

Instructions from Chapter 125.901 Florida Statute

“Immediately after the members are appointed and officers are elected, identify and assess the needs of the children in the county served by the council and submit to the governing body of each county a written description of:

- The activities, services, and opportunities that will be provided to children.
- The anticipated schedule for providing those activities, services, and opportunities.
- The manner in which will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.
- The special outreach efforts that will be undertaken to provide services to at-risk, abused, or neglected children.
- The manner in which the council will seek and provide funding for unmet needs.
- The strategy which will be used for interagency coordination to maximize existing human and fiscal resources.”

-
1. Under Florida Sunshine, review and certify Escambia County demographic information on the state of children and families.
 2. Community Concerns Survey
 - To be distributed across a wide range of local providers, partners, communities, etc., that offer family-child directed programs and services within Escambia County. The survey format would allow individuals to prioritize the importance of various community issues and indicate their level of satisfaction as to their perceptions of available resources related to a broad range of issues that affect families and children. In addition, responses to open-ended questions would offer important qualitative information, and insight surrounding perceptions of gaps and needs.
 3. Focus group discussion on Systems of Care
 - Facilitate group discussion would be held both in-person and via virtual platforms (mid-March of 2021 and forward), Escambia Children’s Trust-initiated focus groups with participation by provider agencies, as well as representation from entities across multiple systems of care. These meetings could include service areas of: Mental Health (Infant Mental Health, General Mental Health and Trauma-Informed Care); Substance Abuse; Child Development (Special Needs); Community-Based Dental and School Health Oral Health Initiatives; Maternal Infant Health and Birth Outcomes. Valuable input and context would be received by those working directly with children and families directly impacted by a broad range of issues and challenges.
 4. Select interviews to be held with individuals, providers and stakeholders within community-based initiatives to gain input and gather additional information regarding specific needs of Escambia County children and families.
 5. Findings will help inform priorities and strategies to address the identified needs and gaps as well as to utilize and mobilize existing community resources.



Item #6 Attachment

Bylaws Discussion and Approval



The Children's Trust of Escambia County, an Independent Special District of Escambia County

DRAFT BYLAWS CHILDREN'S TRUST OF ESCAMBIA COUNTY

PREAMBLE

The Children's Trust of Escambia County has been established pursuant to Florida Statute 125.901 and Escambia County Ordinance 20-22 as approved by the Electorate and has as its general purpose the provision of services to children throughout Escambia County as more fully set forth in statute and ordinance.

ARTICLE I. - MEMBERSHIP AND TERM OF OFFICE

The Children's Trust of Escambia County shall consist of ten (10) members including the Escambia County Superintendent of Schools, a local Escambia County School Board Member (as selected by the School Board), the Administrator of the District of the Department of Children and Families having authority over Escambia County or designee who is a member of the Senior Management Service or of the Selected Exempt Service, a member of the Escambia County Board of County Commissioners (as selected by the Board of County Commissioners), and the Judge assigned to juvenile cases. These members shall serve for as long as they hold office or until they are removed in accordance with statute or the ordinance. The other five (5) members of the Board shall be appointed by the Governor upon recommendation by the Board of County Commissioners and, after their initial term in office shall serve for terms of four (4) years each. Members shall serve until their replacement is selected or they have been otherwise removed from office.

ARTICLE II. - MEETINGS

Section 1. - Regular Meetings

Regular meetings of the Trust shall be held monthly at a time and place set by the Trust. The annual meeting shall be held in January, at which time the election of officers shall take place. If a regularly scheduled meeting falls on a holiday, the Trust shall meet at such date and time as selected by the Trust. Written or electronic notice of regular meetings of the Trust shall be given to each member at least five (5) days prior to each meeting; the notice is to be accompanied by a tentative agenda for the meeting. Meetings may be cancelled or rescheduled by majority vote of the Trust. In the event of an emergency or lack of business to be considered a meeting may be

canceled by the Chair, Vice-Chair, or Treasurer, in that order, but in no case shall longer than 60 days go between meetings of the Trust.

Section 2. - Special Meetings

Special meetings of the Trust may be called:

- (a) By the Chair or
- (b) In the Chair's absence by the Vice-Chair or
- (c) In the Chair and Vice Chair's absence by the Treasurer or
- (d) By request of a majority of the Trust made to an officer or the Executive Director.

Pursuant to the rules for independent special districts, any meeting other than a regular meeting or any recessed and reconvened meeting must be advertised at least seven days before such meeting in a newspaper of general paid circulation in the county. The advertisement must be published in the same way as the meeting schedule.

Notices regarding special meetings will be accompanied by an agenda specifying the subject(s) of the special meeting. Only those subject(s) appearing on the special agenda may be discussed at that called meeting. The date, time, and location of the special meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Trust, as appropriate.

Section 3. - Emergency Meetings

Emergency meetings of the Trust may be called:

- (a) By the Chair or
- (b) In the Chair's absence by the Vice-Chair or
- (c) In the Chair and Vice Chair's absence by the Treasurer or
- (d) By vote or request of a majority of the Trust made to an officer or the Executive Director.

In the event of a bona fide emergency, the Trust board must provide reasonable notice, hold the emergency meeting and subsequently ratify the emergency meeting. The annual budget cannot be approved at an emergency meeting. The notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting. Only those subject(s) appearing on the emergency meeting agenda may be discussed at that meeting. The date, time, and location of the meeting shall be determined by the Chair, Vice-Chair, Treasurer, or Trust, as appropriate. If, after reasonable diligence, it is impossible to give notice to each member or, because of the nature of the emergency, it is impossible to let twenty-four (24) hours elapse before the meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance.

Section 4. - Public Meetings.

The Trust, as a public body of the State of Florida shall be subject to the requirements

of Chapter 286, F.S.

Section 5. - Minutes

Minutes of each meeting shall be accurately taken, preserved, and provided to members at or before the next regular meeting.

Section 6. - Initial Year of Existence

To the extent that Ordinance 20-22 or Sec. 125.901(2)(b) requires that certain actions or events take place based upon the initial meeting of the Trust the timing set forth in those laws shall control during the organizational period of the Trust.

ARTICLE III. - VOTING

- A. Each member shall have one vote, which may only be exercised by the member and not by proxy or by designee with the exception of the District Administrator of the Department of Children and Families who may have a designee.
- B. Quorum. The presence of a majority of all members serving on the Trust shall be necessary at any meeting to constitute a quorum to transact business.
- C. Action on any proposal other than amendment of these By-Laws, hiring of an Executive Director, or adoption of the annual budget shall require an affirmative vote of a majority of the members present.
- D. Action on matters relating to amendment of these By-Laws may only be taken by an affirmative vote of two-thirds (2/3) of all serving members of the Trust. Action on matters relating to the hiring of an Executive Director may only be taken by affirmative vote of a majority of all serving members of the Trust.
- E. Approval of the budget and setting of the millage shall be as established by law.
- F. The Judge of juvenile cases appointed to the Trust shall not vote or participate in the setting of ad valorem taxes.

ARTICLE IV. - OFFICERS, ELECTIONS, AND VACANCIES

Section 1. - Officers

The officers of this Trust shall be chosen from its membership and consist of a Chair, Vice-Chair, and Treasurer. After the organizational period, each shall be elected at the annual meeting for a term of office of one (1) year. An officer may be elected to one additional consecutive term.

- A. The Chair shall:
 - Preside at all meetings of the Trust.
 - May be an ex-officio member of all committees of the Trust.

- Serve as a member of the Executive Committee.
- Appoint, with Trust approval, all ad hoc committees.
- Perform all of the duties usually pertaining to the office of Chair.
- Be the primary check signer of the Trust subject to countersignature by another member of the Trust or the Executive Director.

B. The Vice-Chair shall:

- Preside at all meetings of the Trust in the absence of the Chair.
- Serve as a member of the Executive Committee.
- Perform all such duties usually pertaining to the Office of Vice-Chair.

C. The Treasurer shall:

- Preside over the Trust Budget Planning Committee.
- Serve as a member of the Executive Committee.
- Preside at all meetings of the Trust in the absence of the Chair and Vice-Chair

D. In the event of a vacancy in the position(s) of the Chair, Vice-Chair, or Treasurer, the position shall be filled at the next meeting of the members and the term shall be the remainder of the vacant position's term. Any vacancy in other offices that result from this selection may be filled by immediate election for the remainder of the term.

ARTICLE V. - CONDUCT OF BUSINESS

Section 1. – Reporting

Commencing no later than January 1, 2022 and by January 1st of every year thereafter the Trust will prepare an annual written report, to be presented to the Board of County Commissioners which shall contain the information set forth in Sec. 125.901(2)(b)5, F.S.

Section 2. – Budgeting

On or before July 1 of each year, the Trust shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The Trust shall, in addition, compute a proposed millage rate within the one half mil cap approved by the electorate necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of Sec 200.065, F.S. relating to the method of fixing millage, and shall fix the final millage rate by resolution of the Trust. The adopted budget and final millage rate shall be certified and delivered to the Board of County Commissioners as soon as possible following the Trust's adoption of the final budget and millage rate pursuant to chapter 200 F.S. or as otherwise limited in Sec. 125.901, F.S.

Section 3. - Elections and Vacancies

Election of officers shall be held at the annual meeting. This election shall be by

nomination and voice vote.

ARTICLE VI. - FINANCE

Section 1. - Fiscal Year

The fiscal year of the Trust shall commence on October 1 and end on September 30.

Section 2. - Budget

The Executive Director shall be responsible for submitting a tentative annual budget for the operation of the Trust to the Members of the Trust at or before the May meeting for adoption by the Trust. The Trust must submit a certified budget to the Board of County Commissioners no later than July 1.

Section 3. - Committees

Standing committees may be established by majority vote of the Trust. Ad hoc committees may be established by the Chair, with Trust approval, provided that ad hoc committees shall not be established for a period of time exceeding one year.

ARTICLE VII. - EMPLOYMENT OF EXECUTIVE DIRECTOR

An Executive Director shall be employed by a majority vote of all serving members of the Trust. The Executive Director shall be employed by written contract. The Executive Director shall serve at the pleasure of the Trust and may be terminated at any time, subject to the provisions of the terms of said contract by an affirmative vote of a majority of the serving Trust Members.

The powers and duties of the Executive Director shall include:

1. The employment and development of staff to implement policies and programs of the Children's Trust of Escambia County.
2. Ensure that a comprehensive plan for the needs of youth in Escambia County is developed and implemented and that the purposes of Sec 125.901, F.S. and Escambia County Ordinance 20-22 are met.
3. Establish policies and procedures relating to the evaluation, subject to approval of the Trust, of funding requests, monitoring of programs funded by the Trust, employment and evaluation of personnel, and other similar matters.
4. Maintain all records of the Children's Trust of Escambia County.
5. Perform other administration duties as may normally be performed by an administrative officer.

6. Shall act as the Secretary of the Trust or otherwise provide that the minutes are accurately maintained.

ARTICLE VIII. - CONFLICT OF INTEREST

- A. Members of the Trust shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Trust in a manner that would be, or give the appearance of being, a conflict of interest.
- B. Members of the Trust will, prior to voting on a funding issue, which involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement.
- C. Members of the Trust will comply with all Florida Statutes relating to "conflicts of interest."
- D. No member shall serve as a staff member of any agency when more than 10% of the agency's budget is provided by the Council, and no portion of a member's salary may be paid by the Council funds.

ARTICLE IX. - GENERAL POWERS OF THE COUNCIL

The Trust, in carrying out its authorized duties, shall exercise the general powers set forth below.

ARTICLE X. - RULES OF ORDER

The Trust shall promulgate rules of order for the conduct of all meetings of the Trust. All procedural matters not addressed in said rules of order or by these Bylaws shall be governed by the latest edition of "The Standard Code of Parliamentary Procedure" by Sturgis.

ARTICLE XI. - BOARD ATTENDANCE

If a member has three (3) consecutive absences from regular board meetings during a fiscal year, or a total of five (5) absences from regular board meetings during a fiscal year, except under extreme circumstances, the Chair may request the member compiling such absences to resign from the Council so that a replacement may be appointed in accordance with Florida Statute 125.901.

ARTICLE XII. - AMENDMENTS

Amendments of these By-Laws may be proposed by any Trust Member and shall become effective upon the affirmative vote of a two-thirds (2/3) majority of all serving Trust members.

APPROVED AND ADOPTED by the Escambia Children's Trust on .

Signed By: Interim Chair



Item #8 Attachment

Interim Executive Director Job Description



**Interim Executive Director
Escambia Children's Trust
Job Description**

POSITION SUMMARY

The interim Executive Director is the professional leader and official representative of the Escambia Children's Trust (ECT or the "Trust") during a period estimated to last six to 12 months. The purpose of the interim implementation period is to build the infrastructure for the ECT independent special taxing district described in Escambia County Ordinance 20-22. This position reports to the ECT governing board and is responsible for providing strategic leadership for the Trust and working with the board to establish goals, strategies, plans and policies in the interim implementation period. This position oversees the development of the Trust's first-year implementation plan, and recommends strategic direction and policies for the board to consider in order to pursue the vision for the ECT and achieve its long-term mission of elevating the lives of youth and families in Escambia County. This includes selection and employment of interim staff and developing and managing the Trust's resources, assets, and budget.

The interim Executive Director is also responsible for ensuring the Trust's compliance with Florida Statutes, including Florida Sunshine requirements, and Escambia County ordinances and implanting all aspects of these requirements as they are changed or modified. This is a short-term position for which compensation is established by the board of directors.

POSITION DUTIES

General Duties

Planning, budgeting, advocacy, community leadership, implementing, managing and evaluating the activities and functions of the ECT during the interim implementation period.

Specific Duties and Responsibilities

This position is responsible for the overall operations of the ECT in the interim implementation period.

Strategic Leadership

Assists the Trust Board in defining the organization's vision, mission, strategic direction, and policies in the interim implementation period. In concert with and after consultations with appropriate providers, community partners and community representatives, sets the direction and focus of short-term activities. Oversees the development and implementation of an interim business plan for the ECT including, but not limited to, the following areas:

Planning

1. In collaboration with the Board to develop an interim implementation plan and update as appropriate.
2. Direct the activities of the ECT based on the interim implementation plan.
3. Institute mechanisms to ensure community involvement in planning processes during the interim implementation period.
4. Work with others as needed to ensure coordination and consistency of efforts.

Financial and Program Management

1. Provide oversight of the Truth-in-Millage “TRIM” process for Fiscal Year 2021-2022, ensuring the ECT complies with all requirements of law, including but not limited to Florida Department of Revenue requirements for public hearings and the levying of the millage rate by the ECT taxing district.
2. Prepare Fiscal Year 2022 budget and funding recommendations for Board approval and adoption.
3. Prepare budget model forecast for planning purposes.
4. Prepare policies and procedures related to the process of reviewing, awarding and defining metrics for initial funding requests.
5. Prepare structure for program and fiscal monitoring of funded programs and services.

Operation Management

1. Manage and direct interim implementation plan activities to ensure key tasks are properly executed and all deadlines are met.
2. Lead and ensure the effective management of the board in meeting the statutory functions relevant to ECT.

Community Relations

1. Establish mechanisms to communicate the activities of the ECT to the community, including management of the website and social media pages.
2. Recommend effective, collaborative, external working relationships with community stakeholders, including the formation of advisory committees and board committees, in order to address key strategic issues facing youth and families in Escambia County.
3. Serve as ex-officio member of all committees for purposes of record-keeping and notifications.

Board Relations

1. Provide directional leadership and sound recommendations to the Board on all matters relating to ECT.
2. Develop and maintain positive and open relationships and communication with the Board.
3. Ensure the Board is kept informed of relevant policy issues and relevant operational issues.
4. Prepare and oversee the production of agendas, supporting materials and minutes for Board meetings. Prepare and oversee all other recommendations as requested by the Board.
5. Assist the Chair in matters relating to Board member participation and meetings.
6. Comply with any conflict of interest requirements as established by the Board.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Strong management and leadership skills including, but not limited to, consensus-building, conflict resolution, motivation, decision-making and strategic planning.
- Knowledge of local, state, national and corporate funding streams.
- Understanding of major policy issues involving children and families.
- Experience in advocacy for children and families, especially with marginalized and vulnerable populations.
- Experience in competitive procurement and program evaluation.
- Highly developed skills in oral and written communication and personal interaction.



MINIMUM QUALIFICATIONS:

Bachelor's degree and a minimum of five (5) years progressively responsible administrative experience in budget (minimum \$2 million) and program management and strategic planning. An equivalent combination of education and experience may substitute for the minimum requirements listed.

Item #9 Attachment

Finance Discussion

- Fiscal Year Budget through September 30, 2021
- Calendar Year Budget through December 31, 2021

Escambia Children's Trust Simplified Budget			
GOAL: Secure a loan to cover anticipated costs to stand up the Escambia Children's Trust in the months before the first round of taxation revenue is received. This will enable the Board and authorized personnel to execute the 2021 timeline by paying for the following expenses.			
Task/Item	Amount Through 9/30/21	Amount 9/30-12/31/2021	TOTAL
An interim Executive Director who will execute the start-up plan prior to the hiring of the first executive director (6+ months). A full-time executive director will need to be hired, but that position will come after appointees have been named and the CSC has time to convene.	\$40,000	\$20,000	\$60,000
An interim executive assistant to support the start-up functions noted in the 2021 Timeline (12 months)	\$20,000	\$10,000	\$30,000
Required needs assessment and community input process. The needs assessment will be completed by 2nd/3rd quarters and will include a community input process that will engage in focus groups; parent surveys; on-the-ground community outreach; electronic surveys of organizations; and review of key indicator data.	\$25,000	-	\$25,000
Legal consultation (12 months)	\$20,000	\$10,000	\$30,000
Payroll/HR; accounting, financial and budget assistance. Financial expertise.	\$7,500	\$7,500	\$15,000
Insurance (D&O), property, casualty, liability and related insurances).	\$2,000	-	\$2,000
Equipment and software (learning management system). SAMIS.	\$10,000	-	\$10,000
Email, cloud storage	\$500		\$500
Mileage, travel	\$1,500	\$1,000	\$2,500
Office space, telephone, computer, cell phone, furniture, printer, other equipment	\$7,500	\$2,500	\$10,000
Training/boot camps geared toward preparing the provider community to equitably compete for CSC contracts. Training tentatively starting in spring 2021 will build their organizational capacity to meet contractual expectations in advance of the first round of Request for Proposals, anticipated for release in 2022.	\$10,000	\$5,000	\$15,000
TOTAL	\$144,000	\$56,000	\$200,000