

# Children's Services Council of Leon County Annual Report 2021

As required by section 125.901(2)b.5, Florida Statutes, the Children's Services Council of Leon County (Council) respectfully submits this Annual Report to the Leon County Commission.

The Council convened its organizational meeting on May 6, 2021. During the last eight months, it has laid the foundation for successfully fulfilling its statutory responsibilities (see "CSC Leon Accomplishments: May - December, 2021" below).

The underlined bullet-points below are statutorily required to be addressed by CSC Leon in this Annual Report. Responses to the bullets are italicized below each. There has been insufficient time for the Council to appropriately and responsibly address most of them. Given the timing and the work the Council will undertake in 2022, all bulleted items will be addressed its next Annual Report.

- Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness.

*No activities, services or programs are yet being offered or funded by the Council, so no information on effectiveness or cost-effectiveness is available.*

- Detailed anticipated budget for continuation of activities, services, and programs offered by the council, and a list of all sources of requested funding, both public and private.

*No activities, services, or programs are yet being offered or funded by the Council, so there is no anticipated budget for continuing them.*

- Procedures used for early identification of at-risk children who need additional or continued services and methods for ensuring that the additional or continued services are received.

*A comprehensive Leon County human service assets and needs assessment is currently in progress, with a projected completion date of June 30, 2022. The findings of the assessment will be used, in part, to identify and implement some of the procedures described above.*

- A description of the degree to which the council's objectives and activities are consistent with the goals of this section.

*As required by this section, the Council is in the process of undertaking a comprehensive Leon County human service assets and needs assessment that will, among others, collect information and statistical data and provide research that will be helpful to the Council and the County in identifying the needs of Leon*

*County children and how to best serve them. The results of the assessment will be used by the Council to determine how to: 1) provide and maintain preventive, developmental, treatment, and rehabilitative services for children; 2) provide such other services for all children as to support the general welfare of the county; 3) allocate and provide funds for other agencies in the county which are operated for the benefit of children; and 4) coordinate with other agencies dedicated to the welfare of children to prevent duplication of services.*

- Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.

No activities, services or programs are yet being offered or funded by the Council, so no information regarding their successful use is available.

- Information on programs, services, and activities that should be eliminated; programs, services, and activities that should be continued; and programs, services, and activities that should be added to the basic format of the children's services Council.

No activities, services or programs are yet being offered or funded by the Council, so no information regarding which activities, services or programs should be eliminated or added is available.

### **CSC Leon Accomplishments: May - December 1, 2021**

- Convened Organizational Meeting
- Elected Officers
- Retained Interim Administrator
- Adopted Bylaws
- Executed Interlocal Agreement with Leon County
- Crafted and adopted Interim and FY 2021-22 Council Budgets
- Developed and posted state-of-the art comprehensive assets and needs assessment invitation to negotiate (ITN), ranked respondents, conducted in-person presentations and review sessions with top respondents, selected and executed agreement with vendor to conduct the assessment, assessment in progress
- Created and posted Executive Director job description and announcement, reviewed and ranked applicants, interviewed finalists, executed employment agreement with new executive director effective January 1, 2022
- Completed Truth in Millage process
- Created the following Committees
  - Executive Committee
  - Bylaws Committee
  - Nominations Committee
  - Budget Committee
  - Executive Director Search Committee
  - Needs Assessment Committee

- ITN Evaluation Team
  - ITN Negotiation Team
- Retained General Counsel
- Retained Certified Public Accountant and opened CSC Leon bank accounts
- Obtained eligibility authorization to deploy Microsoft Office 365 Government GCC environment to meet specific government data and privacy regulations and requirements, including secure email for staff and Council members
- Built and launched CSC Leon email addresses for all Council members and stand-alone CSC Leon Website and social media platforms
- Adopted “Priority Areas” for Council Investments
- Adopted the following Council Policies
  - Public Comment Policy
  - Purchasing Policy
  - Social Media Policy
- Created and posted a request for information (RFI) for an enterprise resource planning solutions software that closes January 31, 2022

Submitted December 29, 2021

By: Ted Granger

Title: Interim Administrator